

# **LAFOURCHE PARISH GOVERNMENT**

## **Civil Service Manual**

**Revised: January 1, 2017**



## **SCOPE AND PURPOSE OF THE MANUAL**

This manual is the basic official document of the Lafourche Parish Civil Service System that covers the personnel administration of all Lafourche Parish Civil Service classified employees.

The manual is issued in loose-leaf form to facilitate additions and changes with little difficulty. Such changes and additions will be transmitted under “Changes /Additions”, which will be consecutively numbered. New or substitute pages will usually be issued for changes in the manual content.

The Office of Lafourche Parish Civil Service will issue a limited number of copies of the manual to each department. The individual departments are authorized to duplicate the manual material without change, to the extents needed. It is suggested that at a minimum, each department retain a “Master” copy of the manual with appropriate index tabs in a binder for easy access. The extent of distribution of copies of the manual within a department is a matter to be determined by the Department Heads. However, it should be readily available to:

1. Supervisory employees and
2. For reference by any Lafourche Parish classified employee, since the manual furnishes one of the best recognized means of giving the employees an opportunity to learn of their rights and privileges and of the restrictions and responsibilities placed on them as an employee.

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## **DEFINITIONS**

1. Anniversary Date – Established as date from first day of Permanent Parish employment, as adjusted for periods of absence over thirty (30) days.
  
2. Annual Leave – A paid leave of absence from regularly scheduled work hours granted to eligible employees for the purpose of rest and relaxation, or to attend to personal affairs.
  
3. Appointing Authority – The Parish Administrator or any department head designated in writing to effect personnel status changes for positions under their jurisdiction and the Lafourche Parish Civil Service Board as appointing authority for the Department of Civil Service positions. Any delegation of signature authority must be executed in writing with a copy to the Civil Service Director and shall then be accepted by the Civil Service Director as the official action of said appointing authority.
  
4. Appointment – the designation of a person by a duly empowered appointing authority to become an employee in a position and the person’s induction into the position.
  
5. Certify or Certification – The furnishing to an appointing authority by the Civil Service Director, of a list of persons from an appropriate employment list, who are eligible to be considered for appointment to a position in the classified service.
  
6. Civil Service Board – The Lafourche Parish Civil Service Board.
  
7. Civil Service Director – The Lafourche Parish Civil Service Director, appointed by the Civil Service Board.
  
8. Class or Class of Position – A definitely recognized position of employment in the classified service, designed to embrace jobs that are so nearly alike in the essential character of their duties, responsibilities, and consequent qualification

requirements, that they can fairly and equitably be treated alike for all personnel purposes.

9. Classification Plan – All the classes of positions established for the classified service

10. Classified position – Any position in the service that is subject to the Civil Service requirements as contained in the Lafourche Parish Home Rule Charter.

11. Continuous Service – An employee’s uninterrupted classified and permanent unclassified service from the most recent date of employment, except that service shall not be interrupted by an approved leave of absence of thirty (30) days or less. Continuous service shall be adjusted by the total period of any layoff or leave of absence without pay in excess of thirty (30) days.

12. Demotion – Shall mean a change of a regular employee in the classified service from a position of one class to a position of another class for which a lower pay range is prescribed.

13. Department Head – The director of any department appointed by the Lafourche Parish Council and subject to the direction of the Parish President.

14. Departments – Means a department as provided for in Article III, Section 3, paragraphs D - 2, 3, and 4 created in the Home Rule Charter; a department created by ordinance as provided for in Article III, Section 3, paragraph B – 1 of the Home Rule Charter; and any other office or agency of the executive branch. The word department shall not include political subdivisions as defined in Article III, Section 3, paragraph D – 7 and excluded from Civil Service coverage by Article IV, Section 2, paragraph H of the Home Rule Charter.

15. Dismissal or Removal – The termination of employment for cause.

16. Drug Screening – Refer to the Lafourche Parish Council Drug and Alcohol Policy.

17. Employment List(s) – An open/promotional list containing the names of those who passed the applicable examination.

18. Examination – Devices or procedures developed or sanctioned by the Civil Service Director that measure merit of applicants.

19. Funeral Leave – A paid leave of absence from regularly scheduled work hours granted to employees on the occasion of a death in their immediate family.

20. General Increase – A fixed salary increase percentage awarded to all eligible employees on the same date.

21. Governing Authority – as defined by the Lafourche Parish Home Rule Charter.

22. Immediate Family – An employee's spouse, children, parents, brothers, sisters, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-mother, step-father, step-brother, step-sister, step-son, step-daughter, and any other relative residing under the same roof.

23. Merit Increase – A merit increase is a percentage increase awarded to eligible employees at anniversary date.

24. Nepotism – An employee's immediate family will be considered for employment on the basis of their qualifications. However, immediate family may not be hired if it would:

A. Create a supervisor/subordinate relationship (direct or indirect) with a family member;

This policy must also be considered when assigning, promoting, or transferring an employee. For the purposes of this policy, immediate family includes anyone related by blood, affinity, or marriage.

Employees who marry or establish a close personal relationship may continue employment as long as it does not result in the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Lafourche Parish Classified Service to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

All relatives presently working in the above-listed situations will be “grandfathered” into the system.

Any person serving in public employment on the effective date of this section, whose employment is in violation of this section, shall not be construed to hinder, alter, or in any way affect normal promotional advancement opportunities in public employment for such employee.

25. Pay Range – Pay range number prescribed in the salary plan which identifies the minimum, midpoint, and maximum rate of pay assigned to a given class of positions.

26. Permanent Appointment – The confirmation of appointment of an employee who has successfully completed the working test period.

27. Probationary Appointment – The appointment of an employee, following the certification of his name from a list, to begin or continue his working test.

28. Promotion – A change of a regular employee in the classified service from a position of one class to a position of another class for which a higher pay range is prescribed.

29. Public Hearing – A hearing held after at least five (5) days public notice has been given.

30. Public Notice – Shall consist of the posting of a notice of intention on the part of the Civil Service Board to take a certain action. This notice shall be posted on the Civil Service Office bulletin board and mailed to the Parish Council Members, the Parish President, the Parish Administrator, and department heads to be posted on their bulletin boards.

31. Reallocation – The change of a position from one job classification to another due to either an error in the previous allocation or a significant change in the duties and responsibilities.

32. Reassignment – A change in the assignment of a position to a pay range with a different minimum, maximum, and mid-point as a result of changes in market conditions supported by a survey, changes in duties and responsibilities which do not involve a reallocation, or internal inequity supported by a study of relative responsibilities and duties.

33. Regular Employee – An employee who has been appointed to a position in the classified service in accordance with these Rules and who has completed the prescribed working test period.

34. Reinstatement – The reappointment of a working test or permanent employee who had been separated from his position for reasons other than fault or delinquency on his part, to a position of the same class.

35. Rules and Regulations – Those rules and regulations established by the Civil Service Board, per the Lafourche Parish Home Rule Charter, to administer the Civil Service System covering the Lafourche Parish classified employees.

36. Salary Plan – All the rates of compensation prescribed by the Civil Service Board and submitted to the Governing Authority for approval.

37. Sick Leave – A paid leave of absence from regularly scheduled work hours granted to employees because of employee's illness, injury, (outside of work), hospitalization, or exposure to contagious disease, or because of an immediate family member's illness, injury, hospitalization, or exposure to contagious disease.

38. Suspension – The enforced leave of absence without pay of an employee as a result of disciplinary purpose; or during an investigation of alleged misconduct by the employee.

39. Temporary Appointment – The appointment of an applicant to a classified position for a limited period of service without acquisition by the appointee of any continuing right to be retained beyond the period.

40. Transfer – The change of an employee from any position in the classified service to any other position of the same classification, at the pleasure of the appointing authority.

41. Working Test – Continuous and uninterrupted performance of the duties, and carrying out the responsibility of a position as an employee in that position for a period of 180 calendar days.

42. Working Test Period – The period during which an employee is considered to be in an on-the-job test situation. The term probationary period shall be considered synonymous with working test period.

# **CHAPTER 1**

## **CIVIL SERVICE OBJECTIVES, MERIT PRINCIPLES, AND APPLICABILITY**

### **Section 1 Objectives**

1.1 It shall be the purpose of the rules, regulations, and plans adopted by the Lafourche Parish Civil Service Board to:

- a. Establish the means of administering personnel actions in accordance with acceptable merit principles as outlined in Section 2.1 of this Chapter.
- b. Define the rights and responsibilities of employees.
- c. Maintain proper superior-subordinate relationships, attitudes, actions, and communications.
- d. Provide a healthy and wholesome atmosphere in which employees perform their work, and
- e. Develop an organization of career employees dedicated to providing courteous, dependable, and efficient service to the residents of Lafourche Parish.

### **Section 2 Merit Principles**

2.1 The objectives shall be pursued in accordance with the following merit principles:

- a. Recruitment, selection, and advancement of employees shall be on the basis of their ability, knowledge, and skills as ascertained through fair and practical personnel management methods.
- b. Employees shall be compensated equitably and adequately for work performed.
- c. Employees shall be retained on the basis of the adequacy of their performance, corrected when that performance is inadequate, and terminated when inadequate performance is not corrected.

- d. Applicants and employees shall be treated fairly in all respects of personnel administration without regard to race, color, national origin, gender, religious creed, disability, or political affiliation and with proper regard for their privacy and constitutional rights as citizens.

### Section 3    Applicability

3.1    The rules and regulations contained in this manual will apply to all Lafourche Parish Government classified employees.

## **CHAPTER 2**

### **ORGANIZATION, RULES AND PROCEDURES OF THE CIVIL SERVICE BOARD**

#### **Section 1 Organization of the Civil Service Board**

- 1.1 The Civil Service Board shall be appointed as provided under the Lafourche Parish Home Rule Charter.
- 1.2 The election of Chair and Vice-Chair: The Civil Service Board shall meet each year within thirty (30) days after the date of an appointment which is made to fill the term of the member whose term has expired, at which time the oath shall be administered to the new member (s), a Chair and Vice-Chair shall be elected and any other business transacted. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.
- 1.3 Term of the Chair and Vice Chair: The Chair and Vice-Chair shall serve for a term of one (1) year or until their successors are duly elected.

#### **Section 2 Rules**

- 2.1 The Civil Service Board shall review, adopt, alter, amend and promulgate rules, regulations, and plans necessary to carry out effectively the provisions outlined in the Lafourche Parish Home Rule Charter.
- 2.2 Rules and regulations shall be adopted or amended by the Civil Service Board either in its proposed or amended form after a public hearing at which any person shall be given an opportunity to show cause why the proposed rules, amendment, or any part thereof should not be adopted. Before the Civil Service Board shall hold any public hearing at which rules or amendments are to be adopted, it shall furnish at least fourteen (14) days in advance thereof a notice of the date, time, and place thereof to the Parish Council, Parish President and Administrator, and all Department Heads. A copy of proposed rules to be presented at any such hearing shall be furnished with such notices. A notice shall be posted on the bulletin board in the Civil Service Department and on the bulletin board of each department of

the Parish for a period of at least seven (7) days in advance of said hearing.

- 2.3 Rules adopted under the authority provided by this section shall have the force and effect of law.
- 2.4 Effective date of rules: Any rule or amendment to the rules shall become effective on the first day of the month following the date of adoption of the rule or amendment by the Civil Service Board. Exception: The rule governing Salary Plan and amendments must be submitted to the Governing Authority before implementation, and will become effective the first day of the month following such approval.

### Section 3 Meetings

- 3.1 The Civil Service Board shall meet at such time and place as designated by its Chair or by a majority vote of the Civil Service Board members.
- 3.2 The Civil Service Board shall not be bound by any rules of order, evidence, or procedure in its meetings, hearings, or investigations, except as it may itself establish.
- 3.3 All meetings and hearings of the Civil Service Board shall be open to the public, except executive sessions.
- 3.4 Notice of each meeting or hearing shall be posted on all Parish Council, Civil Service, and department bulletin boards for a period of at least five (5) days preceding the date of the meeting or hearing.
- 3.5 Three (3) members of the Civil Service Board shall constitute a quorum for the transaction of business. When only a minimum quorum is present, any vote must be unanimous.
- 3.6 The Civil Service Director shall serve as secretary to the Civil Service Board and shall keep adequate minutes and other records of the Civil Service Board action.
- 3.7 Unless the Civil Service Board specifies otherwise, its meetings shall be held at the Lafourche Parish Council Sondra Barrios Center in Raceland, Louisiana.

## Section 4 Appeals, Hearings, and Testimony

- 4.1 Employees in the classified service shall have the right to appeal to the Civil Service Board any suspension, dismissal, layoff, reduction in pay, or demotion.
- 4.2 Any working test or probationary period employee in the classified service who is suspended, dismissed, laid off, demoted or suffers a reduction in pay shall have a right of appeal to the Civil Service Board only provided that the employee specifically alleges that the action appealed resulted from discrimination due to race, color, national origin, sex, religion, age, disability, or politics.
- 4.3 Persons who shall have applied for or shall have been examined for classified service and allege that they have been discriminated against due to race, color, national origin, sex, religion, age, disability, or politics, regarding their applications, admission to the examination, the scoring of examinations, or the establishment of eligible lists and certification shall have the right to appeal to the Civil Service Board.
- 4.4 Where discrimination is alleged to be a basis for appeal, specific facts supporting the conclusion of discrimination must be alleged in detail. Persons alleging discrimination as a basis for appeal shall bear the burden of proof of their allegations.
- 4.5 Persons appealing to the Civil Service Board shall do so in writing on the prescribed form, available in the Civil Service Department, specifying the reasons for requesting a hearing.
- 4.6 Appeals to the Civil Service Board shall be filed within thirty (30) days of the knowledge of action or actions taken against the employee by the appointing authority.
- 4.7 The Civil Service Board shall initiate a hearing of the appeal within sixty (60) days after receipt of the request, and shall have the right to continue the hearing from time to time. All hearings provided for in this rule shall be open to the public.
- 4.8 Appellants shall have the right, but shall not be required, to be represented by counsel.
- 4.9 The Civil Service Board may, in its discretion, appoint a hearing officer, and for this purpose, such person shall have the same authority as the Civil Service Board, subject to ratification by the Civil Service Board.

- 4.10 The Civil Service Board shall make its decision on hearings on the facts presented by the appellants/parties concerned.
- 4.11 The Civil Service Board shall decide appeals promptly, but in any event within thirty (30) days after completion of a hearing.
- 4.12 No hearing or meeting to investigate shall be held unless both the employee and the appointing authority shall have been advised at least ten (10) days in advance of the date, time and place therefor. If either of the parties fails to appear at the place and on the day and the hour fixed for such hearing, the Civil Service Board may, at its discretion, decide the issue involved on the basis of the evidence presented.
- 4.13 The Civil Service Board shall not be required to have the testimony taken at a hearing transcribed, but either the employee or the appointing authority may, at its own expense, make the necessary arrangements therefor.
- 4.14 The decision of the Civil Service Board, together with its written finding of fact, if required, shall be certified in writing to the appointing authority and shall be forthwith enforced by such appointing authority.
- 4.15 Application for re-hearing or reconsideration of the Civil Service Board's decision may be filed by either the employee or the appointing authority. Such application must be filed in writing on the prescribed form(s) available in the Civil Service Department, within thirty (30) days from the date of notification of the Civil Service Board's decision.
- 4.16 Any classified employee and any appointing authority shall have the right to appeal from any decision of the Civil Service Board, or from action taken by the Civil Service Board. This appeal shall lie directly to a District Court of Competent Jurisdiction. Such appeal shall be taken by serving the Civil Service Board, within thirty (30) days after entry of its decision, a written notice of appeal, stating the grounds thereof and demanding that a certified transcript of the record, if any, or written finding of facts, and all papers on file in the office of the Civil Service Board affecting or relating to such decision, be filed with the designated court. The Civil Service Board shall, within thirty (30) days after filing of such notice of appeal, make, certify, and file such complete transcript or written findings of facts with the designated court.

- 4.17 Refusal to testify: Any employee in the classified service who shall willfully refuse or fail to appear before any court or board properly authorized to conduct any hearing or inquiry, or if such employee having appeared, shall refuse to testify or answer any relevant question, except upon the grounds that their testimony or answers would incriminate them, may, in addition to other penalties to which they may be subjected, forfeit their position with the Lafourche Parish Civil Service System, and may not be eligible for appointment to any position in the classified service for a period of six (6) years.

Section 5 Oaths, Subpoenas, Production of Records

- 5.1 The Civil Service Board, each member of the Civil Service Board, any hearing officer appointed by the Civil Service Board, and the Civil Service Director shall have the same power to administer oaths, subpoena witnesses, and compel the production of records and papers pertinent to any investigation or hearing. All applications for the issuance of subpoenas must be in the hands of the Civil Service Board at least five (5) business days prior to the date established for the hearing and said application shall contain the full name and address of all persons to be subpoenaed.

Section 6 Burden of Proof

- 6.1 Except as otherwise provided in these Rules, the burden of proof on appeal, as to the facts, shall be on the Appointing Authority or other official against whose action the appeal is taken. As in all Civil cases, the burden of proof shall be by a preponderance of evidence.

## CHAPTER 3

### CLASSIFICATION PLAN

#### Section 1 Objectives

- 1.1 The position-classification plan shall provide a complete inventory of all job classifications being performed within the classified system, according to the job-related factors such as the nature, scope and complexity of work, job responsibilities, and minimum/desired qualifications. The primary purpose of the plan shall be to establish and maintain a framework for the fair and equal treatment of employees in all job functions. The plan assigns job classes to a pay range. This is set out in the Job Title by Pay Grade included in this rule.

#### Section 2 Creating Classes and Allocating Positions

- 2.1 The duties and responsibilities of each position in the classified service of the Parish shall be subject to study and review by the Civil Service Director for purposes of classification. The position classification plan approved by the Civil Service Board shall be maintained and administered by the Civil Service Director.
- 2.2 Whenever the necessity arises for establishing a new class or revising or abolishing an existing class in the classification plan, the Civil Service Director may anticipate formal action of the Civil Service Board by adding the new class or revising or abolishing an existing class. The Civil Service Director's action in this regard shall be subject to ratification by the Civil Service Board at its next regular meeting.
- 2.3 If an employee believes a position has been improperly allocated, the employee may protest the allocation and request a hearing. The Civil Service Director or any person designated may hold special hearings to determine the facts of each case. The Civil Service Director or any person designated may require the employee or any other party to produce and present pertinent forms or documents. The Civil Service Director shall make a decision on the basis of the written statements and forms presented by the employee and the facts brought out in the hearing. The employee shall have the right to appeal to the Civil

Service Board if dissatisfied with the action of the Civil Service Director.

### Section 3 Classification Action

- 3.1 The Civil Service Director shall consider the creation, reallocation, reassignment or abolishment of any class of position for which such a request is made, provided no other similar request has been submitted within 90 calendar days.
- 3.2 The Civil Service Director or any department head may initiate requests for the creation, reallocation, reassignment or abolishment of any class when the requestor believes that changes in program or organization have had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein, or as a result of a study or survey. Action to create, abolish, reassign or reallocate a class shall be subject to approval by the Civil Service Board.

### Section 4 Review of Classification

- 4.1 The Civil Service Director shall provide for the systematic review of the classification of each position in the classified service.
- 4.2 The Civil Service Director shall evaluate and/or reevaluate each job in the classification plan to establish its relative value in the classified service. Jobs will be assigned to a pay grade based on the provisions contained in these Rules as well as consideration of each job's evaluation.

### Section 5 Force and Effect of Classes

- 5.1 The Civil Service Director shall prepare and maintain a set of descriptive specifications for each of the classes of positions in the classification plan. The specifications, and their various parts, shall have the following force and effect:
  - a. Use, in a class specification, of a particular expression or illustration of duties shall not be interpreted or held to exclude other duties not mentioned that are of similar kind or quality.

- b. In determining the class to which a position should be allocated, consideration shall be given to the general duties, specific tasks, responsibilities, and qualification requirements of the position in relationship to similar considerations for positions embraced by other classes.
- c. The following are qualifications required for all classified positions: 1) honesty, 2) industry, 3) ability and willingness to work extra hours as required by the supervisor, and 4) freedom from disabling defects that cannot be reasonably accommodated. In addition, ability and willingness to learn and apply all safety rules and other administrative policies not inconsistent with the Civil Service rules and regulations adopted by the Civil Service Board, are deemed as qualification requirements for each class, even though they are not specifically mentioned in the class specifications.

## Section 6 Use of Classification Titles

- 6.1 No employee shall be appointed, employed, or paid under any title other than that of the class to which the position has been allocated. The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position as such. The title of each class shall be used to the exclusion of all others on all payrolls, budgets and official records and reports.

## JOB TITLES BY PAY GRADE

GRADE	JOB TITLE	GRADE	JOB TITLE
<b>10</b>	Chief Building Official Director of Civil Service Emergency Preparedness and Homeland Security Manager Nurse III Parish wide Operations Manager Projects Manager	<b>9</b>	Accounting Manager Animal Shelter Manager/Veterinarian Tech Area Supervisor Emergency Preparedness and Homeland Security Assistant Manager Compliance Officer III CZM Administrator CZM Administrator – Option B Field Office Supervisor Floodplain Manager Health Activities Manager Human Resources Manager Human Resources Program Manager Information Technology Manager Mechanics Supervisor Parish Engineer Parks Manager Permits Inspector III Permits Manager Planning Manager Plans Examiner Public Facilities Manager Public Works Manager Purchasing Manager Recreation Manager Risk Manager Senior Planner Solid Waste Manager
<b>8</b>	Accountant III Assistant Human Resources Manager Compliance Officer Compliance Officer II Development Specialist Equipment Operator III Equipment Operator/Truck Driver III Executive Assistant III Grant Writer Information Technology Analyst Legal Assistant Permits Coordinator III Permits Coordinator III – Option B Permits Inspector II Planning Coordinator III Public Facilities Inspector Public Information Officer Purchasing Specialist III Sanitation Foreman	<b>7</b>	Accountant II Assistant Council Clerk Compliance Officer I E911 Address Coordinator III Executive Assistant II Haz-Mat Technician Permits Coordinator II Permits Inspector I Planning Coordinator II Purchasing Specialist II Right-of-Way Coordinator III Solid Waste Deputy Coordinator III Special Equipment Operator Special Projects Coordinator III Special Projects Coordinator III–Option B

<p style="text-align: center;"><b>6</b></p>	<p>Accountant I  Administrative Assistant III  Animal Control Officer  E911 Address Coordinator II  Employment/Training Specialist III  Equipment Operator II  Equipment Operator/Truck Driver II  Executive Assistant I  Human Resources Clerk III  Mechanic III  Permits Coordinator I  Planning Coordinator I  Public Facilities Repair Technician III  Purchasing Specialist I  Research Analyst  Right-of-Way Coordinator II  Risk Management Assistant III  Sanitarian II  Solid Waste Deputy Coordinator II  Special Projects Coordinator II</p>	<p style="text-align: center;"><b>5</b></p>	<p>Administrative Assistant II  Assistant Permits Coordinator III  Clerk IV  Council Minute Clerk  E911 Address Coordinator I  Employment Training Specialist II  Equipment Operator I  Equipment Operator/Truck Driver I  Field Investigator/Environmental Tech. III  Human Resources Clerk II  Mechanic II  Public Facilities Repair Technician II  Right-of-Way Coordinator I  Risk Management Assistant II  Seismic Inspector III  Solid Waste Deputy Coordinator I  Solid Waste Inspector III  Special Projects Coordinator I</p>
<p style="text-align: center;"><b>4</b></p>	<p>Administrative Assistant I  Assistant Permits Coordinator II  Civil Service Clerk III  Clerk III  Employment/Training Specialist I  Field Investigator/Environmental Tech. II  Human Resources Clerk I  Mechanic I  Nursing Assistant II  Public Facilities Repair Technician I  Receptionist III  Risk Management Assistant I  Seismic Inspector II  Solid Waste Inspector II</p>	<p style="text-align: center;"><b>3</b></p>	<p>Accounting Clerk III  Animal Care Associate  Animal Shelter Attendant  Assistant Permits Coordinator I  Bridge Tender III  Building Custodian III  Bus Driver  Civil Service Clerk II  Clerk II  CZM Clerk III  Field Investigator/Environmental Tech. I  Field Maintenance Clerk III  Laborer  Minute Clerk III  Planning Clerk III  Public Works Clerk III  Purchasing Clerk III  Receptionist II  Recreation Clerk III  Seismic Inspector I  Solid Waste Clerk III  Solid Waste Inspector I</p>

<p style="text-align: center;"><b>2</b></p>	<p>Accounting Clerk II          Bridge Tender II          Building Custodian II          Civil Service Clerk I          Clerk I          CZM Clerk II          Field Maintenance Clerk II          Minute Clerk II          Planning Clerk II          Public Works Clerk II          Purchasing Clerk II          Receptionist I          Recreation Clerk II          Solid Waste Clerk II</p>	<p style="text-align: center;"><b>1</b></p>	<p>Accounting Clerk I          Bridge Tender I          Building Custodian I          CZM Clerk I          Field Maintenance Clerk I          Minute Clerk I          Planning Clerk I          Public Works Clerk I          Purchasing Clerk I          Recreation Clerk I          Solid Waste Clerk I</p>
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## **CHAPTER 4**

### **SALARY PLAN**

#### **Section 1 Objective**

- 1.1 The Salary Plan shall be designed to identify and define levels of salaries for work performed within the Parish classified employees system, based on job evaluation and a study of salary and fringe benefits. Job evaluation shall establish internal equity, and the salary and fringe benefits study shall establish external comparability. The primary purpose of the plan shall be to provide a method of compensation that can be applied consistently to all job classifications.
- 1.2 The pay of all positions in the classified service shall be determined in accordance with the Salary Plan in effect and in accordance with these rules, regardless of any provisions or appropriations for any different salary rate or mode of payment for any position. No person employed in a classified position shall be paid at less than the minimum rate nor more than the maximum rate provided for his class of positions, except as specifically permitted elsewhere in this Rule, or as specifically provided in the Pay Plan.

#### **Section 2 General Rules**

- 2.1 **Definition of Salary Plan:** The Salary Plan shall include a Summary of Pay Ranges by Grade with a minimum, a maximum, and one or more intermediate rates. The plan shall become effective upon adoption by the Civil Service Board and approval of the Governing Authority. It shall be effective for one year, which shall coincide with the Lafourche Parish Government's fiscal year, and will be subject to approval annually by the Governing Authority prior to the beginning of the next fiscal year.
- 2.2 **Approval of Pay Rate Changes:** All changes in an employee's rate of pay, with the exception of COLA increases, shall be submitted by an appointing authority to Civil Service, reviewed for compliance with this rule, and approved by the Civil Service Director prior to becoming effective. The Civil Service Director shall have the authority to disapprove any change (with the exception of COLA

increases) in rate of pay, which does not comply with this or any other rule adopted by the Civil Service Board. An appointing authority may request a review of a decision under this section by the Civil Service Director. Once adopted into annual budget ordinance by Lafourche Parish Council, COLA increases will be granted at designated date by Parish President of Lafourche Parish Council and will not need approval of Civil Service Director. Once COLA increases have been implemented, Civil Service Director shall be notified of all changes in the rate of pay for all classified employees.

- 2.3 Mode of Payment: The pay of positions in the classified service shall be determined in accordance with the Summary of Pay Ranges by Grade in effect and in accordance with the provisions of these rules. The hourly rate (adjusted when required) stipulated in the Summary of Pay Ranges by Grade shall be the official mode of payment within the meaning of this rule. Employees are paid on a bi-weekly basis with every other Friday designated as payday.
- 2.4 Changes in the Salary Plan: The Civil Service Director shall recommend to the Civil Service Board all changes in the Salary Plan, and such changes must have the approval of the Civil Service Board and the Governing Authority before becoming effective.
- 2.5 Pay Range Adjustment: When it is determined that pay ranges are to be adjusted as a part of the implementation of a general increase (i.e., cost of living increase or increase resulting from an external survey), the procedure will be to add the same percentage increase to the minimum and maximum of each pay range, followed by a recalculation of the mid-point. Annually, a Cost of Living Adjustment (COLA) will be granted to all classified employees, subject to the availability of funds. The increase will be determined according to the United States Department of Labor's Consumer Price Index and the increase will be conditioned by the availability of funds.
- 2.6 Appointment Rates:
  - a. New Employee: The normal and usual appointment rate for a position in a class, except for promotion, is the minimum of the pay range assigned to the class. The Civil Service Director, with concurrence of an appointing authority, may authorize a higher appointment rate above the minimum of the range, if such authorization is based on general recruitment difficulties, and/or qualifications and experience of the applicant, and a notion to that

effect should be made on the appropriate form and initialed by the Civil Service Director and the appointing authority.

- b. Promotion: When an employee is promoted from one class of work to another having a higher pay range, if his salary rate at the time of change is less than the minimum rate for the class to which promoted, the employee, subject to availability of funds, be granted a pay increase in the higher pay ranges on the effective date of the change.
- c. Demotion: An employee voluntarily or involuntarily demoted from one class of work to another having a lower pay range, the employee shall be paid either at the present rate or the midpoint rate for the lower class, whichever is lesser, subject to downward adjustment by separate and specific appropriate action.
- d. When an employee is changed from one class of work to another having the same pay range, the employee shall retain the present pay rate, subject to upward or downward adjustment by separate and specific appropriate action.
- e. Reinstatement: An individual reinstated under the provisions of these rules shall be compensated within the salary range of the class assigned, as administratively determined by an appointing authority recommendation and approved by the Civil Service Director.
- f. Reallocation:
  - 1. Reallocation of a position or positions to a class with a higher range shall cause the employee's rate of pay to increase five (5) percent or to the minimum of the new range, whichever is greater.
  - 2. Reallocation of a position to a class with a lower range shall cause the employee's rate of pay to remain unchanged, provided that it is not above the midpoint of the new range. If, however, the rate of pay is above the midpoint of the new range, it will be reduced in annual adjustments to the new range midpoint within two years.
  - 3. Reallocations approved by the Civil Service Board shall become effective on the first day of the first month following the Board's approval.

g. Reassignment:

1. Reassignment of a position or positions to a higher pay range shall cause the employee's rate of pay to increase to a rate which exceeds the minimum of the new range by the same percent as the employee is from the minimum of the old range, not to exceed 20%. In no case shall this result in an increase of less than 5%, nor an increase greater than the maximum of the new range.
2. Reassignment of a position or positions to a lower pay range shall cause the employee's rate of pay to remain unchanged, provided that it is not above the mid-point of the new range. If however the rate of pay is above the mid-point of the new range it will be reduced in annual adjustments to the new range midpoint within two years.
3. Reassignments approved by the Civil Service Board shall become effective on January 1 of the next fiscal year.

2.7 Whenever existing occupied positions, not previously within the classified service, are brought within the service, the salaries of incumbent employees shall be determined as follows:

- a. Any employee whose rate of pay is below the minimum rate established for the appropriate class of work shall have his pay increased to the minimum rate as soon as budgetary possible.
- b. Any employee whose rate of pay is within the pay range shall retain the present pay rate, subject to upward or downward adjustments by separate and specific appropriate action.
- c. Any employee whose rate of pay exceeds the maximum rate established for the appropriate class of work shall not be required to suffer a salary reduction, but shall be ineligible for any further pay increase(s) until such time as such increase(s) is/are permissible in accord with the provisions stipulated elsewhere in these Rules or in the Salary Plan permitting pay above the normal maximum rate.

2.8 Whenever part-time service is rendered, the appropriate pay rate shall be determined in accordance with the basic weekly hours set for the classes of work involved and by reference to the table of hourly

equivalents which is a part of the Salary Plan. For those classes of work designated as “Exempt” (E) in the Salary Plan, the hourly rate of pay for part-time work shall be computed on the basis of the number of hours indicated adjacent to and in conjunction with the E designation for the class.

- 2.9 Whenever the Salary Plan is amended to set a higher pay range for any class or classes of work, with the express approval of the Parish President of the Lafourche Parish Council, additional “across the board” pay increases may be granted to employees occupying positions in the class or classes affected to such extent as the Parish President of the Lafourche Parish Council may think desirable in order to maintain an equitable balance between employee; provided, however, that under no condition may an employee’s salary be advanced beyond the maximum rate of pay fixed for his class of work, except in the case of a cost of living adjustment granted by the Parish President of the Lafourche Parish Council.

### Section 3 Merit Program

- 3.1 Merit Increases: A merit increase is a percentage increase awarded to eligible employees and is based upon the evaluation of work performance, and is intended to advance employee’s pay within the pay range for the job assuming satisfactory performance. For purposes of this Section (3.1), annual evaluations, prescribed by the Civil Service Department, shall be completed by the appointing authorities prior to an employee’s anniversary date.

- 3.2 Pay Increase:

- a. Generally, conditioned upon availability of funds, an employee entering into the Parish classified system shall be hired at the minimum rate prescribed for the class of work in which employed; exceptions being permitted only as elsewhere specifically provided in this Rule or in the Special Pay Provisions of the Salary Plan. An employee entering into or promoted within the Parish classified system at the prescribed minimum rate or at any authorized starting rate within the range shall, subject to the availability of funds, be granted a pay increase (subject to maximum rate limitation) on the first day of the pay period immediately following satisfactory completion of the working test period in the current class of work. Thereafter, annually at the employee’s anniversary date. In the

case of any employee entering the service within six (6) months of (before or after) the implementation of a new higher pay range for the class or position, the initial pay raise may be deferred to a date twelve (12) months after implementation of the new minimum rate.

- b. A provisional employee may be granted a first pay increase not sooner than the first day of the pay period immediately following completion of six consecutive months of satisfactory service; and, thereafter, may be considered for subsequent pay raises on the same basis as are regular employees. If such employee is subsequently retained by regular appointment, with recognition of provisional service, any and all pay raises granted during the provisional tenure shall be considered as having satisfied the regular requirements for pay increase after completion of probation, and for establishment of the permanent pay raise eligibility date.
  - c. Each employee shall be considered for an annual pay raise in the appropriate range on his/her eligibility date, subject to the availability of funds. If approved, this shall be effective on the first day of the pay period immediately following the eligibility date.
  - d. The Pay Raise Eligibility Date shall not be changed by virtue of promotion, leave of absence, reinstatement or reemployment with permanent status, adoption of new pay ranges, the granting of “additional” pay raises in accordance with these rules.
- 3.3 Since the implementation of the orderly pay raise policy set forth in Section 3.2 above, presupposes both the availability of funds and satisfactory work performance, it is obvious that the granting of the pay increases permitted under that section is not mandatory. However, it shall be the policy of the Parish to grant pay raises in accordance with this plan to the greatest extent possible. If the employee makes a specific allegation that he was denied a pay raise due to racial, religious, political or other discrimination unrelated to merit factors of employment, he/she may file a written appeal to the Civil Service Board in accordance with the conditions outlined in Chapter II, Section 4 of these rules. An employee who fails to appeal timely under this rule shall have no further recourse.
- 3.4 In addition to the pay raises specifically required and/or provided for upon promotion, reallocation to a higher class, satisfactory completion of probation, and/or in conjunction with annual eligibility, as

elsewhere set forth in these Rules, management shall have discretion to grant additional pay raises such as completion of certification courses required for position. Ex. CDL certification, License Electricians, Inspection certifications, etc. in such amounts at such times as deemed fit, under the following conditions:

- a. such raise(s) may not be granted to an employee while in probation except with the express prior approval of the Civil Service Board
- b. such raise(s) shall not increase an employee's salary to a rate in excess of the maximum rate permitted by the Salary Plan and the rules unless additional pay increase is result of completion of certifications required by position;
- c. such raise(s) must be submitted through the proper administrative authorities, including the Finance Director, and received by the Human Resources Department prior to the end of the effective pay period, must be accompanied by a written statement of justification, and must be approved by the authorities through whom submitted.

3.5 Pay raises above the normal maximum rate provided in the Salary Plan (except for across the board cost of living raises elsewhere permitted in these Rules) shall be used only as a reward and incentive for long-career and continued-merit service with the exception of additional pay increases granted for certification requirements for position. To be eligible for such reward and incentive raise(s), an employee must have at least ten (10) years of service and the employee's pay rate after raise shall not exceed the normal maximum rate by more than 2% for each five (5) years of service.

3.6 General Rules:

- a. A merit program shall be implemented and merit increases granted eligible employees on their anniversary date. If approved in the annual operating budget, MERIT increases shall be granted to eligible employees on their anniversary date. The Merit Increase will go into effect on the first pay period immediately following the eligibility date. The amount of such merit increase will be as indicated in the Merit Increase Schedule as promulgated by the Parish President or designated subordinate.

- b. Based on each employee's annual performance evaluation every employee will receive consideration each year for a merit increase subject to the provisions of 3.2.
- c. Exceptions to Merit Increase are as follows: (Subject to the review and approval of Civil Service Director).
  - 1. A less-than-satisfactory performance evaluation shall cause the employee to automatically be denied their merit increase either in the same fiscal year if it has not already been given or the following fiscal year if the employee has already received the current fiscal year merit increase.
  - 2. Eligible employees on an approved absence without pay on their merit date shall not receive their merit increase until their return to work.
  - 3. Eligible employees who do not have continuous service (as defined) during the year ended with the merit date shall have their merit increase prorated on the basis of months (including fractions of months) in which they received pay.
  - 4. Merit increases shall not cause an employee's rate of pay to exceed the maximum of the assigned pay range.
  - 5. Employees who have not completed their working test (probationary period) shall not be considered for a merit increase, but would be eligible for a general increase if granted.

#### Section 4 Pay Reductions

- 4.1 An appointing authority may reduce an employee's pay rate for cause; provided however, that the pay resulting from the reduction must conform to the appropriate range and in no case may be less than the established minimum rate.
- 4.2 When an employee is demoted to a position in a class of work having a midpoint salary rate which is lower than the employee's current pay rate, the employee's pay must be reduced to the midpoint rate provided, unless eligibility for a longevity rate is established and approved by the Civil Service Director.

## Section 5 Overtime Pay

- 5.1 Based on the needs of the service, an employee may be required or authorized by appropriate supervisory authority to work at any time when he would not normally be scheduled for duty. Whenever such work is required or authorized, the employee shall be compensated for all such work by monetary payment as hereinafter set forth or, in lieu thereof, by flex time under the conditions set forth in the federal Fair Labor Standards Act.

No overtime work whatever shall be performed without proper supervisory authority and/or approval.

Overtime pay provisions shall not routinely apply to classes of work designated as “E” (exempt) in the Salary Plan. It is expected that employees in the “exempt” classes will work whatever hours are required to satisfy the needs of the service, and that they will adjust their working schedules to meet such needs. However, whenever it is deemed justified, an

Appointing Authority may authorize overtime pay for such employees.

- 5.2 Compensation shall be paid at a straight time rate of pay for any and all work required and/or authorized in excess of thirty-five (35) and up to forty (40) hours in any one work week.

Overtime compensation shall be paid at a rate of one- and one-half (1 ½) times the regular hourly compensation for any and all work required and/or authorized in excess of forty (40) hours in any one work week.

- 5.3 Absence from work by reason of any form of authorized leave shall not be considered as actual hours worked for purposes of overtime pay eligibility determinations. However absence from work by reason of holidays with pay shall be considered as time worked at a straight-time rate of pay for purposes of overtime pay eligibility determinations.

Absence from work while on leave of absence without pay is not considered as time worked for purposes of overtime pay eligibility determinations.

Overtime work on one day shall not relieve an employee of the responsibility to report for work at the regularly scheduled time on the next ensuing day.

- 5.4 Whenever an employee works on one of the holidays granted by Chapter IX, Section 11, or on any part of such holiday, in addition to the regular holiday pay, the employee shall be paid for the time actually worked on the holiday; and, for overtime computation purposes, the regular holiday hours shall be added to the hours actually worked in the work week.
- 5.5 Weekly overtime pay shall be computed to the actual minute worked.
- 5.6 Special terms of work may be specified in the Salary Plan for certain classes of work, but in every such case, the terms of work and the base pay rates therefore shall be equated with base hours of work designated in the Salary Plan.

#### Section 6 Pay for On-Call Status

- 6.1 Non-exempt employees who are called to work while maintaining “on-call” status shall be guaranteed a minimum of three (3) hours compensation at their respective rate of pay.

#### Section 7 Pumper’s Pay

- 7.1 The Pumper’s Pay Scale is utilized for the basis of determining the biweekly salary for pumpers. All new hires shall start at the minimum pay rate prescribed in the Pumper’s Pay Scale which is dependent upon the number of diesel and/or electric engines for said pump station operated. All engine types shall be combined to determine a biweekly salary when a pumper assumes additional pump stations and/or added engine types to said pump station.

The Pumper’s Pay Scale only changes when an annual Cost of Living Adjustment (COLA) is awarded which is an across the board salary increase based upon a percentage set by Administration and thus changes the hourly rates of pay in the minimum and maximum pay ranges followed by a recalculation of the mid-point.

## SUMMARY OF PAY RANGES BY GRADE

GRADE	MINIMUM HOURLY RATE	MIDPOINT HOURLY RATE	MAXIMUM HOURLY RATE
<b>10</b> Chief Building Official Director of Civil Service Emergency Preparedness and Homeland Security Manager Nurse III Parish wide Operations Manager Projects Manager	<b>22.87</b>	<b>34.48</b>	<b>46.08</b>
<b>9</b> Accounting Manager Animal Shelter Manager/Veterinarian Tech Area Supervisor Emergency Preparedness and Homeland Security Assistant Manager Compliance Officer III CZM Administrator CZM Administrator – Option B Field Office Supervisor Floodplain Manager Health Activities Manager Human Resources Manager Human Resources Program Manager Information Technology Manager Mechanics Supervisor Parish Engineer Parks Manager Permits Inspector III Permits Manager Planning Manager Plans Examiner Public Facilities Manager Public Works Manager Purchasing Manager Recreation Manager Risk Manager Senior Planner Solid Waste Manager	<b>19.17</b>	<b>28.11</b>	<b>37.05</b>
<b>8</b> Accountant III Assistant Human Resources Manager Compliance Officer Compliance Officer II Development Specialist Equipment Operator III	<b>16.70</b>	<b>24.87</b>	<b>33.04</b>

Equipment Operator/Truck Driver III Executive Assistant III Grant Writer Information Technology Analyst Legal Assistant Permits Coordinator III Permits Coordinator III – Option B Permits Inspector II Planning Coordinator III Public Facilities Inspector Public Information Officer Purchasing Specialist III Sanitation Foreman			
<b>7</b> Accountant II Assistant Council Clerk Compliance Officer I E911 Address Coordinator III Executive Assistant II Haz-Mat Technician Permits Coordinator II Permits Inspector I Planning Coordinator II Purchasing Specialist II Right-of-Way Coordinator III Solid Waste Deputy Coordinator III Special Equipment Operator Special Projects Coordinator III Special Projects Coordinator III–Option B	<b>15.39</b>	<b>23.21</b>	<b>31.03</b>
<b>6</b> Accountant I Administrative Assistant III Animal Control Officer E911 Address Coordinator II Employment/Training Specialist III Equipment Operator II Equipment Operator/Truck Driver II Executive Assistant I Human Resources Clerk III Mechanic III Permits Coordinator I Planning Coordinator I Public Facilities Repair Technician III Purchasing Specialist I Research Analyst Right-of-Way Coordinator II Risk Management Assistant III Sanitarian II Solid Waste Deputy Coordinator II Special Projects Coordinator II	<b>14.20</b>	<b>20.62</b>	<b>27.04</b>

<p><b>5</b>  Administrative Assistant II  Assistant Permits Coordinator III  Clerk IV  Council Minute Clerk  E911 Address Coordinator I  Employment Training Specialist II  Equipment Operator I  Equipment Operator/Truck Driver I  Field Investigator/Environmental Tech. III  Human Resources Clerk II  Mechanic II  Public Facilities Repair Technician II  Right-of-Way Coordinator I  Risk Management Assistant II  Seismic Inspector III  Solid Waste Deputy Coordinator I  Solid Waste Inspector III  Special Projects Coordinator I</p>	<p><b>12.98</b></p>	<p><b>18.98</b></p>	<p><b>24.96</b></p>
<p><b>4</b>  Administrative Assistant I  Assistant Permits Coordinator II  Civil Service Clerk III  Clerk III  Employment/Training Specialist I  Field Investigator/Environmental Tech. II  Human Resources Clerk I  Mechanic I  Nursing Assistant II  Public Facilities Repair Technician I  Receptionist III  Risk Management Assistant I  Seismic Inspector II  Solid Waste Inspector II</p>	<p><b>11.74</b></p>	<p><b>17.39</b></p>	<p><b>23.04</b></p>
<p><b>3</b>  Accounting Clerk III  Animal Care Associate  Animal Shelter Attendant  Assistant Permits Coordinator I  Bridge Tender III  Building Custodian III  Bus Driver  Civil Service Clerk II  Clerk II  CZM Clerk III  Field Investigator/Environmental Tech. I  Field Maintenance Clerk III  Laborer  Minute Clerk III  Planning Clerk III</p>	<p><b>10.63</b></p>	<p><b>15.84</b></p>	<p><b>21.04</b></p>

Public Works Clerk III Purchasing Clerk III Receptionist II Recreation Clerk III Seismic Inspector I Solid Waste Clerk III Solid Waste Inspector I			
<b>2</b> Accounting Clerk II Bridge Tender II Building Custodian II Civil Service Clerk I Clerk I CZM Clerk II Field Maintenance Clerk II Minute Clerk II Planning Clerk II Public Works Clerk II Purchasing Clerk II Receptionist I Recreation Clerk II Solid Waste Clerk II	<b>10.08</b>	<b>13.67</b>	<b>17.26</b>
<b>1</b> Accounting Clerk I Bridge Tender I Building Custodian I CZM Clerk I Field Maintenance Clerk I Minute Clerk I Planning Clerk I Public Works Clerk I Purchasing Clerk I Recreation Clerk I Solid Waste Clerk I	<b>10.08</b>	<b>12.60</b>	<b>15.11</b>

## Lafourche Parish Government Pumper's Pay Scale

### MINIMUM - \$8.18 PER HOUR

	0 DIESEL	1 DIESEL	2 DIESEL	3 DIESEL	4 DIESEL	5 DIESEL	6 DIESEL	7 DIESEL	8 DIESEL	9 DIESEL	10 DIESEL
BIWEEKLY HOURS 0 ELECTRIC	0 \$0.00	30 \$245.40	35 \$286.30	40 \$327.20	45 \$368.10	50 \$409.00	55 \$449.90	60 \$490.80	65 \$531.70	70 \$572.60	75 \$613.50
BIWEEKLY HOURS 1 ELECTRIC	28 \$229.04	33 \$269.94	38 \$310.84	43 \$351.74	48 \$392.64	53 \$433.54	58 \$474.44	63 \$515.34	68 \$556.24	73 \$597.14	78 \$638.04
BIWEEKLY HOURS 2 ELECTRIC	31 \$253.58	36 \$294.48	41 \$335.38	46 \$376.28	51 \$417.18	56 \$458.08	61 \$498.98	66 \$539.88	71 \$580.78	76 \$621.68	81 \$662.58
BIWEEKLY HOURS 3 ELECTRIC	34 \$278.12	39 \$319.02	44 \$359.92	49 \$400.82	54 \$441.72	59 \$482.62	64 \$523.52	69 \$564.42	74 \$605.32	79 \$646.22	84 \$687.12
BIWEEKLY HOURS 4 ELECTRIC	37 \$302.66	42 \$343.56	47 \$384.46	52 \$425.36	57 \$466.26	62 \$507.16	67 \$548.06	72 \$588.96	77 \$629.86	82 \$670.76	87 \$711.66
BIWEEKLY HOURS 5 ELECTRIC	40 \$327.20	45 \$368.10	50 \$409.00	55 \$449.90	60 \$490.80	65 \$531.70	70 \$572.60	75 \$613.50	80 \$654.40	85 \$695.30	90 \$736.20
BIWEEKLY HOURS 6 ELECTRIC	43 \$351.74	48 \$392.64	53 \$433.54	58 \$474.44	63 \$515.34	68 \$556.24	73 \$597.14	78 \$638.04	83 \$678.94	88 \$719.84	93 \$760.74
BIWEEKLY HOURS 7 ELECTRIC	46 \$376.28	51 \$417.18	56 \$458.08	61 \$498.98	66 \$539.88	71 \$580.78	76 \$621.68	81 \$662.58	86 \$703.48	91 \$744.38	96 \$785.28
BIWEEKLY HOURS 8 ELECTRIC	49 \$400.82	54 \$441.72	59 \$482.62	64 \$523.52	69 \$564.42	74 \$605.32	79 \$646.22	84 \$687.12	89 \$728.02	94 \$768.92	99 \$809.82

## Lafourche Parish Government Pumper's Pay Scale

### MIDPOINT - \$10.54 PER HOUR

	0 DIESEL	1 DIESEL	2 DIESEL	3 DIESEL	4 DIESEL	5 DIESEL	6 DIESEL	7 DIESEL	8 DIESEL	9 DIESEL	10 DIESEL
BIWEEKLY HOURS 0 ELECTRIC	0 \$0.00	30 \$316.20	35 \$368.90	40 \$421.60	45 \$474.30	50 \$527.00	55 \$579.70	60 \$632.40	65 \$685.10	70 \$737.80	75 \$790.50
BIWEEKLY HOURS 1 ELECTRIC	28 \$295.12	33 \$347.82	38 \$400.52	43 \$453.22	48 \$505.92	53 \$558.62	58 \$611.32	63 \$664.02	68 \$716.72	73 \$769.42	78 \$822.12
BIWEEKLY HOURS 2 ELECTRIC	31 \$326.74	36 \$379.44	41 \$432.14	46 \$484.84	51 \$537.54	56 \$590.24	61 \$642.94	66 \$695.64	71 \$748.34	76 \$801.04	81 \$853.74
BIWEEKLY HOURS 3 ELECTRIC	34 \$358.36	39 \$411.06	44 \$463.76	49 \$516.46	54 \$569.16	59 \$621.86	64 \$674.56	69 \$727.26	74 \$779.96	79 \$832.66	84 \$885.36
BIWEEKLY HOURS 4 ELECTRIC	37 \$389.98	42 \$442.68	47 \$495.38	52 \$548.08	57 \$600.78	62 \$653.48	67 \$706.18	72 \$758.88	77 \$811.58	82 \$864.28	87 \$916.98
BIWEEKLY HOURS 5 ELECTRIC	40 \$421.60	45 \$474.30	50 \$527.00	55 \$579.70	60 \$632.40	65 \$685.10	70 \$737.80	75 \$790.50	80 \$843.20	85 \$895.90	90 \$948.60
BIWEEKLY HOURS 6 ELECTRIC	43 \$453.22	48 \$505.92	53 \$558.62	58 \$611.32	63 \$664.02	68 \$716.72	73 \$769.42	78 \$822.12	83 \$874.82	88 \$927.52	93 \$980.22
BIWEEKLY HOURS 7 ELECTRIC	46 \$484.84	51 \$537.54	56 \$590.24	61 \$642.94	66 \$695.64	71 \$748.34	76 \$801.04	81 \$853.74	86 \$906.44	91 \$959.14	96 \$1,011.84
BIWEEKLY HOURS 8 ELECTRIC	49 \$516.46	54 \$569.16	59 \$621.86	64 \$674.56	69 \$727.26	74 \$779.96	79 \$832.66	84 \$885.36	89 \$938.06	94 \$990.76	99 \$1,043.46

## Lafourche Parish Government Pumper's Pay Scale

### MAXIMUM - \$12.91 PER HOUR

	0 DIESEL	1 DIESEL	2 DIESEL	3 DIESEL	4 DIESEL	5 DIESEL	6 DIESEL	7 DIESEL	8 DIESEL	9 DIESEL	10 DIESEL
BIWEEKLY HOURS 0 ELECTRIC	0 \$0.00	30 \$387.30	35 \$451.85	40 \$516.40	45 \$580.95	50 \$645.50	55 \$710.05	60 \$774.60	65 \$839.15	70 \$903.70	75 \$968.25
BIWEEKLY HOURS 1 ELECTRIC	28 \$361.48	33 \$426.03	38 \$490.58	43 \$555.13	48 \$619.68	53 \$684.23	58 \$748.78	63 \$813.33	68 \$877.88	73 \$942.43	78 \$1,006.98
BIWEEKLY HOURS 2 ELECTRIC	31 \$400.21	36 \$464.76	41 \$529.31	46 \$593.86	51 \$658.41	56 \$722.96	61 \$787.51	66 \$852.06	71 \$916.61	76 \$981.16	81 \$1,045.71
BIWEEKLY HOURS 3 ELECTRIC	34 \$438.94	39 \$503.49	44 \$568.04	49 \$632.59	54 \$697.14	59 \$761.69	64 \$826.24	69 \$890.79	74 \$955.34	79 \$1,019.89	84 \$1,084.44
BIWEEKLY HOURS 4 ELECTRIC	37 \$477.67	42 \$542.22	47 \$606.77	52 \$671.32	57 \$735.87	62 \$800.42	67 \$864.97	72 \$929.52	77 \$994.07	82 \$1,058.62	87 \$1,123.17
BIWEEKLY HOURS 5 ELECTRIC	40 \$516.40	45 \$580.95	50 \$645.50	55 \$710.05	60 \$774.60	65 \$839.15	70 \$903.70	75 \$968.25	80 \$1,032.80	85 \$1,097.35	90 \$1,161.90
BIWEEKLY HOURS 6 ELECTRIC	43 \$555.13	48 \$619.68	53 \$684.23	58 \$748.78	63 \$813.33	68 \$877.88	73 \$942.43	78 \$1,006.98	83 \$1,071.53	88 \$1,136.08	93 \$1,200.63
BIWEEKLY HOURS 7 ELECTRIC	46 \$593.86	51 \$658.41	56 \$722.96	61 \$787.51	66 \$852.06	71 \$916.61	76 \$981.16	81 \$1,045.71	86 \$1,110.26	91 \$1,174.81	96 \$1,239.36
BIWEEKLY HOURS 8 ELECTRIC	49 \$632.59	54 \$697.14	59 \$761.69	64 \$826.24	69 \$890.79	74 \$955.34	79 \$1,019.89	84 \$1,084.44	89 \$1,148.99	94 \$1,213.54	99 \$1,278.09

## **CHAPTER 5**

### **EXAMINATIONS/EMPLOYMENT LISTS**

#### **Section 1 Purpose/Definition/Types of Examinations**

- 1.1 Purpose: The Civil Service Director shall establish, operate, and administer policies, methods, and procedures for holding competitive tests to determine the merit and fitness of candidates for original appointment and promotion in the Parish service.
- 1.2 Definition of Examination: Examinations are devices or procedures developed or sanctioned by the Civil Service Director, that measure merit of applicants.
- 1.3 Types of Examinations: Examinations may include written/oral tests, performance tests, rated experience and training, or a combination of methods outlined in Section 3.1. If a written test is available, it shall always be used as either the entire or part of the examination process.

#### **Section 2 Examination Procedures**

- 2.1 Examiners: The Civil Service Director may appoint employees in the classified service to assist in preparation and rating of tests. Department Heads shall excuse any employee appointed as an examiner from his regular duties for the time agreed upon between the Civil Service Director and the Department Head to complete the examination work. Employees shall not be entitled to extra compensation for their services in this capacity.
- 2.2 The Civil Service Director may retain the services of qualified persons from outside the classified service to assist in preparation and rating of tests.
- 2.3 The Civil Service Director may, due to inadequate number of applicants, delays in advertising, revision of examinations, or other unforeseen reasons, postpone or cancel examinations. Suitable notice of such action shall be provided, if at all possible, to all applicants.
- 2.4 All written examinations/testing procedures will be conducted in accordance with strict guidelines, as determined by the Civil Service Director for each exam. The following requirements will be common to all examinations:

- a. Applicants must have pictured identification;
- b. Applicants will not be allowed to enter the examination room after the examiner has begun the examination process.

**Section 3 Examination Weighted Value and Scoring**

3.1 Whenever any method of testing as outlined in Section 1.3 of this rule is used individually or in combination, the following weighted values and scoring shall be used:

<b>TEST TYPE</b>	<b>WRITTEN OR ORAL TEST</b>	<b>PERFORMANCE TEST</b>	<b>EXPERIENCE &amp; TRAINING</b>	<b>PASSING GRADE</b>
A	100%	-0-	-0-	70%
B	50%	50%	-0-	70%
C	50%	30%	20%	70%
D	60%	-0-	40%	70%
E	-0-	100%	-0-	70%
F	-0-	40%	60%	70%
G	-0-	-0-	100%	70%

3.2 Whenever possible, when scoring written or oral tests, deviation scores shall be utilized. Other scoring methods may be used as approved by the Civil Service Director.

3.3 If two (2) or more applicants have final scores which are identical, they shall have identical ranking on the employment list.

3.4 Within thirty (30) days after the date on which a test was held, the Civil Service Director shall determine the scores and shall notify all applicants of their status on the test.

## Section 4 Establishing Employment Lists

4.1 Basis: An employment eligibility list shall be established when practical, based on competitive examination(s) as provided in this rule, and will consist of a promotion list and an open list. Promotion lists are lists of current classified employees who have passed examinations, and open lists contain the names of non-employee applicants who have passed examinations.

4.2 Promotion/Open List: The Civil Service Director may prepare a combined promotion/open employment list of applicants who have passed the applicable examination(s). The list combination shall be accomplished by placing all the names from the promotion list, recorded in the order of their scores beginning with the highest to the lowest, on the combined list first, then all the names from the open list, recorded in the order of their scores beginning with the highest to the lowest, on the combined list next. This combining procedure will ensure that all names of permanent classified employees will be listed above all names of prospective (open) employees.

4.3 Life of Eligibility List(s): Any employment eligibility list(s) created shall remain in effect for at least one (1) year or, at the discretion of the Civil Service Director, for longer periods up to a maximum of one (1) additional year.

4.4 Removal from Eligibility List(s): Names of eligibles shall be removed from an employment list due to any of the following causes:

- a. Failure to report for work after accepting appointment;
- b. Refusal of three (3) offers of appointment under conditions previously listed by the eligible as acceptable;
- c. Failure to respond within the time specified in the notice to any inquiry of the Civil Service Director or Appointing Authority;
- d. Expiration of the term of eligibility on an eligible list;
- e. Notice by postal authorities of their inability to locate eligible at the last known address;
- f. Death of an eligible;
- g. Lack of the qualifications prescribed as reasonable requirements for admission to the test for the class for which applied;
- h. The eligible applicant is a former employee whose employment ended during the five (5) consecutive years immediately preceding the application filing deadline, and either (1) the applicant had been dismissed from public service for misconduct, or (2) the

applicant is not recommended for rehire or supported by employee evaluation reports as verified by the Civil Service Director;

- i. Making a false statement of any material fact;
  - j. Practice or attempt to practice deception or fraud in their application(s), their test(s), or otherwise in establishing eligibility for appointment.
- 4.5 Reemployment List(s): The name of every classified employee who is laid off shall be placed on an appropriate reemployment list for a period not to exceed two (2) years from the date of layoff. All such names shall be ranked by seniority within the class.

## **CHAPTER 6**

### **APPLICATION PROCEDURES**

#### **Section 1 Applications for Positions**

- 1.1 Advertising for Positions: The Civil Service Department shall give public notice seven (7) calendar days in advance of holding any test(s) by posting a notice, which shall specify the title, pay range, nature of job, and required minimum qualifications, and any other relative information requested by the hiring department. Notices will be sent to all Parish Departments for posting on their respective bulletin boards. All such notices shall be posted on the date received, and remain posted through the designated final closing date. The Civil Service Department may also advertise position openings in newspapers and professional and trade publications, post notices thereof in schools and colleges, and employ any other methods of publicizing notices which the Civil Service Department considers appropriate.
- 1.2 Application Filing Deadline: The application filing deadline shall be at the end of official hours of operation on the announced deadline date. Applications received in the Civil Service Department after this time shall be rejected. If the application filing deadline is an official holiday, the deadline date shall be extended to the next Civil Service office business day.

#### **Section 2 Applicant Requirements**

2.1 An applicant is a person who is 18 years of age or older, and has completed and submitted to the Civil Service Department the prescribed employment forms within the announced application filing deadline. Non-resident applicants may be accepted subject to employment preference being given to Lafourche residents.

- 2.2 An application shall be rejected for any of the following reasons:
  - a. The applicant has failed to meet minimum necessary qualifications as stated in the public notice (See Section 1.1 above);

- b. The applicant has falsified any material on the application, examination, or other materials used in the selection process, or used fraud or deception in this process;
- c. The applicant has previously taken the same test for the same class and failed within the last three (3) months;
- d. Tests positive on a post offer tests for drugs or alcohol, refuses or fails to participate in the test or submits an adulterated specimen, as provided under the Substance Abuse Policy;
- e. The applicant causes a violation of the nepotism policy.

2.3 Any of the conditions enumerated in Section 2.2 above which are found to be applicable to any employee in the classified service shall result in the immediate dismissal of such employee.

## **CHAPTER 7**

### **VACANCIES, CERTIFICATION, APPOINTMENT**

#### Section 1 Filling Vacancies

- 1.1 Appointing Authorities will submit a Requisition Form, to the Civil Service Director when a vacancy occurs or in anticipation that a vacancy will occur.
- 1.2 Vacant positions in the classified service may be filled by promotion, transfer, demotion, reinstatement, or reemployment, original employment, or temporary appointment.

#### Section 2 Transfer

- 2.1 An employee may be transferred from any position in the classified service to any other position of the same class or to a position of any other class for which no additional or different qualifications are prescribed for original entrance, on recommendation of the appointing authority and approval by the Civil Service Director. However, no employee shall be transferred from a position in one organization unit to a position in another organization unit without the consent of the appointing authority of both units concerned.

#### Section 3 Request for Certification to Fill Permanent Vacancies

- 3.1 Upon receipt of an appointing authority's request to fill a position, the Civil Service Director shall certify to the appointing authority from the employment eligible list, if such list exists, for the job classification of the vacant position, the names of eligible persons within the highest final grade group or groups until there are at least five (5) available candidates. When fewer than five (5) names are certified to fill a vacancy, the appointing authority may make appointment from the names certified.

#### Section 4 Permanent Appointment

- 4.1 Within thirty (30) days after such names are certified, the appointing authority shall appoint one (1) of the names certified to the vacancy

which is to be filled. If any certified candidate becomes unavailable after certification, the Civil Service Director, at the request of the appointing authority, shall certify a replacement candidate. If the appointing authority does not make an appointment from the certified candidates, the Civil Service Director will not certify additional candidates for the vacancy for fourteen (14) days.

- 4.2 A vacancy shall be considered filled as of the date on which the appointment is made, and employment thereunder shall be effective as of the date on which the employee assumes the duties of the position as directed by the appointing authority.
- 4.3 Applicants selected for employment may be required to undergo a thorough physical examination, which may include a drug screen outlined in Section 6 of this Chapter.

## Section 5 Substitute, Subject-to-Call, and Temporary Appointments

- 5.1 Substitute Appointments: With the approval of the Civil Service Director and the Administration, a substitute appointment may be made to any position in the classified service from which the regular and permanent employees is on authorized leave of absence. Any person employed on a substitute basis shall, for the duration of the substitute appointment, enjoy the class title and receive the rate of pay for the class so occupied. This rule shall apply to all authorized leaves of absence in excess of two (2) weeks. It is to be understood that the rate of pay specified herein shall be governed by the appointing authority and may be any one of the step increments in the pay range provided for the position being filled, which in the opinion of the appointing authority is fair and just. If the leave of absence is extended over a long period of time, the substitute appointee may receive additional increases at the discretion of the appointing authority, subject to the rules on pay increases expressed elsewhere in these Rules.
- 5.2 Subject-to-Call Appointments: Whenever a regular employee is absent for any reason for a period of less than two (2) weeks, the Appointing Authority may request certification from the appropriate eligible list and may make an appointment of an eligible willing to accept such an appointment. The individual shall be employed on a subject-to-call basis and will work only when needed.

- 5.3 Temporary Appointments: Temporary appointments to positions in the classified service may be made for short periods without compliance with the provisions requiring certification, as follows:
- a. Provisional Appointments: When a vacancy is to be filled in a position of a class for which there are no eligibles available for certification, the appointing authority, with the prior approval of the Civil Service Director, may make a provisional appointment. Appointment of such provisional shall be made only after submission of the name and qualifications of the intended appointee to the Civil Service Director and such individual is approved for appointment. Such provisional appointment shall terminate upon the regular filling of the vacancy in any manner authorized under these rules, and in any event, within fifteen (15) working days after a certification from which appointment can be required. A provisional appointment shall never continue for a period in excess of four (4) months unless it is extended by the Board upon the Civil Service Director's certification that it is not possible or practicable to provide such eligible.
  - b. Emergency Appointments: Where the appointing authority declares an emergency exists requiring that a position be filled before appointment can be made under any other provisions of these Rules, an emergency appointment may be made of any available person to serve until the position can otherwise be filled under the provisions of these Rules. No emergency appointment shall continue for more than thirty (30) days in any case, or be renewed for any further period beyond that limit. Prior approval must be obtained from the Civil Service Director for such an appointment.
  - c. Transient Appointments: An appointing authority may make appointments for project or seasonal work without compliance with all of the requirements of these Rules provided that such appointments must be approved by the Civil Service Director prior to commencement of work and such employees shall be paid on an hourly basis and their employment cannot exceed six (6) months in duration in any consecutive twelve (12) month period.

- 5.4 Part-Time/Appointments: Whenever the services of an employee are needed on an on-going (permanent), but less than full-time basis, the

Appointing Authority shall notify the Civil Service Director and request certification from the appropriate list of eligibles.

## Section 6 Status of Temporary Appointee

- 6.1 Temporary employees as provided in these Rules shall have no Civil Service status and do not possess any of the rights and privileges set forth herein. The status of said employees is of a temporary nature and subject to competitive examination.
- 6.2 As soon as examinations are prepared, it shall be the duty of the Civil Service Director to advise the appointing authority in writing that he/she is ready to examine the class in which a provisional appointee is occupying a position. The appointing authority shall have the option, within thirty (30) days of the date of said notice, to abolish the position or request certification of eligibles to fill the position.
- 6.3 If request for certification is exercised under the provisions of 6.2 of this Rule, the Civil Service Director shall announce the examination as required and notify the provisional appointee(s) in writing of the examination requirements.
- 6.4 If the appointing authority decides to abolish the position or positions within the option provided in Section 5.2 of this Rule, he/she shall forthwith layoff said employee within the thirty (30) day period set forth.

## Section 7 Appointment and Dismissal Provisions for Classified Legislative Employees

- 7.1 All appointments and dismissals of classified employees in the Legislative Branch shall be subject to Civil Service Guidelines.
- 7.2 All aspects of the advertising and interviewing process shall be handled by the Council Clerk, Council Chairman, and when necessary, the assistance of the Civil Service Director.

## Section 8 Medical Examinations/Drug Testing Program

- 8.1 Medical examinations for job candidates may be ordered by the Department Head. Such an examination will be done after the tendering of an offer of employment. The position may be made

contingent on the certification of a physician that the applicant is physically capable of performing the job.

- 8.2 In order to insure a drug free work place, Lafourche Parish shall require mandatory urine specimens from all prospective employees, and from certain current employees under conditions specified in the Lafourche Parish Government Drug and Alcohol Policy.

## CHAPTER 8

### WORKING TEST/PROBATIONARY PERIOD

#### Section 1 Employees to Serve Working Test Period

- 1.1 Every person appointed to a position in the classified service by certification from an original employment list or a promotion list shall serve a working test period while occupying the position. At any time after the first two (2) months of the working test period, the appointing authority may remove an employee for either of the following reasons:
  - a. The working test indicates that the employee is unable or unwilling to perform the duties of the job satisfactorily; or
  - b. The working test indicates that the employee's habits or lack of dependability do not merit the continuance in the classified service.
- 1.2 Upon removing an employee, the appointing authority shall inform the Civil Service Director and the employee forthwith, in writing, of the fact and the reason for the action.
- 1.3 An appointing authority may remove an employee within the first two (2) months of the working test period only with the approval of the Civil Service Director. The Civil Service Director may remove an employee at any time during the latter's working test period if the Civil Service Director finds, after giving the employee notice and the opportunity to be heard by the Civil Service Director, that the employee was appointed as a result of fraud or error.
- 1.4 Unless otherwise stated to be of a longer duration at the time of announcement of a test for a class of positions, the working test period shall be six (6) months.
- 1.5 Extension of Time: Not later than ten (10) work days prior to the expiration of the working test period, an appointing authority may request the Civil Service Director to extend the duration of the test. The appointing authority shall submit the request in writing and, at the time of submission, send a copy to the employee. No extension shall be allowed which would cause the working test period to be longer than one (1) year.

- 1.6 Failure by the appointing authority to give the ten (10) day notice to the Civil Service Director and a copy thereof to the employee shall have the same force and effect as a satisfactory report.
- 1.7 If the Civil Service Director determines that an employee who has been removed from a position during or at the end of the working test period is suitable for appointment to another position, the Civil Service Director may restore the employee's name to the list from which it was certified. If the employee was a regular employee in another position in the classified service immediately prior to the appointment to the position from which removed, the employee's name may be placed on the re-employment list for the class of positions in which he/she was a regular employee.

## Section 2 Interruption of Working Tests

- 2.1 If an employee is laid off during a working test period and subsequently is re-appointed by the same appointing authority from the same eligible list, the employee shall be given credit for the portion of the working test period completed before the employee was laid off.
- 2.2 If an employee is transferred during the working test period from a position under one appointing authority to a position under another appointing authority, the second appointing authority may, at his/her discretion, permit the employee to receive credit for the portion of the working test period previously completed under the first appointing authority.
- 2.3 If an employee is placed on military leave without pay while serving the working test period, the employee shall be given credit for the portion of the working test period completed before being placed on such leave.
- 2.4 If an employee is appointed to a higher position in a like classification of work before completion of the working test period in a lower position, the employee shall be given credit for the uncompleted portion of the working test period if the employee remains in the higher position during a period equivalent to the unfinished portion of the working test period served in the lower position.

- 2.5 If reinstatement is not effected as herein provided, the person with the prior approval of the Civil Service Director may be returned to the employment list from which the employee was certified.
- 2.6 An appointing authority may, at his/her discretion, permit credit to be granted an employee for the portion of a working test period previously served under the appointing authority or another appointing authority.

### Section 3 Recognition of Temporary Service

- 3.1 In the case of an employee who was hired under temporary appointment, and who subsequently qualifies for and is appointed to the same position on a regular basis, without interruption of employment, credit toward completion of the required working test period shall be given for all service previously rendered under the preceding temporary appointment.
- 3.2 Consistent with the spirit of Section 2.6 (above), credit toward completion of a working test period may be granted for temporary service other than described in 3.1 herein, upon recommendation by the appointing authority and with the approval of the Civil Service Director.

## **CHAPTER 9**

### **LEAVE(S) OF ABSENCE, HOURS OF WORK, AND ATTENDANCE**

#### **Section 1 Hours of Work**

- 1.1 The workweek for full-time employees in the classified service shall consist of not less than thirty (30) regularly scheduled working hours, exclusive of “lunch” periods. A person employed to work on a regular schedule of less than thirty (30) hours per week shall be considered a part-time employee for purposes of pay administration and other purposes covered in these Rules. An employee who works on an intermittent or variable basis, dependent upon the demand for the services, shall be considered a subject-to-call employee.
- 1.2 Based on the needs of the Parish, an employee may be required or authorized by appropriate supervisory authority to work at any time when the employee would not normally be scheduled for duty. Whenever such work is required or authorized, the employee shall be compensated for all such work as set forth in Chapter IV, Salary Plan, and under the conditions set forth in the Fair Labor Standards Act.
- 1.3 No overtime work whatsoever shall be performed without proper supervisory authority and/or approval.
- 1.4 Overtime pay provisions shall not routinely apply to classes of work designated as “E” (Exempt) in the Classification Plan. It is expected that employees in the “exempt” classes will work whatever hours are required to satisfy the needs of the service, and that they will adjust their working schedules to meet such needs.

#### **Section 2 Annual Leave**

- 2.1 Rate of Accrual of Annual Leave: Except as provided elsewhere in these Rules, each eligible employee in the classified service shall earn and accumulate annual leave with pay as follows:

<b>RATE OF ACCRUAL OF LEAVE</b>				
<b>YEARS OF EMPLOYMENT</b>	<b>RATE OF ACCRUAL PER HOUR WORKED</b>	<b>HOURS WORKED</b>	<b>HOURS ACCUMULATED</b>	<b>YEARLY TOTAL</b>
0-3	.0385	70	2.6950	70.0700
0-3	.0385	80	3.0800	80.0800
4-7	.0485	70	3.3950	88.2700
4-7	.0485	80	3.8800	100.8800
8-11	.0580	70	4.0600	105.5600
8-11	.0580	80	4.6400	120.6400
12-15	.0675	70	4.7275	122.8500
12-15	.0675	80	5.4000	140.4000
16+	.0772	70	5.4040	140.5040
16+	.0772	80	6.1760	160.5760

- 2.2 Earned but unused annual leave credits shall be accumulated for each employee and shall be carried forward from one leave year to the next, but the maximum amount of accumulated leave which may thus be carried forward shall be a total of four (4) weeks. (One hundred sixty (160) hours for eighty hour employees and one hundred forty (140) hours for seventy hour employees.) Effective January 1, 2011, a new leave year begins and ends on the final paycheck of the year and of every future year.
- 2.3 Persons employed on a part-time, subject-to-call basis, or under emergency or temporary type appointments shall not be entitled to accumulate annual leave; except in the case of those persons who are currently employees accumulating leave and who have been temporarily promoted on a temporary basis to fill a vacant position pending filling of the vacancy by regular appointment.
- 2.4 In computing and recording charges against an employee's accumulated annual leave, deduction shall be made only for such time

that the employee is absent when scheduled to work. The minimum charge against annual leave shall be to the actual minute(s) taken.

- 2.5 In the event an employee exhausts one's annual leave, sick leave may not be used in lieu of leave without pay.
- 2.6 Employees shall be entitled each year to use at least the amount of leave accumulated during that year and may, with the approval of the supervisor or appointing authority, use any amount not in excess of the total accumulated and unused. Such leave may be used only at the time or times approved by the appropriate supervisor or appointing authority, based upon the departmental work load and the demand for the employee's services.
- 2.7 At termination, an employee will receive compensation for accrued vacation balance of no more than four (4) weeks of accrued annual leave. (One hundred sixty (160) hours for eighty hour employees and one hundred forty (140) hours for seventy hour employees.)

### Section 3 Sick Leave

- 3.1 Each employee in the classified service shall earn and accumulate Sick Leave with pay in the same manner and rate as Annual Leave described in Section 2.1 of this Chapter.
- 3.2 Persons employed on a part-time, subject-to-call basis, or under emergency or temporary appointments shall not be entitled to accrue sick leave; except in the case of those persons currently employed and accumulating leave and who have been promoted on a temporary basis to fill a vacant position, pending filling of the vacancy by regular appointment.
- 3.3 Sick leave may be used for any of the following reasons:
  - a. Personal illness, injury, or any other type of physical disability;
  - b. Dental or doctor appointments for the employee or immediate family member;
  - c. Immediate family illness.
- 3.4 In support of usage of Sick Leave with pay, an employee shall furnish the supervisor notice of the need for and cause of the absence from work and, where appropriate, a prognosis. The notice shall be in

writing and shall be furnished in advance or, if advance notice is not possible, as provided in a. of this Section. In addition:

- a. If the amount of Sick Leave is five (5) or more consecutive working days, the employee shall be allowed to resume regular duties following a return from a leave of absence due to one's own illness or medical disability, only after providing the Appointing Authority a statement by a licensed physician. Such statement shall certify that the employee is released to return to work without restriction, and is not affected by a medical condition which interferes with normal duties and responsibilities satisfactorily and/or without endangering oneself, other employees, or the general public.
  - b. If there is a reasonable doubt as to the validity of an employee's claim for consecutive Sick Leave days of four (4) or less, the appointing authority may require written evidence of illness and eligibility to return to work by giving the employee written notice of the need therefore; and/ or
  - c. If an appointing authority determines that an employee charged an absence against Sick Leave although no actual illness or disability occurred, the appointing authority shall correct the time and attendance records to show the employee on (unauthorized) Absence Without Leave for the period in question, shall take steps appropriate to recover compensation paid to the employee for the period in question, and also, may take such other disciplinary action as deem fit.
- 3.5 In the event an employee exhausts one's sick leave, annual leave must be used in lieu of leave without pay.
- 3.6 All unused Sick Leave remains to an employee's credit:
- a. When the employee resigns to accept a provisional, temporary, or probationary appointment in the Parish classified service without a break in service;
  - b. During any period when he/she is carried on authorized military leave without pay, or;
  - c. When he/she is reinstated or reemployed after layoff;
  - d. When he/she is transferred from one Parish department or agency to another.

- e. When an unclassified employee of 10 years or more is reinstated or re-employed into a classified position within twelve (12) months of leaving, years of service will be bridged together in addition to unused sick leave being reinstated;

Records of the Human Resources office shall be used in determining the amount of leave involved.

- 3.7 Earned but unused Sick Leave credits shall be accumulated for each eligible employee and shall be carried forward from one leave year to the next, but the maximum amount of accumulated leave which may thus be carried forward shall be a total of 18 weeks. (Seven hundred twenty (720) hours for an eighty hour employee and six hundred thirty (630) hours for a seventy hour employee.) Effective January 1, 2011, a new leave year begins and ends on the final pay check of the year and of every future year.
- 3.8 In computing and recording charges against an employee's accumulated sick leave, deduction shall be made only for such time that the employee is absent when scheduled to work. The minimum charge against sick leave shall be to the actual minute(s) taken.

#### Section 4 Funeral Leave

- 4.1 When there is a death in the immediate family of an employee other than part-time, temporary, emergency, or others not eligible to accumulate leave, the appointing authority shall grant three (3) days of Funeral Leave which shall not be charged to the employee's Annual or Sick Leave.
- 4.2 The appointing authority or Human Resources Director may grant one (1) of the above days in the event of a death of a grandparent, grandchild, spouse's grandparents, brother-in-law, sister-in-law, aunt or uncle.
- 4.3 In support of requests for Funeral Leave, the employee shall furnish to the supervisor or appointing authority or Human Resources Director written notice of the need for absence, including in such notice the name and relationship of the deceased, the date of death, and such other information as may reasonably be required to justify the leave requested. The employee shall furnish said notice in advance or as soon as practical, and in no case, later than ten (10) days after the date

of the end of such leave. Failure by the employee to provide such information shall be cause for denial and/or cancellation of the leave.

- 4.4 After granting any leave under this Section, should it be determined by the appointing authority or Human Resources Director that the leave was not justified, the leave charge shall be changed to Absence Without Leave, and the appointing authority or Human Resources Director in concert with the Department Head of that employee shall also take such other disciplinary action as is deemed suitable.

## Section 5 Civil Leave

- 5.1 An employee other than part-time, temporary, emergency or others not eligible to accumulate leave shall be given time off without loss of pay:
- a. When performing jury duty;
  - b. When subpoenaed to appear before a court, public body, commission, or board in a capacity other than as a party to or as a cause of an action; When an employee has a direct interest in the matter, Civil Leave shall not be authorized, but rather, the appointing authority may grant annual leave, or in its absence, leave without pay;
  - c. When performing emergency civilian duty in connection with national defense;
  - d. When ordered to appear for a medical or other examination by the Selective Service System or by a branch of the Armed Forces of the State or the United States;
  - e. When taking or participating in a Lafourche Parish Civil Service examination;
  - f. When taking an examination for a license or certificate from a parish or state agency, provided the appointing authority certifies in writing to the Civil Service Department that the service will benefit by the employee's acquisition of the certificate or license.
  - g. When an employee is authorized or assigned to attend a convention, a conference, or a training program directly related to one's own position or to the functions and operations of the department, the employee shall be considered to be on duty and no leave shall be reported or charged against the employee.

- h. When an employee is subpoenaed to appear before the Civil Service Board or its duly appointed hearing officer in a capacity other than as a party to or cause of an action, time spent at the hearing site, while testifying or waiting to testify shall be considered as hours worked.
- 5.2 Employees will receive full pay for the first day of such duty. For all days after the first day, such pay for duty shall not exceed the difference between the duty pay and regular pay.
- 5.3 The employee will be expected to report to work if duty ends before 12:00 noon on a regular workday.

## Section 6 Military Leave

- 6.1 Any full-time regular or probationary employee who is a member of a reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence without loss of pay, time, accumulated leave, or service rating when ordered to active duty for field training or other similar training purposes, by official written military orders for a period not to exceed ten (10) days in any one calendar year. The provisions of this sub-section apply only to leave eligibility during the initial calendar year of a lengthy or indefinite tour of duty which spans a period which extends into two or more calendar years.
- 6.2 Military Leave Pay will not be granted for weekend drill or make-up drills. Time off for such sessions shall be granted, but shall be charged to Leave Without Pay or Annual Leave, at the option of the employee.
- 6.3 Employees who are inducted or ordered to active duty with the Armed Forces of the United States or National Guard for indefinite periods or periods in excess of their Military Leave With Pay, shall be placed on Military Leave Without Pay for the period of active military duty plus no more than thirty (30) days.
- 6.4 Upon return from military leave without pay as granted above, employees shall be reinstated in the same or similar position vacated, provided they were discharged under honorable conditions, are physically and mentally qualified to perform the essential functions of their job, with or without reasonable accommodation, and apply for reinstatement within thirty (30) days of separation.

## Section 7 Family and Medical Leave

- 7.1 Employees shall be entitled to and shall be granted Sick Leave, Annual Leave, and/or Leave Without Pay for Family and Medical Leave purposes in order to comply with the Family and Medical Leave Act of 1993(FMLA).
- 7.2 The Civil Service Director shall develop and promulgate to all Parish Appointing Authorities, a written Family and Medical Leave policy which sets forth the guidelines and procedures necessary for implementation of the FMLA.
- 7.3 When necessary, in order to comply with the provisions of the FMLA and/or subsequent amendments, the policy may include specific provisions which supersede the provisions of these Rules. Actions by appointing authorities shall be consistent with the Civil Service Rules and Regulations except as otherwise directed by the Family and Medical Leave Policy.

## Section 8 Leave Without Pay

- 8.1 An appointing authority may grant an employee, other than a transient employee, leave without pay for a period not to exceed an aggregate of ninety (90) working days within a period of twelve consecutive months, whenever such leave is considered to be in the best interest of the Parish; provided that:
  - a. Leave without pay for a longer period may be granted only with the consent of the Civil Service Director, subject to review by the Civil Service Board;
  - b. When an employee is on leave without pay for more than five (5) consecutive days, the appointing authority must submit a report to the Civil Service Director;
  - c. When an employee does not return to work at the expiration of a period of leave without pay as authorized herein, he/she shall be considered as having resigned his/her position as of the day following the last day of leave;
  - d. Provisional and transient employees may be granted temporary leave without pay for a period not exceeding five (5) working days.

- e. When an employee is on leave without pay on the day before and the day after a holiday which is provided for under Section 11 of this Chapter, he/she shall not be entitled to and shall not be paid holiday pay for the holiday.

## Section 9 Special Leave of Absence Without Pay

- 9.1 An appointing authority may grant a classified employee special leave of absence without pay for the purpose of enabling the employee to accept an unclassified position in the Parish service, except an elective office. The leave without pay herein authorized shall end automatically and the employee reverts to his/her classified position held prior to the leave of absence whenever:
  - a. the employee resigns or otherwise terminated from the unclassified position; or
  - b. not to exceed twenty-four (24) months or the end of the current Parish President's term, whichever occurs first.

## Section 10 Absence Without Leave

- 10.1 It shall be the duty of every employee to report for work in accordance with, and to work throughout, all regularly scheduled working hours, unless granted a leave of absence duly applied for and approved or authorized in accordance with one or more of the provisions of this Chapter.
- 10.2 Each and every absence without leave shall be reported in the attendance reports by separate and specific identification, and no compensation shall be paid to any employee for any time absent from work without leave.
- 10.3 Deduction from pay or denial of pay to an employee for time absent without leave shall not be considered or treated as a disciplinary action. Separate disciplinary actions, including dismissal, may be taken against an employee, for any absence without leave, in accordance with Chapter X of these Rules.
- 10.4 For purposes of this Section, the term "work" shall include, in addition to normal duties, all other assignments that are ordered or authorized by an employee's supervisor, (i.e., participation in job-related safety or training sessions, work breaks, evacuation of

premises or relief from duty due to hazardous conditions, escort of transport to a medical facility for first-aid of a job related injury).

- 10.5 Denial of pay for time absent without leave shall be appealable to the Civil Service Board only on the basis of a specific allegation that the absence was, or should have been, approved or authorized under one or more of the provisions of this Chapter. Such an appeal must be filed in writing within thirty (30) days of the payday on which the pay was denied. The appellant shall bear the burden of proof of such allegations.

## Section 11 Holidays

- 11.1 The following days shall be observed as holidays:

New Year's Day

The day before or the day after New Year's Day

Martin Luther King Day

The day before Mardi Gras Day

Mardi Gras Day

Good Friday

Independence Day

Memorial Day

Labor Day

Federal Election Day

Thanksgiving Day

The day after Thanksgiving Day

Christmas Day

The day before or the day after Christmas Day

- 11.2 When a holiday falls on a weekend, the Appointing Authority may designate either the preceding Friday or the following Monday as the holiday.

- 11.3 When a holiday falls on a weekend, employees who work on a rotating shift basis will observe the actual holiday and not the designated holiday.
- 11.4 A holiday will be equal to the number of hours of the employee's regular "work day."
- 11.5 Full-time, permanent employees who are required to work on a holiday will be paid at the rate of one and one-half (1 ½) times their regular rate of pay for the hours worked, in addition to the holiday pay.
- 11.6 Employees who work on a rotating shift basis, but are not scheduled to work on a holiday will be paid for the holiday as are other employees.
- 11.7 Other full-time employees who do not work on a rotating shift basis, and are not scheduled to work on a holiday, will have annual leave credited to their annual leave balances in the amount of hours of their normal work day.
- 11.8 Any employee shall not receive a paid holiday if on unauthorized leave the day before or after the holiday.
- 11.9 If a holiday falls during a period of paid leave, the employee shall be paid for the holiday and will not be charged for the absence.
- 11.10 Parish employees may be given holidays on other days declared as state holidays by the Governor of the State of Louisiana.

**Section 12 Leave for Work Related Injury or Illness**

- 12.1 Please refer to Chapter V, Section 1 of the Administrative Policies and Procedures Manual

## CHAPTER 10

### DISCIPLINARY ACTIONS

#### Section 1 Maintaining Standards of Service

- 1.1 When a regular employee in the classified service is unable or unwilling to perform the duties of one's position in a satisfactory manner, or has committed any act to the prejudice of the service, or has neglected to perform any act it was one's duty to perform, or otherwise has become subject to corrective action, the appointing authority shall take action warranted by the circumstances in order to maintain standards of service.

Action by the appointing authority may extend to:

- a. Removal from the service;
  - b. Reduction in pay to the midpoint salary rate of the lower class of work;
  - c. Demotion to any position of a lower class that the appointing authority and the Civil Service Director deem the employee is competent to fill;
  - d. Suspension without pay, not exceeding in the aggregate ninety (90) days in any period of twelve consecutive calendar months;
  - e. Fine;
  - f. Reprimand or other less drastic measures of discipline which the appointing authority considers appropriate.
- 1.2 In every case of dismissal, suspension, reduction in pay, fine, involuntary retirement, or demotion of an employee in the classified service, the appointing authority responsible for the action shall furnish to the employee involved a written statement of the reasons therefor. The written notice shall also inform the employee of the right to appeal the action to the Civil Service Board within thirty (30) calendar days of the date of the action taken against him, of the address of the Department of Civil Service, and of the fact that the required forms necessary to file an appeal may be obtained from the Civil Service Department. In addition, the appointing authority shall forward to the Civil Service Director a copy of the notification sent to the employee. In any case of alleged inability to furnish the required

written notice to a disciplined employee, the Civil Service Board may require evidence, and shall be the sole judge, of the sufficiency and timeliness of the effort. The Civil Service Director may review any case of disciplinary action taken against a classified employee, and may, on his/her own initiative, immediately investigate the circumstances.

- 1.3 In every case of reprimand or other less drastic measures of discipline in which the employee feels that they have been treated unfairly, the employee must file a grievance as stated in the Lafourche Parish Council Administrative Policies.

## **CHAPTER 11**

### **REDUCTION OF POSITIONS/LAYOFFS**

#### **Section 1 Reduction of a Class of Positions**

- 1.1 When the reduction of a class of positions is necessary, the appointing authority, with the Civil Service Board approval, shall, whenever practical, accomplish this position reduction by transferring, reassigning, or demoting regular employees to other vacancies in the classified service.
- 1.2 Unless circumstances prevent, probationary, temporary, and non-regular employees shall be terminated in order to create vacancies.
- 1.3 Before any layoff of regular classified employees, the procedures in Section 2.1 and 2.2 of this Rule must be implemented.

#### **Section 2 Layoffs**

- 2.1 When a layoff is necessary, it shall be accomplished in accordance with the following procedures:
  - a. The appointing authority must target the department and the class or classes for a reduction in positions.
  - b. The employee(s) to be displaced from the targeted class in the affected department shall be identified on the basis of class service. The employee with the least class service is laid off first. In the event two (2) or more employees have like seniority, the appointing authority shall have the discretion to select the layoff order.
  - c. An individual may avoid layoff, at one's option, by choosing to retain employment in a position in the same department that is listed lower in the same class grouping and is occupied by the employee having the least class service. To exercise this option the individual must also currently occupy a position requiring the same or greater necessary knowledge, abilities, and skills as the lower listed position. If this option is exercised, then the employee with the least class service shall be laid off.

- 2.2 The Director shall formulate and amend as required, due to changes in the Classified Plan, a listing of Class Groupings and Independent Classes. These lists shall be kept in the Civil Service Office.
- 2.3 With any proposed layoff, the names and job titles of any regular employees scheduled for layoff shall be submitted to the Civil Service Director for approval, and final adoption by the Civil Service Board.
- 2.4 Classified employees will be given written notice of their layoff at least sixty (60) calendar days prior to the effective date of the layoff.

## CHAPTER 12

### POLITICAL ACTIVITIES

#### Section 1 Prohibited Activities

- 1.1 No Person shall be appointed to, promoted to, demoted from, or dismissed from any position in the service of the Parish or in any way favored or discriminated against with respect to employment in the service of the Parish because of political or religious opinions or affiliations.
- 1.2 No employee in the service of the Parish shall, directly or indirectly, pay or promise to pay any assessment, subscription, or contribution to any political organization or for any political purpose, or solicit or take part in soliciting any assessment, subscription or contribution from any employee in the service.
- 1.3 No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion, or proposed promotion in the service of the Parish.
- 1.4 No appointing authority, or agent or deputy thereof, or supervisor of any employee, shall directly or indirectly demote, suspend, discharge, or otherwise discipline any person in the service of the Parish for the purpose of influencing one's vote, support, or other political activity in the primary, general, special, or other election; and no appointing authority, or agent or deputy thereof, shall use official authority or influence, by threats, promises, or other means, directly or indirectly, to punish or coerce the political action of any employee in the service of the Parish.
- 1.5 No employee in the service of the Parish shall be a member of any national, state, or local committee of a political party, or an officer or member of any factional political club or organization, or a candidate for nomination or election to any public office, or shall make any political speech or public political statement on behalf of any candidate, faction, or party, as a part of any political campaign for the nomination or election of public officers, or shall take part in the management of affairs of any political faction or party, or in any campaign, except to exercise his right as a citizen to express his

opinion privately, to cast his vote for whom he pleases, and to serve as a commissioner or an official watcher at the polls in any election.

- 1.6 No person elected to public office shall, while serving in such elective office, be appointed to or hold any position in the service of the Parish.

## Section 2 Report of Violations

- 2.1 It shall be the duty of any employee or Parish official to report promptly any violation of the provision of this rule to the Civil Service Director, whose duty it shall be to make thorough investigation concerning the alleged violations and to report the findings to the Civil Service Board.

## Section 3 Board Action on Violations

- 3.1 The Civil Service Board, on its own initiative, may at any time investigate any violations of the provisions of this Rule by any person. The Civil Service Board, upon the filing of written charges by any person of such violation, shall investigate such charges. Within ninety (90) days after the filing of the charges as herein provided, the Board shall hold a public hearing concerning the charges. If the Board, after public hearing in an investigation institutes either on its own initiative or after charges, shall determine that the person or persons under inquiry did violate any of the provisions of this Rule, the Board is empowered, in its discretion, to take the following actions:
  - a. in the case of employees who are exempt from the Civil Service Board authority with regard to appointment, promotion, and dismissal, the Civil Service Board shall recommend to the appropriate Appointing Authority such disciplinary action(s) as the Board deems appropriate, and shall furnish copies of its recommendations to the Council and the Parish President; or
  - b. in the case of employees who are subject to the full jurisdiction of the Civil Service Board, the Civil Service Board shall order such disciplinary action(s) as the Civil Service Board deems appropriate, and the appropriate appointing authority shall immediately take such action(s) necessary to comply therewith.

Section 4 Exemptions from Provisions of this Rule

- 4.1 None of the prohibitions in this rule shall apply to the Parish President, Members of the Council, Other Elected Officials, Members of the Advisory Boards, Appointing Authority, Department Heads, or Other Unpaid Bodies who are not Parish employees with the exception of the Civil Service Board, or to Organizations and their Employees and Other Persons who are engaged by the Parish on a Contractual Basis.

## **CHAPTER 13**

### **RECORDS/FILES/FORMS OF PARISH CIVIL SERVICE**

#### **Section 1 Records of the Office of Civil Service**

- 1.1 Except as specifically provided in this Rule, the records of the Civil Service Board shall be public record and open to public inspection during office hours. For reasons of public policy, the following records shall be held confidential:
- a. Examination applications, examination materials, tests, the results of tests, and any and all personnel files and records except as provided in Rule II, Section 5.1.
  - b. Confidential reports and investigations of the character, personality, and history of employees or candidates for positions in the classified service.
  - c. Files, statements, reports, correspondence, and other data in connection with and related to investigations of violations of Civil Service Rules, when such inquiries are conducted by the Civil Service Board or Civil Service Director, other than that which is admitted into evidence at a public hearing.

#### **Section 2 Civil Service Forms and Procedures**

- 2.1 The Civil Service Director will develop such forms and procedures, as may be necessary to carry out the provisions of this manual.

## CHAPTER 14

### PERFORMANCE EVALUATIONS

#### Section 1 Administration

- 1.1 A uniform performance evaluation rating system shall be established for all departments, which shall provide for evaluation of each employee's on-the-job performance. The Civil Service Department shall prescribe the form on which performance evaluation ratings are to be made, and each supervisor and/or appointing authority shall use the prescribed form in accordance with these Rules and the instructions furnished by the Civil Service Department.
- 1.2 Each employee serving a probationary period shall be rated at least once during their probationary period. The rating may be made at any time deemed most appropriate by the Appointing Authority, but preferably in conjunction with consideration of granting the employee Permanent status. An employee rated below Satisfactory during probation shall not be granted Permanent Civil Service status until and unless a re-rating of Satisfactory or higher is made. (See Chapter VIII for limit of Working Test/Probationary Period.)
- 1.3 Each employee serving in a Permanent status appointment shall be rated once in each calendar year, in conjunction with the employee's anniversary date. An employee rated below Satisfactory shall not be eligible for a merit increase until and unless a re-rating of Satisfactory or higher occurs. The performance evaluation rating shall be indicated on the salary adjustment form.
  - a. For a new employee, rating session shall take place within sixty (60) calendar days before or on the employee's permanent appointment date hereafter referred to as the employee's anniversary date.
  - b. For a current employee, the rating session shall take place within sixty (60) calendar days before or on the employee's anniversary date.
  - c. When an employee is not available, the provisions of this rule shall be satisfied by the supervisor mailing the completed document to the employee on or before the employee's anniversary date.

- d. An employee who has been absent from work on any type of leave of absence, paid or unpaid, or absence without leave for the equivalent of six (6) months or greater shall not be evaluated due to insufficient opportunity for observation and shall not be entitled to a merit increase for the year.
- 1.4 The basic performance evaluation rating of each employee shall be made by the employee's supervisor and may be reviewed by the Appointing Authority or the Appointing Authority's designee prior to discussion of the evaluation with employee. Both the rater and/or reviewer shall sign the evaluation form.

In the event that the supervisor or the Appointing Authority is on extended leave of absence and unable to meet these obligations, the responsibility for performance evaluation shall be performed as follows:

    - a. In the absence of the immediate supervisor, the Appointing Authority shall perform the basic performance evaluation and may gather input from other supervisory personnel familiar with the employee's work performance for use in the evaluation.
    - b. In the absence of the Appointing Authority, the overall evaluation may be delegated to an intermediate supervisor or other supervisor delegated to act for the Appointing Authority in his/her absence. The written authorization of this delegation shall be attached and submitted along with the evaluation form to the Civil Service Department.
  - 1.5 Discussion of the evaluation with the employee is mandatory. The completed evaluation form shall be reviewed with the employee and shall be signed by both the employee and supervisor. The supervisor shall provide a copy of the evaluation form to the employee at this time and the original shall be forwarded to the Civil Service Department.
  - 1.6 An employee cannot prevent a performance evaluation from becoming official by refusing to sign the evaluation form. If an employee refuses to sign the form, the Supervisor shall note on the form that the employee refused to sign.
  - 1.7 All original performance evaluations shall be retained in the employees personnel file in the Human Resources Department.

- 1.8 An employee who has been rated below satisfactory shall be re-rated. The re-rating shall be due on the date that is six (6) months after the employee's anniversary date. The re-rating may be completed within sixty (60) calendar days prior to or on the re-rating due date. If the re-rating is satisfactory or higher, the employee shall be eligible for a pay increase effective the date of the re-rating. If the re-rating is below satisfactory, the employee shall not be eligible for a merit increase. It shall be the duty of the Appointing Authority to take some form of disciplinary action against an employee who has received two (2) successive ratings of below satisfactory on their annual evaluations and/or re-evaluations.
- 1.9 In any case in which a performance evaluation rating is not made as provided herein above, an automatic Satisfactory rating shall be recorded.
- 1.10 A supervisor who fails to rate the employee(s) he/she has been designated to review shall not be eligible for a merit increase for that year. However, an appointing authority may grant a merit increase for a supervisor who fails to rate an employee if, and only if, one of the following circumstances applies:
- a. The employee was absent for an extended period of time during the evaluation period which effectively makes it impossible to evaluate his/her performance. (See Section 1.3d above)
  - b. The employee has transferred into the department from another department within ninety (90) calendar days of the anniversary or evaluation date.
  - c. A declared State of Emergency or an emergency situation agreed upon by the supervisor and the Civil Service Director.
- 1.11 In any case in which a performance evaluation is not completed as provided herein above, the employee shall have the right to appeal his/her automatic satisfactory rating to the Civil Service Board.
- a. Employee appealing to the Civil Service Board shall do so in writing on the prescribed form available in the Civil Service Department.
  - b. Appeals to the Civil Service Board shall be filed in the Civil Service Department within thirty (30) calendar days of the employee's anniversary date.

- c. If the appeal is filed timely, the Civil Service Board shall initiate a hearing of the appeal within sixty (60) calendar days after receipt of request, and shall have the right to continue the hearing from time to time. All hearings provided for in this rule shall be open to the public.
- d. The Civil Service Board shall decide appeals promptly, but in any event within forty-five (45) calendar days after completion of a hearing.
- e. No hearing shall be held unless both the employee and the employee's supervisor have been notified at least fifteen (15) calendar days in advance of the date, time and place. If either parties fails to appear at the place on the day and the hour fixed for such hearing, the Civil Service Board may, at its discretion decide the issue involved on the basis of the evidence presented.

## **Appendix A**

### **ARTICLE IV CIVIL SERVICE DEPARTMENT**

#### **Section 1 Civil Service System**

The Parish shall have a Civil Service System, (hereinafter referred to as Civil Service). It shall be the policy of the Parish to employ those persons best qualified to exercise the powers, functions and duties of the Parish and to foster effective career service in Parish employment. Except as provided hereunder, all employments, appointments and promotions in the service of the Parish and each of its departments shall be made on the basis of merit and fitness that shall be determined, insofar as practical, by competitive testing.

#### **Section 2 Persons Excluded from the Civil Service System**

All persons not excluded from Civil Service shall be included in the Civil Service System. Those excluded are:

- A. All elected officials.
- B. Department heads and one deputy department head per department, excluding the Civil Service Director and the Civil Service Deputy Director.
- C. The Administrator.
- D. Members of advisory boards.
- E. Organizations and their employees and other persons who are employed by the Parish on an independent contractual basis.
- F. Employees of the legislative branch as provided for in Article III, Section 2, Paragraph J, provided, however, these persons may be classified at a later date by ordinance.
- G. All persons employed and paid exclusively with federal funds administered by the Parish, unless specifically required by federal regulation or law to be included under this Merit System of Public Employment.

- H. Employees of political subdivisions of the Parish; however, these persons may be classified at a later date by a request of a majority of the voting members of the political subdivision and adoption of an ordinance by the Council, if allowed by state law.
- I. Temporary appointees as defined in the Civil Service Rules and Regulations.

### Section 3 Appointment and Dismissal of Parish Civil Service Employees

- A. Except as provided for in Paragraph B of this Section, all appointments and dismissals of Civil Service employees in the Executive Branch of the Parish shall be made by the President or his/her designee, subject to the provisions of Civil Service rules and regulations.
- B. The appointment and dismissal of the Civil Service Director or Deputy Director shall be made by the Civil Service Board, subject to the provisions of this Charter and Civil Service Rules and Regulations.

### Section 4 Organization, Structure and Distribution of the Powers and Functions in the Department of Civil Service

#### A. THE DEPARTMENT

There shall be a Department of Civil Service. It shall consist of a Civil Service Board (hereinafter referred to as the Board) and a classified Civil Service Director, (hereinafter referred to as the Director). The head of the Department of Civil Service shall be the Board.

#### B. THE BOARD

##### 1. Composition of the Board

The Board shall consist of five (5) electors of the Parish who shall (a) have been domiciled in the Parish for at least the last two (2) years prior to their appointments, (b) hold no other public office or position in Parish government and (c) be in sympathy with merit principles of public personnel administration. Members of the Board shall serve without compensation.

## 2. Method of Appointment to the Board

Nominations for the five (5) seats on the Board shall be made by the following:

- a. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Nicholls State University.
- b. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Louisiana State University in Baton Rouge.
- c. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Tulane University.
- d. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Southern University in Baton Rouge.
- e. One (1) member shall be nominated by the Lafourche Parish Bar Association.

Each nominating authority shall transmit the name of its nominee to the President who shall thereafter submit the name to the Council for approval or rejection of the appointment. Appointments shall be for four (4) year terms.

## 3. Filling a Vacancy on the Board

Immediately after receiving notice of a vacancy on the Board, the Director shall notify the President, the Chair and the nominating authority of the fact. Within sixty (60) days after the vacancy occurs, the respective nominating authority shall submit a nominee to fill the vacancy. Within thirty (30) days thereafter, the Council must ratify or reject the appointment. If the nomination is rejected, another nomination shall be solicited from the same source. If the Council fails to act within thirty (30) days after the receipt of the name of the nominee, the appointment shall be automatically ratified. If a nominating authority fails to submit a nominee in the time required, the Board of Directors of the Louisiana Civil Service League shall make the appointment. If one (1) of the named nominating authorities ceases to exist, the Council shall choose the alumni association of another accredited College, University or organization within Louisiana to replace it. The outgoing Board member shall serve on the Board until replaced by the newly appointed member.

4. Removal of a Board Member

A member of the Board may be removed for just cause by a resolution, after having been served with a written specification of the charges against him/her and afforded an opportunity for a public hearing thereon by the Council.

5. General Powers, Functions and Duties of the Board

The Board shall review, may amend, and shall adopt the position classification plan, the uniform plan of salary ranges, and the Civil Service rules and regulations. In addition, it:

- a. Shall conduct investigations and take action on complaints by or against any Civil Service employee;
- b. Shall hold hearings on dismissals, demotions, and other disciplinary matters as may be provided for in the Civil Service rules. The right to appeal any decision of the Board shall exist to the appropriate State District Court;
- c. May exercise witness and document subpoena powers;
- d. Shall appoint a Director when a vacancy occurs;
- e. May make any investigations it deems desirable concerning Civil Service in the Parish and report its findings to the President and Council; and
- f. Shall exercise all necessary powers and perform such other policymaking and administrative functions and duties as may be required or allowed under the Civil Service rules and regulations, provided that such powers, functions and duties are not in conflict with, inconsistent with or concurrent with the provisions of this Charter and are relevant to the Civil Service System.

C. THE DIRECTOR

1. Appointment and Qualifications

The Director shall be appointed by the Board. The Director shall be qualified and experienced in personnel administration and shall be responsible to the Board for the administration of the Civil Service System for the Parish in accordance with Civil Service rules adopted pursuant to this Article.

## 2. Powers, Functions and Duties

The powers, functions, and duties of the Director shall include, but shall not be restricted to, the following:

- a. To develop and administer a position classification plan that shall provide for the classification of all positions on the basis of duties and responsibilities. The Director shall submit the classification plan to the Board. The Board shall hold a public hearing on the plan and may make amendments thereto. Thereafter, the Board shall adopt the plan. The plan becomes effective upon adoption by the Board.
- b. To develop and, upon adoption, administer an annual uniform plan of salary ranges for all persons in the Parish Civil Service System. The annual plan for each succeeding fiscal year shall be submitted by the Director to the Board not later than April 1st of each year. The Board shall review the plan and, after a public hearing, shall submit it, together with such amendments it deems appropriate, to the President not later than the last day of May of each year. The President shall review the plan and may amend it. Thereafter, the President shall include the plan in the annual operating budget for consideration by the Council.
- c. To prepare Civil Service rules to carry out the provisions of this Article. These rules shall be submitted to the Board which, after public hearing, shall make amendments as it deems necessary. These rules shall become effective upon approval by the Board, and shall have the full force of law. Such rules shall apply to all persons covered by this Article and shall provide for:
  1. Policies and procedures for the administration of the classification plan;
  2. Policies and procedures for furnishing forms and records to the Civil Service Department from the President or the President's designee;
  3. Policies and procedures for the administration of the salary plan;
  4. Policies and methods for holding Civil Service tests to determine the merit and fitness of candidates for all regular position appointments;
  5. The establishment and maintenance of lists of persons eligible for appointment by reason of successful participation in competitive tests;

and procedures for the certification of persons from eligible lists for filling vacancies;

6. The procedure for lay-offs, suspension, demotion, and dismissal of employees, which shall provide for hearings before the Board in these cases;
7. Hours of work, attendance regulations, leaves of absence with or without pay, working test periods and temporary appointments;
8. Prohibition against political activity of employees and assessment for political purposes; and
9. Other policies, practices, and procedures necessary for the administration of the Parish Classified Civil Service System;

### 3. Removal of the Director

The Director may be removed, for just cause, by the Board, after having been served with a written specification of the charges against him/her and being afforded an opportunity for a public hearing thereon by the Board. Any Director who is removed by the Board is reserved the right to appeal the removal to the appropriate State District Court.

## Section 5 Prohibited Political Activities

No member of the Board or employee covered under this Article shall participate or engage in political activity; be a candidate for nomination or election to public office or be a member of any national, state, or local committee of a political party or faction; make or solicit contributions for any political party, faction, or candidate; or take active part in the management of the affairs of a political party, faction, candidate, or any political campaign, except to exercise the right as a citizen to express an opinion privately, to serve as a commissioner or official watcher at the polls, and to cast a vote as he/she desires.

### A. CONTRIBUTIONS

No person covered under this Article shall solicit contributions for political purposes from any classified employee or use or attempt to use a position in Parish service to punish or coerce the political action of a classified employee.

## B. POLITICAL ACTIVITY DEFINED

As used in this Part, “political activity” means an effort to support or oppose the election of a candidate for a political office or to support a particular political party in an election.

### Section 6 Classifications Ratified

Upon the effective date of this revised Home Rule Charter, all persons who have status in the classified service of the Parish shall retain said status in the position, class and rank that they have on such date and shall thereafter be subjected to and be governed by the provisions of this Charter and the rules and regulations adopted pursuant thereto.

### Section 7 Continuation of Plans and Rules

Rules and Regulations, classification plans, and pay plans presently in effect for classified persons in the Parish, will remain in effect until modified as provided for in this Article.

### Section 8 Supremacy Clause

The provisions of this Article shall prevail if conflicts are found between this Article and other Articles of this Charter.