

WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis & Vernon Parishes	Workforce Innovation & Opportunity Act Human Resources Policy  
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POLICY # H1		Human Resources		Approved: 5-28-2019	
Revision: 4-25-2024		Expiration Date: Continuous, until further notice			
WDB Chairperson's Signature: Sarita Scheufens		WDB Director's Signature: Stephanie Seemion			

PURPOSE:

Establish Calcasieu Parish Police Jury's most recent human resource manual as a standard guide.

POLICY GUIDANCE:

CPPJ Human Resources Manual Attached

ATTACHMENTS:

CPPJ Human Resources Manual

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CALCASIEU PARISH POLICE JURY MISSION STATEMENT

**The mission of the Calcasieu Parish
Police Jury is to provide the people
of Calcasieu Parish with high-
quality services and actions that
benefit present and future
generations throughout Southwest
Louisiana.**

**All employees of Calcasieu Parish are encouraged to
read and follow the spirit of this mission statement
sincerely and in a positive manner.**

OUR VISION FOR CALCASIEU PARISH

Calcasieu Parish will serve as a model parish for Louisiana – an area with excellent quality of life, where citizens want to raise their families, and the infrastructure to position the parish for growth in the years to come.

CORE VALUES

Core values serve as a “compass” for guiding decision making and drive the culture of an organization. The CPPJ’s core values connect how staff and Police Jurors work together to serve the citizens of Southwest Louisiana. These aren’t just words on paper – they are the beliefs that guide behaviors, unite team members, and empower action.

CORE VALUES

Vision

We are committed to making Calcasieu Parish a better place to live, work, and play for all our citizens. We do this by continuously looking forward – anticipating the diverse needs and opportunities that may exist for our community for present and future generations. Furthermore, we are always looking to others outside our parish for inspiration and innovative best practices, bringing ideas and experiences back home to further shape that future.

Collaboration

Our Police Jury represents the seat of government for Calcasieu Parish, and it is critical that we forge and maintain strong working partnerships with other forms and levels of government, both inside and outside of the parish. This same level of collaboration must exist across Police Jury departments as we deliver coordinated services to our citizens. We have an obligation to those we serve to collaborate across government agencies to make decisions and identify sustainable solutions that create strong quality of life in Calcasieu Parish.

Dependability

Consistent actions cultivate dependable public servants. When our citizens have needs, they can trust in the Police Jury that their needs will be addressed, supported by strong communications that form a continuous feedback loop between citizens and their parish government.

Financial Stewardship

The citizens of Calcasieu Parish trust in us to make wise decisions as we invest in our community today, while planning responsibly for the future. In return, our budgeting process is open and transparent, our finances are sound, and the Police Jury is accountable to the public in all we say and do with taxpayer funds.

SECTION 1: MANUAL OVERVIEW

1.1 STATEMENT OF PURPOSE

The Calcasieu Parish Police Jury (Parish) provides as a resource a Human Resources Manual (Manual) which contains an outline of the Calcasieu Parish Police Jury's Human Resources policies and procedures. It serves as a reference and working guide for supervisory and management personnel, and employees in the day-to-day administration and operation of the Parish's employee programs.

All of the statements contained herein are broad internal guidelines that the Police Jury may, from time to time, change, at its sole discretion, as appropriate.

If confusion over a policy statement exists, managers should contact the Human Resources Department for clarification. The Human Resources Department is vested with the authority to interpret and effectively administer these policy guidelines.

We sincerely hope this Manual will prove helpful to you and will thereby contribute to a general strengthening of the overall employer-employee relationship.

This Manual will supersede the previous manuals and all policy statements pursuant thereto. It embraces the letter and spirit of the Parish Code of Ethics (Code of Ordinances of Calcasieu Parish, Louisiana Sec. 2-56 and Sec. 2-121).

The Police Jury is committed to complying with all applicable Federal and State employment laws including, but not limited to, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Health and Safety Laws, Drug-Free Workplace Act, and others.

1.2 NOTICE OF AT-WILL EMPLOYMENT

The policies and procedures in this Manual are guidelines only. While this Manual sets forth accepted levels of performance, it is not a contract and does not create a contract between employees and the Parish. This Manual does not guarantee employment for any specific duration. Either the employee or the Parish may terminate the employment relationship at any time. **EMPLOYMENT IS AT WILL.** Further, no manager or representative of the Police Jury has the authority to enter into an agreement guaranteeing employment for any specific duration. The Parish may, at its option, modify, delete, suspend, or discontinue any parts of this Manual at any time, without prior notice.

1.3 DEFINITIONS

Unless otherwise indicated in these rules, the following definitions apply:

- A. **Parish** - all departments of the Calcasieu Parish Police Jury.
- B. **Parish Administrator** - the individual appointed by the Calcasieu Parish Police Jury to oversee and direct the daily operation of Parish government including the hiring of employees to carry out the duties of the Police Jury.
- C. **Human Resources Director** - the individual appointed by the Parish Administrator to oversee the administration of the Parish human resources system.
- D. **Police Jury** - the governing authority of Calcasieu Parish, State of Louisiana.
- E. **Position** - a group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person.
- F. **Supervisor** - an individual who has been authorized by the Parish to oversee and direct the work of other employees on a daily basis.

1.4 OBJECTIVES

- A. The Police Jury of the Parish of Calcasieu recognizes that a human resources system that recruits and retains competent, dependable employees is indispensable to effective and efficient Parish government.
- B. The policies and procedures set forth below are designed to:
 - 1. Promote high morale among Parish employees by fostering good working relationships and by providing uniform human resources guidelines.
 - 2. Outline suggested recruitment, retention, and promotion practices that will enhance the attractiveness of a Parish career and encourage each employee to give his or her best effort to the Parish and the public.

1.5 OPEN COMMUNICATION

The Parish welcomes the opportunity to consider employee suggestions or problems. Every employee is encouraged to speak with his or her supervisor whenever there is a question or concern. The supervisor is the person in the best

position of authority to respond quickly and accurately. For further clarification, call the Human Resources Department.

1.6 RESERVED RIGHTS

The Calcasieu Parish Police Jury retains the right to plan, control, and manage the work and direction of the workforce of the Parish. The Parish Administrator is authorized to exercise these rights on behalf of the Calcasieu Parish Police Jury. The Parish Administrator is responsible for enforcement of the rules, regulations, and policies of the Parish, as well as the establishment of additional administrative policies and procedures necessary for the efficient operation of the workforce. The specifically enumerated rights reserved to management are not exclusive, and the Parish retains all statutory and managerial rights and functions of management.

1.7 SCOPE OF COVERAGE

- A. All Parish employment positions are subject to the provisions of this Manual, except as otherwise approved by an independent managing Board (such as Library Board, Drainage Board, etc.), or Union Agreement coverage.
- B. All Parish employees who are members of the recognized Union (Local #1377) will be covered by the Union Agreement and will follow the terms and conditions of the contract in matters that may differ with established Parish Policies given here.

1.8 DISSEMINATION OF MANUAL

- A. All Parish employees will be informed of the existence of these policies. The Manual will be posted on the Parish Intranet, under the "HR Manual" tab. In addition, each department will keep a copy of this Manual available for review by employees.
- B. All employees will be provided with unrestricted access to this Manual. All employees will sign the Parish's form acknowledging availability of the Manual and accepting responsibility for reviewing its content. It is the employee's obligation to read such, and he or she is encouraged to contact the Human Resources Department if there are questions.
- C. A copy of this Manual will be made available to all public entities that are under the control and / or partly funded by the Police Jury upon request.

1.9 AMENDMENT

- A. This Manual may be changed, supplemented or suspended at any time by any of the following methods:
 - 1. Action by the Police Jury;
 - 2. Changes mandated by Federal, State, or Local Law;
 - 3. Administrative approval by the Parish Administrator.
- B. Notice of changes to the Manual will be posted on bulletin boards, by interoffice memorandum and / or provided through other appropriate means.

1.10 ADMINISTRATION OF THE PLAN

- A. The Human Resources Director will administer the established personnel system.
- B. In addition to other duties as set forth in the Manual, the Human Resources Director will:
 - 1. Exercise leadership in developing a system of effective human resources administration within Parish government;
 - 2. Administer policies and procedures as they apply to all departments and employees;
 - 3. Maintain records of all employees subject to the provisions set forth herein;
 - 4. Advise management in all areas of human resources administration including employee-management relations, training and career development, and employee health, safety, and morale;
 - 3. Provide courteous and dependable service to the public; or
 - 4. Conduct all operations in an ethical and legal manner.

SECTION 2: GENERAL GOVERNING POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

Statement of Policy: Calcasieu Parish Police Jury provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, religion, color, sex, national origin, age, disability, and other protected status. The Parish complies with all applicable laws prohibiting discrimination in employment. This policy applies to all terms and conditions of employment, including recruitment, hiring, training, promotion, demotion, compensation, transfers, and termination.

The Human Resources Department will be responsible for implementing and monitoring the Equal Employment Opportunity Program. It is the Department's responsibility to develop, review and analyze these programs for compliance, and take corrective action in order to resolve problems.

2.2 AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

- A. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.
- B. It is the policy of the Parish to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).
- C. It is the policy of the Parish not to discriminate on the basis of disability against any qualified person. To this end, all decisions relating to employment, including but not limited to: recruitment, hiring, training, assignment, promotion, compensation, transfer, benefits, termination, education, or other terms, conditions and privileges of employment, will be determined by the applicant's or employee's ability with consideration of any requested reasonable accommodation.
- D. The Police Jury will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Parish as a whole, or the

applicable department. An employee or potential employee should contact the Human Resources Department with any questions or requests for accommodation.

2.3 ANTI-HARASSMENT & SEXUAL HARASSMENT POLICY

- A. The Parish is committed to providing a work environment that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.
- B. It is the policy of the Parish to ensure equal employment opportunity without discrimination or harassment with respect to race, religion, color, sex, national origin, age, disability or any other protected status. All such harassment is not only unlawful but is specifically prohibited by the Parish.
- C. Sexual harassment on the job violates Title VII of the Civil Rights Act of 1964. Sexual Harassment means "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature."

Training Requirement: The Parish requires, pursuant to Louisiana Revised Statutes 42:343, all employees, elected officials, and appointed officials to receive one (1) hour of sexual harassment training annually.

The Human Resources Department will provide several opportunities to fulfill this requirement and will arrange adequate notice of sexual harassment training opportunities including online options.

D. Types of Harassing Conduct

- 1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of interfering unreasonably with an individual's performance or creating an intimidating, hostile or offensive environment.
- 2. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include but is not limited to:

- a. Sexual flirtations, advances, or propositions;
 - b. Verbal abuse of a sexual nature, including threats, off-color jokes, or crude and offensive language;
 - c. Graphic or suggestive comments about an individual's appearance or dress;
 - d. Leering or whistling;
 - e. The display of sexually suggestive objects or pictures;
 - f. Any offensive or unwanted physical conduct such as indecent gestures, touching, patting or pinching;
 - g. Physical restraint or assault;
 - h. Sending sexually suggestive notes or messages;
 - i. Any other unwelcome physical, verbal or visual conduct of a sexual nature.
3. Harassment on the basis of any other protected characteristic is also strictly prohibited. Police Jury policy prohibits harassment with respect to race, color, gender, religion, national origin, age, disability, and any other protected status. Harassing conduct includes slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is posted or circulated in the workplace.
 4. Harassing conduct communicated or transmitted electronically through e-mail, phone messages, tweets, blogs, social networking sites, or other means is prohibited.

D. Individuals Covered

This anti-harassment policy applies to all employees of the Parish, as well as Parish vendors, contractors, and customers.

E. Notification Procedure

1. Any employee who feels that he or she has been subjected to harassing conduct or believes he or she has witnessed such conduct has a responsibility to report the situation as soon as possible to their supervisor, the Human Resources Director, or any member of management.

2. When possible, the Police Jury encourages employees to promptly advise the offender that his or her behavior is unwelcome and request that the conduct discontinue.
3. All complaints will be taken seriously and investigated. All employees and witnesses are expected to cooperate with the investigation. Information provided by employees will be treated as confidential. The information may be disclosed to those who have a need for the information or when required in the course of the investigation, or by law. False information provided by an employee may subject that employee to discipline, up to and including termination.
4. Harassment by any employee is grounds for disciplinary action, up to and including termination.
5. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim is a serious violation of this policy and will be subject to disciplinary action. Acts interpreted as retaliation should be reported immediately according to the notification procedure and will be promptly investigated and addressed.

2.4 ETHICS POLICY

- A. It is the policy of the Parish to uphold, promote, and demand the highest standard of ethics from all employees and elected or appointed officials. Accordingly, all Parish employees should maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their position or powers for improper personal gain.
- B. An employee is required to maintain the highest ethical standards of conduct in his or her official duties. This also applies to non-work situations when an employee identifies as a Parish employee, i.e. wearing a Parish identification badge, distributing a Parish business card, wearing a Parish uniform, driving a Parish vehicle, etc.
 1. Personal characteristics such as honesty, courtesy, dependability, sobriety, diligence, and use of sound judgment are required for all employees.
 2. There should be no activity which is a conflict of interest with official duties.
 3. An employee cannot use his or her position with the Parish for private interest.

4. An employee is responsible for reporting to management any suspicious, unethical or illegal conduct by co-workers, customers, suppliers, vendors, etc.
 5. Any violation may result in disciplinary action up to and including termination.
- C. Employment with the Parish is a public trust. An employee must not have any financial interest in, or receive any financial interest from, an acquisition or expenditure related to Parish activities that interferes or conflicts with the full discharge of their duties.

2.5 LOUISIANA BOARD OF ETHICS REQUIREMENTS

- A. **Training Requirement:** The Louisiana Board of Ethics requires all government employees and elected or appointed officials, to receive one (1) hour of Ethics training annually. All Louisiana Department of Ethics sessions are posted on their website and open to the public. The use of the online training options is strongly encouraged.

In addition to being available online, the Human Resources Department will schedule several opportunities to fulfill this requirement, and will provide adequate notice of any Ethics training opportunities.

It is the responsibility of each individual employee to comply with the State of Louisiana's Ethics Training requirements.

- B. **Post-Employment Restrictions:** During the two-year period following the termination of public service as an agency head or elected official, these individuals may not assist another person for compensation, in a transaction, or in an appearance in connection with any transaction involving their former agency nor may they render any service on a contractual basis to or for their former agency.

During the two-year period following the termination of public service as a board or commission member, these individuals may not contract with, be employed in any capacity by, or be appointed to any position by that board or commission. The Board has interpreted a board or commission to include a collective body that shares responsibility for its actions. This would include school boards, police juries, boards of aldermen, a group of selectmen, a council, etc.

During the two-year period following the termination of public service as a public employee, these individuals may not assist another person for

compensation, in a transaction, or in an appearance in connection with a transaction involving the agency in which the former public employee participated while employed by the agency nor may the former public employee provide on a contractual basis to his or her former public employer, any service he or she provided while employed there.

SECTION 3: EMPLOYMENT

3.1 EMPLOYEE STATUS

All employees of the Parish covered by the Fair Labor Standards Act (FLSA) wage and hour provisions will be classified as exempt or non-exempt and as regular full-time, regular part-time, part-time or temporary.

- A. **Exempt** - An employee whose position meets specific tests established by the FLSA and who is not required to be paid overtime or earn ETO.
- B. **Non-exempt** - An employee whose position under the FLSA requires him or her to be paid one and one-half (1 ½) times the regular rate of pay for hours worked in excess of forty (40) hours per week or earn ETO at the same rate.
- C. **Regular Full-Time** - An employee who works forty (40) hours weekly or eighty (80) or more per pay period, and maintains continuous regular employment status. Regular full-time employees are eligible for all Police Jury benefits including retirement, vacation, sick leave, and holidays. Regular full-time employees who work forty (40) hours per workweek are eligible for medical and dental as required by the Affordable Care Act. Regular full-time employees are eligible for life insurance.
- D. **Regular Part-Time** - An employee who works twenty-eight (28) to thirty-nine (39) scheduled hours weekly and who maintains continuous regular part-time employment status. Regular part-time employees designated by the Department Head as such, are eligible for vacation, holidays, and sick leave on a pro-rated basis. Regular part-time employees who work twenty-eight (28) hours or more per week are eligible for retirement. Regular part-time employees who work thirty (30) hours per week or have averaged thirty (30) hours per week during the appropriate measurement period are eligible for medical and dental as required by the Affordable Care Act.
- E. **Part-Time** - An employee who works less than twenty-eight (28) hours weekly based on the needs on the department. Part-time employees are not eligible for any Parish benefits.
- F. **Temporary** - An employee, including interns, whose services are intended to be of limited duration (i.e., filling in for illness, vacations, and summer months) and who works the customary number of hours required. No employee will be hired on a temporary basis for more than ninety (90) total consecutive workdays without the approval of the Human Resources Director. However, consideration may be given for longer temporary positions that are funded through grants and special projects with an established duration.

NOTE: Temporary employees are not eligible for Police Jury benefits. However, if a temporary or part-time employee is hired as a regular full-time employee, length of service will be determined by the original hire date, except for insurance and parochial retirement purposes.

- G. Independent Contractors and Consultants** – Independent contractors, consultants, and their employees are not employees of the Parish. All such contracts must comply with administrative criteria and procedures established by the Parish.

3.2 WORK HOURS

- A.** Generally, most positions with the Parish are for forty (40) work hours per week. However, based on the needs of the Parish, supervisors may recommend altering general hours to fit the specific needs of a department. The Human Resources Director and the Parish Administrator must approve any alterations to pre-established work hours of the department. These needs may include accommodating the public, economics, seasonal, emergency, or other conditions with respect to the Parish.
- B.** Employees are responsible for completing a record of their time with their beginning and ending work times. This is necessary for payroll calculation of their earnings.
- C.** Employees are not permitted to begin work before their normal starting time, or to sign out / clock out or work after their normal quitting time without their supervisor's prior approval. Current time clock procedures allow for a seven-minute grace period to clock in before the normal starting time and after the normal quitting time.
- D.** Part-time employees will be assigned specific hours by their supervisor. These hours may vary from week-to-week. Generally, their supervisor will assign the hours the week before. In the event of lack of work, part-time employees will be sent home first.
- E. Lunch Periods and Breaks:**
1. Lunch breaks will be determined by the needs of each department. Employees who are required to remain at their desk and continue to perform work related activities during lunch will be compensated for that lunch time.
 2. Bona fide lunch periods during the scheduled workday are not considered as work time.

3. The employee must be completely relieved from duty for the purpose of eating regular meals.
 4. Bona fide meal periods do not include coffee breaks or time for snacks, which are counted as part of an employee's working time. Breaks will be considered a privilege and not a right, and must not interfere with the work requirements of the department.
- F. Employee attendance at lectures, meetings, and training programs that occur during normal working hours will be considered hours of work, and therefore, will be considered compensated time, if attendance is requested by management.
- G. Work hours for the purposes of calculating overtime are further explained in Section 5.3 Overtime.

3.3 METHOD OF FILLING VACANCIES

- A. Supervisors will notify the Human Resources Department when vacancies occur or are imminent.
1. The Parish encourages non-discriminatory filling of vacant positions by promotion from within the Parish workforce.
 2. For positions below management and above entry level, a job posting procedure will be enforced so that qualified employees have the opportunity to bid for the vacated position.
- B. The Human Resources Director will prescribe procedures for the referral of applicants to departments for final selection. These procedures will provide for supervisors to report to the Human Resources Department the disposition of applicants and final selection for hire or promotion.
- C. All persons seeking a position with the Parish must file a standard application. The application must be properly completed and submitted before any applicant will be considered for employment.
- D. The Human Resources Department will notify any successful candidate selected for employment to begin the pre-employment process.

3.4 JOB POSTINGS AND PROMOTIONS

- A. It is the Parish's policy to encourage that new and vacant positions be filled from within the organization by promoting qualified employees. The Parish

believes in considering employees for promotional opportunities and has established a job posting program to provide qualified employees with an opportunity to apply for open positions that they are interested in and qualified for.

- B. Notification of job openings will be communicated to each Parish division or department. It will be the responsibility of the supervisor or his or her designee to post all job vacancy notices on the department bulletin board by the next workday. Each posting will include the following information:
 - 1. The posting date and time
 - 2. Job title
 - 3. Department and location
 - 4. Salary level
 - 5. Job description
- C. Postings for all applicable vacancies will be posted under the Internal Jobs link on the Parish intranet page and on designated bulletin boards at all Parish locations for seven (7) calendar days.
- D. Job Postings are not required for entry-level positions or non-vacancy promotions within a department.
- E. A Notice of Vacancy will be provided for Exempt level positions, whereby employees can call the Human Resources Department to express their interest in open positions.
- F. All interested, qualified employees are invited and encouraged to apply in order to receive consideration for open positions.
- G. In order to be eligible to apply for a posted position, an employee must meet the minimum hiring qualifications for the position and be in good standing in terms of his or her overall work record.
- H. Factors in considering an employee for promotion include employee's completion of required training course(s), demonstrated capability, quality and length of service, and work and attendance record.
- I. Any department considering an employee for promotion to a supervisory position will properly screen and evaluate the individual for suitability in a management role, as the work conduct of supervisors is directly attributable to the employer.

- J. When promoted or transferred to a new position, employees will be given a ninety (90) calendar day introductory period to show that they are able to satisfactorily perform the job to which they were promoted. Some Parish departments may have longer introductory periods. The Department Head has discretion to extend that introductory period for up to an additional forty-five (45) calendar days if necessary.**
- K. If an employee fails to demonstrate such ability or later desires to return to his or her former position, the employee may be returned to the former position or another appropriate Parish position, if either is available, within ninety (90) days at the discretion of both Department Heads.**
- L. An employee may not change from one job to another, transfer laterally, or move into a lower grade more often than once every twelve (12) months, unless the needs of the Parish require such a transfer.**
- M. The provisions of this section are not applicable for vacancies filled by administrative transfer or selection based on skill, experience, or specialized training for the position, or for the reinstatement of a former employee previously holding the position.**
- N. Department Heads have discretion to determine whether an employee from another department with a current pay rate in excess of the starting rate of pay of an open job position will be considered for the position or not, based on departmental budgetary constraints that may preclude the selection of that employee.**
- O. Procedure**
- 1. Employees are responsible for monitoring the Internal Jobs page and / or bulletin boards for Job Postings. In order for an employee to update his or her personnel file and explain why he or she is qualified for the posted position, he or she can complete and file a Job Posting Application with the Human Resources Department.**
 - 2. Employees are not required to notify their supervisor when they are interested in signing a Job Posting or submitting an application for a Job Posting. However, if an employee is to interview for the position, his or her supervisor will be notified prior to the completion of the interview process for, among other things, a recommendation.**
 - 3. The hiring department (the department with the job vacancy) will interview all internal candidates qualified for the position.**

4. The hiring department will determine which candidate should be offered the position. If no internal employees are qualified or suitable for the position, the hiring department may then consider hiring from outside the organization.
 5. Employees are required to successfully complete all testing requirements for the position including motor vehicle and background screening, drug test, post-offer medical examination, and / or functional capacity evaluation to ensure that the prospective employee is capable of performing his or her essential job-related duties. Health practitioners selected by the Parish will perform all examinations and screenings.
 6. The hiring department will contact all candidates who have been interviewed and not been offered the position to inform them of the hiring department's decision.
- P. If no applicant responds to the initial job posting, a qualified applicant may be considered for the position if he or she applies for and receives a job offer within ninety (90) days from the initial date of the posting. Otherwise, Job Postings must be re-posted after the ninety (90) day limit.

3.5 EVALUATION OF APPLICANTS

- A. To properly evaluate applicants for employment, the hiring process will include interviews, a motor vehicle records report, criminal background check, pre-employment drug testing, and may include a post-offer physical examination and / or functional capacity evaluation to demonstrate compliance with prescribed qualification requirements for the positions involved.
- B. Prior work history, personal reference checks, and other official pertinent checks can be done on applicants, as well as documentation of educational achievements such as diplomas, degrees, specialized certifications, etc.

3.6 DISQUALIFICATION

- A. An applicant will be eliminated from consideration if he or she:
 1. Does not meet minimum requirements of the position;
 2. Does not possess the capacity to perform the essential functions of the position involved with reasonable accommodation;
 3. Has made false statement(s) of material fact(s) on his or her application or supplements thereto;

4. Has committed or attempted to commit a fraudulent act during any stage of the selection process;
 5. Does not meet the necessary standards as a result of pre-employment drug testing, post-offer physical examination or functional capacity evaluation; or
 6. Is not legally authorized to work in the United States.
- B. If at any time during employment with the Parish it is determined that an applicant has intentionally misled the Parish by placing false information on his or her application, then disciplinary action will be taken up to and including termination.

3.7 PRE-EMPLOYMENT TESTING AND EXAMINATION

- A. All job offers to applicants will be conditioned upon successful completion of a pre-employment drug test. In addition, a post-offer medical examination and/or functional capacity evaluation may be required to ensure that a prospective employee is capable of performing his or her essential job-related tasks. The offer of employment and assignment to duties is contingent upon satisfactory completion of the examinations. Health practitioners selected by the Parish will perform all examinations and testing.
- B. The Human Resources Department will make an appointment for the applicant. If the applicant fails to appear at the appointed time and date or fails to complete the pre-employment test and / or post offer physical examination or functional capacity evaluation, that action will be treated as a withdrawal of the Application for Employment or a rejection of the conditional job offer.
- C. Prior to any testing or examinations, the applicant will be informed of the pre-employment process to be conducted. The individual will be given an opportunity to discuss any concerns he or she may have about the process.
- D. All medical information provided to the Parish will be maintained in confidence in accordance with the Americans with Disabilities Act.
- E. All applicants will be required to sign the standard consent and release form permitting the disclosure of test and / or examination results to the Parish.
- F. No applicants will be permitted to report to work until completion of all applicable pre-employment processing.

- G. Pre-employment drug testing and post-offer medical examination and / or functional capacity evaluation will only be waived for temporary or part-time employees at the discretion of the hiring department. If the employee becomes a regular full-time employee, pre-employment testing must be completed before the employee's new status goes into effect.

3.8 NEPOTISM

- A. The Parish recognizes the desire of employees to assist relatives in seeking careers. However, to comply with statutory requirements and / or avoid potential conflicts, problems, and compromises, individuals will not be hired or appointed to situations where they report to and / or are supervised, directly or indirectly, by a relative or domestic partner.

B. Definitions:

1. **Relatives:** For purposes of this policy, relatives include spouses, children, stepchildren, spouses of children and stepchildren, brothers, sisters, parents, parents of the spouse, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and first cousins.
 2. **Domestic Partners:** Individuals who reside in the same household and are involved in a relationship, often holding themselves out to the public as marital partners, but who are not legally married.
- C. Employees are not permitted to directly supervise a relative or domestic partner. Direct or immediate supervision includes, but is not limited to, any participation in the hiring decision, promotional decision, work assignment decision, shift assignment decision, disciplinary decision, or the evaluation process of another employee.
- D. Relatives or domestic partners will not be hired within the same department, office, or similar employee work group.
- E. After a Police Juror has been elected or the Parish Administrator has been hired, a relative or domestic partner will not be eligible for employment.
- F. If persons within the same department, during their employment, become related as a result of marriage, management will make every effort to transfer one of the employees. If this transfer is not available or is unacceptable to the related employees, they will be given the option to resign.

3.9 NEW HIRES / INTRODUCTORY PERIOD

- A. Introductory periods are established to allow supervisors to orient, train, observe, and conduct preliminary performance evaluations. The supervisor must assess final judgment as to whether the newly-hired employee is suitable and is a potential contributor to the achievements of the Parish objectives.
- B. At least the first ninety (90) calendar days of employment are an introductory period for a newly-hired employee. Some Parish departments can have longer introductory periods up to six (6) months, due to departmental specialized training and / or certification requirements.
- C. Normally, upon successful completion of this period, a full-time employee is entitled to participate in full privileges and benefits.
- D. The Department Head has discretion to extend an introductory period for up to an additional forty-five (45) calendar days. The introductory period may also be extended by the number of work days missed by an employee because of excused absences, such as medical leave. In addition, if machinery is inoperable for any period of time during an employee's introductory period, then an automatic extension of the introductory period will be given for all inoperable days.
- E. If at any point during the introductory period it becomes obvious that continued employment would not be productive, the supervisor should commence termination proceedings.
- F. A former employee who is rehired within one (1) year will be subject to the introductory period required by that department subject to the Union Agreement. However, the employee can have all of his or her earned years of service restored, at the discretion of the Department Head, thereby entitling the employee to an adjusted date of hire with corresponding benefits.

3.10 TRANSFER

- A. A transfer is the movement of an employee from one job to another where there is no change in the level of responsibility or salary.
 - 1. Generally, such transfers will be made from one job to a similar job in a different geographical region of the Parish or to a different work crew.
 - 2. An employee or a supervisor can make a request for such transfers.
- B. A request by an employee to be transferred to another work crew will be granted at the discretion of the Parish.

1. In all cases, the needs of the Parish (personnel needed, availability of work, skill requirements, etc.) will determine if such a request is granted.
2. The needs of the Parish take priority over the wishes of the employee in such matters.

3.11 TRAINING

Continuous training is the cornerstone to maintaining an efficient and qualified workforce for the Parish. All departments are encouraged to provide instruction and guidance equitably to all of their employees to keep them abreast of technological changes, and to upgrade their skills and education in direct relation to their job responsibilities.

- A. Evaluation:** The Human Resources Director along with the departments will determine general training needs and propose and facilitate appropriate training programs for Parish employees.
- B. On-the-Job Training (OJT):** Most Parish training will occur on-the-job. OJT prepares an employee for the performance of tasks for which he or she is accountable. The purpose of OJT is to show the employee the duties and the level of achievement expected. Conducting such training is the responsibility of departmental supervisors.
- C. Specialized Training:** Where needed and justified, employees can receive work-related, specialized training away from the worksite. Such training can include courses at the local technical college or university, provided such training is economically advantageous when compared to other available alternatives, and directly relates to the employee's job, or is needed for a particular certification or license to retain the job.
- D. Needs Inventory:** Supervisors should maintain an inventory of the current skills and abilities of employees in order to equitably identify persons to be trained and considered for promotion.
- E. Educational Leave:** There may be reasonable instances where an employee who is attending night classes and is close to finishing a college degree related to his or her work field may need to be granted brief periods away from work of a limited duration due to class schedule restrictions. Generally, educational leave should be limited to only a single course at a time. In these cases, the employee would be required to utilize paid leave for time away from work. However, an employee in job position regularly requiring non-standard working hours may be able to work a "flex schedule" to accommodate approved

educational leave as long as supervision is provided. Educational leave requests must be submitted through the Human Resources Department on the applicable form and in sufficient time to be approved in writing by the Office of the Administrator. Approval is considered on a case-by-case basis and must be granted before the class begins.

3.12 PERFORMANCE EVALUATIONS

- A. Performance Evaluations are an important part of the Parish's ongoing commitment to employee development and providing the highest quality service. They provide employees and managers with the opportunity to discuss job performance, progress and expectations.
- B. All full-time and part-time employees are eligible for an annual performance review.
- C. Generally, performance evaluations are conducted annually. Employees in their introductory period or those promoted, reclassified, or demoted shall be evaluated at the completion of ninety (90) days of service in the new position.
- D. Performance evaluations should:
 - 1. Help employees clearly define and understand their responsibilities;
 - 2. Outline criteria by which an employee's performance will be evaluated;
 - 3. Evaluate an employee's overall performance;
 - 4. Suggest ways in which an employee can improve performance; and
 - 5. Help managers distribute and achieve departmental goals.
- E. The performance evaluation will be discussed and the employee will be provided an opportunity to comment on the evaluation and suggest goals. The evaluation will be signed by the employee, supervisor and Department Head to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated.
- F. Performance evaluations influence employment decisions. Therefore, it is critical that supervisors be objective in conducting performance evaluations and in assigning overall performance ratings.

- G. The evaluation forms provided by Human Resources must be used, and the original signed evaluation must be returned to the Human Resources Department to be retained in the employee's personnel file.

3.13 PERSONNEL FILES

- A. Personnel records are the property of the Parish. The Human Resources Department will maintain official personnel files on all Parish employees. Medical and health-related records will be maintained in a separate file from the employee's personal official employment file..
- B. Unless otherwise required by law, personnel records and personal identifiable information are confidential and may not be used or divulged for purposes not connected with the Calcasieu Parish Human Resources system except with the written consent of the employee affected or if subpoenaed. In accordance with the Freedom of Information Act, the following guidelines will be adhered to unless otherwise provided by law:
 - 1. A record may be disclosed without the written consent of the individual to whom the record pertains only to those employees of the Parish who have a need for the record in the performance of their duties. The use of the record is strictly limited to the official purpose for which the record is obtained.
 - 2. Nothing herein will prevent the dissemination of impersonal statistical information.
- C. An active employee will have the right of reasonable inspection of his or her official personnel file, by prior appointment, and in the presence of the Human Resources Director or designee. Documents cannot be removed by the employee from his or her official personnel file but copies may be obtained, upon request.
- D. Employee personnel records will be retained for specific periods of time in accordance with Federal and State record retention requirements.

3.14 LAY-OFF

- A. An employee may be laid off because of changes in duties or organization, or for lack of work or funds.
- B. Whenever possible and consistent with the needs of the Parish, an employee laid off from one Parish department will be transferred to a suitable available position elsewhere.

- C. Whenever possible, an employee will be given at least two weeks of notice prior to lay-off.
- D. A lay-off will not be considered as a disciplinary action.
- E. In the consideration of a lay-off, length of service will be a factor, along with other job-related factors including individual job performance / productivity, competencies, and continued need for services of the employee.
- F. Laid-off employees may be recalled within one (1) year, based on seniority and being placed on a preferred reemployment status.

3.15 RESIGNATION / TERMINATION

- A. Termination of employment may occur under any of the following conditions: voluntary resignation, involuntary discharge, retirement, or reduction in force. Final payment of all compensation owed to the employee will be made the next pay period after the last day worked, but no later than fifteen (15) days following the date of resignation, whichever occurs first.
- B. Employees who plan to voluntarily resign should notify their immediate supervisor in writing at least two (2) weeks in advance of the effective date of resignation.
- C. Employees who resigns in good standing and subsequently expresses a desire to return can be reinstated in their former position, if the position is available, subject to the approval of the Division or Department Head and the Human Resources Director. The person must have maintained qualifications to perform the duties of the position, and such reinstatement must be in the best interest of the Parish.
- D. Employees who are absent for two (2) consecutive days without reporting in are considered to have abandoned their job and will be terminated.
- E. The Human Resources Director must be notified of any pending discharge of an employee before final action is taken.
- F. Employees who are terminated involuntarily through disciplinary action must immediately return any Parish property.
- G. The Louisiana Code of Governmental Ethics restricts and / or prohibits assistance to certain persons after termination of employment (LA. R.S. 42:1121). Former employees of the Parish are subject to these rules (see Section 2.5 B Louisiana Board of Ethics Requirements)

H. Requests for post-employment references should be handled through the Human Resources Department and should include a written release from the former employee. Generally, Human Resources staff will limit verifications to the employee's job position, department, and dates of employment.

3.16 EXIT INTERVIEW

- A. Employees who resign are encouraged to participate in an exit interview with the Human Resources Department in order to provide feedback and reasons for resigning.
- B. During the interview, other matters of final pay, election of continued insurance coverage, any other applicable benefits, and / or refunds could be discussed.
- C. An employee who fails to disclose information will be presumed to have terminated under favorable, satisfactory conditions.

SECTION 4: EXPECTATIONS OF EMPLOYEES

4.1 WORKPLACE VIOLENCE POLICY

The Parish is aware of the violence in society, which has filtered into many workplaces throughout the United States. Although the Parish does not foresee any risk of violence in Parish facilities, nonetheless, the Parish wishes to take proactive steps to ensure that its facilities will be safe and secure to the maximum extent possible. Violence, threats, or intimidation at the workplace will not be tolerated. Employees who violate this policy are subject to immediate disciplinary action up to and including termination. Parish managers and supervisors are responsible for implementing and enforcing the workplace violence prevention policy.

- A. All employees are responsible for helping to maintain a violence-free workplace. Each employee is required to govern himself or herself accordingly and to follow safe work practices and violence prevention policies.
- B. All employees have a "duty to warn" their supervisors, security personnel or the Human Resources Department of any suspicious workplace activity or situations or incidents they observe or they are aware of involving themselves, other employees, former employees, customers, visitors or vendors that appear problematic or may lead to an incidence of violence. This includes threats, acts of violence, aggressive behavior, offensive acts, offensive comments, etc.
- C. There will be no reprisal or retaliation against any employee who reports an act of workplace violence or safety violation.
- D. Examples of prohibited activities include:
 - 1. Any potential or actual criminal act;
 - 2. Any physical abuse likely to leave another person injured or fearing injury such as punching, kicking, slapping or similar horseplay;
 - 3. Hostile acts or gestures intended to harass or intimidate another person;
 - 4. Verbal threats or intimidation;
 - 5. Written threats;
 - 6. Vandalism or deliberate damage to property;
 - 7. Arson;

8. Sabotage;
 9. Stalking;
 10. Unlawful possession or use of unauthorized firearms or weapons inside any Parish buildings or facilities. Any employee who lawfully possesses a firearm must transport and store such firearm in a locked, privately-owned motor vehicle parked in a parking lot space provided by the Parish for employees. Transport or storage of a firearm is strictly prohibited in any vehicle owned or furnished by the Parish to any employee, or in any personal vehicle driven or used by any employee while in the course and scope of his or her employment with the Parish, except for employees who are engaged in law enforcement or any who are required and licensed to carry a firearm as part of their employment.
 11. Any other acts that management deems inappropriate in the workplace.
- E. A Crisis Team has been appointed to promptly handle any reported workplace violence incidents and to take appropriate action. Such action may include: notifying appropriate emergency response divisions, contacting law enforcement, diffusing the immediate situation, pursuing legal prosecution, and / or taking disciplinary action against the employees, up to and including suspension or termination.

4.2 DRUG-FREE WORKPLACE POLICY

- A. It is the policy of the Parish to provide a drug-free workplace that is safe and healthy for employees and others having business with the Parish. This policy restricts certain items and substances from being brought on to or being present on Parish property, including Parish parking areas and vehicles. Parish policy prohibits employees from reporting to work, working, or being present on Parish property, with detectable levels or identifiable quantities of certain drugs and / or other substances.
- B. The use, sale, possession, being under the influence, or having within the body a detectable quantity of any of the following items or substances while on Parish property or performing Parish duties and functions by employees and all others is prohibited:
1. Illegal drugs;
 2. Unauthorized prescription drugs;

3. **Controlled substances; or**
 4. **Drug-related paraphernalia.**
- C. **An employee is prohibited from reporting to work or working under the influence of alcohol or drugs to the extent that the employee's abilities are impaired and renders him or her unfit to perform the assigned duties, and / or the legal alcohol limit or specified drug threshold / cutoff has been exceeded.**
- D. **The Parish has a confidential, regulated drug-testing program. The Parish fully complies with the Federal Motor Carrier Safety Regulations of the Department of Transportation (DOT) concerning substance abuse testing and consequences for those employees occupying positions covered by DOT requirements.**
- E. **Drug testing occurs under the following circumstances:**
1. **Pre-employment testing, which requires prior written consent of the job applicant after a contingent job offer has been made to the job applicant;**
 2. **Random testing for appropriate Parish departments and job positions determined to be performing safety-sensitive or security-sensitive functions;**
 3. **Reasonable suspicion, as properly observed and documented based on an employee's unusual pattern of behavior, decreased or poor work productivity, or obvious physical symptoms leading a supervisor to believe that an employee may be under the influence of drugs or alcohol; and**
 4. **Post-accident drug testing will be required when any work-related accident results in injury to the employee, co-workers, or third parties, including vehicle accidents where medical treatment from a physician is sought and rendered to those involved. The employee's supervisor will have discretion to determine if drug testing is required in cases where the accident occurred on property owned by the Parish (for example, in a parking lot).**
- Post-accident drug testing, which will be required within two (2) hours following a vehicle accident when: a) the accident occurred on a public right-of-way and the vehicle was in motion at the time of the accident, or b) the accident resulted in injury or damage to persons or property. This policy applies to accidents involving a Parish-owned vehicle or the employee's personal vehicle when the employee is acting within the scope of his or her employment.**
- F. **An employee who is sent for any type of screening test to determine the presence of drugs, narcotics or alcohol, must agree to take the test by signing a**

consent form authorizing the test and the use of the test results for purposes of administering the Parish's safety and discipline policies. It is a violation of this policy to refuse consent for these purposes, or to test positive for alcohol or illegal drugs. Tests that are paid for by the Parish are the property of the Parish, and the examination records will be treated as confidential. Only those with the "need to know" will be informed of test results. All testing results will be kept in separate medical files in the Human Resources Department.

Testing procedures include the following conditions:

- a. All drug and alcohol testing of applicants will be conducted at medical facilities or laboratories selected by the Parish.
- b. Collection of samples will be done in a private, sanitary area such as a restroom, stall or curtained exam area. However, if the initial test results in a diluted or unacceptable specimen, an employee may be sent for observed retesting.
- c. Sample collection, labeling, documentation, transfer, testing and storage will conform to scientifically accepted analytical methods and procedures, including all applicable Federal, State and local rules and regulations, in order to assure the highest degree of accuracy, integrity and validity of the testing procedure and test results.
- d. For Parish job positions that fall under the jurisdiction of the U.S. Department of Transportation (DOT), the Parish will fully comply with all drug and alcohol testing regulations.

G. Consequences of Positive Drug Test

Employees with a confirmed positive drug test result will be subject to all of the following items numbered 1 – 4 below. However, management reserves the right to determine if an employee will be terminated. Factors to be considered in determining whether an employee will be terminated include, but are not limited to, whether the employee can no longer perform the essential functions of the job position, or an overall review of the employee's previous employment record reflects a continuing pattern of poor overall work performance.

1. Immediate removal from any safety or security-sensitive equipment and job functions;
2. Mandatory referral, attendance and compliance with the Employee Assistance Program (EAP);

3. Automatic forty (40) hour suspension without pay; and
4. Follow-up mandatory drug testing and after-care.

After verification of the employee's initial contact and compliance with EAP and notification that the employee has been re-tested with a negative drug result, the employee may then report back to work. Employees covered by the Department of Transportation's (DOT) substance abuse guidelines must be approved by the designated Substance Abuse Professional (SAP) prior to returning to work.

Any medical, testing or related expenses not specifically covered by the Parish's EAP contract or insurance will be the responsibility of the employee.

- H. A second confirmed positive drug test will result in termination of employment.
- I. An employee experiencing work-related or personal problems resulting from drug, narcotic or alcohol abuse or dependency, who self-identifies his substance or alcohol abuse problem, and voluntarily seeks treatment through EAP, will receive no disciplinary action.
- J. Positive drug test results can affect an employee's qualifications for unemployment insurance and / or worker's compensation payments.

K. Off-Premise Use of Controlled and / or Illegal Drugs or Substances

The following actions, although not occurring on Parish properties, are considered to endanger the Parish's reputation for honesty, integrity, and safety, and will subject employees to disciplinary action, up to and including termination:

1. Being charged or convicted for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs; and
2. Actions or abuse of lawfully prescribed drugs or substances.

4.3 SEARCHES AND INVESTIGATIONS

- A. In order to safeguard the property of the Parish, employees, and customers, and in keeping with the intent of the drug-free workplace and violence prevention, the Parish reserves the right to conduct searches of Parish-owned property such as offices, vehicles, and work areas, as well as pertinent personal effects located on the premises.

1. Human Resources will designate persons who are authorized to conduct searches under this policy.
 2. Such searches can be conducted where reasonable certainty exists that an employee is in possession of illegal drugs, illegal weapons, or other unauthorized items.
 3. Searches can also be conducted in cases of suspected stolen or misused property.
 4. An employee who refuses to comply with a search will be subject to disciplinary action.
 5. Searches will not be conducted in an intrusive manner.
- B. In cases of drug use, theft, illegal activities, or misconduct, the Parish reserves the right to use any lawful method of investigation that is reasonable and necessary to determine whether an employee has engaged in conduct warranting disciplinary action.
1. Employees may be required to participate in interviews or to sign statements, with efforts to protect their privacy to the extent possible. Employees who are suspected of violating Parish rules and regulations will be told in general terms what the investigative interview is about and may request that a co-worker or union representative be present at the interview if it may lead to disciplinary action.
 2. The results of any investigation will be made available only to those with the need to have access to it.
- C. The Parish will cooperate with law enforcement agencies, as appropriate, in these matters.

4.4 SMOKING

- A. For the safety, health and comfort of all employees and visitors, smoking, the use of vapor products or smokeless tobacco products in or on the grounds of any Police Jury owned facility will not be permitted with the exception of Parish Designated Smoking Areas.
- B. Smoking, the use of vapor products or smokeless tobacco products will not be permitted in any Parish vehicle or equipment at any time.

4.5 ATTENDANCE AND PUNCTUALITY

A. All employees are expected to arrive on time, ready to work, every day.

B. Definitions:

1. **Scheduled absences** are requests for time off, such as regular doctor appointments, license renewals, etc., that can be planned in advance.
2. **Unscheduled absences** occur when an employee is scheduled for work and calls in before or at reporting time on the day of absence, and states that he or she cannot report for work due to illness, or leaves work prior to the end of the work day.
3. **"A" day** occurs when an employee fails to call in to report a late arrival to work, when an employee does not report to work, or when an employee is absent without permission. An "A" day will be considered an unscheduled absence.
4. **An occurrence** is defined as beginning on the day or hour the absence commences and continuing until the employee returns to work. Example: If an employee calls in on a Monday and does not return to work until Thursday, this will count as one occurrence.

C. Giving the supervisor as much advance notice as possible will help meet the employee's request and maintain a positive work relationship. As guidance, acceptable attendance will be considered as having no more than three (3) occurrences of unscheduled absences for sick leave during a six (6) month period. Approval of leave, after-the-fact, will not prevent the absence from being considered unscheduled.

D. If employees are unable to arrive at work on time, or must be absent for an entire day, they must contact their supervisor within 30 minutes after the start of a normal workday and must speak with their supervisor or designee. Leaving a message with a co-worker is not acceptable.

E. Subject to limitations of the Fair Labor Standards Act and Regulations, when an employee is tardy in excess of seven (7) minutes, and when the employee's reason for being late is unacceptable, he or she will be subject to a reduction in pay on a ¼ hour basis (15 minutes).

F. Employees who fail to call in to report a late arrival to work may be sent home upon late arrival, charged with an "A" day, and docked for a full day's pay. An employee who does not report to work or is absent without permission will be

charged an "A" day, docked for a full day's pay, and may be subject to other disciplinary action.

- G. Employees must also call each day they are absent to give supervisors a status update. An employee who has a bona fide medical excuse from a doctor to cover a specified, extended period of absence due to medical reasons does not have to call in to his or her supervisor each day.
- H. If illness is given as a cause of absence, the supervisor reserves the right to require a written excuse from the employee's or family member's physician.
- I. Not reporting to work and not calling to report the absence is a no-call / no show. A no-call / no show lasting two (2) consecutive days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.
- J. The Parish makes no provision for make-up time. Whenever an employee is absent from work through no fault of the Parish, he or she will not be permitted to work overtime solely for the purpose of "restoring" the time lost.
- K. The use of unpaid time off should be very limited, and requires a written request from the employee specifying the reason(s) for the absence, and is subject to approval of the Department Head. Special consideration may be given to new employees or employees with only a few years of service that may not have adequate accrued leave.
- L. Excessive absenteeism or tardiness, falsification of reason for any absence, absences which form unacceptable patterns, failure to provide medical information, or unauthorized time away from the worksite during working hours will result in disciplinary action up to and including termination.
- M. An employee may be terminated from employment when the employee has more than nine (9) unscheduled sick leave absences during any consecutive 26-week period.

4.6 APPROPRIATE DRESS

The Parish is confident that all employees will use good judgment regarding attire and appearance. It is important for all employees to project a professional appearance and represent the Parish accordingly. Employees should be neat, clean, and well-groomed on the job. Clothing should be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

- A. In addition to proper attire, all employees are issued standard name badges upon hire. Name badges should be worn on the employee's person throughout the work day while on Parish property and while working in an official capacity.**
- B. As the Police Jury provides a number of diverse services, the nature of the work for some job positions warrants the provision of a uniform. A uniform is defined to include an appropriate shirt and pants. In determining whether uniforms will be supplied for particular job position, one or more of the following criteria must be met:**
- 1. Positions that include duties wherein the employee works around machinery / equipment and / or the employee's clothes may be expected to get dirty, greasy, etc., due to the nature of his or her job (examples include applicable positions in Public Works, Facility Management, and others where the work is generally performed in the field or shop).**
 - 2. Positions wherein identification of personnel is important for security purposes (an example is detention employees in the Office of Juvenile Justice Services).**
 - 3. Positions that include law enforcement-type duties and interaction with the public face-to-face outside of Parish offices for a majority of their time on the job (examples include applicable positions in Animal Services and Code Enforcement for the Planning Department).**
 - 4. Positions that require personnel to respond to emergency situations or conduct investigations outside the office (examples include applicable positions in the Office of Homeland Security and Emergency Preparedness or Risk Management). As these instances are unpredictable and do not occur daily, alternatives to the shirt and pants uniform may be an option. Examples may include a badge, vest, jacket with departmental insignia, or other identifiers.**
- C. For identification purposes, supervisory positions that meet one or more of the criteria above may wear uniforms separate in style from those employees reporting to them (example: different shirt style and / or color). Departments may limit the uniform choice for supervisors to one style for that department. Various colors may be used.**
- D. Job descriptions should identify whether a uniform is provided as part of that job. In those positions where uniforms are furnished, employees must sign an employee uniform agreement and are expected to wear their uniforms daily and in a proper and clean manner.**

- E. Due to the diverse number of services that the Parish provides, some departments may have more lenient or more restrictive dress guidelines. Therefore, employees must dress according to the scope of their jobs. Different styles of clothing are needed depending on the season of the year, degree of customer contact, nature of the department's work, and safety concerns. All attire should be clean, pressed, and in good repair. Supervisors and managers are charged with monitoring their employees in determining appropriateness of dress for that particular department.
- F. These guidelines are provided to assist departments in making appropriate decisions concerning suitable dress at the workplace. Examples of appropriate and inappropriate attire are given.

Appropriate examples of professional business attire:

1. Business suits and dresses
2. Skirts, pant suits, blouses, and shells
3. Traditional suit with tie
4. Slacks and sports coat, dress shirt (tie optional)
5. Dress shoes

Appropriate examples of business casual dress:

1. Skirts and casual dresses
2. Slacks (twill, khaki – not jeans)
3. Knit golf shirts, polo shirts
4. Sports shirts, blouses, tops
5. Blazers or sports coats
6. Sweaters, cardigans
7. Capri pants (mid-calf or below)
8. Leggings or tights of any type must be worn with dress code appropriate clothing over them
9. Appropriate shoes and socks / hosiery. All footwear must be suitable and in good taste.

Inappropriate dress includes:

1. T-shirts
2. Shirts with slogans or business advertisements
3. Hats or caps with inappropriate wording or advertisements
4. Athletic wear such as sweatshirts, athletic jerseys, jogging suits, tank tops, work-out gear
5. Low cut blouses, shirts or dresses
6. Tops or pants that expose the midriff
7. Sundresses
8. Overalls
9. Shorts, skorts, culottes

- 10. Extremely revealing or tight fitting clothing
- 11. Flip-flops, beach-type sandals, athletic shoes

- G. Certain departments may require that field personnel wear proper footwear, as specified in the job description, at all times. Proper personal protective equipment (PPE) may also be required in reference to specific tasks to be performed and / or entry into designated areas or sites. In instances where proper footwear and / or PPE are established in the job description, they are considered part of the employee's dress code requirements.
- H. "Casual Friday" is the only day of the week in which tennis shoes and jeans (any color, blue, black, olive, stone-washed, etc.) can be worn in office settings. Moving days, training days, or employer-sponsored Jeans and T-Shirt charity events are considered as exceptions and subject to approval of the departmental supervisor or manager.
- I. Employees who report to work inappropriately dressed may be sent home to change into more suitable clothing and may be docked for any time away from the job. Continued failure to adhere to the dress guidelines may result in progressive disciplinary action.

4.7 CONFIDENTIALITY

- A. Employees are expected to be aware of the importance of safeguarding confidential, and proprietary information including personal identifiable information, and are prohibited from using, copying, or disclosing such information during or after their employment.
- B. Confidential information personal identifiable information must be labeled in a consistent manner, and provided to the appropriate individuals with a "need to know" only.
- C. Employees are prohibited from attempting to obtain and / or obtaining any confidential information including personal identifiable information, particularly personnel, employment and medical records, for which they have not received authorization. Employees violating this policy will be subject to disciplinary action, up to and including termination.

4.8 ELECTRONIC COMMUNICATION POLICY

A. Purpose and Scope

The purpose of this policy is to provide guidelines and rules for the use of all electronic communications systems for business purposes and activities. These

include but are not limited to telephones, voicemail, computers, computer files, hardware, software, network facilities, Internet and intranet access, e-mail, instant messaging, fax, and wireless handheld devices (such as a smartphone or tablet). The policy applies to employees, contractors, consultants, and other workers at the Parish, and it applies to all equipment, Parish owned / leased or personal device that is used for business purposes.

Employees and others who use Parish equipment to access the Internet and/or e-mail systems consent to having their transmissions and retrievals accessed and monitored by the appropriate management staff or designees. Each employee with access to these systems will be required to sign an acknowledgment of receipt of this policy, and abide by it accordingly or be subject to disciplinary action.

B. Responsibility

The interpretation and administration of this policy is the responsibility of the Human Resources Director. The Information Technology Department is responsible for the issuance of e-mail, Internet, and computer pass codes.

1. Information systems are playing an increasingly important role in both the public and private sectors, and the Parish enjoys many benefits from the utilization of online technologies within its operations. This policy has been formulated to allow use of online and other resources by Parish employees and others while ensuring the proper application of these resources.
2. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Parish. Messages received by employees via these systems should only be disclosed to and discussed with individuals who have a "need to know" such information.
3. Communications through the network, Internet, e-mail and other messaging devices are considered to be business records of the Parish and, accordingly, may be used in administrative, judicial, or other proceedings.
4. While electronic communication systems are intended for business use, limited personal communication in a professional manner that is not disruptive to work is permitted.
5. Electronic communications should be treated the same as any professional written communication. Employees should consider the statements they are making before sending any communication.

6. The Information Technology Department reserves the right to review computing and online communication activities to verify usage for Parish business purposes, when necessary. This may include verification that hardware and software components are working properly, searching for particular types of data or software (such as viruses), or auditing the use of the network if policy violations are suspected. The Information Technology Department also reserves the right to monitor data traffic to ensure adequate access for all users and adherence to policy.
7. Division and Department Heads, or their designees are responsible for submitting names of employees to receive e-mail accounts and Internet access, and for ensuring adherence to this policy within their area of supervision. Division and Department Heads are encouraged to work with the Information Technology Supervisor or Team Lead and the Information Technology staff for assistance toward this goal.
8. The purchase and installation of all software must be approved by the Information Technology Director before it is loaded on any computer on the Parish Network.
9. Employees may purchase and use mobile devices of their choosing at work for their convenience and connect the devices to the Parish network. The Parish is not responsible for any costs, damages, or losses associated with a personal, non-Parish issued device.
10. Any employee who chooses to use their personal device will have an expectation of privacy. If the employee's personal device is used for Parish business or connects to the Parish networks, they may retain all privacy rights to non-work related information, provided that personal and work related data remains separated (i.e. maintaining separate mailboxes for personal email accounts and Parish email accounts).

C. Prohibited Uses

1. Parish computers and online communications systems must not be used to solicit or communicate with others regarding commercial, political or other causes, or for any other solicitations not connected to Parish business.
2. Computing and online systems and services should not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
3. Computing and online systems and services should not be used in a method that is disruptive or offensive to others. This includes: using foul, inappropriate or offensive language; creating, viewing or displaying

materials that might reflect negatively upon the Parish; engaging in any illegal activities.

4. Excessive personal use of any of the electronic communication systems, as determined by management, is strictly prohibited.
5. Employees are prohibited from using game software on Parish equipment. Department Heads are responsible for monitoring this activity for compliance.
6. Employees may be disciplined up to and including termination for violation of this policy or the violation of any other Parish policies through use of Parish computing equipment.
7. Employees who are terminated or laid off for any reason have no right to the contents of their computing or online documents or transmissions and are not allowed access to the Parish computing equipment.

D. Security

1. All users of the online communications systems will be required to have a user name and password assigned to them by the Information Technology department for authorized access.
2. Use of these systems without authorized access is prohibited.
3. Employees are not to use unauthorized codes, passwords, or other means to gain access to Internet and e-mail belonging to others, and should not disclose their passwords to others.

E. Social Media

The Parish understands that social networking and Internet services have become a common form of communication in the workplace and that employees may engage in social media as individuals. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about use of social media, the Parish has established these guidelines for appropriate use of social media:

1. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether

or not associated or affiliated with the Parish, as well as any other form of electronic communication.

2. **Employees should be professional, use good judgment and be accurate and honest in their communications. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Parish, co-workers, citizens, suppliers, or people working on behalf of the Parish.**
3. **When commenting on business, unless authorized to speak on behalf of the Parish, an employee should state that the views expressed are their own. If an employee is discussing work related matters within their area of responsibility, the employee must disclose their affiliation.**
4. **Employees should always be respectful to every individual's legal right to express their opinions and have consideration for the opinions and positions of others, whether they are in alignment or conflict with their own. Employees should always be fair and courteous to co-workers, citizens, suppliers or people who work on behalf of the Parish. Work-related complaints are often resolved by speaking directly with co-workers and / or supervisors rather than posting complaints on social media. Nevertheless, if complaints or criticisms are posted, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, religion, color, sex, national origin, age, disability or any other status protected by law or company policy.**
5. **Employees may not post financial, confidential, sensitive or proprietary information about the Parish, citizens, employees or applicants including personal identifiable information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.**
6. **Any conduct that adversely affects an employee's job performance, the performance of co-workers, or otherwise adversely affects employees, customers, suppliers, people who work on behalf of Parish, or Parish's legitimate business interests may result in disciplinary action up to and including termination.**

4.9 BULLETIN BOARDS

- A. It is Parish policy to use bulletin boards as a supplementary form of communication, providing quick dissemination of information to employees. However, bulletin board postings should not be regarded as a substitute for regular face-to-face communications between supervisors and employees, or between managers and supervisors.
- B. The Parish maintains two types of bulletin boards:
 - 1. Parish bulletin boards - The Parish bulletin boards are reserved for information concerning major subjects of a business nature, such as Parish policies and plans, job promotional opportunities, changes in operations and procedures, information concerning safety procedures, training workshops and sessions, and other topics that concern or affect the majority of the Parish employees.
 - 2. Employee bulletin boards - Employee bulletin boards, on the other hand, should be used for notices of recreational clubs or civic organizations, want ads, and other general interest items.
- C. The Union may use Parish bulletin boards for announcements and notices of a routine nature.
- D. Discriminatory material including explicit literature or photographs with regard to race, religion, color, sex, national origin, age, disability and any other protected status are prohibited.
- E. All notices to be posted on an employee bulletin board are subject to evaluation by the Human Resources Department.

4.10 MEDIA RELATIONS

- A. The term "media relations" is defined as the management of outward communication between an organization and mass media outlets for the purpose of informing the public of an organization's news, mission, policies and practices in a positive, consistent and credible manner.
- B. The Police Jury's primary point of contact for all media, public relations and marketing efforts is the Communications & Media Director.
- C. The following positions are designated as Police Jury Spokespersons. Unless otherwise noted, these individuals are the only employees who can provide public comments to media regarding Police Jury matters. They are:

1. Parish Administrator
 2. Assistant Parish Administrator
 3. Parish Attorney
 4. Division Directors and Department Heads
 5. Any spokesperson listed above may designate additional staff by contacting the Communications & Media Director
- D. The Communications & Media Department is responsible for the coordination of all items associated with Police Jury media relations. Generally, employees should not attempt to engage in any media relations activity without approval and coordination of the Communications and Media Department. Employees may share Social Media posts from official Parish pages.
- E. Police Jury departments will work with the Communications & Media Department regarding all efforts pertaining to outward communication. Outward communication involves the dissemination of information created by the Police Jury, both in the form of monetary and non-monetary initiatives. Examples include:
1. Press Releases / Media Advisories / Traffic Advisories
 2. C-GOV
 3. Marketing / Paid Advertising Efforts- Examples: Television / Radio commercials, Print Advertisements, Billboard Advertisements, Brochures, Internet Advertising, Campaigns, etc.
 4. Social Media - Facebook, Twitter, Youtube, Instagram, etc.
 5. Promotional Items - Bumper Stickers, T-Shirts, Buttons, Goody Bags, etc.
- F. A more detailed media policy is available on the Parish intranet for any employee who would like to further review or reference the Police Jury's media Policy.

4.11 PERSONAL RELATIONSHIPS / FRATERNIZATION

- A. The Parish wants to ensure that personal relationships do not create situations such as conflict or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Partners, or those in a dating relationship, are not permitted to be in positions that have a reporting responsibility to each other.
- B. Employees may date, develop friendships and relationships with other employees as long as the relationships do not negatively impact work.

1. Any relationship that interferes with the work environment productivity of employees will be addressed by the Human Resources Director and Division or Department Head.
 2. Supervisors and management employees at all levels must refrain from a dating relationship with employees who either directly or indirectly report to them.
 3. Incidents that cause disruptions within the workplace are subject to disciplinary action up to and including termination.
- C. If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, both employees are required to immediately inform management and the Human Resources Department of the relationship.

4.12 SAFETY

- A. Safety is the responsibility of both supervisory personnel and individual employees. It is their responsibility to make certain that all appropriate safety equipment is being used and that all safety procedures and practices are observed. Discipline is an important ingredient in the success of the Parish's safety and health programs. An employee found negligent, or who is determined to be engaged in unsafe practices, resulting in damage to equipment or others, an accident, and / or exposing the Parish to liability will be subject to disciplinary action up to and including termination.
- B. The safe performance of all work assignments, without injury, is the Parish's primary concern. Only through the determined elimination of causes of accidents can we reduce their frequency.
- C. All employees, particularly supervisors, have the responsibility of reporting the existence of any hazardous condition or practice. Any employee that fails to report any hazardous conditions or practices, accidents, and / or injuries, no matter how slight, will be subject to disciplinary action up to and including termination. Supervisors found to be negligent in requiring the use of prescribed safety equipment will be subject to disciplinary action up to and including termination.
- D. All accidents and injuries occurring during normal working hours must be reported to the immediate supervisor at once. In case of a vehicle accident, the driver will:

1. Call 911 to request emergency services, if needed and tell 911 to page the OHSEP Group with the caller's name and call back number.
 2. Notify their immediate supervisor.
 3. Post-accident drug testing will be required when any work-related accident results in injury to the employee, co-workers, or third parties, including vehicle accidents where medical treatment from a physician is sought and rendered to those involved. The employee's supervisor will have discretion to determine if drug testing is required in cases where the accident occurred on property owned by the Parish (for example, in the parking lot).
 4. Post-accident drug testing, which will be required within two (2) hours following a vehicle accident when: a) the accident occurred on a public right-of-way and the vehicle was in motion at the time of the accident, or b) the accident resulted in injury or damage to persons or property. This policy applies to accidents involving a Parish-owned vehicle or the employee's personal vehicle when the employee is acting within the scope of his or her employment.
- E. Complete the Police Jury Auto Accident Report and / or Employer's Report of Injury / Illness, which must be forwarded to the Risk Management Department no later than twenty-four (24) hours after the accident.
- F. For accidents and injuries occurring after normal working hours or requiring emergency services, the employee must call 911 and request that the OHSEP Group be paged with the caller's name and call back number. The "on call" contact person from OHSEP or the Risk Management Department will respond to the scene of the accident.

4.13 MOTOR VEHICLE OPERATORS POLICY

When operating Parish-owned vehicles, personal vehicles while used for Parish business, and vehicles rented at Parish expense, all employees are to adhere to the following policy to insure safe operation.

A. Use of Parish Vehicles

1. Only Parish employees other than temporary may drive Parish vehicles. Temporary employees and non-Parish workers (such as contract or leased workers) are prohibited from driving any Parish vehicles, unless otherwise approved by Administration.

2. Unless otherwise covered under the authorized assigned vehicle policy, employees will not use Parish vehicles for private use.

B. Driver Qualifications

1. **Current license:** All employees will maintain a current, valid State issued driver's license. All commercial drivers will maintain a current, valid State issued Commercial Driver's License (CDL).
2. **Examination of driving record:** All employees who drive a Parish vehicle will have their driving records examined. Any driver who has not properly reported violations in accordance with the reporting requirements listed below will be subject to disciplinary action up to and including termination.
3. **Insurance:** Employees using personal vehicles for Parish business are to obtain and maintain motor vehicle insurance as required by applicable state law. Proof of such coverage must be submitted to the Parish upon request.

C. Operating and Safety Practices

1. **Inspection of vehicles:** Employees are to conduct visual inspections of vehicles prior to operation, in accordance with the instructions received in the safety training courses.
2. **Compliance with applicable laws:** Employees must comply with all traffic laws at all times.
3. **Seat belts and shoulder harnesses:** Employees must use seat belts or shoulder harnesses at all times. All vehicles will be equipped with seat belts or shoulder harnesses. All passengers must use the seat belts or shoulder harnesses. No passengers are allowed to ride in the back of pickup trucks, dump trucks, or other open vehicles.
4. **Driving Under the Influence:** Employees are prohibited from operating a Parish vehicle when their ability to drive is impaired due to the influence of alcohol, prescription or over-the-counter medication, illegal drugs or any other condition which would have such an impairing effect, and / or when the amount of these substances within their bodies exceeds applicable statutory or regulatory limits. Employees may not possess or consume alcoholic beverages or illegal drugs while in Parish vehicles or on Parish premises. Employees who violate this policy will be disciplined up to and including termination.

5. **Driver Distractions:** Employees must *minimize* distracting activities while operating a vehicle. Whenever possible, calls should be made while the vehicle is not in motion, and employees should avoid unnecessary calls. Employees must not check or send e-mails or text messages while driving.

D. Reporting requirements

1. **Vehicle Accident Report:** An employee must submit a complete, accurate, written Vehicle Accident Report within twenty-four (24) hours of any accident, unless the employee is physically or mentally unable to do so.
2. **Reporting Violations:** Employees who are cited for moving traffic violations while driving Parish vehicles must report them to their supervisor on the first workday after issuance. Arrests for traffic-related offenses must also be reported within this time frame.

- E. Coordination with other policies and applicable laws:** Employees are subject to the Parish's discipline policy, its safety policy, and its alcohol and drug policy, while operating a vehicle. This policy will be interpreted and applied in accordance with State and Federal laws.

4.14 TOOLS, SUPPLIES AND EQUIPMENT

- A. All tools, supplies and equipment needed to perform job duties are provided by the Parish, with the exception of mechanic and mechanic related positions, who must supply their own tools. It is the responsibility of supervisors to see that they are properly used and maintained.
- B. Parish equipment, materials, vehicles, and / or other resources should be used with care and economy, and will be used only for Parish purposes, unless otherwise expressly authorized. Waste or misuse of Parish resources may result in disciplinary action up to and including termination.

4.15 SOLICITATION ON PREMISES

In the interest of maintaining a proper work environment and preventing interference with work, employees are allowed to distribute literature or printed materials during break times and non-work times.

- A. Solicitation of donations or selling products for non-profit, charitable organizations is allowable during break times and non-work times, subject to the approval of the Department Head or designated supervisor.
- B. No employees should be pressured to make contributions or purchases.

4.16 OUTSIDE EMPLOYMENT

- A. An employee's full-time position with the Parish will be considered the employee's primary occupation, taking precedence over all other occupations. Employees will not engage in any outside employment which adversely affects their work performance as an employee of the Parish or creates a conflict of interest.
- B. Outside employment, or "moonlighting," is of concern to the Parish if it adversely affects job performance. The conflict that can arise may be one of time and / or interest, such as:
 - 1. Time - if an employee accepts a part-time job or engages in outside activities that directly conflict with working hours, or if outside work prevents proper rest, such that the employee's job performance stands to suffer.
 - 2. Interest - if an employee engages in outside activities that would tend to compromise his or her judgment or actions, or have the appearance of a conflict, or in activities that are prohibited by State or Federal Law, such that his or her performance may be impaired.
- C. If the outside employment is unlawful or a conflict, or in the opinion of the Department Head, it is or could adversely affect an employee's job performance, he or she may be asked to refrain from such activities by the immediate supervisor as a condition of employment. Refusal to respond appropriately to such a request may be cause for dismissal.
- D. An employee on approved medical leave may not engage in any form of self-employment or perform work for any other employer during that leave.
- E. Parish equipment should not be used to do outside employment work nor should outside employment work be done during Parish work hours.
- F. Parish equipment and employee work time should not be used for personal matters.

4.17 POLITICAL ACTIVITIES

- A. The Parish recognizes the desire of its employees to participate in political activities. However, to avoid potential conflict, employees may not:

1. Engage in political activity while on duty, or while in a Parish office, or while wearing an official Parish uniform, or while using a Parish vehicle or equipment;
 2. Display political bumper stickers or magnetic signs while in a personal vehicle used in the scope of employment during work hours;
 3. Use official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office;
 4. Be required as a duty of employment, condition of employment, promotion or tenure of office to contribute funds for political or partisan purposes;
 5. Represent themselves in their official capacity as an employee of the Parish in an advertisement supporting a particular political candidate; (An employee acting in their personal capacity is not governed by this policy.)
 6. Coerce or compel contributions for political or partisan purposes from another employee of the Parish; or
 7. Use Parish supplies or equipment for political or partisan purposes.
- B. The Federal Hatch Act, Louisiana Dual Office Holding laws, and other laws regulate political activity and office holding. Each employee must insure his or her compliance with these laws.
- C. An employee whose principal employment is in connection with an activity that is financed by the United States or a Federal agency is governed by the Hatch Act. This Act limits and / or prohibits political activity and candidacy for elective office.

4.18 GIFTS AND CONTRIBUTIONS

- A. Employees may not solicit or accept, either directly or indirectly, for themselves or for any member of their household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything of monetary value from any person who:
1. Has or is seeking to obtain contractual or other business or financial relations with a department or entity of the Parish;
 2. Conducts operations or activities that are regulated by a Parish department or affiliated entity; or

3. Has an interest that may be substantially affected by the performance or nonperformance of an employee's official duties.
- B. Questions on the appropriateness of a gift or activity will be determined in accordance with the rules and opinions of the Louisiana Board of Ethics.

4.19 ARRESTS AND CONVICTIONS

An employee who is unable to report to work because of arrest and / or incarceration due to alleged violation of a Federal, State, or local law must insure that his or her supervisor is properly notified within seventy-two (72) hours. He or she may be allowed to use any available vacation or ETO during the period of incarceration. Parish management reserves the right to determine if termination of employment is appropriate, based on the severity of the offense or whether the offense adversely impacts any of the employee's job functions, qualifications, or ability to perform job.

An employee has a duty to report to his or her respective supervisor a criminal conviction within five (5) calendar days of when the conviction becomes effective. Further, an employee that works on Federal contracts or grants must abide by the Federal Drug-Free Workplace Act of 1988 and notify the employer, within five (5) calendar days, if they are convicted of a criminal drug violation in the workplace.

4.20 DISCIPLINE POLICY AND CORRECTIVE ACTION

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. The employee also has the responsibility to perform his or her duties to the best of his or her ability and to the standards set forth in the job description or as otherwise established. This policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and / or performance issues.

- A. When an employee's performance is unsatisfactory or when an employee violates the rules and regulations of the Parish, appropriate discipline and / or disciplinary action may be taken, up to and including termination of employment.
- B. When circumstances dictate, consultation with the next higher level of department management and with the Human Resources Director should take place before disciplinary action is taken.
- C. All disciplinary or corrective actions will be documented in writing, a copy given to the employee and a copy given to the Human Resources Department to be

placed in the employee's official personnel file as a part of his or her permanent record.

D. Outlined below are the steps in the progressive disciplinary action process. The Parish reserves the right to combine, or skip steps, depending upon the facts of each situation, nature of the offense and seriousness of the offense committed. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the department or the Parish.

1. **Oral Reprimand:** Employee is verbally counseled by the supervisor regarding an issue of concern in an effort to eliminate possible misunderstandings, improve job performance, or to explain what constitutes proper conduct.
 2. **Written Reprimand:** Employee receives a written reprimand when the supervisor considers the behavior or violations serious or in situations when a verbal warning has not helped change unacceptable behavior.
 - a. The purpose of a written reprimand is to make certain that the employee is fully aware of the level of the misconduct he or she has committed, the areas of performance that must be improved, and the consequences of future action.
 - b. The written warning should also inform the employee of what is expected, thereby enabling the employee to correct his or her performance problems to avoid a recurrence of the incident.
 3. **Final Written Reprimand:** Employee receives final written notice if sufficient progress in the area of job performance has not occurred after prior counseling or written reprimands, there have been repeated offenses, or certain levels of misconduct have been reached.
 4. **Termination:** Termination of employment is the greatest penalty a supervisor can impose upon an employee, and can be based on flagrant disregard for policies and procedures, major offenses, being on probation at time of next infraction, or culmination of previous offenses over the employee's work history. Termination will be automatic and immediate when the offense is severe enough to warrant it.
- E. The following disciplinary action may accompany any of the steps and some actions may be combined depending on the situation. Supervisors must consult

with the Human Resources Director in advance of issuing any suspension or termination notices.

1. **Suspension:**

- a. **Suspension without pay** can occur when an employee fails to correct his or her performance after repeated warnings prompted by the accumulation of multiple offenses or by a serious offense or incident of misconduct.
- b. **Suspension with pay** can occur in cases where time is needed to conduct an administrative investigation of facts and occurrences.

2. **Probation:** An employee may be placed on probation from thirty (30) days to one (1) year. During the probationary period, the employee will not be eligible for promotions or transfers, and will be subject to abide by the conditions set forth on his or her notice of probation.

3. **Demotion:** An employee may be demoted to a lower job position and classification. The demotion will not disqualify the employee from consideration for later advancement.

4. **Reduction in Pay:** An employee's pay may be reduced. The pay reduction will not disqualify the employee from consideration for later pay increases.

F. While not inclusive, any of the following may subject an employee to disciplinary action up to and including termination:

1. Failure to perform satisfactory work
2. Insubordination or refusal to follow proper instructions
3. Unexcused, or excessive absenteeism, tardiness, or patterns of sick leave abuse
4. Violation of the rules or regulations of the Parish or the provisions of Local, State and Federal laws
5. Violent, threatening or intimidating behavior
6. Possession of illegal weapons on Parish property or in Parish vehicles
7. Violations of the drug and alcohol policy
8. Dishonesty or theft
9. Refusal to cooperate in an investigation
10. Disruptive or other inappropriate behavior or conduct in the workplace
11. Engaging in time wasting behavior or sleeping on the job
12. Improper discussion, disclosure or release of confidential information
13. Falsification of documents or records
14. A driving record that prevents the performance of essential job duties

- G. The Parish complies with Louisiana Revised Statute 42:1169 (Whistleblower Protection) regarding disciplinary action involving public employees who report information which they reasonably believe indicates a violation of any law.

4.21 GRIEVANCE PROCEDURE

- A. Active employees and terminated employees are permitted to air grievances that they may have with regard to their treatment or conditions on the job for which the Parish might be expected to have some control. Employees are encouraged to first attempt to informally resolve any work-related issues through meetings or informal conferences between the employees and appropriate supervisors. Retaliatory action will not be taken against any employee for submitting a grievance in good faith. Copies of Grievance Forms are available from the Human Resources Department.

Note: Employees who are members of the Union should follow the grievance procedure in the Union Contract. Union Grievance Forms are available from Union stewards and / or representatives.

- B. The grievance procedure for issues other than termination of employment (excluding layoff), is as follows:

Prior to Step 1 below, the employee and immediate supervisor are encouraged to first attempt to informally resolve any work-related issues through meetings and informal conferences. Appropriate management staff and employee(s) will be included in these meetings as needed.

Step 1: The grievance will be completed by the employee in writing and submitted to the Department Head or appropriate departmental manager within seven (7) calendar days of the incident. The Department Head or other appropriate departmental manager and the immediate supervisor will meet with the grievant within seven (7) calendar days to discuss and attempt to resolve the issue. Meetings at this level are informal and will not be taped or transcribed. Any mutual resolution of the problem determined and agreed upon at the meeting will be documented in writing. Any other results of the meeting, such as inability to resolve the issue, will be documented in writing by the Department Head within seven (7) calendar days of the meeting and distributed to all attendees.

Step 2. If the grievance is not mutually resolved at Step 1, the grievant will submit the written grievance to the Grievance Appeals Panel through the Human Resources Director within seven (7) calendar days of the meeting held at Step 1.

In cases of termination of employment, the grievant will by-pass Step 1 of the process and submit a written grievance at Step 2 of the process.

The Panel will consist of the Assistant Parish Administrator, the Human Resources Director, and two (2) Division or Department Heads from other Parish departments not involved in the grievance, as selected by the Parish Administrator.

This Panel will schedule a hearing with the grievant within seven (7) calendar days. The hearing at this level will be taped, transcribed, and an official record kept on file. At the hearing, the grievant will be allowed to present his or her grievance allegations and facts of the incident. The grievant will be allowed to present pertinent verbal and / or written information relative to the grievance issues, including witnesses. The appropriate supervisor and Department Head will also provide pertinent verbal and / or written information concerning their handling of the situation, and the appropriate policies or procedures followed in the case. The Appeals Panel will then review and discuss all issues and arrive at a consensus opinion. The Panel Chairperson will provide the written decision of the committee to the grievant within seven (7) calendar days of the hearing. The decision of the Panel will be the final step in the administrative grievance procedure.

- C. Supervisory personnel serve at the pleasure of the employer and do not have access to the grievance procedure. Should a supervisor be terminated by his or her supervisor, he or she is encouraged to request a review at the next immediate supervisory level. This is the recourse for any supervisory employee who has been terminated.
- D. The head of a major division or department under the Parish Administrator has no recourse under this grievance procedure, if terminated.
- E. Employees of Federally-funded programs, such as the Calcasieu Workforce Center (WIOA / WDB) and the Human Services Department, can apply with the Louisiana Workforce Commission (LWC) or Directorate of Civil Rights in Washington, D.C., by referring to and following appropriate federal regulations addressing the complaint process. Such employees, other than supervisory personnel, and program participants may appeal personnel action against them in accordance with the grievance procedures as established by the LWC. All employees will receive a copy of the grievance procedure.

SECTION 5: COMPENSATION

5.1 CLASSIFICATION PLAN

- A. The Human Resources Director will prepare and administer a classification plan for Parish services based on an analysis of the duties and responsibilities of positions.**
- B. Each Division or Department Head will be provided a copy of the classification plan and any amendments thereto. Official class titles will be used in all personnel and payroll matters.**
- C. The Human Resources Director will periodically review the duties and responsibilities of Parish positions, and maintain current job descriptions.**
- D. Before a Division or Department Head can change, revise or add a new job title to his or her department, the following must be provided to the Human Resources Department:**
 - 1. Job analysis which includes a statement explaining the need for the change or addition;**
 - 2. Job description for the revised or new position; and**
 - 3. Recommended pay rate.**
- E. A reclassification of a position will not be considered a promotion and does not constitute an automatic pay rate increase for any employee occupying the position.**
- F. Any classification change will require the approval of the Parish Administrator and the Human Resources Director.**
- G. The employees' union will be given an opportunity to offer input on proposed changes to the classification plan that affect any bargaining unit positions.**

5.2 COMPENSATION PLAN

- A. In its effort to pay its employees fairly, the Calcasieu Parish Police Jury has assigned the Parish Administrator the responsibility of establishing a compensation plan. The Human Resources Director will administer the compensation plan, as approved by the Parish Administrator. The compensation plan will provide for adequate salaries and pay rates for different positions with varying responsibilities. Formulation of this plan as it relates to**

the bargaining unit will be subject to applicable provisions of the union contract, particularly those pertaining to wage negotiations.

- B. Upon promotion or temporary assignment to a higher classification, an employee will be compensated at the greater of the starting salary of the position; or five percent (5%) above the present salary; or, if the increase falls between two (2) steps, consideration will be given to the higher step.
- C. Parish policy is to not encourage voluntary demotions. However, if an employee chooses to be demoted, the employee's compensation could be impacted.

If an employee chooses to be transferred to another job position with a lower starting rate of pay, or is demoted as a result of disciplinary action, his or her salary is determined by taking the difference between the starting rate of his or her present classification and the starting rate of the lower classification and subtracting the difference from their present pay rate, not to drop below the starting rate of the lower classification.

- D. A salary shift is an adjustment made to the salary structure within the Compensation Plan. Periodically, the salary structure will be reviewed to ensure that the Parish remains competitive within the market. A salary shift impacts all aspects of the salary range including the minimum (entry rate), steps, midpoint, and maximum pay rates. Should it be determined that a salary shift is viable and necessary, all pay rates adjust or "shift" at the same rate.
- E. Merit increases may be given to employees that meet or exceed organizational expectations. A Department Head can approach the Human Resources Department about allocating additional compensation during the year if a valid business reason is presented.
- F. If an employee is hired for a full-time position on, or after October 1st of any year, that employee will not be eligible for any merit increase scheduled for January 1 (or the first payroll of the year) unless approved by the respective Department Head. However, the employee would be eligible for a salary shift adjustment made to the compensation plan, if one was made.

5.3 OVERTIME

A. Earned Time Off (ETO)

1. In accordance with the Fair Labor Standards Act, the Parish may provide ETO (compensatory earned time off) in lieu of monetary overtime payment, by the provisions of this Manual.

2. ETO is carried forward year-to-year, if unused. Employees who accrue in excess of one-hundred twenty (120) hours of ETO will be compensated monetarily for all hours in excess of one-hundred twenty (120).
3. Employees will be compensated for ETO when they leave Parish employment.

B. Non-Exempt Employees

1. A Non-Exempt employee is an employee whose position under the FLSA requires him or her to be paid one and one-half (1 ½) times the regular rate of pay for hours worked in excess of forty (40) hours per week or earn ETO at the same rate.
2. Overtime work will be considered work performed by an employee when one of the following occurs:
 - a. For full time employees overtime will be paid when work exceeds the standard scheduled work day or when the employee's hours worked exceeds forty (40) hours per seven (7) day work week.
 - b. For part time, part time regular, and temporary employees overtime will be paid when an employee's hours worked exceeds forty (40) hours per seven (7) day work week.
 - c. For employees working 12-hour shifts overtime will be paid when an employee's hours worked exceeds eighty-four (84) hours in a fourteen (14) day pay period or when an employee's hours worked for a single shift exceeds twelve (12) hours per shift.
 - d. Employees may be scheduled for overtime work prior to quitting time the day before. Rules concerning reporting for work on a regularly scheduled work day will apply.
 - e. In no case will overtime payments be duplicated or pyramided for the same hours worked. This means both daily and weekly overtime shall not be paid for the same hours worked and any hours paid by overtime rates during the week will not be counted at the end of the week in computing the total hours worked for the week.
3. "Hours worked" will be counted toward the employee's standard workweek and is defined as follows:
 - a. actually being at work performing job duties;
 - b. declared Parish holidays, including any declared emergency holidays and/or when offices and facilities are officially-closed;

- c. scheduled, prior-approved vacation leave;
 - d. scheduled, prior-approved sick leave; and
 - e. scheduled, prior-approved military leave.
4. Whenever a non-exempt employee works overtime as defined above, he or she may be compensated by being paid overtime or receiving earned time off (ETO). This option is given to the supervisor on a pay-period-by-pay-period basis. (Example: for any overtime earned in a given pay period, the supervisor has the choice to grant ETO or overtime pay.) Overtime pay will be calculated at the rate of one and one-half (1½) times the employee's regular hourly earnings. ETO will be calculated at the rate of one and one-half (1½) times the hours worked overtime.
 5. All overtime opportunities in given work area will be offered to qualified employees or employees in a given job classification in accordance with seniority on a continually rotating basis except where an emergency exists.
 6. An employee may be required to work overtime as directed by his or her supervisor. The Parish will make an effort to allocate overtime as evenly as possible among all employees qualified to do the work. In an emergency situation, rotation will be followed but availability of personnel will take precedence.
 7. No overtime will be worked without prior supervisor approval. Employees who work unauthorized overtime that is verifiable will be paid accordingly, but as a result, are subject to disciplinary action for violation of this policy.

C. Exempt Employees

1. Generally, an exempt employee is an employee whose position meets specific tests established by the FLSA and who is not required to be paid overtime or earn ETO.
2. The following are examples of exempt level:
 - a. Parish Administrator
 - b. Treasurer
 - c. Assistant Parish Administrator or Assistant to the Administrator
 - d. All management employees, including department or division heads, department assistants, department associates, department managers, and others identified by the Parish Administrator.
 - e. All employees considered exempt under FLSA

D. Exempt Straight Employees

1. Exempt Straight employees are designated exempt level employees that meet all of the qualification requirements for exemption status under the FLSA. In specific circumstances, exempt straight employees may earn overtime or ETO to be paid at one (1) times the regular rate of pay for hours worked in excess of the standard scheduled workday or when the employee's hours exceed forty (40) hours per week.
2. Circumstances in which overtime may be earned include when an employee is asked to attend meetings after working hours; called out during an emergency situation; or who supervise other employees working overtime hours.
3. Whenever an exempt straight employee works overtime as defined above, he or she may be compensated by being paid overtime or receiving ETO. That option is given to the supervisor on a pay-period-by-pay-period basis.

5.4 ON CALL PAY

- A. When a non-exempt employee is on-call and is required to remain on Parish premises, he or she is considered to be working and must be compensated.
- B. If a non-exempt employee is assigned as on call and is not required to remain on Parish premises, but must carry a cell phone or provide contact information, he or she is considered not working. If called in, he or she will be compensated for time worked. In instances when his or her presence is not required and a phone call suffices, an employee is paid for the length of the phone call / communication, rounded up to the nearest quarter hour.

5.5 CALL BACK PAY

Non-Exempt employees called back after completing the work day, or on a scheduled day off, will be paid time and one-half (1½) their regular rate for all work performed on the call-out or a minimum of four (4) hours pay at the employee's straight time rate, whichever is greater.

5.6 DECLARED EMERGENCY PAY

During a declared emergency (local, State or Federal declarations), or when offices and facilities are officially closed and employees cannot report to work for their regularly scheduled shift, or employees are sent home or told not to report to work for other exigent or emergency circumstances, the Parish Administrator may determine that employees (full-time, part-time, or temporary employees) are eligible for their normal pay during that time period and for those essential emergency personnel who actually work during this period, the following applies:

- A. Non-exempt employees, who are designated by their Department/Division Director or by the Parish Administrator as essential emergency personnel and who work during the period as designated by the Parish Administrator, may receive one and one half

(1½) times the employee's standard rate of pay for each hour of overtime worked during the period designated by the Parish Administrator in addition to the normal pay for those days.

- B. Exempt employees, who are designated by their Department/Division Director or by the Parish Administrator as essential emergency personnel and who work during the period as designated by the Parish Administrator, may receive one (1) times the employee's standard rate of pay for each hour of overtime worked during the period designated by the Parish Administrator in addition to the normal pay for those days. All management level employees are eligible for such overtime compensation.
- C. Exempt-straight employees, who are designated by their Department/Division Director or by the Parish Administrator as essential personnel who work during the period as designated by the Parish Administrator, may receive one and one-half (1 ½) times the employee's standard rate of pay for each hour of overtime worked during the period designated by the Parish Administrator in addition to the normal pay for those days. All management level employees are eligible for such overtime compensation.
- D. Certain provisions of Section 6.13 Inclement Weather and Emergency Conditions will be applicable during declared emergencies where Parish offices are closed or employees are sent home or told not to report to work for other exigent or emergency circumstances.

5.7 PAY PERIOD AND PAY PROCEDURES

It is the policy of the Parish to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws and regulations.

- A. Parish checks will be issued along with a statement of the employee's gross pay, any deductions, and any accumulated leave.
- B. Department heads, supervisors, or a designated person will hand out paychecks.
- C. If an employee is absent on a payday, the check will be held by one of the above persons for the employee. No employee's paycheck will be given to anyone else without written permission signed by the employee.
- D. Paychecks are issued bi-weekly on Thursdays. If a holiday falls on the scheduled payday, checks are issued on the preceding day.
- E. Employees who elect to be paid by direct deposit will receive non-negotiable statements providing pay information as outlined in "A" above.
- F. An employee who loses his or her paycheck, or has it stolen, should notify the Payroll Department immediately. In the case of a mistake, the error will be remedied

immediately. In the case of loss or theft, the Payroll Department will attempt to stop payment and reissue a new paycheck to the employee. However, the employee is solely responsible for the monetary loss, and the Parish will not be responsible for the loss or theft of a check if the stop payment does not go through.

5.8 PAYROLL DEDUCTIONS

Certain deductions are made from the payroll checks, as required by law, in accordance with employee benefits plans, or as requested by the employee. These deductions are itemized on the employee's pay statement that accompanies the bi-weekly check. Deductions include:

- A. **Income Taxes**: The Federal and State Government requires that taxes be withheld from each wage payment. The amount of tax to be withheld is determined from tables furnished to the Parish payroll department by the U.S. Treasury Department, and varies according to an employee's salary and the number of dependency exemptions. Employees are required to complete withholding tax certificates upon initial employment and to inform the Payroll Department of any dependency change whenever such change occurs.
- B. **Insurance**: Full-time employees eligible for coverage under the Parish group insurance programs are subject to payroll deductions for employee and / or family coverage premiums. To obtain coverage, each employee must meet the requirements set forth by the insurer.
- C. **Retirement**: See Section 7.3 **Retirement** for more detailed information.
- D. **Miscellaneous**: The Parish will make payroll deductions for applicable Parish services such as union dues, credit union payments, employee health club plan, etc.
- E. **Medicare**: Employees hired after March 31, 1986, are subject to the Medicare portion only of the Social Security Tax. Employees hired before that time may elect to have the Medicare portion (medical only) deducted from their paychecks, provided they participate and vote to approve such deductions through the State-required referendum process.

5.9 GARNISHMENTS

The Parish accepts garnishments against its employees, with the appropriate written court proceedings.

5.10 TIME RECORD REPORTING

- A. The Parish makes every effort to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen

and are brought to the Parish's attention, the Parish will promptly make any corrections necessary. Employees should review their pay stub upon receipt to ensure that it is correct. If an employee believes a mistake has occurred, or if he or she has any questions, please use the reporting procedure outlined below.

- B. Non-exempt employees must maintain a record of total hours worked each day. These hours must be accurately recorded on the employee's time record to verify that the reported hours worked are complete and accurate. The employee must ensure that the time record accurately reflects all regular and overtime hours worked, any absences, late arrivals, early departures and lunch breaks. At the end of the pay period, the employee should approve his or her time record and submit it to his or her supervisor for verification. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means you perform work but fail to report hours worked on your time record. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action up to and including termination.
- C. It is a violation of Parish policy for any employee to falsify a time record, or to alter another employee's time record. It is also a serious violation for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under- or over-report hours worked. If an employee is instructed by a supervisor to (1) incorrectly, or falsely under- or over-report hours worked; or (2) alter another employee's time record to inaccurately or falsely report that employee's hours worked, the employee should report it immediately to the Human Resources Department.
- D. If an employee has any questions about deductions, the employee should contact the Payroll department to obtain more information.
- E. To report concerns: If an employee believes he or she has been subject to any improper deductions or that his or her pay does not accurately reflect the hours worked, the employee should immediately report the matter to their supervisor. If the supervisor is unavailable or if it is inappropriate to contact that person, the employee should immediately contact the Human Resources Department, or any other supervisor or manager with whom he or she feels comfortable. If an employee is unsure of who to contact or has not received a satisfactory response within five (5) business days after reporting the incident, the employee should contact the Human Resources Director.
- F. Every report will be fully investigated and disciplinary action will be taken where appropriate up to and including termination for any employee(s) who violate this policy. In addition, the Parish will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action up to and including termination.

SECTION 6: TIME OFF / LEAVES OF ABSENCE

6.1 VACATION

- A. Full-time employees hired prior to January 1, 1985, will be awarded vacation with pay, based on cumulative years of service. Vacations days will be awarded at the beginning of the calendar year in the following manner:**

one year	1 week
two to four years	2 weeks
five to nine years	3 weeks
ten to fourteen years	4 weeks
fifteen to twenty-four years	5 weeks
twenty-five years and over	6 weeks

- B. Full-time employees hired after January 1, 1985, will be awarded vacation with pay, based on cumulative years of service. Vacations days will be awarded at the beginning of the calendar year in the following manner:**

one year	1 week
two to four years	2 weeks
five to nine years	3 weeks
ten to nineteen years	4 weeks
twenty to twenty-four years	5 weeks
twenty-five years and over	6 weeks

- C. Full-time employees hired after January 1, 2015, with the exception of the employee's year of hire, will be awarded vacation with pay based on cumulative years of service. Vacation days will be awarded at the beginning of the calendar year, in the following manner:**

upon hire	1 week (pro-rated)
one to four years	2 weeks
five to nine years	3 weeks
ten to nineteen years	4 weeks
twenty to twenty-four years	5 weeks
twenty-five years and over	6 weeks

New Hires - Employees hired into regular full-time status positions will be awarded vacation with pay after completing ninety (90) days of continuous service. The number of days awarded in the first year of employment will be awarded based on the month of hire:

January, February	5 days
March, April	4 days
May, June	3 days
July, August	2 days
September	1 day
October, November, December*	0 days

*Employees hired during the last quarter of the calendar year will be awarded two (2) weeks of vacation with pay after completing ninety (90) days of continuous service.

- D. Rehired Employees - Employees rehired into regular full-time status positions will be awarded vacation with pay after completing ninety (90) days of continuous service following the new hire schedule. If you are rehired in a calendar year for which you received pay-in-lieu of vacation, you are not eligible for vacation in that calendar year.
- E. For the purpose of vacation only, the employee's employment anniversary date after their first year's vacation will be January 1st of each year.
- F. The vacation provided for herein must be actually taken. Except as provided hereinafter, employees are not paid for vacation not taken.
- G. Employees may carry forward only a maximum of one hundred and twenty (120) hours of vacation past December 31st of any given year. Those hours in excess of one hundred and twenty (120) hours will be converted to sick leave. (Example: If an employee has one-hundred sixty (160) hours of unused vacation past December 31st, one hundred and twenty (120) hours will carry over and forty (40) hours will be converted to sick leave.)
- H. Regular holidays and / or normal non-working days occurring during a leave period will not be considered as vacation.
- I. Upon termination of employment, an employee will be compensated for vacation accumulated in that calendar year plus any unused carryover vacation hours from the previous year.
- J. All regular part-time employees, designated by the Department Head as such, will accumulate vacation on a pro-rated basis, using the above vacation schedule. If a regular part-time employee becomes a regular full-time employee, that employee will receive vacation based on the sum of the actual hours worked from his or her original hire date divided by two thousand eighty (2080) hours.
- K. An employee's vacation rate of pay is based on his or her regular hourly rate.

- L. Vacation, when used, must be done so with the prior approval of the employee's supervisor.
- M. An employee will not accrue vacation while in an unpaid status. Vacation will be prorated based on the percentage of the year that the employee actually worked.

6.2 HOLIDAYS

- A. The following holidays will normally be observed as paid holidays for eligible employees, as defined below. The Calcasieu Parish Police Jury may proclaim other holidays by resolution, as it deems necessary, or by the Parish Administrator for instances as specified in Section 6.2 (J) below.

B. Category I: Applicable to all employees working four ten-hour work days per week:

1. New Year's Day
2. Martin Luther King Day
3. Mardi Gras
4. Memorial Day
5. Juneteenth Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Eve
11. Christmas Day
12. New Year's Eve
13. Personal Holiday (as provided for under E below)

C. Category II: Applicable to all employees working five (5) eight-hour (8) work days per week or a nine-eighty (9/80) work schedule:

1. New Year's Day
2. Martin Luther King Day
3. Mardi Gras
4. Good Friday
5. Memorial Day
6. Juneteenth Day
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. The Friday after Thanksgiving Day
12. Christmas Eve
13. Christmas Day
14. New Year's Eve
15. Personal Holiday (as provided for under E below)

D. **Category III:** Employees working 12-hour shifts will receive eleven (11) days per year of paid holidays, and observed holidays may vary according to the holiday schedule as established by the individual departments.

E. Personal Holiday

1. An employee who has been employed with the Parish less than one (1) year and who has completed the ninety (90) day introductory period, will be granted a personal holiday at that time and annually thereafter provided he or she has not had more than one (1) unexcused absence "A" day in the preceding calendar year. This holiday cannot be taken until it is actually earned.

2. Employees must take their personal holiday in a whole day increment and within the calendar year. Employees who terminate will not be compensated for unused personal holidays.

F. In most cases where one of the above listed holidays falls on a Friday or Saturday (for the four-day per week employees) or Saturday (for the five-day per week employees), the day before will be taken as a holiday. In most cases where the holiday falls on Sunday, the Monday after will be taken as a holiday. In some cases, the employee will be given a floating holiday, as designated by the Department Head or Supervisor, that best fits the business needs of the department.

G. Employees will be paid for the holiday regardless of whether they work the day before or the day after the holiday.

H. When an employee works on a day recognized as a holiday by the Police Jury, he or she will be paid overtime or receive ETO at one and one-half (1½) in addition to the holiday pay. If the employee wishes to receive ETO in lieu of pay, he or she should advise the supervisor who has discretion to grant the request on a pay period by pay period basis.

I. Earned time off (ETO) may be accumulated, but will not exceed one-hundred twenty (120) hours per year.

J. During a declared emergency (local, State or Federal declarations), or when offices and facilities are officially closed and employees cannot report to work for their regularly scheduled shift, or employees are sent home or told not to report to work for other exigent or emergency circumstances as determined by the Parish Administrator, employees may be compensated in accordance with Section 5.6 Declared Emergency Pay or Section 6.13 Inclement Weather and Emergency Conditions.

6.3 SICK LEAVE

A. Sick leave is defined as any period of time during which an employee may be excused from work without loss of pay due to:

1. **Personal illness, injury, or any other type of physical disability; or**
 2. **Illness, injury, or any other type of physical disability of an immediate family member up to forty (40) hours of the employee's accrued sick leave per calendar year. For the purpose of this section, immediate family is defined as spouse, domestic partners, parents, brother or sister, son or daughter, grandparent, grandchild, step and half relatives of the previous categories, in-laws of the previous categories or any relative for which the employee is the primary caregiver.**
 3. **Doctor and dental appointments that are supported by a written, signed doctor's or dentist's slip, stating date and time of the appointment. The employee is expected to report to work or return to work if a reasonable amount of work time is available before or after the appointment time.**
- B. Sick leave will be credited to full-time regular and part-time regular employees for each hour of work. Hours of work is defined as regular hours worked, holidays, and vacation time.**
1. **During the first year of continuous employment, the employee will accumulate sick leave at the rate of .0462 hours for each hour of work.**
 2. **After one year of continuous employment, the employee will accumulate sick leave at a rate of .0692 hours for each hour of work.**
 3. **After reaching a six hundred (600) hour plateau of accumulated sick leave, an employee will accumulate sick leave at the rate of .1154 hours for each hour worked, including vacation days and holidays. If an employee should fall below the six hundred (600) hour plateau due to extended illness(es), the employee will still retain the benefit of accumulating sick leave at a rate of .1154 hours for each hour worked, including vacation days and holidays.**
- C. After ninety (90) days of continuous service, the employee shall be paid sick leave up to the amount of accumulated by non-use.**
- D. An employee on sick leave will inform his / her supervisor of the reason within thirty (30) minutes of the start of the employee's regular workday. Failure to do so will result in denial of sick leave with pay for the period of absence for non-exempt employees, and for exempt employees to the extent permitted by law. An employee who has a bona fide medical excuse from a doctor to cover a specified, extended period of absence due to medical reasons does not have to call in to his / her supervisor each day.**

- E. Absence for part of a day that is chargeable to sick leave will be charged proportionally on a quarterly-hour basis.
- F. An employee who is absent for a period of three (3) consecutive work days or more because of illness, must produce a doctor's statement within the two-week pay period, showing the need for absence for such period in order to qualify for sick leave. It is the responsibility of the employee to keep his or her supervisor informed of his or her medical status and ability to return to work on a periodic basis, but at least every thirty (30) days for those who are absent for an extended period of time.
- G. When, in the judgment of the Division or Department Head, the attendance record of the employee indicates an abuse of sick leave, the employee can be required to furnish a doctor's excuse for future absences due to illness, or the payment of sick leave can be withheld from the employee for any single absence up to two (2) consecutive days.

An employee with an attendance record that indicates a pattern of sick leave abuse, an employee with little or no accrued sick leave due to consistent usage, or any other employee, who in the judgment of the Division or Department Head or the Human Resources Director justifies such action, will be subject to sick leave verification. This procedure allows the Division or Department Head or the Human Resources Department to call the employee's home daily, up to two (2) times at random times during the day, and document the results of the calls. If the employee is unavailable by phone, the Division or Department Head or the Human Resources Department may make a home visit to verify by personal observation that the employee is ill. Results of the home visit will be documented, including leaving a written notice at the employee's home of the visit with instructions to respond. In the event an employee is not at home or it is not verified that he or she is at the doctor's office, or does not have a legitimate excuse for not being at home, then the employee will be denied sick leave payment for that particular day. Additional disciplinary action will also be considered, if appropriate. In certain cases, where an employee must travel out of town, the employee's department head or the Human Resources Department must be notified.

- H. To the extent permitted by law, employees hired prior to January 1, 2007, at the time of retirement from the Parish through the Parochial Retirement System will be able to convert any unused accumulated sick leave to obtain additional benefits from said retirement system. No unused sick leave will be transferable to the Parochial Retirement System for those employees hired on or after January 1, 2007. Employees hired after January 1, 2007 who have at least twenty (20) years of service with the Parish, will be paid for accrued,

unused sick leave at the time of regular retirement up to a maximum of six hundred (600) hours.

- I. A sick leave accumulated record will be printed on the employee's check stub.
- J. No employee will be paid for unused sick leave, except as noted in Section 6.3 H above.
- K. In the event that a full-time employee becomes a fatality while in the scope of his or her employment, one-half of the accumulated sick leave hours will be paid to the estate of the employee. Such payment will be at the employee's current rate of pay, and up to a maximum of six (6) months of accumulated sick leave.
- L. If all accrued sick leave has been exhausted, vacation leave and accrued ETO, in that order, must be used when an employee is absent due to illness. In addition, when an employee is absent due to illness of the employee's immediate family members and the forty (40) hour sick leave allowance for family has been exhausted, vacation leave and accrued ETO, in that order, must be used.
- M. When an employee is absent from work due to a medical condition that limits or prevents the performance of essential functions for more than six (6) months, he or she will not accumulate sick leave until returned to full duty, at which time vacation will be prorated based on the percentage of the year that the employee actually worked.
- N. After one year of absence, an employee who can no longer perform the essential functions of his or her job, with or without a reasonable accommodation, can be considered for termination.

6.4 LEAVE DONATION POLICY

In extreme cases of grave or catastrophic illnesses / accidents, an employee may receive donated vacation or ETO from co-workers, subject to the approval of the Human Resources Director and the Division or Department Head, under the following conditions:

1. The maximum amount of donated leave for the employee's personal illness cannot exceed two-hundred forty (240) hours per year.
2. The maximum amount of donated leave for the employee to care for another immediate family member cannot exceed one-hundred twenty (120) hours per year.

3. An employee cannot donate more than forty (40) hours per year to another co-worker. No single donation may be for less than eight (8) hours.
4. An employee donating leave must be making an equal or higher wage rate than the employee receiving the donation.
5. The attendance record, length of service, and particular circumstances which necessitate the recipient of the donated time to be absent from work will all be taken into consideration when determining approval or disapproval of donated leave.

6.5 EMERGENCY FAMILY SICK LEAVE

The Human Resources Director and Division or Department Head, after ascertaining the exact circumstances, may allow a regular, full-time employee to use up to forty (40) additional hours of sick leave every twelve (12) months in the event of a disaster, serious injury, or serious illness within the employee's immediate family.

1. This would not include routine or follow-up doctor's visits.
2. For the purpose of this section, immediate family is defined as spouse, domestic partners, parents, brother or sister, son or daughter, grandparent, grandchild, step and half relatives of the previous categories, in-laws of the previous categories or any relative for which the employee is the primary caregiver.
3. Sick leave may be used as emergency leave if:
 - a. No unused vacation or ETO is available;
 - b. Accrued sick leave is available; and
 - c. The Human Resources Director or designee has deemed it necessary.

6.6 UNPAID LEAVE

Employees may find that health or family problems make it necessary to be absent from work for an extended period, including worker's compensation injuries. After exhausting other types of paid leave, a request for unpaid leave will be considered by management, depending on the reasons and circumstances for the request. A leave of absence without pay can be granted under the following conditions and procedures:

- A. **Employees must submit a written request to the Department Head providing a justifiable and verified reason for the request, and the anticipated length of the absence.**
- B. **Advance notice of at least one (1) week is required when the employee has foreseeable circumstances.**
- C. **The Department Head can either approve or deny the request, depending on reasons and needs of the department. The leave of absence cannot exceed three (3) months. If the leave request is not approved and the employee does not report to work, the employee can be terminated, provided the employee's mandatory twelve (12) weeks of job-protected leave under the Family and Medical Leave Act (FMLA) has been offered and made available, if requested.**
- D. **If the employee cannot return to work after the initial, approved three-month leave period, he or she can submit a written request for an additional three (3) months to the Parish Administrator for consideration. No leave of absence without pay will exceed six (6) months in duration.**
- E. **A leave of absence will be granted only after the employee has used all applicable sick leave, vacation, and ETO.**
- F. **An employee who fails to return to duty on or before the first working day of the established expiration date of the leave will be considered as terminated on that date.**
- G. **Once an employee is in an unpaid status he or she will not accrue vacation or sick leave during that time period. Holiday pay and health insurance coverage will continue, provided the employee pays any applicable family premiums.**
- H. **At the discretion of the Department Head, and based on the needs and staff budget of the respective department, a job position can be temporarily refilled while the current employee is on leave. Temporary refills cannot exceed six (6) months in duration.**
- I. **The Parish will strive to return the employee to the same or equal job, but the employee will suffer no loss in employment status or benefits.**
- J. **An employee returning to duty for medical reasons must provide a signed Return to Work form verifying the employee's ability to perform the essential functions of the job.**

- K. After one (1) year of absence, an employee who can no longer perform the essential functions of his or her job, with or without reasonable accommodation, can be considered for termination.

6.7 WORKER'S COMPENSATION

- A. The Parish follows the Louisiana Worker's Compensation laws which provide for time off and benefits, with some exceptions, to persons who are disabled by accident or occupational disease arising out of and in the course and scope of employment. For pay benefits associated with worker's compensation leave, please refer to Section 7.4 Worker's Compensation Indemnity / Pay Benefit.
- B. A signed Return to Work Form will be required prior to an employee returning to work. An employee who fails to return to work at the conclusion of approved medical leave will be considered to have voluntarily resigned employment.
- C. Worker's Compensation leave must run concurrent with FMLA leave.
- D. When an employee is absent from work due to a medical condition that limits or prevents the performance of essential functions for more than six (6) months, he or she will not accumulate sick leave or vacation until returned to full duty, at which time vacation will be prorated based on the percentage of the year that the employee actually worked.
- E. After one year of absence, an employee who can no longer perform the essential functions of his or her job, with or without reasonable accommodation, can be considered for termination.

6.8 FAMILY AND MEDICAL LEAVE ACT (FMLA)

- A. The Family and Medical Leave Act allows a qualifying employee to request up to twelve (12) weeks or four-hundred eighty (480) hours of leave in order to care for himself or herself, or a family member, or for birth, adoption, or fostering of a child. The expansion of the FMLA law also allows a qualifying employee to request up to twenty-six (26) weeks of leave for a combination of reasons concerning family members serving in the Armed Forces. The Human Resources Department will review and consider each FMLA request on a case-by-case basis, to comply with individual requirements.
- B. Eligibility – For the purposes of FMLA:
 - 1. An employee must have at least twelve (12) months of service, and have worked more than 1,250 hours in the twelve (12) months preceding the start of FMLA leave.

2. "Serious health condition" means an illness injury impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
 3. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years old or 18 years of age or older and incapable of self-care because of a mental or physical disability.
 4. "Parent" means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.
 5. "Covered Service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- C. An employee not eligible for FMLA leave must use other Parish paid and unpaid time off policies as indicated in each policy. Efforts will be made to work with the employee to provide leave where necessary.
- D. Paid vs. Unpaid Leave: FMLA leave is unpaid leave; however, Parish policy requires that accrued paid leave (sick leave, vacation and ETO) or Worker's Compensation, whichever is applicable, must run concurrent with FMLA leave. After paid leave is exhausted, the remainder of the leave will be unpaid.
- E. Miscellaneous Provisions:
1. Holiday pay will be given while an employee is on FMLA leave.
 2. In the event the individual the employee is caring for dies, FMLA leave will cease and funeral leave will begin.
- F. Qualifying reasons and method of payment are:
1. For the birth and care of the employee's child after birth.
The right to FMLA leave in order to care for the child must be taken within twelve months of birth. The employee will use available sick leave until released by the physician. If the employee requests additional time off after

being released by the doctor, that employee must use any available vacation and / or ETO.

2. For the placement of a child with the employee for adoption or foster care. The right to FMLA leave in order to care for an adopted or foster child must be taken within twelve months of the placement. The employee will be eligible to use up to forty (40) hours of their unused family sick leave, eighty (80) hours of additional sick leave, followed by any available vacation and/or ETO time, in that order.
3. For the care of the employee's spouse, son, daughter, or parent, who has a serious health condition. The employee must exhaust available family sick leave first, vacation second, ETO third. Then, the employee may apply for an additional forty (40) hours of leave under Section 6.5 Emergency Family Sick Leave.
4. For a serious health condition that makes the employee unable to perform their job. The employee must use any available sick leave first, and then use any available vacation or ETO. For an employee on Worker's Compensation, any accrued sick leave, vacation, or ETO, must be used to make up the difference in pay.
5. For qualifying conditions based on active duty or service in the Armed Forces. A qualifying employee is entitled to take leave for either of the following reasons:
 - a. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such an injury or illness renders the family member medically unfit to perform duties of the member's office, grade, rank or rating, and may take up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for the service member; and / or
 - b. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces for up to twelve (12) weeks.

The employee must use forty (40) hours of Family Leave, all available vacation, and ETO, and apply for up to forty (40) hours of Emergency Family Sick Leave.

- G. This leave is not to exceed twelve (12) weeks, or four hundred eighty (480) hours for full-time employees, and pro-rated based on actual hours worked for part-

time employees in any "rolling" twelve (12) month period, and will be counted forward from the first day of a FMLA absence.

1. For an employee injured on the job, FMLA leave will begin the first day the employee is absent from work, whether or not Worker's Compensation has begun. FMLA and Worker's Compensation will run concurrently.
2. If an employee and his or her spouse are both Parish employees and are taking FMLA leave at the same time, the Parish will limit the leave to a combined total of twelve (12) weeks between the two spouses, if leave is taken for the birth and care of the employee's child; for the placement of a child with the employee for adoption or foster care; or to care for a parent with a serious health condition.

H. **Intermittent leave or reduced work schedule:** The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. This type of leave will be tracked on a quarter-hour basis and counted against the annual FMLA leave entitlement. In all cases, the leave may not exceed a total of twelve (12) workweeks or twenty-six (26) workweeks to care for an injured or ill service member over a twelve (12) month period.

I. **Advance Notice:** The employee is required to provide advance leave notice of at least thirty (30) days when the leave is "foreseeable". The Parish can delay or terminate the leave if a thirty (30) day notice has not been given, but will provide due consideration to the employee in such circumstances.

1. If the need for leave is foreseeable due to planned medical treatment, the employee should make a reasonable effort to schedule the treatment to avoid disruptions to the Parish's operations, subject to the approval of the health care provider involved.
2. If the Human Resources Department determines that it is a justifiable emergency situation, then the reasonable advance notice requirement can be waived.

J. **Documentation supporting FMLA Leave:** The Parish requires the employee to provide a completed FMLA certification of Health Care Provider Form that supports their need for leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. A request for active duty leave must be supported by the Certification of Qualifying Exigency for Military Family Leave Form as well as appropriate

documentation, including the covered military member's active duty orders. A request for military caregiver leave must be supported by the Certification for Serious Injury or Illness of a Covered Service Member Form as well as any necessary supporting documentation.

- K. **Recertification:** Under certain circumstances as provided by law, including but not limited to situations in which the need or nature of the approved leave changes, the Parish may, in its sole discretion, require recertification of the serious health condition. The Parish may request recertification for each year in which FMLA leave is taken for any serious health condition that lasts longer than one year. In these situations, an employee will have fifteen (15) calendar days to provide a completed recertification form.
- L. **Benefits During Leave:** For the duration of FMLA leave, the Parish will maintain the employee's medical insurance coverage under the group health plan, under the conditions that coverage would have been provided if the employee had continued working.
1. Any premiums normally paid by the employee (i.e., dependent coverage, and additional life insurance) will continue to be the employee's responsibility. While the employee is on paid time off, payroll deductions will continue. If employee's leave becomes unpaid leave, the premiums are to be paid by the employee in advance on the first of each month in the Finance Department. Coverage can terminate if premiums are more than thirty (30) days late.
 2. When on approved FMLA leave, the employee can suspend his or her insurance coverage for any plan to which he or she must make premium contributions, beginning the first day of the next month. The coverage will be reinstated on the date of return to work. No claims incurred during the benefit suspension period can be paid for through retroactive election of coverage after the employee returns.
- M. **Status After Leave:** Upon return from FMLA leave, an employee will be restored to the same or equivalent position with equivalent pay, benefits, and other employment terms as held prior to the leave, provided all procedures of the policy have been followed and to the extent possible.
1. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. A returning employee does not, however, have a greater right to restoration or other benefits than if the employee had been continuously employed during the leave period.
 2. All provisions of the FMLA regulations regarding reemployment and maintenance of benefit programs cease at the end of FMLA leave or the end

of the maximum twelve (12) week period. If another company-paid leave such as Worker's Compensation continues or is activated, the provisions of that plan become effective.

3. If an employee fails to return to work on the date agreed upon by the employee and the Parish at the end of the FMLA leave, or at the end of the maximum twelve (12) workweek period, the employee can be considered for termination. However, if the employee is on Worker's Compensation, the provisions of that policy will apply.

6.9 RETURN TO WORK

- A. Any employee incapacitated due to surgery, complicated illness, or injury, will not be permitted to return to work without a signed Return to Work Form from the attending physician stating that he or she is capable of performing the essential functions of his or her position.
- B. If an employee is released for light duty, that employee will be permitted to return to work only if justifiable light duty is available within the employee's department, and it is in the employee's and the Parish's safe and best interest to allow light duty.
- C. In the event the employee has not been under the care of a specific physician, the Parish has the right to have the employee examined by a physician selected by the Parish and at the Parish's expense to determine his or her fitness to return to work.

6.10 MATERNITY LEAVE

- A. An employee who takes time off for the birth or adoption of a child is eligible to use available paid time as listed below. Employees with no available paid time should refer to unpaid leave policy.
 1. For the birth and care of the employee's child after birth - In accordance with FMLA, an employee may take up to twelve (12) weeks of FMLA leave in order to care for their child. If an employee does not have enough hours worked to qualify for FMLA, Louisiana Pregnancy Disability law provides up to six (6) weeks of leave for a normal pregnancy, childbirth or related medical condition. This leave must be taken within twelve (12) months of birth. The employee will use available sick leave until released by the physician. If the employee requests additional time off after being released by the doctor, that employee must use any available vacation and / or ETO.
 2. For the placement of a child with the employee for adoption or foster care - An employee eligible for FMLA, may take up to twelve (12) weeks of FMLA

leave in order to care for an adopted or foster child. This leave must be taken within twelve (12) months of the placement. The employee will be eligible to use up to forty (40) hours of their unused family sick leave, eighty (80) hours of additional sick leave, followed by any available vacation and / or ETO time, in that order.

3. Medical Complications During Pregnancy (Non-FMLA or FMLA Qualifying Employees) – In accordance with the Louisiana Pregnancy Disability Leave, if there is a medical complication as a result of the pregnancy, a female employee is entitled to a maximum of four (4) months of maternity leave. This runs concurrently with the amount of leave designated for FMLA leave or Non-FMLA maternity leave. All available balances of applicable paid leave (sick leave, vacation and ETO) must be used during this time period. When all available paid leave is exhausted, the employee will be placed on leave without pay.
- B. The maximum time off an employee may take off for maternity leave is four (4) months.
 - C. The Parish will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. The Parish treats such disabilities the same as any other disability for purposes of coverage under this Manual.

6.11 PATERNITY LEAVE

- A. Paternity Leave allows all eligible employees to use up to forty (40) hours of their unused family sick leave, eighty (80) hours of additional sick leave, followed by any available vacation and / or ETO time, in that order.
- B. Paternity leave will run concurrently with any FMLA leave to which an employee may be entitled.
- C. To be eligible for paternity leave, an employee must be either the biological, adoptive, or foster father of the child; and be expected to bear responsibility for the child's upbringing.
- D. In the case of medical complications, employees may apply for an additional forty (40) hours of leave under Section 6.5 Emergency Family Sick Leave.
- E. Employees wishing to take leave are requested to inform their manager as soon as possible of the likely dates of their absence and complete the FMLA application. Employees must provide thirty (30) days written notice of the leave

request to their manager and the Human Resources Department, or as much notice as possible if the leave is not foreseeable.

- F. In addition, the employee shall provide the Human Resources Department written documentation confirming the expected date of childbirth or adoption. Such documentation should be issued by a registered practitioner or adoption agency and must include confirmation of the expected date of delivery or placement.

6.12 LACTATION POLICY

- A. The Parish supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. Any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby for up to one (1) year after the child's birth.
- B. All departments will designate a private room for this purpose.
- C. Breaks of more than twenty (20) minutes in length will be unpaid, and the employee should indicate this break period on her time record.

6.13 INCLEMENT WEATHER AND EMERGENCY CONDITIONS

Unless management has officially closed Parish offices and facilities due to inclement weather, or employees are sent home or told not to report to work for other exigent or emergency circumstances, employees are expected to come to work.

- A. In case an employee reports for work at his or her regular shift and is sent home for lack of work, he or she will be paid for a normal workday at the rate to which he or she would be entitled for his or her shift.
- B. In the event that an employee is late or unable to travel to work for all or part of a workday due to catastrophic conditions, said employee may not be docked for time lost. The Human Resources Director and Director or Department Head, after ascertaining the exact circumstances, may allow exceptions to this policy.
- C. An employee may be excused from work when an emergency arises at home due to catastrophic conditions. However, if unused vacation or ETO leave is available, absence will be charged to vacation or ETO.
- D. When weather conditions make it hazardous for employees to report to work, they should contact their supervisor or other Parish contact persons for instructions.
- E. During a declared emergency (local, State or Federal declarations) or when offices and facilities are officially closed and employees cannot report to work for their regularly

scheduled shift, or employees are sent home or told not to report to work for other exigent or emergency circumstances, the Parish Administrator may determine that employees (full-time, part-time, or temporary employees) are eligible for their normal pay during that time period and for those essential emergency personnel who actually work during this period, the following applies:

1. Non-exempt employees, who are designated by their Department/Division Director or by the Parish Administrator as essential emergency personnel and who work during the period as designated by the Parish Administrator, may receive one and one-half (1 ½) times the employee's standard rate of pay for each hour of overtime worked during the period designated by the Parish Administrator in addition to the normal pay for those days.
 2. Exempt employees who are designated by their Department/Division Director or by the Parish Administrator as essential emergency personnel and who work during the period designated by the Parish Administrator, may receive one (1) time the employee's standard rate of pay for each hour of overtime worked during the period designated by the Parish Administrator in addition to the normal pay for those days.
 3. Exempt-straight employees who are designated by their Department/Division Director or by the Parish Administrator, as essential emergency personnel and who work during the period designated by the Parish Administrator, may receive one and one-half (1 ½) times the employee's standard rate of pay for each hour of overtime worked during the period designated by the Parish Administrator in addition to the normal pay for those days.
- F. During a declared emergency (local, State or Federal declarations) or when offices and facilities are officially closed and employees cannot report to work for their regularly scheduled shift, or employees are sent home or told not to report to work for other exigent or emergency circumstances, the Parish Administrator may limit the amount of overtime hours worked based on considerations such as safety and health of employees and others, work proficiency, availability of other employees, etc.

6.14 FUNERAL LEAVE

- A. Funeral leave is provided to all regular full-time and part-time employees to allow for paid time off for absences related to the death of family members.
- B. Employees will be excused and paid up to a maximum of three (3) business days in the event of a death of an immediate family member: the day of the funeral and up to two (2) additional flexible workdays occurring before or after the funeral. Funeral leave must be taken within a seven (7) calendar day period of the funeral. For the purpose of this section, immediate family is defined as spouse, domestic partner, parents, brother or sister, son or daughter,

grandparent, grandchild, step and half relatives of the previous categories, and in-laws of the previous categories.

- C. Employees will be excused and paid one (1) business day to attend a funeral in the event of a death of the employee's aunts, uncles, nieces, nephews, and first cousins.
- D. During the introductory period, only funeral leave for immediate family will be allowed.
- E. The employee must submit the appropriate documentation to his or her supervisor in order to qualify for funeral leave pay.

6.15 JURY DUTY AND COURT LEAVE

If an employee of the Parish is called for court jury duty, or summoned to Court as a witness, he or she will be paid his or her regular salary or wage subject to the following conditions.

- A. The employee will be expected to report for work if a reasonable amount of time remains during his or her regular workday.
- B. The employee must submit the Court summons to his or her supervisor and a copy to the Human Resources Department.
- C. An employee who appears as a defendant in a criminal or civil case will not be compensated, whether subpoenaed or not.
- D. An employee who appears in a personal civil lawsuit brought in his or her own behalf will not be compensated, whether subpoenaed or not.

6.16 VOTING TIME

The Parish encourages employees to vote. When the polls are open before and / or after the employee's normal workday, employees are encouraged to vote during non-working hours. An employee may vote during the normal workday if the needs of the Parish allow and the supervisor approves a reasonable amount of time that is necessary to vote.

6.17 MILITARY LEAVE

Leaves of absence and reemployment of a service member following completion of a tour of duty in the uniformed services will be administered in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994

(USERRA), and provisions of this Act will supersede any Parish policies in conflict with such law. Definitions of such leaves of absence follow:

- A. A regular status Parish employee who is called for active duty in the Armed Forces of the United States, Public Health Service, Civil Defense, or the Merchant Marine Service will (in accordance with existing law) be entitled to reemployment after honorable discharge or discharge under honorable conditions from such services, provided the employee is physically and mentally able to do the work required and reports for work within ninety (90) days of such discharge or within ninety (90) days after he or she is released from hospitalization continuing after discharge. The employee must be employed in the job he or she had when he or she left at the same salary. If the job has been upgraded, the employee will start at the new rate. In the event the job no longer exists, the employee must be employed in such capacity for which he or she is qualified at a salary comparable with his or her former salary.
- B. A regular status Parish employee who is required to report for active duty will be granted leave of absence from job duties. An employee will be paid his or her salary for a maximum of fifteen (15) working days in a calendar year while on leave, when he or she provides evidence of the "Ordered Tour of Duty" as soon as possible after receipt of such order.
- C. After an employee has received payment of his or her salary for the maximum of fifteen (15) working days, the employee will be paid as follows: During active duty military leave of absence not to exceed five (5) years, the Parish agrees to pay the difference between what the employee earns from the government (military branch) and what the employee would have earned from normal straight-time pay on the job, provided that the Parish pay rate is higher than the military pay rate.
- D. At the employee's request, any accrued vacation leave may be paid prior to deployment.
- E. An employee should contact the Human Resources Department for information about options concerning continuation or waiver of contributions to the Parochial Employees' Retirement System of Louisiana during active duty and also make arrangements with the Insurance Department regarding the option of maintaining family insurance coverage for dependents, provided the employee continues to pay the premium for such coverage in a timely manner.
- F. In accordance with the Louisiana Military Service Relief Act, any employee who leaves employment in order to perform service in the uniformed services, will continue to accrue sick leave, annual leave, holidays and appropriate pay increases on the same basis as he or she would have accrued such leave and

benefits during the service period, provided that he or she satisfactorily applies for reemployment and actually returns to employment.

- G. After completion of military service, an employee must report back to work or apply for reemployment in a timely manner according to USERRA guidelines.

6.18 FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

- A. The FFCRA became effective on April 1, 2020 and will expire on December 31, 2020. FFCRA created the following two (2) leave provisions, which are herein adopted by the Parish: Emergency Paid Sick Leave Act (EPSLA) and Emergency Family Medical Leave Expansion Act (EFMLEA).

B. Emergency Paid Sick Leave Act (EPSLA)

This act provides employees, who are currently scheduled but unable to work because of one of the six reasons related to COVID-19 identified in Section D below, with a period of eighty (80) hours of paid EPSLA.

1. Paid leave for items 1, 2 and 3 in Section D will be made at one hundred percent (100%) of the employee's current rate of pay.
2. Paid leave for items 4, 5 and 6 will be made at two-thirds (2/3) of the employee's current rate of pay. In cases where the two-thirds rate is utilized, the employee may elect to utilize any applicable form of accrued leave.
3. The EPSLA provides maximum pay limits that can be implemented at a future date at the discretion of the Parish Administrator.

C. Emergency Family Medical Leave Expansion Act (EFMLEA)

This act provides employees, who are currently scheduled but unable to work because of item 5 in Section D below, with up to twelve weeks of leave.

1. The first two weeks of EFMLEA are unpaid but employees may utilize available EPSLA benefits for this time period.
2. For the remaining ten weeks of EFMLEA, employees must first utilize all available leave (vacation and ETO in that order). Once all available leave is utilized, the employee will receive two-thirds (2/3) of his or her salary for any remaining EFMLEA time period, if needed.
3. The EFMLEA provides maximum pay limits that can be implemented at a future date at the discretion of the Parish Administrator.

Employees who have been employed for at least thirty (30) days prior to their leave request and are scheduled to work are eligible.

D. Qualifications for coverage if an employee is unable to work or telework:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns directly related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is actively seeking a medical diagnosis from a health care provider;
4. The employee is caring for an immediate family member or other similar person covered under reasons one or two above;
5. The employee is caring for his/her child due to the closure of the school or place of care of that child, or the childcare provider is unavailable, related to COVID-19; or
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

E. Intermittent Use:

The Human Resources Director and the Division or Department Director, after ascertaining the exact circumstances, may allow intermittent usage (i.e. less than daily increments) of EPSLA and EFMLEA under certain circumstances in which flexibility and work accommodations are reasonably available.

F. Interaction with Traditional Family Medical Leave Act (FMLA)

EFMLEA amends FMLA to include situations identified in item 5 of Section D and provides eligible employees with a twelve (12) week benefit. However, this twelve (12) week EFMLEA benefit will run concurrently with FMLA leave.

An employee who has already exhausted twelve (12) weeks of leave under FMLA is not eligible for EFMLEA leave. If an employee has utilized any FMLA leave during the last twelve (12) month period, that leave will be deducted from available EFLMEA leave, per EFMLEA guidelines.

G. Benefits During Leave:

While an employee is on leave, the Parish will continue the employee's health benefits during the leave period. The Parish will continue to make payroll deductions to collect the employee's share of the premiums.

H. Documentation Supporting EPSLA or EFMLEA:

The Parish is required to obtain and maintain certain documentation supporting the usage of leave under the EPSLA and the EFMLEA. In order to be eligible for this leave, the employee must provide the appropriate documentation to be reviewed and approved by Human Resources. Once leave has begun, the employee must report periodically to Human Resources on the employee's status and plan to return to work.

I. Notice Requirement:

A notice of employee rights under the Families First Coronavirus Response Act shall be posted on employee bulletin boards notifying employees of the components of this Act.

- J. If an employee fails to return to work on the date agreed upon by the employee and the Parish at the end of EPSLA or EFMLEA leave, or at the end of the maximum twelve (12) workweek period, the employee can be considered for termination. However, if the employee is on Worker's Compensation, the provisions of that policy will apply.**

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SECTION 7: EMPLOYEE BENEFITS

7.1 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Parish's Employee Assistance Program (EAP) provides meaningful assistance for employees and their families experiencing problems that may affect an employee's job performance. This service is confidential. Professional counselors are available to assist in seeking solutions in problem areas such as financial and legal issues, chemical and / or alcohol abuse, and family relationship issues. For pamphlets and more information on this or any other employee benefit program, employees can contact the Human Resources Department and / or the Payroll Department.

7.2 INSURANCE AND OTHER EMPLOYEE BENEFITS

- A. Eligible employees are offered benefits that include medical, dental, and life insurance. Any applicable premium will be deducted from employee checks on a bi-weekly basis.
- B. Below is a brief summary description of the types of benefits offered to regular full-time employees. The policies and plan documents supersede anything hereafter that may be contrary to the provisions. Plans and policies are subject to change.
 - 1. Group health insurance: The Parish provides the employee with the choice of two medical plan options including a Premium Health Plan and a High Deductible Health Plan. The Parish pays a significant portion of the employee's premium under the Premium Health Plan and the employee pays the monthly premium for dependent coverage. Under the High Deductible Health Plan, the Parish pays the full premium for the employee, and the employee pays the monthly premium for dependent coverage. A life insurance policy is included with employee health insurance at no extra cost.
 - 2. Prescription card: The card entitles an employee to a valuable benefit that allows them to buy certain prescribed drugs at a reduced rate.
 - 3. Additional life insurance (optional): Additional coverage is available, with the rates based on the employee's salary.
 - 4. Dental insurance: The Parish pays the employee's monthly premium, and the employee pays the monthly premium for dependent coverage.
 - 5. Cancer / intensive care plan (optional): Employee pays the entire premium, based on the plan selected for this special coverage.

6. Cafeteria plan (optional): The plan allows the participating employee to realize federal income tax savings by reducing the taxable income, due to deductions for qualifying out-of-pocket medical or insurance expenses.
7. Deferred compensation (optional): Program allows the employee to contribute a portion of his / her salary before taxes into a supplemental retirement account.
8. Health club (optional): As part of wellness promotion, this plan provides for discounted fees and / or membership to local health club facilities.
9. Employee recognition and service awards: Employees will be allowed to select from an assortment of awards based on completion of established years of service.

7.3 RETIREMENT

The Parish participates in the Parochial Employees' Retirement System of Louisiana (PERSLA). The rules and regulations of the retirement system are subject to changes made by the Parochial Employee's Retirement System of Louisiana and / or the Louisiana Legislature, and any such changes will be so adopted by the Parish.

- A. Membership in the PERSLA is compulsory at the date of employment if the employee works at least twenty-eight (28) hours a week. This is a defined benefit pension plan that provides retirement allowances and other benefits. The plan is financed by employee and employer contributions and is regulated by State law. The Retirement System's annual publication is provided to all participants and gives details of the plan and any updated changes or amendments to the program.
- B. In general, active members hired prior to January 1, 2007, with seven (7) years of creditable service may retire at age sixty-five (65); members with ten (10) years of creditable service may retire at age sixty (60); members with twenty-five (25) years of creditable service may retire at age fifty-five (55); members with thirty (30) years of creditable service may retire regardless of age. Eligibility provisions for active members hired on January 1, 2007, and afterwards: seven (7) years and age sixty-seven (67), ten (10) years and age sixty-two (62), and thirty (30) years and age fifty-five (55).
- C. For those members enrolled prior to January 1, 2007, five (5) years of creditable service are required in order to be eligible for disability benefits. For members who are enrolled January 1, 2007, and later, seven (7) years of creditable service are required in order to be eligible for disability benefits. Disability retirement claims must be certified by the State Medical Disability Board.

- D. Conversion of accrued, unused sick leave toward regular retirement will be handled in accordance with Section 6.3 H Sick Leave of this Manual.
- E. The retirement allowance is equal to three (3%) percent of the member's final average compensation of the highest consecutive thirty-six (36) months salary multiplied by his / her years of creditable service for members hired prior to January 1, 2007. For members hired January 1, 2007, and later, final average compensation is defined as the average of the highest consecutive sixty (60) months salary. The retirement allowance may not exceed the greater of one hundred percent (100%) of member's final salary or the final compensation.
- F. An employee who did not participate in the Deferred Retirement Option Plan (DROP) can return to work for the Parish up to four-hundred eighty (480) hours per calendar year without having his / her retirement benefits affected. A returning retiree should review all rules of the Retirement Plan, as other DROP and post-retirement limitations may also apply. Refer to Section 3.15 G Resignation / Termination in this Manual for other post-employment rules.

7.4 WORKER'S COMPENSATION INDEMNITY / PAY BENEFIT

- A. The Parish follows the Louisiana Worker's Compensation laws which provide for payment of benefits, with some exceptions, to persons who are disabled by accident or occupational disease arising out of and in the course and scope of employment. The Office of Risk Management can be contacted for specific details or questions on worker's compensation issues or cases.
- B. An injured employee will receive regular standard pay for the day of the injury if the employee is treated by an authorized treating physician who instructs the employee not to return to full duty. When an injured employee is treated by an authorized treating physician who instructs the employee to return to full duty on the date of injury, the injured employee will not be charged leave for time spent obtaining authorized medical treatment.
- C. Before the start of benefits, an injured employee will serve a waiting period of seven calendar days following RS 23:1224 of the Louisiana State Law. The waiting period need not be consecutive days. During this waiting period, the injured employee will use available leave (sick, vacation, and ETO, in that order) in the amount necessary to equal the total payment of base compensation.
- D. When an employee is entitled to payment of Worker's Compensation indemnity benefits, the employee will be required to utilize all available leave (sick leave, vacation, and ETO, in that order) in the amount necessary to raise the total payment of compensation to the amount of base salary the employee was being paid at the time the employee became disabled. This payment portion will

approximate one-third (1/3) of an employee's normal salary in most cases. Under no circumstance will an employee earn more than his or her full salary while on leave for Worker's Compensation.

- E. In order to prevent an unnecessary break in service, deductions for retirement will be required to continue when the combination of Worker's Compensation and other leave benefits results in more than the twenty-eight (28) hour weekly minimum requirement for retirement eligibility. Deductions for insurance related benefits will continue unless coverage is revoked by the employee.

7.5 TRAVEL EXPENSE

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Parish. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel polices, the most conservative course of action should be adopted.

- A. Supervisors must approve any employee travel in advance. The employee should provide his or her supervisor with a copy of the itinerary before leaving on business travel. All forms of travel must be substantiated with valid original receipts attached to the final Travel Expense Report Form (TERF). This statement of expenses, together with all fully itemized receipts, must be turned in to the Division of Finance within three (3) working days following return to the office.
- B. Employee expenses for approved travel will be advanced or reimbursed when properly documented by the employee and approved by the supervisor. Examples of expenses normally paid or reimbursed include transportation mileage, airfare, etc., per diem meals (equal to the IRS meal allowance), lodging, registration fees and other limited incidental expenses (taxi, parking, etc.). Any travel expenses considered unreasonable under the circumstances or not properly approved will not be paid or reimbursed and are the employee's personal responsibility.
- C. The Parish may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, employees should use the most appropriate form of transportation available, book the least expensive fares, stay in moderately-priced establishments, and make all travel arrangements for transportation using travel agencies specified by the Police Jury. Employees may contact the Purchasing Department for information on the travel agencies currently approved. A Parish Purchase Order must be issued for all travel arrangements through travel agencies and documented on the Travel Expense Report Form. If an employee chooses to pay for his or her airline ticket, a detailed paid receipt must be submitted for reimbursement.

- D. An employee may obtain a cash advance for approved business travel by submitting a TERF to the Division of Finance. An employee who receives funds in excess of travel expenses allowed by statute or by the policy is liable to the Parish for any difference.
- E. Parish gas credit cards are to be used with Parish vehicles only. The employee should document on the TERF in the mileage box "Parish vehicle" when applicable. The cards are Parish property, and their use must be properly documented and approved.
- F. An employee who uses his or her personal vehicle for approved business purposes will receive a mileage allowance equal to the IRS optional mileage allowance for the use. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance.
- G. Employees with assigned vehicles who choose to use a personal vehicle for out-of-town travel will be reimbursed for mileage in accordance with the U. S. General Services Administration's Privately Owned Vehicle (POV) Mileage Reimbursement Rates.
- H. The employee may submit to the hotel / motel a completed Certificate of Governmental Exemption from the Payment of Hotel Lodging Taxes (State of Louisiana Form R-1376). The employee's supervisor should sign this form.
- I. An employee will not be reimbursed for travel expenses of his or her spouse, companion(s), children, etc., unless that person is an employee of the Police Jury with a bona fide approved reason for the travel. Lodging will be reimbursed at a single room rate with paid hotel / motel receipt.
- J. Employees should reference Accounting and Grants Manual document for acceptable forms of travel documentation.
- K. Pay for Training and Out of Town Travel
 - 1. Exempt employees will not be paid in excess of regular salary.
 - 2. Non-exempt employees will be paid for travel time in accordance with federal and state wage payment laws. Training sessions are counted as time worked and are subject to the FLSA requirements.
 - a. Any portion of authorized travel time that takes place within normal scheduled work hours is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.

- b. All authorized travel time spent driving an automobile is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his or her regular hourly rate for all travel time spent, and this time will be factored into overtime calculations.
 - c. Any portion of authorized travel time (with the exception of driving time for the driver) that takes place outside of normal work hours is not compensatory time and is not factored into overtime calculations. The Human Resources Director and Division or Department Head, after ascertaining the exact circumstances, may allow exceptions to this policy.
- L. Employees traveling on Parish business are representatives of the Parish and are expected to maintain a high level of professionalism and to follow all of the Parish policies and rules.

ACKNOWLEDGMENT OF ACCESS TO MANUAL

I have been advised of the availability and provided with unrestricted access to the Calcasieu Parish Police Jury's Human Resources Manual. I understand that I am to become familiar with and abide by the contents of the Manual, as it outlines my responsibilities, benefits, and employment-related policies.

Further, I understand and agree to the following:

- This Manual represents a summary of some of the most important Parish policies. Consequently, the Manual is not all-inclusive of the rules and policies governing my employment.
- The Police Jury retains the sole right in its business judgment to modify, suspend, interpret, or cancel in whole or in part, at any time, and with or without any notice, any of the published or unpublished policies or practices.
- The contents of this Manual do not constitute an expressed or implied contract of employment.
- I have reviewed the contents of the Calcasieu Parish Police Jury's Human Resources Manual, and my signature below will serve as my acknowledgement of access, and my acknowledgment of review of its contents and policies.

Employee Name (Printed) _____

Employee Signature _____

Employee Number _____

Parish Department _____

Date _____