



ST. TAMMANY PARISH
OFFICE OF THE PARISH PRESIDENT
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PERSONNEL POLICIES

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ST. TAMMANY PARISH PERSONNEL POLICIES

GENERAL PROVISIONS

SUBJECT: POLICIES AND PROCEDURES

PURPOSE: The St. Tammany Parish Personnel Policies (hereinafter referred to as "these Policies") is enacted by St. Tammany Parish (hereinafter referred to as the "Parish") to further the following goals:

1. To provide a uniform system of personnel administration;
2. To ensure that the recruitment, selection, placement, promotion, retention, and separation of employees are based upon the employee's qualifications and fitness and meet Federal and state requirements;
3. To assist the Parish President, CAO and Department Heads in the development of sound management practices and procedures, and to make effective use of human resources.
4. To promote communication between management and staff;
5. To ensure, protect, and clarify the rights and responsibilities of employees; and
6. To reinforce employee values which relate to a constant sense of public service, the pursuit of excellence, a positive response to change, and respect for all individuals.

SCOPE: To the extent provided herein, these Policies shall apply to the employees of St. Tammany Parish and participating agencies. In the event of conflict between these Policies and a professional services contract, ordinance, or state or federal law, the terms and conditions of such contract, ordinance or law shall prevail. In all other cases, these Policies shall apply. In the event of the amendment of any ordinance, policy or law incorporated in this document or upon which these provisions rely, these Policies shall be deemed amended in conformance with those changes.

FAMILIARITY WITH THESE POLICIES: It shall be the responsibility of every employee to know and be familiar with the provisions of these Policies.

DISCLAIMER: The Parish specifically reserves the right to repeal, modify or amend these Policies at any time, as may be set forth by law, or ordinance. None of these provisions shall be deemed to create a vested contractual right of any employee nor to limit the power of the Parish or the Parish President to interpret or apply these Policies. These Policies are not to be interpreted as promises of specific individual treatment.

EFFECTIVE MARCH 5, 2009: THESE PERSONNEL POLICIES SUPERCEDE ANY AND ALL PREVIOUS POLICIES ISSUED.

CONTINGENCY POLICY: Whenever facts and circumstances exist which would require an immediate addition, deletion, or revision to these Policies, the Parish President is authorized to establish such addition, deletion, or revision, the effective date of which shall occur upon the promulgation of such to all affected employees and the term of which shall be for no more than sixty (60) days from said effective date.

SUBJECT: DEFINITIONS, APPLICATIONS, AND GUIDELINES

The terms defined in this section shall have the following meanings and applications unless the context or use thereof clearly indicates otherwise or more explicit definitions are referenced.

1. "Anniversary date" shall mean the annual recurrence of the date on which an employee receives benefits. An anniversary date is not necessarily an employee's date-of-hire, which is the actual date on which an employee is hired.
2. "Benefits" shall mean any or all of the customary emoluments, perquisites, supplements, and advantages which are provided to an employee by virtue of, or as a condition of his/her employment, all subject to applicable eligibility requirements, provisions, and time periods. It is the policy of the Parish that only a permanent employee shall be entitled to receive benefits, and in no event shall an employee whose classification or position is characterized as part-time or any contract employee be entitled to receive benefits.
3. "Classified" shall mean at all times and in any manner subject to a strict and uncompromising application of the provisions of these Policies. Employee positions are categorized as classified, contractual, or unclassified.
4. "Compensation" shall mean the monetary consideration or remuneration, or other consideration mutually agreed upon by the Parish and the employee, which is stated in terms of monthly salary or hourly wage, or other settlement, and provided to an employee in accordance with the schedule for such which is approved by the Parish.
5. "Good standing" shall mean absent any pending or effected disciplinary action which could result or has resulted in the discharge of an employee.
6. "Immediate family member" shall mean an employee's spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, or grandchildren, or any person related by blood or marriage who resides with the employee.
7. "Permanent employee" shall mean a regular full-time employee who has completed his/her probationary period to the satisfaction of the CAO, or an unclassified employee. It is the policy of the Parish that only permanent employees and certain other employees who may be serving a probationary period shall be entitled to receive benefits.
8. "Probationary" shall mean subject to a period of testing and trial to ascertain an employee's fitness for the position to which he or she is assigned. Except as provided hereafter, whenever the Parish CAO determines during the probationary period that an employee is not capable, competent, or qualified to perform in the position to which he or she is assigned, said employee shall be discharged.

9. "Probationary period" shall mean the period a classified employee serves in a probationary status. Except as otherwise provided herein, a probationary period shall be mandatory and be for ninety (90) days commencing on the date of hire, but may be extended whenever the CAO determines that facts and circumstances exist which warrant a defined extension of the probationary period. As such relates to an employee whose classification or position is characterized as temporary, his/her term of employment shall be considered a probationary period. It is the policy of the Parish that during the probationary period an employee is not entitled to receive benefits unless the employee is receiving benefits prior to the probationary period.
10. "Department Head" shall mean the director of a department of Parish government, and as applicable and appropriate, a Department Head shall mean any of the unclassified employees as defined elsewhere in these Policies, or an employee who has been designated by a Department Head to exercise a certain supervisory function(s) as set forth on the organizational table for the Parish.
11. "Personal Time" shall mean the time allotted to an employee, during a regular scheduled work day, to be used as the employee deems necessary.
12. "Continuous Service" an employee's uninterrupted classified and permanent unclassified service from the most recent date of employment, except that service shall not be interrupted by an approved leave of absence without pay in excess of thirty (30) days.
13. "Demotion" shall mean a change of a regular employee in the classified service from a position of one class to a position of another class for which a lower pay range is prescribed.
14. "Dismissal or Removal" the termination of employment for cause.
15. "Merit Increase" a merit increase is a percentage increase awarded to eligible employees.
16. "Promotion" shall mean a change of a regular employee in the classified service from a position of one class to a position of another class for which a higher pay range is prescribed.
17. "Reinstatement" the re-appointment of a permanent employee who had been separated from his position for reasons other than fault or delinquency on his part, to a position of the same class.
18. "Suspension" the enforced leave of absence without pay of an employee as a result of disciplinary purpose; or during an investigation of alleged misconduct by the employee.

SUBJECT: TYPES OF EMPLOYMENT

1. Regular Full-Time Employee: A classified employee who is assigned to a position which is expected to continue for an indefinite duration, and who works a schedule which totals no less than 28 hours per week.
2. Regular Part-Time Employee: A classified employee who is assigned to a position which is expected to continue for an indefinite duration, and who works a schedule of 5 hours or more, but less than 28 hours per week.
3. Temporary Full-Time Employee: A classified employee whose work assignment is limited in duration to four months or less, and who works a schedule which totals no less than 28 hours per week.

4. Temporary Part-Time Employee: A classified employee whose work assignment is limited in duration to four months or less, and who works a schedule of 5 hours or more, but less than 28 hours per week.
5. Contract Agent: An individual who is assigned to a position which is expected to continue for an indefinite duration, and who works a regular schedule which is less than 28 hours per week, or which may vary from week to week.
6. Student Intern Employee: A classified employee who is regularly enrolled as a student in a recognized educational institution and is assigned to a temporary or part-time position which, in the case of post-secondary students, is related to the student's course of study, and which continues for no longer than the current semester or term at the student's school; provided, however, that subsequent work assignments may be made for the same student for periods which correspond to the student's subsequent semester or term.
7. Summer Student Intern Employee: A classified employee who would otherwise be considered a student intern employee, but that the term of employment occurs during a recognized semester break which may include the summer break.
8. Unclassified Employee: An unclassified employee who would otherwise be considered a regular full-time employee but is appointed by the Parish President or Parish Council or participating governing authority, for a specific supervisory or management function. This individual is subject to all aspects of these Policies except for applicable provisions which are appropriately administered by the Parish President or Parish Council, such to be hours of work, annual leave, and compensation/benefits. An unclassified employee is appointed for a specific term and as an executive is deemed to have responsibilities, benefits and authority greater than a classified employee. Although provisions are provided for the direct supervision of all unclassified employees, any such employee may be demoted or discharged only by the respective appointing authority. The employees deemed to be unclassified are those positions shown in Section 2 of St. Tammany Parish Code of Ordinances.

SUBJECT: AMERICANS WITH DISABILITIES ACT

It is the policy of the Parish that it shall provide a bias-free environment for disabled employees or for disabled persons who seek employment with the Parish. Recruitment and selection processes shall grant equal opportunity for employment to qualified applicants and shall not discriminate on the basis of disability. Reasonable accommodation shall be provided upon request during an application/interview process.

The Parish shall ensure equal opportunities for disabled employees. Every reasonable effort shall be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices (e.g., hiring, training, testing, reassignment, promotion, compensation, benefits, termination, etc.) shall be administered in such a manner as to abate any discrimination of disabled employees. Employees shall be trained to ensure that disabled persons may participate in and benefit from Parish programs, services, and activities.

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Parish to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens and employees, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.

The goals and objectives of the Equal Employment Opportunity policy are to:

1. Ensure fair treatment and non-discrimination in hiring and employment.
2. Provide compliance with State and Federal equal opportunity requirements and regulations.
3. Provide a basis for encouraging those who do business with the Parish to practice equal employment opportunity.

PROGRAM RESPONSIBILITY Unless otherwise designated by the Parish, the CAA Director shall serve as the Equal Employment Opportunity Officer to carry out the Equal Employment Opportunity policy and program. The Officer shall be the focal point for the Parish's equal opportunity efforts and shall advise and assist staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity policy, and be responsible for the successful execution of the program, utilizing the assistance of appropriate State and community agencies. An employee should contact the EEO Officer if they have any questions or concerns.

EQUAL EMPLOYMENT OPPORTUNITY PRACTICES The Equal Employment Opportunity Officer shall perform the following actions to assure equal employment opportunities:

1. Reviews all position qualifications and job descriptions to insure requirements are relevant to the tasks to be performed. Make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.
2. Assures that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.
3. Informs and provides guidance to staff and management personnel who make hiring decisions so that all applications for selection or promotion, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, creed, color, national origin, gender, marital status, age, or the presence of a sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.

4. Reviews procedures and actions to ensure equal employment opportunity in hiring.
5. Provides information to existing and new employees which emphasizes how the Parish assures equal opportunity.

EMPLOYMENT

SUBJECT: HOURS OF WORK

Except for unclassified employees, the working hours for an employee under Pay Plan A is seven and one-half (7.5) hours, from 8:00 a.m. to 4:30 p.m., with a one-hour unpaid lunch period. Under Pay Plan B, the working hours for an employee are eight (8) hours, from 7:00 a.m. to 3:30 p.m. with 0.5-hour unpaid lunch period. An employee is expected to be at his/her work location and ready to begin work at the beginning of their work schedule. The lunch period shall be scheduled by the Department Head to allow for continuous staffing of all offices with at least one person.

Occasions may arise when service to the public can be improved through the adjustment of an employee's work hours. The Department Head shall obtain approval of the CAO for any adjustment in work hours. Individual requests for adjustment of working hours for personal reasons shall require approval by the Department Head, with concurrence of the CAO.

Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and shall be determined by the Department Head, with concurrence of the CAO.

An employee is expected to provide his/her Department Head with a notice of anticipated and/or unavoidable tardiness as early as possible. Failure to do so shall be construed as an unexcused absence, and the time missed shall not be paid. If approved by the Department Head, tardiness may be made up during the Payroll Period in which it occurs. Notification by another employee or other person is not considered proper procedure except in an emergency situation whereby the employee is physically unable to make the notification.

The following action shall be taken if employee's explanation for being tardy is unacceptable to the Department Head:

1. The employee shall receive counseling or a warning and a reduction in pay in ½-hour intervals based upon the time of arrival.
2. If an employee is tardy on two (2) occasions within a Payroll Period, a reprimand shall be issued.
3. On the occasion of a third reprimand, the employee shall receive a three-day suspension, after which the employee may be subject to further disciplinary action if tardiness continues.

4. Consideration shall be given as "justifiable" tardiness for reasons determined by the Department Head to be unavoidable, which may include, but are not limited to the following: unanticipated automobile trouble, unforeseen traffic, severely inclement weather, illness, or family medical leave issues. However, excessive use of "justifiable" excuses for tardiness, as determined by the Department Head, shall not be allowed and shall result in disciplinary action.

Daily attendance records shall be maintained by each department including date and time absent and reason for absence. Attendance shall be a consideration in determining promotions, reassignment, satisfactory completion of a probationary period and continued employment. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action.

SUBJECT: FLEXIBLE SCHEDULES, TELECOMMUTING

The Parish recognizes that in the modern workplace there are positions in which face-to-face contact with co-workers or customers is not necessary. A telecommuting arrangement that is suitable to both employee and his/her supervisor, and authorized by the CAO, and meets the following requirements, may be entered into:

1. A position and/or project that can be handled by one person, with limited input from others (and with that input working efficiently by telephone or electronically).
2. The nature of the work and/or project should be clearly defined and easily measured so that the supervisor will be able to assess if performance is adequate.
3. The potential telecommuter is comfortable working essentially alone, without office social contacts; being able to schedule tasks and hold to a schedule; being able to complete said tasks whatever the demands of family; and having exemplified the discipline to perform without a supervisor.
4. Any employee being considered for such a position is an employee who, during their years of service, has consistently attained either a "commendable" or "meritorious" rating on annual personnel performance evaluations.
5. The supervisor of said employee is able to enter into such an arrangement without creating more work for those employees still working the affected department.
6. Ensure that said employee takes care to safeguard electronic devices and information. Telecommuting employees are required to back up data frequently, to have an uninterruptible power source to allow them to save work before the computer goes down, and keep back-up disks and other media in a safe location, if necessary.
7. Ensure that telecommuting employee has homeowner's insurance that covers the computer equipment against theft and damage if said equipment is supplied by the Parish.

A formal agreement between the Parish and the telecommuting employee will be necessary that specifies the following: how often they will be expected to appear at the office; how much notice they need to be called to the office at other times; how many hours they will work; what their schedules will be; whether telecommuting is expected to be temporary or permanent; who the employee reports to; what the promotion possibilities are; the rate of pay; whether or not they will receive benefits, (i.e., health/retirement, holiday/overtime pay, sick/annual leave accrual).

This formal agreement may be terminated either by the employee or employer, at any time.

SUBJECT: PERSONAL TIME

A Regular Full-Time Employee in an administrative position may receive one ten (10) minute break during each four hour work session (8 a.m. - 12 noon being the "morning session" and 1 p.m. - 4:30 p.m. being the "afternoon session"). All Regular Part-Time employees may receive one five (5) minute break during each four hour work session. Temporary Full-Time and Temporary Part-Time employees in administrative positions may receive personal time, but said time will only be given at the discretion of their supervisor. In some departments these breaks are scheduled by the supervisor; in other areas they may be taken at the employee's discretion. Breaks may not be combined into one twenty (20) minute period, added to the lunch break, saved up from day to day, or used to offset arriving at work late or leaving early.

SUBJECT: POSITION DESCRIPTIONS / CLASS

Position descriptions and specifications shall be maintained by the Personnel Office for all regular full-time and regular part-time positions. An employee's position description shall be maintained as part of his/her personnel file. The position description shall include: Classification Number, Position Title, Pay Plan Designation, Labor Grade, Position Description, Qualifications, Example of Duties, Special Requirements, Revision Date, and any other relevant information which may be required.

The position description does not constitute an employment agreement between the Parish and the employee and is subject to change as the needs of the Parish and the requirements of the job change. Examples of duties listed in the position description are intended only as illustrations of the various types of work to be performed. The omission of specific examples of duties does not exclude other duties from the position if the work is similarly related or is a reasonable assignment for the position, all as determined by the Department Head.

SUBJECT: PARISH ASSIGNED VEHICLES

Parish owned vehicles shall be assigned based upon the job duties of each position by the Parish President. An employees position and out of office responsibilities shall determine if the vehicle can be taken home or if it is to be retrieved from a designated lot. Parish vehicles are to be used for official business only and the employee is responsible to insure that the vehicle is locked and parked in a safe place when not in use.

SUBJECT: HIRING PROCESS

EMPLOYEE NEW-HIRE PROCESSING AND ORIENTATION A new regular full-time or regular part-time employee shall be scheduled to meet with the Personnel Office for general orientation. Upon arrival, the Personnel Office shall distribute and explain the various enrollments forms, etc., that must be prepared. The new employee shall be provided with information on benefits, these Policies, and other orientation subjects.

The Personnel Office shall also provide information to the new employee as such relates to their employment, and shall also perform the following:

1. Drug and Alcohol policy.
2. Duties of the position.
3. Hours of work, time cards or reports, leave requests.
4. Schedule for lunch and breaks.
5. When and to whom to report absence from work.
6. Who is responsible for performance planning and review.
7. Work standards and regulations.
8. Safety rules and procedures, location of safety or protective equipment.
9. Tour of the work area, including location of equipment, supplies, etc.
10. Introduction to co-workers.

APPLICANT/CANDIDATE EXPENSES Unless approved by the CAO, the Parish shall not reimburse any applicant/candidate for travel costs in conjunction with the hiring process. Relocation costs shall be paid in full by the employee unless otherwise approved by the CAO. The applicant/candidate shall be advised of these provisions prior to reporting for the interview.

TEMPORARY HELP Steps 1-8 listed under Recruitment Section of this policy are not required in the recruitment of temporary or part time help. The affected department shall maintain responsibility for screening applications, testing, interviews, reference checks, applicant notification, appointments, and preparation of any necessary Personnel Action Forms. These steps shall be accomplished in accordance with the guidelines listed above.

REEMPLOYMENT A former regular full-time employee who has at least five (5) years of service with the Parish and is separated from employment with the Parish in good standing is eligible for reemployment within two years of such separation. Such employee interested in reemployment shall file an application with the Personnel Office and shall be subject to the regular hiring process with other applicants as described in the Hiring Process policy.

An individual reemployed in his/her former position may be paid at his/her former pay grade and level. The compensation of an employee rehired to a position other than the former position shall be subject to provisions for new hires. Annual leave accrual shall be based on previous service with the Parish. Reinstatement in the retirement system shall be made in accordance with the rules and regulations set by the State Retirement system.

NEPOTISM It is the policy of the Parish that an "immediate family member" shall not be employed in regular full-time or regular part-time positions whenever:

1. One immediate family member would have the authority to supervise, appoint, remove, discipline, or evaluate the performance of the other.
2. One immediate family member would be responsible for auditing or inspecting the work of the other.
3. Other circumstances exist which would place the immediate family members in a situation in which there is an actual or reasonably foreseeable conflict between the interest of the Parish and their own.

SUBJECT: SPECIAL EMPLOYMENT PROGRAMS

The Personnel Office is responsible for the coordination of all special employment programs funded by an external agency (e.g. Youth Training Program, Job Training Partnership Program, University Internships, Work Training Programs, etc.).

The Department Head shall forward all requests for participation in special employment programs to the Personnel Office for coordination with the appropriate agency. The Personnel Office, in cooperation with the requesting department, shall develop a scope of work and qualifications statement to be used in the recruitment and selection of an employee and in the definition of tasks to be performed during the period of employment. The provider agency shall review scope of work, qualifications, training, level of supervision, and safety for appropriateness.

The Personnel Office shall maintain records on program participants including the contractual agreement between the Parish and provider agency, scope of work and qualifications statement, and personal emergency data. The Department Head shall be responsible for performance evaluations on program participants as required.

SUBJECT: SPECIAL LICENSES AND MEMBERSHIP FEES

The Parish shall reimburse an employee who is required by ordinance, or state or federal law to be a member of a professional organization, or who must maintain current a particular certification or license as a condition of employment. Payment shall be made upon approval by the CAO. An employee who belongs to a professional organization that promotes individual professional growth, competence, and effectiveness in functioning as an employee shall be allowed time off with pay to attend local, state, and national meetings, all subject to the approval by the CAO. Membership in any such organizations shall be in the name of the Parish whenever possible.

SUBJECT: PERSONNEL RECORDS

The Personnel Office shall be responsible for establishing and maintaining an official personnel file for each employee. Department Heads shall be responsible for the forwarding of documents for inclusion in the Personnel files of those employees assigned to their respective department. Each employee shall be responsible for the verification of information contained in the personnel file. A representative of the Personnel Office shall be present whenever an employee reviews his/her file. Only the Personnel Office may remove an item from a personnel file with notification to the respective Department Head. Any review of an employee's file shall be scheduled by the subject employee with the Personnel Office. The purpose of any such review shall be to examine the contents of the file for accuracy and completeness. Identification of information to be included in the employee's personnel file shall be:

1. Permanent Documents - Documents retained in an employee's file throughout his/her employment:
 - a. Employee application.
 - b. Position description and specification information.
 - c. Job performance ratings and evaluations.
 - d. Education / training information.
 - e. Personnel data card.
 - f. Personnel action forms.

2. Temporary Documents - Documents which have limited retention of three (3) calendar years or less, such as:
 - a. Administrative correspondence relating to leave/vacation requests.
 - b. All other administrative documents of limited informational life span.
 - c. Letters of appreciation, commendation, or disciplinary action.

The Personnel office shall treat as confidential all employee information except when requested to verify information relating to position title and status (e.g. regular full-time, etc.), current salary, and date or period of employment. Otherwise, information contained in the personnel file shall not be released without the written permission of the subject employee. Employee records shall be maintained during the tenure of the employee and for five years thereafter.

SUBJECT: PROMOTION

Following a policy of upward mobility whenever possible, the Parish shall attempt to fill an available position with a qualified employee before advertising the vacancy to the general public. Every employee is encouraged to apply for any vacancy for which he/she may qualify in accordance with these Policies, all as set forth in the section entitled HIRING PROCESS. Selection of an employee for a promotion shall be based upon his/her record of performance, qualifications, academic standing, and the knowledge, skill, and abilities specific to the advanced position.

In a situation where only one employee applies for a position and his/her qualifications are known to the Department Head, the formal selection process may be dispensed with upon concurrence by the CAO.

A temporary appointment may be made by the Department Head as necessary. Such an appointment is made on an "acting" basis and the employee shall return to his/her prior position upon completion of the assignment. The actual salary for an "acting" appointment shall be set by the CAO.

An employee promoted to an advanced position shall be subject to a probationary period, unless such is specifically waived by the CAO. An employee who is promoted shall maintain his/her initial anniversary date.

SUBJECT: DEMOTION

An employee demoted to a position in a lower classification due to disciplinary action, departmental reorganization, or in lieu of a layoff may receive a reduction in pay commensurate with the nature of the demotion as determined by the CAO. An employee shall not be demoted to a position for which he or she does not possess the minimum qualifications.

A demotion in lieu of a layoff may be rescinded by the CAO if the employee's prior position is reopened within a six-month period.

An employee who is demoted shall be subject to a probationary period in the new position, unless such is specifically waived by the CAO. An employee who is demoted shall maintain his/her existing anniversary date.

SUBJECT: REASSIGNMENT

A reassignment of duties, voluntary or otherwise, shall occur only when the best interest of the Parish and the employee is served, all as determined by the CAO. If such is an interdepartmental reassignment, the terms and conditions for such shall be agreed upon by the affected Department Heads and the CAO. An employee who wishes to be reassigned shall request such in writing to the appropriate Department Head. If an interdepartmental reassignment is contemplated, the employee shall provide a copy of the request to his/her Department Head upon or before the submittal of said request.

To be eligible for reassignment, the current salary of the subject employee must be consistent with the salary of the intended position. Whenever an employee's qualifications meet only the minimum requirements for the intended position, the employee's salary shall be at the entry level grade for the intended position irrespective of the employee's current salary. Whenever an employee's qualifications exceed the minimum requirements for the intended position, the employee's salary may be set at a salary consistent with the employee's knowledge, skill, and abilities.

An employee who is reassigned to a position shall serve a probationary period, unless such is specifically waived by the CAO. A reassignment does not change an employee's anniversary date.

SUBJECT: POSITION RECLASSIFICATION

The revision of a position description within the classification plan shall be made as often as is necessary to provide current information on the positions and classifications. When the duties of an existing position substantially change, the Department Head shall submit a written request to the CAO to reclassify the position, which shall include a full explanation and justification for the reclassification. Said request shall be reviewed by the CAO and Personnel Office. The CAO shall then decide if the position is to be reclassified.

An employee who considers his/her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head who shall review the request and transmit it with written comment and/or recommendations to the CAO.

In the event that the salary for a position which is reclassified results in an increased salary grade for the position, the affected employee shall remain at his/her current salary at the appropriate step within the advanced grade, or the employee shall assume the entry level step of the advanced grade, whichever is greater.

In the event that the salary for a position which is reclassified results in a decreased salary grade for the position, the affected employee shall remain at his/her current salary at the appropriate step within the decreased grade, or the employee shall assume the maximum level step of the decreased grade, whichever is less.

SUBJECT: EMPLOYEE SEPARATION AND OUT-PROCESSING

The terms defined in this section shall have the following meanings and applications unless the context or use thereof clearly indicates otherwise or more explicit definitions are referenced.

"Service Retirement" or "Disability Retirement" shall mean the voluntary termination of employment under terms and conditions set forth by and satisfactory to the state retirement system.

"Resignation" shall mean voluntary termination for any reason other than retirement. An employee who wishes to resign in good standing shall provide a written resignation to his/her Department Head no less than ten (10) working days prior to the effective date of resignation. The resignation letter shall include the reason for leaving as well as the proposed effective date. Such notice is understood to mean that the resigning employee shall be available for work during this time so as to aid in the training of a replacement. An exception to the time limit requirement may be granted by the CAO.

"Discharge" shall mean the involuntary termination of employment.

An employee shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by policy and laws governing such payments.

The employee's final pay check shall be reduced by any authorized legal deductions; authorized pension plan; credit union, tax sheltered annuity; United Way; and any other amounts specifically agreed upon by the employee and the Parish. Before the final paycheck is issued to the employee, the employee shall be required to complete the clearance process.

An employee on layoff interested in re-employment, shall keep the Parish informed of the address and telephone number where he/she can be contacted for a period of one year. If the Parish is unable to contact the employee within seven (7) calendar days, consideration to recall the employee shall cease.

Special questions may also be developed by the Personnel Office and/or Department Head for the Exit Interview. Copies of the completed Exit Interview shall be distributed to the appropriate Department Head and the CAO. The Department Head may respond in writing to statements made in the Exit Interview. The response shall be reviewed by the Personnel Office and filed together with the Exit Interview report. The Exit Interview shall be maintained separately from the employee's official personnel file.

SUBJECT: PERFORMANCE EVALUATIONS

Employee evaluation is a positive process with emphasis on the further development of the individual, the potential for assuming additional responsibility, and an organized program to increase productivity. It is a healthy and on-going process of relating performance to realistic standards, recognizing individual achievements, measuring degrees of improvements, and providing guidance for self-improvement. Ideally, the program will motivate the truly outstanding performers, and inspire those requiring further individual development.

All performance evaluations shall be done in accordance with Employee Performance Evaluation Manual.

COMPENSATION

SUBJECT: EMPLOYEE COMPENSATION

It is the policy of the Parish to establish a compensation plan which allows the Parish to effectively compete for qualified personnel and which ensures that salaries are equitable and commensurate with the duties performed by each employee.

CLASSIFICATION PLAN Jobs with similar duties and responsibilities are assigned to the same salary grade. The CAO shall conduct a review of a position whenever there is an indication that an employee is working above or below the established responsibilities for the position. This review shall be initiated at the request of a Department Head and shall be conducted in accordance with the policy on **POSITION RECLASSIFICATION**.

SALARY GRADES AND STEPS The schedules of salary grades and steps (Plan A and Plan B) adopted by the Parish shall apply to all employees not covered by a professional contract.

INCREMENTAL STEP INCREASE In order to retain quality personnel by implementing a competitive salary schedule, a procedure for the granting of incremental pay increases is hereby established. Accordingly, it is the policy of the Parish that an employee's rate of pay shall increase in direct relation to his/her professional growth and achievement through evaluation of performance, all in conformance the schedule of salary grade and steps.

It is the responsibility of the Department Head to monitor the job performance of each employee under his/her supervision or control. Whenever an employee over a defined and extended period of time (generally one year) consistently demonstrates his/her competence and effectiveness, the employee's Department Head shall report such in writing to the CAO by means of the Management Report Form. Attached thereto shall be a copy of the employee's most recent Personnel Performance Evaluation Form (the "Evaluation").

It is the responsibility of the CAO to review and consider said Management Report Form and Evaluation. (It should be noted that an Evaluation, regardless of how commendable it reports the employee's job performance to be, shall not by itself initiate or support a pay increase for the employee. Rather, an outstanding Evaluation may be used to sustain the findings and recommendation of the Department Head.) The CAO may determine that the employee warrants an increase in his/her rate of pay, and may order a one-step pay increase. This determination shall be conclusive and not subject the grievance procedure.

COST-OF-LIVING ADJUSTMENT A cost-of-living adjustment may be granted by the Parish, but shall apply only to the employees of the St. Tammany Parish Government (other parochial agencies are excluded). If granted, such increases are generally effective beginning on the first full Payroll Period of the following year.

MAINTENANCE OF THE COMPENSATION PLAN The Personnel Office shall be responsible for the continuous maintenance and administration of the compensation plan. The review shall include an analysis of prevailing rates of pay for similar positions in comparable labor markets and organizations, cost-of-living factors, budgetary considerations, and other related factors. On the basis of this information, the CAO shall recommend changes to the Parish President in the salary plan which would result in a more uniform and equitable compensation plan.

SUBJECT: OVERTIME**SEE ENCLOSURE - CAO POLICY F-5**

FAIR LABOR STANDARDS ACT (FLSA) This policy shall not contravene the provisions of the FLSA pertaining to the minimum rate of compensation for work performed by an employee beyond the hours in a standard work week (Sunday through Saturday).

The terms defined in this section shall have the following meanings and applications unless the context or use thereof clearly indicates otherwise or more explicit definitions are referenced.

1. "Overtime" shall mean all work which is authorized by the Department Head and which is performed beyond an employee's regularly scheduled hours.
2. "Overtime rate" shall mean the rate of pay an employee receives for working overtime, such to be calculated at one and one-half times the hourly rate of the employee. It shall be noted, however, that the overtime rate shall be paid only when the overtime hours an employee actually works (compensatory leave and holiday pay included) exceed forty (40) or thirty-seven point five (37.5) hours in a standard work week. Otherwise, the rate of pay an employee receives for working overtime shall be at the regular rate.
3. "Compensatory leave" shall mean the unpaid compensation provided salaried employees for working overtime (see the section regarding compensatory time)
4. "Employee" shall mean any regular full-time employee or regular part-time employee who is not a salaried employee.
5. "Salaried employee" shall mean any employee whose classification or position is characterized as full-time and who is not normally eligible to earn overtime pay unless said employee performs duties above and beyond the normal scope of their job description during a declared emergency or in order to complete an important project in a timely manner (as approved by either a Department Head or CAO).

RESPONSIBILITIES

1. It shall be the responsibility of the Department Head to administer the provisions of this policy.
2. Only the Department Head/CAO is authorized to approve overtime.
3. The Department Head who authorizes overtime shall ensure that the overtime is recorded promptly on the employee's time sheet.
4. The Department Head shall exercise extreme discretion in the utilization of overtime. Temporary adjustments in working hours or realignment of duties within the department shall be considered as alternatives to overtime. Overtime shall be considered necessary only when additional effort is needed to complete a critical task in a timely manner.

SUBJECT: COMPENSATORY LEAVE SEE ENCLOSURE - CAO POLICY F-3 AND F-3-a

Compensatory Time is that time which is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of normal work hours and/or employment above an employee's position description.

Compensatory time will be earned at a rate of one and one-half hours for each hour of work completed in excess of normal work.

Request for approval of compensatory time accrual will be handled by the CAO or designee; once approval for accrual is granted the time is to be logged with the Personnel office and the department's payroll clerk; request to use compensatory time requires approval by CAO or designee.

No employee shall be allowed to accumulate compensatory time in excess of the limit imposed by the Fair Labor Standards Act (FLSA).

CONDITIONS FOR USE: An employee shall be permitted to use compensatory time if such requested use does not unduly disrupt the customary work practices of the department in which said employee works. Such work practices include but are not limited to (a) the normal schedule of work, (b) anticipated peak workloads on past experience, (c) emergency requirements for staff and services, and (b) the availability of qualified substitute staff.

TERMINATION OF EMPLOYMENT: An employee shall receive payment of unused accumulated compensatory leave.

SUBJECT: ON-CALL POLICY

The following rates are established as "On-Call" pay for those persons within the Department of Public Works in supervisory positions, as designated through separate schedule, within the guidelines reflected below:

Weekend "On Call"	\$50.00 per weekend (3:30 p.m. Friday thru 7:00 a.m. Monday)
Holiday "On Call"	\$25.00 per day
Trace Ranger "On Call"	\$ 5.00 per day - closes at 6:00 pm \$ 8.00 per day - closes at 8:00 pm

(For hours of operation that Trace is open over the normal workday – including pre-work hour from 6:00 am to 7:00 am)

Each Maintenance Area shall designate one (1) employee to be "On Call" for each weekend and holiday. These employees shall be required to be available by beeper to review and appraise emergencies within his or her respective area. These employees shall be paid the "On Call" pay regardless of whether they are called out or not, and shall either receive overtime, or compensatory time (if allowed), for all time that they are required to work over and above their normal work week. These employees shall be responsible and will be authorized to call out parish crews, as needed, to address emergency situations within their respective area. Employee "On Call" is to make sure that his or her beeper is operating at all times during the "On Call" period.

The following rates are established as "on-Call" pay for Animal Control Officers within the Department of Animal Services:

- Weekend "On-Call" - \$50.00 per weekend
(4:30 p.m. Friday thru 8:00 a.m. Monday)
- Holiday "On-Call" - \$25.00 per day
- Weekday "On-Call" - \$5.00 per day
(4:30 p.m. thru 8:00 a.m. Monday thru Thursday)

One Animal Control Officer shall be designated to be "On-Call". This employee shall be required to be available by beeper to review and appraise emergencies. These employees shall be paid the "On-Call" pay regardless of whether they are called out or not, and shall either receive overtime, or compensatory time (if allowed), for all time that they are required to work over and above their normal work week. Employee "On-Call" is to make sure that his or her beeper is operating at all times during the "On-Call" period. Employee "On-Call" shall remain in St. Tammany Parish and be able to be in route for emergency calls within 10 minutes from the time the call is received.

Animal Control Officers will respond to emergency calls after hours including but not limited to: Humans in danger; Animals in peril, or Request by law enforcement.

When a law enforcement agency calls and request animal control the on-call officer must speak with the officer requesting assistance and with the complainant before responding to the complaint. Animal control officers will not base their decision on the information given to them by dispatchers. On-call animal control officers will not respond to any animal control complaints after dark without a law enforcement officer present for back up

Effective 2/09/09 the on-call officer will work 10:30 - 7:30 pm or 11:00 - 7:30 pm. The on-call officer will respond to routine calls until 6pm. After 6pm calls will be handled on an emergency basis allowing time for all paperwork to be completed and the officer to be off duty by 7:30 pm. All overtime must be approved in advance by the assistant director or director.

SUBJECT: UNIFORM POLICY - PUBLIC WORKS FIELD PERSONNEL

The Parish will provide shirts, jackets and safety equipment to all permanent field employees of the Department of Public Works. Employees shall be required to provide and wear their own steel toe boots and pants, as follows:

Pants - Blue or Black pants or jeans. Pants should be in an acceptable condition and free of large holes or tears.

Steel Toe Boot - Black or Brown in accordance with ANSI Z41-1991

Each permanent Public Works Field Employee will be eligible to receive a uniform allowance, in the amount of \$25.00 gross pay (\$300.00 gross pay per year), on the last check of each month, as follows:

On the last payroll of each month all permanent Public Works Field Employees, who in the determination of the supervisor have been in complete uniform for the previous month will receive a gross pay add-on of \$25.00 on the last paycheck of each month. If in the determination of the immediate supervisor an employee has not met his/her obligation to report to work and perform his/her duties on a daily basis in complete uniform, same shall be so noted on the time sheet and through written reprimand and the uniform allowance shall be suspended for that month.

Complete uniform shall mean boots, pants and Parish issued shirt, as well as safety equipment issued by the Parish. (Field Clerks are exempt from wearing steel toe boots)

Any employee who terminates employment for any reason, prior to the 20th of each month shall not be eligible for the uniform allowance.

Temporary Public Works Field Employees shall be responsible to furnish their own attire, which shall include long pants, shirt and steel toe boots that meet the above guidelines. Safety equipment will be provided by the parish to temporary employees.

For the purpose of this policy, Public Works Field Employees shall include the following: All employees within GMRR (including Field Clerks), Maintenance Barns, Drainage (except pump operator), Tammany Trace Maintenance and Vehicle Maintenance.

It shall be the responsibility of any terminated employee to return all parish issued uniforms and safety equipment to the supervisor on the last date of their employment.

SUBJECT: TIME SHEETS/PREPARATION OF PAYROLL

The Department Head shall be responsible for preparing the time sheet which is provided by the Personnel Office. The time sheet shall include a complete listing of all employees assigned to the subject work group. The Personnel Office shall be responsible for the computation of all earnings, deductions, etc. Payroll records (time sheet data) shall be maintained by the Personnel Office for seven years. Falsification of time records by any employee shall be cause for disciplinary action.

SUBJECT: PAYROLL PERIODS AND PAYCHECKS

1. There shall be approximately 26 Payroll Periods in a calendar year.
2. Paychecks shall be issued on the first Wednesday after the close of a Payroll Period. If such day falls on a holiday, paychecks shall be issued on the last working day proceeding said Wednesday.
3. Paychecks shall be distributed by the Personnel Office only to the appropriate Department Head by noon on the subject Wednesday.
4. An employee's paycheck may be released only by the Department Head to an employee's spouse, family member, or any other person, but only if authorized in writing by the employee.

5. With each paycheck, an employee shall receive a statement of earnings and any deductions made, as well as appropriate cumulative totals of all leave.
6. An employee shall cash and/or deposit his/her paycheck on personal time.

SUBJECT: PAYROLL DEDUCTIONS

The following items are required to be deducted from each paycheck:

1. Federal Income Tax withholding.
2. Social Security (eligible employees only).
3. Medicare
4. Retirement contributions (eligible employees only).
5. Certain health insurance premiums.
6. Deductions specifically required by a court order, e.g. garnishment.

Additional deductions, which are optional, include:

1. United Way contributions.
2. Payment to a Parish-approved credit union.
3. Deferred compensation.
4. Payment of supplemental health/life insurance premium (if applicable).
5. Savings Bonds.

It is the responsibility of each employee to maintain current payroll deduction information with the Personnel Office.

SUBJECT: GARNISHMENT

"Garnishment" shall mean a deduction from an employee's pay, the purpose of which is to satisfy a debt. The Parish may deduct all funds associated with the garnishment disbursement per a judgment, all as required by a court order, together with all employer fees permitted by law. The Personnel Office shall be immediately notified of any subject court order and shall effect the deduction from the employee's wages. The amount of said deduction shall be forwarded as directed in the court order.

BENEFITS

SUBJECT: LEAVE-GENERAL

The terms defined in this section shall have the following meanings and applications unless the context or use thereof clearly indicates otherwise or more explicit definitions are referenced.

1. "Leave" shall mean that period of time, used in no less than one-half hour increments, that an employee is absent from his/her work place or assignment, but shall not mean that period of time when an employee is off-duty (which shall include regular day off, holiday, etc.) or is on his/her assigned lunch break. Unless otherwise provided for in this Section, it shall be the responsibility of the Department Head to approve any request for the use of any leave by an employee.

2. "Employee" shall mean at all times and in all circumstances a permanent employee (or permanent employee serving a probationary period) or any other employee for which it is determined by the CAO that the provisions of this Section shall apply.
3. "Work Day" shall mean the period or amount of time (usually expressed in hours) in which the employee is required to work according to his/her salary plan (e.g. 7.5 hours per Work Day, 8 hours per Work Day) Hence, an employee's Payroll Period is the cumulative number of hours the employee is required to work according to his/her Pay Plan (e.g. 75 hours, 80 hours).
4. "Duty" shall mean all of the responsibilities, obligations, and requirements of an employee's position.
5. "Years of Service" shall mean the number of years of service as a permanent employee with St. Tammany Parish Exception: "Years of Service" for an employee who transfers from another governmental agency and transfers their eligible service to the Parochial Retirement System shall be calculated based upon their most recent continuous starting service date in the Parochial Retirement System.

SUBJECT: ANNUAL LEAVE SEE ENCLOSURE CAO POLICY F-4 and F-4-a

"Annual leave" shall mean that paid leave which is earned by an employee and used typically as vacation leave. The use of annual leave for rest and recreation is encouraged. It shall be the responsibility of the employee to request the use of annual leave at least five days prior to the requested leave period. Annual leave shall be approved prior to use by the Department Head. When authorized and applicable, annual leave shall be utilized in lieu of sick leave whenever the employee no longer has unused accumulated sick leave.

Annual leave (AL) shall be earned in accordance with the accrual rate schedule as follows:

Years of Service	Annual Leave Earned	Annual Leave hours earned each pay period 75 hours worked	Annual Leave Hours earned each pay period 80 hours worked	Total Annual Days Earned Per Year
Less than 2	.0269230 per hour	2.0192250	2.153840	7
2 through 6	.0423076 per hour	3.1730700	3.384608	11
7 through 12	.0576923 per hour	4.3269225	4.615384	15
13 through 18	.0730769 per hour	5.4807675	5.846152	19
19 or more	.0884615 per hour	6.6346125	7.076920	23

The accrual of annual leave shall begin on the first day the employee is eligible to receive benefits. Unused annual leave may be accumulated from year to year without limitation. The amount of annual leave to be used may be rounded up to the next whole hour increment.

Each Department Head is authorized to develop and implement additional procedures and policies which relate to the use of annual leave which are not inconsistent with the guidelines set forth herein. It is the policy of the Parish that each employee with three or more years of service be on leave from the his/her work place or assignment for five consecutive Work Days (Holidays may be included).

TERMINATION OF EMPLOYMENT An employee shall receive payment of unused accumulated annual leave. Employees with ten (10) or more years of service may choose to transfer all or part of their balance of unused accumulated annual leave to sick leave for transfer to the Post Employment Health Plan only.

SUBJECT: SICK LEAVE SEE ENCLOSURE CAO POLICY F-4 and F-4-a

"Sick leave" shall mean that paid leave which is earned by an employee and used typically when an employee is unable to perform his or her duties due to any of the following:

1. Personal illness, injury, or any other type of physical disability except injuries incurred on the job (job related injuries are covered under those provisions which relate to workmen's compensation).
2. Serious illness in the employee's immediate family, such as defined elsewhere in these Policies.

It shall be the responsibility of the employee to request the use of sick leave as soon as the employee determines that he/she will be absent from his/her work place or assignment, and in no event shall such request be made after the first hour of a subject absence.

Sick leave (SL) shall be earned in accordance with the accrual rate as follows:

Sick Leave Earned each pay period 75 hours worked	Sick Leave Earned each pay period 80 hours worked	Total Annual Days Earned Per Year
3.4615384	3.6923076	12

The accrual of sick leave shall begin on the first day the employee is eligible to receive benefits. Unused sick leave may be accumulated from year to year without limitation. The amount of sick leave to be used may be rounded up to the next whole hour increment.

Unless specifically waived by the CAO, an employee who has requested sick leave for a period in excess of three (3) Work Days, prior to being compensated therefore, shall provide, no later than his/her return to duty, his/her Department Head with a report from a qualified doctor which shall contain said doctor's authorization for the employee to return to duty. "Qualified doctor" shall mean a licensed doctor of medicine.

Further, an employee who has requested sick leave for the Work Day immediately prior to or subsequent to a holiday, prior to being compensated therefore, shall provide, no later than his/her return to duty, his/her Department Head with a report from a qualified doctor which shall contain said doctor's authorization for the employee to return to duty. Failure to do so on the part of the employee shall result in loss of pay for the holiday and the day(s) for which sick leave was requested.

Each Department Head is authorized to develop and implement additional procedures and policies which relate to the use of sick leave which are not inconsistent with the guidelines set forth herein.

TERMINATION OF EMPLOYMENT: An employee with three or more years of continuous service and whose employment is terminated in good standing may request and shall receive payment of unused accumulated sick leave, the amount of which shall be payment for one Work Day for each three Work Days of unused accumulated sick leave. The remaining 2/3 of sick leave not paid for, provided employee is vested with ten (10) or more years of service, will be deposited into The Post Employment Health Plan (as defined under Section: POST EMPLOYMENT HEALTH PLAN) to be used solely for the purpose of payment of post-employment medical premiums.

An eligible employee who desires to receive payment for accumulated unused sick leave shall request such no less than two weeks prior to the effective date of the employee's termination of employment. Otherwise, it shall be the policy of the Parish that any unused accumulated sick leave for which the employee does not receive payment shall be converted into the PEHP for employees who qualify for such benefit.

SUBJECT: SICK LEAVE SHARING

A regular full-time employee with five years of service shall be entitled to receive sick leave which is voluntarily donated by another employee, as set forth in the terms and conditions hereinafter cited,

The CAO may permit a regular full-time employee to receive a donation of unused sick leave accrued by and donated from other qualified employees under this subsection if all of the following facts and circumstances exist:

1. The employee suffers from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to:
 - a. Assume leave without pay status, or
 - b. Terminate employment;
2. The employee's absence and the use of shared sick leave are justified;
3. The employee has depleted or shortly will deplete his/her annual and sick leave reserves;
4. The employee has abided by these Policies relating to the use of sick leave.

The CAO shall determine the amount of sick leave, if any, which an employee may receive under this section. However, an employee shall not receive in donations an amount which equals more than 90 days of donated sick leave.

Donated sick leave shall be utilized in the order in which it is received by the CAO. Such leave shall be donated in one-day increments as is required by the Pay Plan of the recipient employee. However, no employee may donate more than five days of sick leave in a calendar year or donate any amount of sick leave if the balance of his/her sick leave is, or would result in, less than thirty days of sick leave.

The amount of unused accumulated sick leave which is donated under this provision shall be returned to the donor employee(s) whenever the CAO determines that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was donated.

SUBJECT: CIVIL LEAVE

“Civil Leave” shall be when an employee is granted time off without loss of pay when:

1. Summoned to appear before court, grand jury, or other public body of commission, except as a plaintiff or defendant.
2. Department head determines employee(s) is prevented from performing duty by an act of God (i.e., flood, hurricane).
3. The employee is a member of reserve component of the Armed Forces of the United States or the National Guard and is ordered to active duty because of a national, state, or local emergency, act of God, civil or criminal insurrection or disobedience, or similar occurrences which threaten or affect the peace or property of the public.

SUBJECT: JURY DUTY

If a non-exempt employee is required to be absent from work because of jury duty or testimony in official proceedings, the employee will be paid one day's wages for the resulting absence at the employee's straight time hourly rate for up to eight (8) hours. Only one day's wages will be paid, regardless of the actual length of jury duty service. St. Tammany Parish will comply in all cases with the requirements of La. R.S. 23:965.

SUBJECT: MILITARY LEAVE

“Military Leave” - Employees who are members of a reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence without loss of pay, time, accumulated leave, or service rating when ordered to annual training by official written military orders for a period not to exceed fifteen(15) days in any calendar year. Military Leave Pay will not be granted for weekend drill or make-up drills. Time off for such sessions shall be granted but shall be charged to leave without pay or annual leave at the option of the employee.

An employee requesting military leave shall submit with his/her written request for military leave his/her orders as soon as said orders are available. An employee who exceeds the fifteen (15) days of military leave shall be coded "Military Time w/o Pay".

Employees who are inducted or ordered to active duty with the Armed Forces of the United States or National Guard for indefinite periods in excess of their annual training shall be placed on military leave without pay for the period of active military pay plus no more than thirty (30) days.

Leave/Benefit rights and reinstatement shall be afforded in accordance with all federal and state laws. (USERA - Uniformed Services Employment & Reemployment Rights Act of 1994 and MSRA - Military Service Relief Act).

SUBJECT: FAMILY MEDICAL LEAVE

Under the Family and Medical Leave Act, employees who have been employed for at least 12 months (continuous or noncontinuous), and have worked 1,250 hours of service during the previous 12 month period preceding the start of the leave, are eligible for up to 12 weeks of unpaid leave of absence during each rolling 12 month for one or more of the following reasons: 1. Birth of the employee's child, and to care for the child within 12 months of birth; 2. Placement of a child with the employee for adoption or foster care; 3. If the employee is needed to care for a child, spouse, or parent of the employee who has a "serious health condition"; 4. Inability of the employee to perform the functions of his or her position due to a "serious health condition" of the employee; 5. Pregnancy or prenatal care.

Management may require medical certification on a form provided by management if leave is to care for a child, spouse, or parent with a serious health condition, or due to illness or injury of the employee. Management may also request at their discretion that a second medical opinion be secured. Should the first and second opinion differ, a third opinion may be obtained. Subsequent medical re-certifications may be required at reasonable intervals.

If the need for family or medical leave is foreseeable, the employee must provide management with at least thirty (30) days' notice. If unforeseeable, as much notice as practicable should be given. Failure to provide required notice may result in denial or delay of the requested leave.

If medically necessary, intermittent or reduced leave may be available under certain circumstances, provided an attempt to schedule leave is made so as to not disrupt operations.

An employee who wishes to maintain dependent group coverage during the leave must continue to pay his or her portion of the premium for coverage.

An employee taking medical or family leave of absence will be required to use during the leave all available paid leave. The remainder of the FMLA leave will be unpaid.

An employee returning from a medical leave of absence is to obtain and present a current medical certification that the employee is able to return to resume work. Such certification must be provided prior to return to work. Copies of the FMLA Fact Sheet are available in the Personnel office.

SUBJECT: PERSONAL LEAVE

Depending upon the circumstances after the FMLA leave expires or in cases where FMLA leave is inapplicable; the Parish may grant personal leaves of absences, without loss of seniority for an employee. The length of the leave will be determined based upon the employee's seniority, work performance, the reason for the leave and accrued leave balance. An employee on a personal leave of absence may not engage in other gainful employment.

If the personal leave of absence is for medical reasons, the employee must submit a written report from his (her) physician stating the nature of the medical condition and the anticipated time period necessary to recover.

If a personal leave of absence for medical reasons is granted, regular written statements from the employee's physician describing the employee's condition may be required by Parish management. No individual will be resumed to active employment until a written statement clarifying the employee's condition is presented.

The Parish retains the ultimate right to grant or deny a personal leave of absence. A COBRA notice may be issued to the employee at any time during the personal leave in accordance with applicable state and federal laws or when an employee's leave balance is exhausted.

Depending upon business needs, the Parish may attempt to reinstate an employee to his or her previous position or a similar job, if the position has not been filled. No employee who completes a personal leave of absence is guaranteed re-employment.

SUBJECT: BEREAVEMENT LEAVE

"Bereavement Leave" shall mean that leave which is allotted to an employee whenever an immediate family member (as defined elsewhere in these Policies) of the employee is taken by death. An employee shall request as early as possible the use of bereavement leave. The amount of such leave with pay shall not exceed two (2) Work Days in a calendar year and is used typically to arrange and/or attend funeral activities. Bereavement leave in excess of two (2) Work Days shall be charged to the employee's annual leave balance; and if such is not available, charged to the employee's sick leave balance; and if not available be coded, as "Leave w/o Pay". The employee shall request bereavement leave from his/her Department Head. An employee who fails to return to work on the date and time set by the Department Head without receiving an appropriate extension shall be subject to disciplinary action.

SUBJECT: UNPAID LEAVE

1. "Unauthorized Leave Without Pay" shall mean that leave which is allotted to an employee whenever the employee is without the benefit of some other leave and/or cannot provide a valid reason to the satisfaction of the Department Head for his/her (the employee's) absence. The use by an employee of any amount of Unauthorized Leave Without Pay shall result in disciplinary action.
2. "Leave without pay" shall mean that leave which is allotted to an employee whenever the employee is without the benefit of some other leave, but has provided a valid reason to the satisfaction of the Department Head for his/her (the employee's) absence.
3. "Administrative leave" shall mean that unpaid leave which is allotted to an employee whenever facts and circumstances exist whereby it is in the best interest of the Parish as determined by the Department Head that the employee be removed or absents himself/herself from the work place or assignment. Use of administrative leave is rare and shall be reserved for an extraordinary situation, instance, or incident (e.g. disciplinary investigation, criminal investigation, leave of absence, other extraordinary or emergency situation, instance, or incident; immediate removal of an employee from his/her work place or assignment shall be warranted in instances involving serious insubordination, theft, destructive or serious illegal acts while on the job, or other substantial reason for immediate removal deemed appropriate by the Department Head). It is the policy of the Parish that administrative leave be unpaid, however, the CAO may authorize the payment for said leave whenever facts and circumstances justify such.

SUBJECT: HOLIDAYS

The Holidays observed by the Parish are:

- New Year's Day*
- Martin Luther King's Birthday*
- President's Day*
- Mardi Gras*
- Good Friday
- Memorial Day*
- Independence Day*
- Labor Day*
- Columbus Day*
- Veteran's Day*
- Thanksgiving Day* and the Friday thereafter
- Christmas Eve
- Christmas Day*
- New Year's Eve

Any other Holiday which may be declared from time to time by the Parish.
(* denotes locally observed Federal, Bank, and Postal Holiday)

Whenever a Holiday occurs on a Sunday, the first Work Day thereafter shall be the day on which the Holiday is observed; and whenever a Holiday occurs on a Saturday, the Work Day immediately preceding such shall be the day the Holiday is observed.

The Parish President shall have the right to establish "reduced work force days". A "Reduced Work Force Day" may be designated when a holiday or event occurs such that reduced work force can adequately handle the daily operation and response of parish services. Each Department Head with concurrence of the CAO shall establish in advance a schedule of employees' work schedules within their respective department for the days designated. At no time shall the said departments operate at a staff level less than half normal operations. Employees scheduled to work on a reduced work force day will not be allowed to use annual leave on that day.

Only regular full-time, affected regular part-time employees, and affected probationary employees in such positions shall be entitled to receive payment for a Holiday, all subject to the terms and conditions set forth in these Policies. A Holiday shall not be counted for purposes of determining the use of paid leave.

SUBJECT: CREDIT UNION

Employees are eligible to participate in the ASI Federal Credit Union. The credit unions offer a number of services to members, including savings programs, share draft checking, money market accounts, certificates of deposit, individual retirement accounts, loans, check cashing, loan protection insurance, and member account insurance. All contributions are financed 100% by the employee. Employees may arrange to have payroll deductions from their paycheck or they may make a direct deposit or payment to their credit union account.

SUBJECT: GROUP MEDICAL PLAN

Health Insurance Coverage --- Active Employees Who Are Eligible For Participation In the Parochial Retirement System

Employees who are actively employed and their qualified dependents are eligible for health insurance coverage on the first day of the month following the date of permanent, full time employment status. Full time employment is defined as a minimum of 30 hours per week.

The Parish shall pay 100% of the premium for health insurance coverage on those employees electing single coverage. The Parish shall subsidize the cost of family coverage for those employees electing family coverage who were hired prior to October 19, 1990. There is no Parish subsidy for family coverage for employees hired after October 18, 1990.

Health Insurance Coverage - Terminated/Retired Employees

Please check with the Personnel Department to see what options are available to you.

General

A retiree or former employee who cancels coverage may not reinstate said coverage at a later date.

All coverages and benefits available and payable under the Health Insurance Plan are further defined in the Plan Document.

Definition

Retiree is defined as a former Parish employee who, at the date of termination of service from the Parish is vested in the Parochial Retirement System and has met the qualifications to receive immediate or delayed retirement benefits under the Parochial Retirement System and whose employment is terminated in good standing. It is not the desire of the St. Tammany Parish to preclude any Retiree of the Parish, as defined herein, from making the election to withdraw his/her contribution from the Parochial Retirement System upon termination of employment. Therefore, it shall not be required that the former employee/retiree actually receive the monthly retirement benefits from the Parochial Retirement System. Coverages allowed for Retirees, as defined herein, are based upon service to the Parish and not upon the receipt of monthly retirement benefits from the Parochial Retirement System.

Retiree is also defined as a person under the employment of the District Attorney's Office, hired prior to 1/01/98, who at the date of termination of service from the Parish is vested in the District Attorney's Retirement system and has met the qualifications to receive immediate or delayed retirement (when the normal date of retirement is later than the date of separation). Any retiree who chooses to retain health insurance coverage under this definition shall be responsible to pay the full cost of the health insurance premium and no subsidy by the Parish shall be provided.

SUBJECT: POST EMPLOYMENT HEALTH PLAN

A Post Employment Health Plan is hereby established for the benefit of public employees who have separated from service. The purpose of the Plan is to provide reimbursement of qualified post employment expenses for medical premium payments incurred during the Post Employment Period. The following shall comprise the Post Employment Health Plan for employees hired under St. Tammany Parish Government.

All full time employees employed with St. Tammany Parish Government and Council (District Attorney, 22nd Judicial District Court excluded) with three (3) or more years of service are eligible to participate. Starting on the employees' 3rd Anniversary of employment, the Parish will begin funding a percentage of the employee's annual salary into the PEHP with the employee directing the funds into optional investments that are available. Every quarter and upon resignation or retirement, the employee will be notified of their account balance. The money in the employee's account can be used solely for payment of medical premiums incurred after employment ceases.

In addition, the following shall apply to all eligible full time employees with ten (10) or more years of service with St. Tammany Parish upon termination of employment:

1. Remaining 2/3 of **sick leave** not paid out, will be deposited into PEHP account.
2. Employee may elect to rollover their **annual/comp leave** into the PEHP account in lieu of receiving annual/comp leave pay outs. **(Employee will be required to sign an affidavit requesting this option).**

Employees hired prior to 01/01/98, who retire with the following years of service, will be subject to the below scale:

At least 10 and less than 15 yrs. of service with STPG, retiree pays 75% of the premium.

At least 15 and less than 20 yrs. of service with St. Tammany Parish, retiree pays 50% of the premium.

20 yrs. or more of service with the St. Tammany Parish, retiree pays 25% of the premium.

Permanent employees hired after 01/01/98, will **not** be subject to the retiree scale, and will rely solely on the money that is funded into their accounts over a period of time, along with any benefit time rolled into accounts at the time of their retirement.

SUBJECT: DEFERRED COMPENSATION

The Parish provides an option to an eligible employee to invest a portion of his/her present earnings in a deferred compensation plan. Enrollment by an eligible employee can be arranged through the Personnel Office.

SUBJECT: RETIREMENT SYSTEM

All regular full-time employees shall participate in the Parochial Employees' Retirement System, all as set forth in those policies, standards, and guidelines which relate to such as promulgated in a supplement to these Policies, a copy of which shall be provided to each employee.

Retirement benefits accrue from both employee and employer contributions. Contributions to the retirement system are mandatory and are deducted from the employee's salary each Payroll Period. Said retirement system provides for retirement benefits and disability protection when the employee meets the plan requirements.

Upon termination of employment without retiring, the accumulated contributions of the employee are refunded upon his/her request. Employer contributions, however, are not refunded under any circumstances.

Enrollment and benefit forms are available through the Personnel Office and it is the responsibility of the employee to maintain information on file up-to-date as such relates to his/her retirement account (e.g. name, address, beneficiary, etc.).

SUBJECT: SOCIAL SECURITY

Any employee who is not subject to the RETIREMENT SYSTEM policy set forth herein shall pay Social Security (FICA) tax.

SUBJECT: COMPREHENSIVE BUDGET RECONCILIATION ACT

Those policies, standards, and guidelines which relate to COBRA benefits for employees shall be established in a supplement to these Policies, a copy of which shall be provided to each employee.

CONDUCT

SUBJECT: EMPLOYEE CONDUCT

It shall be the duty of every employee to maintain high standards of cooperation, efficiency, and integrity in his/her work, and to effect his/her conduct in accordance with these Policies. In particular, but not exclusive of any other prohibited or proscribed conduct, an employee shall not:

1. Report to work under the influence of intoxicants or unprescribed/illegal drugs, or use or possess such substances while on Parish property or while on duty.
2. Fail to follow the orders of a supervisor, or fail to comply with any requirement which may be set forth in these Policies or other policies, standards, or guidelines set forth by the Department Head, CAO and Parish President.
3. Be absent from work without permission or fail to report such to the Department Head as set forth elsewhere in these Policies.
4. Be habitually absent or tardy.
5. Fail to perform his/her duties and responsibilities in an efficient and/or effective manner.
6. Act wasteful or abuse, misuse, misapply, or misappropriate material, property, or working time.
7. Fail to work along or be contrary with fellow employees, the result of which is work performed in an inefficient and/or ineffective manner.
8. Fail to observe proper security procedures.
9. Engage in fighting or provoking or instigating a fight, or engage in any other conduct on the job which violates standards of common decency or morality.
10. Commit any unlawful act, or fail to comply with any law, ordinance, or rules and regulations which may be required in the performance of an employee's duties.
11. Violate any safety rule and regulation, procedure, process, or guideline.
12. Express in any way critical or derogatory remarks towards any person or make false or unfounded accusations, the result of which would likely discredit another employee, or a supervisor, Department Head, or any other public employee or official.
13. Remove without permission, misappropriate or misapply any money, merchandise, or property, which may include any property in the custody of the Parish and any property of the Parish.

14. Lie to a supervisor as such relates to the duties or responsibilities of the employee.
15. Act dishonestly, which shall include intentionally giving false information, falsifying records, or making other false statements.
16. Be on the premises of any Parish property during non-working hours without permission of the Department Head.
17. Divulge or misuse confidential information, which shall include the removal from Parish premises without proper authorization of any employee list or record, or design, drawing, computer record or program, or other confidential information of any kind.
18. Accept a fee, payment, gift, or any other item of value, privilege, or benefit for the performance of the employee's official duties.
19. Act unwilling or reluctant to perform a task which is assigned by a supervisor.
20. Falsify a time record or any other record or account of the Parish.
21. Abuse any leave benefit (e.g. reporting sick when not sick).
22. Use profane or abusive language towards or in the presence of another employee or member of the public.
23. Lobby before the legislature or other governmental agency or organization, or represent the interest of the Parish to any person or entity, without specific authorization from the Parish President and as such relates to the mission or operations of the Parish.
24. Without specific authorization from the respective Department Head, use during the Work Day a television, radio, headset-type radio or recorder, or any other similar electronic amusement device. More specifically, an employee shall not use any such device in the presence of the public or whenever it is foreseeable that such use could occur in the presence of the public.
25. Without specific authorization from the respective Department Head, use any computer program, software, electronic file, peripheral device, etc. More specifically, an employee shall not use or engage in the use of any computer game of any nature whatsoever during the Work Day and whenever in the presence of the public or whenever it is foreseeable that such use could occur in the presence of the public.
26. Without specific authorization from the respective Department Head, peddle or solicit a donation or sale of an item, service, or contribution of any kind whatsoever while on duty or in the work place or in the presence of the public.
27. While on duty engage in, conduct, effect or attempt to engage in, any campaign activity or effort whatsoever for any candidate who has qualified as a candidate for an elected public office.
28. Intentionally participate with any other employee or private person in any act listed above.
29. Order from a company or catalog (i.e. ABC, LTC etc) any personal item which will result in an invoice being issued under the parish's name.
30. Unwillingness or failure to perform the duties of his/her position in a satisfactory manner.
31. The deliberate omission of any act that it was the employee's duty to perform.
32. The commission of any act or acts detrimental to the departmental service, or contrary to public interest.

33. Insubordination.
34. Conduct of a discourteous or offensive nature toward the public, any parish official or employee; including any dishonest, disgraceful, immoral, or prejudicial behavior.
35. Drinking alcoholic beverages while on duty or reporting for duty while under the influence of these.
36. Using, or promising to use, his/her influence or official authority to secure appointment to, or eligibility for, a position within the classified service for any reason other than qualified merit.
37. Soliciting or receiving any money, goods, or service from any person or group of persons, for any political party or political purpose.
38. Any act or failure to act that sufficiently indicates that the offender is unsuitable or unfit to be employed in the respective service.

SUBJECT: DISCIPLINARY ACTION

It shall be the policy of the Parish to effect disciplinary action in a fair, reasonable, and impartial manner, all for the purpose of assuring and promoting efficient and effective service to the public. Consequently, the primary purpose of disciplinary action is not punitive in application, but rather is affected to maintain the competency and integrity of Parish service. Disciplinary action shall include counseling, warning, reprimand, suspension, demotion, and discharge.

Whenever the conduct of an employee falls below acceptable standards or is not in accordance with these Policies, he/she shall be subject to disciplinary action. It is the responsibility of the Department Head to thoroughly and objectively evaluate the facts and circumstances which relate to the cause for disciplinary action when initiating such. The nature and severity of the infraction and the employee's record shall be considered in the assignment of disciplinary action.

The disciplinary action effected for an employee's conduct and the pertinent information which relates to such disciplinary action shall be reviewed in private with the employee and shall include the following: the cause for the disciplinary action, the facts and circumstances which relate to the cause, the disciplinary action to be imposed, the effective date of such action, and the right of the employee to air a grievance on the matter if such is authorized in these Policies (see GRIEVANCE PROCEDURE).

Note: Immediate removal of an employee from his/her work place or assignment shall be warranted and effected in instances involving serious insubordination, theft, destructive or serious illegal acts while on the job, or other substantial reason for immediate removal deemed appropriate by the Department Head.

In every case of disciplinary action an employee in the classified service, the department head shall, within three (3) working days, furnish the employee and Personnel Administrator a written statement giving the complete reasons therefore. The Personnel Administrator shall notify the employee in writing at his last known address informing the employee of the action, grounds for the action, and his/her right to make an appeal in writing. Upon receipt of an appeal the Personnel Administrator shall make an investigation and thereafter process the appeal.

Disciplinary action shall include the following:

COUNSELING This type of disciplinary action shall be applied to infractions of a fairly minor degree. The Department Head shall verbally counsel an errant employee 1) as to the subject infraction, 2) as to the proper conduct which is required, and 3) if the condition is not corrected, the employee shall be subject to more severe disciplinary action. At the option of the Department Head, a letter of instruction to the employee may accompany or follow the counseling meeting.

WARNING This type of disciplinary action shall be applied to infractions of a relatively minor degree. The Department Head shall verbally inform the employee that the Department Head is issuing a warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the employee shall be subject to more severe disciplinary action. The Department Head who issues a warning shall report such in a brief summary or in a letter of instruction to the employee and cause such to be placed in the employee's personnel file.

REPRIMAND This disciplinary action shall be effected in the event the employee continues to disregard a warning or warnings, or if the infraction is severe enough to warrant a reprimand. Upon learning of the infraction, the Department Head shall issue a written reprimand within three (3) Work Days. The reprimand shall state the nature of the infraction in detail and what corrective action which must be taken by the employee to avoid further disciplinary action as set forth below.

SUSPENSION This disciplinary action shall be effected in the event the employee's conduct continues to warrant the issuance of a subsequent reprimand, or if the infraction is severe enough to warrant a suspension of the employee from his/her duties and responsibilities. While on suspension for five or less Work Days, the employee shall not be entitled to paid compensation, but shall retain his/her benefits or the accrual thereof. While on suspension for more than five Work Days, the employee shall not be entitled to paid compensation nor the use or accrual of benefits. Any period of suspension may be effected in a "part work/part suspension" arrangement (e.g. the suspension is affected for part of the Work Day(s), or on certain days the suspension is in effect).

DEMOTION Demotion may be used in those instances in which an employee's conduct is of such degree that his/her removal from the duties and responsibilities associated with the position is warranted, but discharge is unwarranted. (See policy on DEMOTION)

DISCHARGE This disciplinary action shall be effected in the event the employee commits an infraction severe enough to warrant that his/her employment with the Parish be terminated, or in the event that the employee's conduct, after the issuance of lesser disciplinary action(s), continues to be not in compliance with or in violation of any provision of these Policies. An employee may be discharged after repeated infractions of a less serious nature if the infractions have been documented by supervisory staff and an appropriate behavioral change has not resulted from previous progressive disciplinary actions.

With the exception of counseling and a warning, whenever a disciplinary action has been instituted, the employee shall be provided with a copy of the report of disciplinary action at the time the Department Head (supervisor) reviews such with the employee. The employee shall sign said report to acknowledge receipt thereof and the original shall be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, the supervisor shall note on said report that the employee received a copy thereof, but refused to sign such. The superior of the supervisor shall then be made aware of such so that a proper and timely disposition of the matter can be made, which may include increased or escalated disciplinary action.

Although counseling or the issuance of a warning or reprimand cannot be appealed by an employee, a suspension, as a result of disciplinary action or termination may be appealed within five (5) days of the subject disciplinary action by the employee in writing to the CAO for his/her review and consideration.

SUBJECT: GRIEVANCE PROCEDURE

Every employee is not only permitted, but is encouraged, to air grievances that they may have with regard to their treatment or conditions on the job over which the Parish might be expected to have some control, all as set forth in these Policies. Punitive action shall not be taken against any employee for submitting a grievance in good faith. Any attempt by an employee to bypass a level of supervision in the grievance process shall be considered grounds for disciplinary action. Grievances may be filed for the following reasons:

1. Demotion or Reassignment that involves a decrease in salary.
2. Suspension
3. Discharge as a result of disciplinary action.

An employee who wishes to air a grievance (hereinafter referred to as the "grievant") shall first submit a written grievance outlining the specific and detailed facts to his/her immediate supervisor within five (5) working days after learning of the incident at issue. It shall be the responsibility of the immediate supervisor to study the grievance and attempt to resolve it within five (5) working days. If the grievant feels the immediate supervisor's actions are unsatisfactory or inadequate, there shall be a meeting between the grievant, the immediate supervisor, and the Department Head. The CAO shall also attend this meeting whenever possible. If the decision reached in this meeting is unsatisfactory to the grievant, the grievant may appeal to the Personal Board for the reasons previously noted. The Personal Office shall notify the Board, of time and date of meeting. Admittance to the meeting shall be limited. Notice of such meeting shall be given to the grievant at least ten (10) work days prior to the meeting by certified mail. A grievant shall have the right, but shall not be required, to be represented by counsel.

The Personal Board shall consist of 5 members in accordance of the provision of the St. Tammany Parish Home Rule Charter.

1. The Board shall decide appeals promptly, but in any event within thirty (30) days after completion of a hearing(s).
2. The Board shall make its decision on hearings on the facts presented by the appellants/parties concerned.

3. No hearing or meeting to investigate shall be held unless both the employee and appointing authority/ department head shall have been advised at least ten (10) days in advance of the date, time and place thereof. If either of the parties fails to appear at the place on the day and the hour fixed for such hearing, the Board may, at its discretion, decide the issue involved on the basis of the evidence presented.
4. The Board shall not be required to have the testimony taken at the hearing transcribed, but either the employee or the appointing authority may, at its own expense, make the necessary arrangements therefore.
5. The decision of the Board, together with its written finding of fact, if required, shall be certified in writing to the appointing authority and shall be forthwith enforced by appointing authority.
6. Any classified employee and any appointing authority shall have the right to appeal from any decision of the Board. This appeal shall lie direct to the court of original and unlimited jurisdiction in the civil suits for the parish of St. Tammany. Such appeal shall be taken by serving the Board, within thirty (30) days after entry of its decision, a written notice of appeal, stating the grounds thereof and demanding that a certified transcript of the record, and/or written findings of facts, and all papers on file in the office of the Board affecting or relating to such decision, be filed with the designated court. The Board shall, within thirty (30) days after filing such notice of appeal, make, certify and file such complete transcript or written findings of facts with designated court.
7. Refusal to testify: Any employee in the classified service who shall willfully refuse or fail to appear before any court or board properly authorized to conduct any hearing or inquiry, or if such employee having appeared, shall refuse to testify or answer any relevant question, except upon the grounds that their testimony or answers would incriminate them, shall, in addition to other penalties to which they may be subjected, forfeit their position and shall not be eligible for appointment to any position in the classified service for a period of six (6) years.
8. Oaths, Subpoenas, and Production of Records: The Board, each member of the Board, and the Personnel Administrator shall have the same power to administer oaths, subpoena witnesses, and compel the production of records and papers pertinent to any investigation or hearing. All applications for the issuance of subpoenas must be in the hands of the Board at least five (5) business days prior to the date established for the hearing and said application shall contain the full name and address of all persons to be subpoenaed.

SUBJECT: PERSONAL APPEARANCE AND HYGIENE

It shall be the responsibility of each employee that his/her personal appearance and hygiene best represents a favorable image of the Parish. Whenever possible, an employee shall be well-groomed and dressed in a manner suitable for the public service environment. It likewise shall be the responsibility of the employee to maintain a clean, orderly, and neat work place. Whenever necessary, the Department Head shall discuss in private any of the provisions of this subject with an employee.

SUBJECT: DRESS CODE

All personnel are required to report to work in appropriate attire based on their job class and duties. Administrative policies for specific dress code requirements shall be developed to insure that all staff present to the general public an appropriate and professional appearance.

SUBJECT: TELEPHONE CALLS

A Parish telephone shall be used only for conducting the business of the Parish, but may be used for personal business on a restricted basis, as set forth herein. Personal telephone calls placed or received during business hours shall be held to both a minimum number and time limit and shall not interfere with the employee's work. Whenever a personal long distance call is to be placed by an employee, the call shall be billed to the employee's home number or personal calling card, or placed collect. It is the employee's responsibility to ensure that no cost to the Parish results from their personal telephone calls. Violation of this policy shall minimally result in cost reimbursement to the Parish and shall subject the employee to disciplinary action.

SUBJECT: VEHICLE FUEL USE

Fuelman cards will be restricted to the Purchase of Regular Fuel Only. If an employee notices a difference in the performance, or they accidentally put another gas in the Parish car/truck, they should notify the director who can then contact the Vehicle Maintenance Barn. Employee will be required to pay for cash for after hour mistakes.

SUBJECT: COMPUTER USE

A Parish computer shall be used only for conducting the business of the Parish, but may be used for personal business on a restricted basis, as set forth herein. Personal computer use during business hours shall be held to a minimum and shall not interfere with the employee's work. It is the employee's responsibility to ensure that no cost to the Parish results from his/her personal computer use. Violation of this policy shall minimally result in cost reimbursement to the Parish and shall subject the employee to disciplinary action.

Internet:

The Parish provides access to the Internet for business purposes only. The Internet represents a useful tool for the Parish in conducting its business, but like any other tool, it must be used properly. Any improper use of any internet tools; including the World Wide Web, FTP, Telnet and other communications programs, is strictly prohibited. The Parish does not permit the downloading or installation on Parish computers of application software from the Internet without authorization of Department of Information Services.

E-mail:

Employees are reminded that computers, computer networks, E-mail, telephone systems (including voice mail) and other electronic communication systems (and all communicates created, received, stored on or transmitted through those systems) are Parish property. The Parish reserves the right to inspect, examine, and monitor the use of its computers, computer networks, E-mail, telephone systems (including voice mail) and all other electronic communication systems at any time and without any notice. Accordingly, employees should have no expectation of privacy regarding any communications made through such systems.

Users often use E-mail for less formal correspondence. Because the E-mail system often feels like a less formal method of communication than paper, and it is not a face-to-face mode of communication, users may feel free to be less cautious or more candid in the contents of messages. However, the E-mail system is not a private mode of communication, and defamatory or inappropriate material or messages distributed through the E-mail system could expose the user to liability as well as disciplinary action.

SUBJECT: POLITICAL ACTIVITIES

While on duty, in the work place or on official assignment, employees of the classified service are prohibited from engaging in political activities as follows:

1. Participate or engage in political activity (“Political activity” means an effort to support or oppose the election of a candidate for political office or to support a particular political party in an election.)
2. Make or solicit contributions for any political party, faction or candidate.
3. Take an active part in the management of the affairs of a political party, faction, candidate, or any political campaign, except to exercise his/her right as a citizen to express his opinion privately, to serve as a commissioner or official watcher at the polls, and to cast his/her vote as desired.
4. No person shall solicit contributions for political purposes from a classified employee or use or attempt to use their position in the parish to service to punish or coerce the political action of a classified employee.

Any classified employee who qualifies with the Clerk of Court for any of the following elected positions shall be placed on administrative leave.

Parish President, Parish Council Member, State or Federal Office

In lieu thereof and if approved by the Department Head and CAO, an employee may use any accumulated annual leave.

Any employee who qualifies for and/or is elected to any other local elected position is prohibited from engaging in the following activities:

1. Campaigning during work hours.
2. Campaigning in parish vehicle.
3. Use of parish property and supplies for campaign related activities.

4. Use of parish position to influence a vote.
5. Conducting any business related to the elected position on parish time.

VIOLATIONS It shall be the duty of any employee or parish official to report promptly any violation of this provision to the Personnel Administrator, whose duty it shall be to make a preliminary investigation concerning the alleged violations and report findings to the CAO.

SUBJECT: EMPLOYEE ETHICS

The purpose of this policy is to establish guidelines for ethical standards of conduct which shall govern employees in the performance of business of the Parish and the duties of their respective jobs. This policy is intended to provide positive direction to employees in order to prevent potential conflicts of interest.

This policy is not intended to be all-encompassing in its application or its definition of conflict of interest. A "reasonable person" theory, as follows, shall apply: Any action or failure to act which may be deemed inappropriate by a reasonable person, whether or not such action or failure to act is specifically cited in this policy, shall be subject to inquiry.

An employee shall not act or fail to act, the result of which conflicts, or which creates an appearance of conflict, with the performance of the employee's official duties. An employee shall be deemed to have a conflict of interest whenever any of the following facts and circumstances is apparent:

1. The employee directly or indirectly solicits any gift or accepts or receives any gift - whether it be money, services, loan, travel, promise, or any other form - under the following circumstances: (1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance his/her official duties; or (2) the gift was intended to serve as a reward for any official action on his/her part.
2. The employee invests or holds any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with his/her official duties.
3. The employee engages in, solicits, negotiates for, or promises to accept private employment or renders services for private interests or conducts a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of his/her official duties.
4. The employee represents any outside interest before any agency, whether public or private, except with the authorization of, or at the direction of, the Parish President.
5. The employee, acting in his/her role as an employee of the Parish, endorses a commercial product or service by agreeing to use his/her photograph, endorsement, or quotation in paid or other commercial advertisements, whether or not for compensation.
6. Except as may be specifically authorized by the Parish President, the employee requests, uses, or permits the use of Parish-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of any secondary employment.

7. The employee uses Parish property or his/her on-duty time in any manner to promote any political issue or candidate, or to solicit funds for any political purpose or to influence the outcome of any election.
8. Subject to the opinion of the Louisiana Attorney General, the employee holds an elective office or appointed position in which the holding of such office or position would be incompatible or would substantially interfere with the discharge of the employee's official duties.

A request for an interpretation of any provision of this subject shall be directed in writing to the CAO.

SUBJECT: WORK PLACE SAFETY FROM SUBSTANCE ABUSE

It is the policy of the Parish that the consumption of alcohol or other prohibited substances (e.g. drugs, etc.) by an employee shall not be tolerated. The Department Head shall assure that the work place is free of any employee who is under the influence of alcohol or other prohibited substance while on duty, in the work place, or in the presence of the public, or whose job performance may be impaired by the use of alcohol or other prohibited substance while not on duty.

Policies, standards, and guidelines which relate to drug and/or alcohol screening for employees shall be established in a supplement(s) to these Policies, a copy of which shall be provided to each employee.

SUBJECT: HARASSMENT

UNLAWFUL HARASSMENT

This policy is intended to ensure an environment which respects the dignity and worth of each individual and is free from all forms of unlawful discrimination, including sexual harassment and harassment because of race, color, religion, gender, national origin, age, ancestry, disability, political affiliation or belief or activity, or any other characteristic prohibited by law. Discriminatory harassment, including sexual harassment will not be tolerated. This policy applies to all harassment occurring in the work environment whether in our offices or elsewhere. The policy covers all employees of the parish.

SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Some examples of what may constitute sexual harassment are: threatening or taking adverse employment actions if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and reported flirtations, propositions or advances; unwelcome physical conduct; whistling, leering, improper gestures or offensive remarks, including unwelcome comments about appearance; sexual jokes or inappropriate use of sexually explicit or offensive language; and the display in the workplace of sexually suggestive objects or pictures. The above list is not intended to be all-inclusive.

OTHER PROHIBITED HARASSMENT

For purposes of this policy, other prohibited harassment is defined as either verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, ancestry, disability, or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

Some examples of such harassment include but are not limited to: using epithets or slurs; threatening, intimidating or engaging in hostile acts that focus on a protected characteristic, including jokes or pranks; or circulating in the workplace written or graphic material that denigrates or shows hostility or aversion to a person or group because of a protected characteristic.

REPORTING HARASSMENT

The Parish requires the prompt reporting of all incidents or discriminatory harassment. If you believe you are being harassed or have observed harassment, you should promptly notify any Department Head, the CAO or the Personnel Administrator.

When a report of harassment is made, the parish will undertake a prompt and thorough investigation as may be appropriate under the circumstances. The steps to be taken during the investigation will vary depending upon the nature of the allegations. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the organization's needs. Upon completion of the investigation, the outcome will be communicated to the aggrieved party and the person(s) accused and remedial action will be taken, if appropriate.

Individuals who report harassment or are involved in the investigation of a harassment complaint will not be subject to reprisal or retaliation. Retaliation is regarded as a very serious violation of this policy and should be reported immediately.

The managers and supervisors of the parish will be held accountable for adhering to this policy, for reporting promptly any incident of harassment and for maintaining a positive and productive work environment. If any manager or supervisor receives a report of harassment or believes he or she has observed harassment, the manager or supervisor is required to promptly notify one of the individuals listed above. Failure to make the required notification may subject the manager or supervisor to discipline, up to and including discharge.

SUBJECT: WHISTLE BLOWER POLICY

The Parish strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state and local law. Accordingly, employees are encouraged to bring to the attention of the Parish any improper actions of its officials and employees. The Parish shall not retaliate against any employee who makes such a disclosure in good faith.

An employee is encouraged to utilize the administrative "chain of command" in reporting these actions. Should the employee feel intimidated or otherwise uncomfortable with such an approach, he/she should request a personal meeting with either the CAO, Parish President or the Administrative Attorney before proceeding with such an issue to any agency or entity outside the Parish government system.

Improper actions are actions undertaken by an officer or employee in the performance of his or her official duties which (a) are in violation of any federal, state or local law, (b) constitute an abuse of authority, (c) create a substantial and specific danger to public health or safety, or (d) grossly waste public funds. Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing and other disciplinary action.

TRAINING AND TRAVEL

SUBJECT: TRAINING PROGRAMS

It is the policy of the Parish to encourage and coordinate training opportunities for employees and supervisors in order that services rendered by employees shall be more efficient and effective. "Training" shall mean any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and/or expenses are funded in whole or in part by the Parish or while the employee is in a paid status with the Parish.

ACADEMIC TRAINING Employees are encouraged to continue training for their respective position through participation in off-duty/non-working hours educational programs. Educational expenses incurred by such participation may be granted for job related courses with prior approval of the CAO, provided funds have been budgeted for. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of "B" (3.0 grade point) or better in the case of academically rated courses (or attainment of pass in a pass/fail grading system.) An employee who completes such course/program with less than a grade "B" (3.0 grade point, will be required to reimburse the Parish for the total cost of the tuition. Tuition expenses are for the course only; no expenses shall be allowed for books, lab fees, travel or material costs. Approval for tuition expenses shall only be allowed for courses offered by accredited colleges, universities or vocational training institutes.

Training expenses are generally available to an employee who has successfully completed their designated probation period. Consideration of an employee's request for tuition is dependent upon budgetary constraints and the recommendation of the employee's Department Head. Time spent in attendance at these courses shall be considered the employee's personal time and is not counted as time worked.

OTHER TRAINING Parish-sponsored and required training should be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy. An employee who acquires training on his/her own time and expense is encouraged to notify the Personnel Office so the information can be noted in the employee's personnel file.

SUBJECT: TRAVEL

TRAVEL EXPENSES WHILE ON PARISH BUSINESS It is the policy of the Parish to reimburse employees for reasonable and necessary expenditures made by employees while on official and authorized business. Mileage shall be reimbursed at a rate per mile equal to the allowable IRS rate and all other allowable expenses on an actual cost basis. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by original invoices and/or receipts showing proof of payment of such claims.

Below are some General Principles related to Travel and Expense reimbursements. Other policies may be implemented by the Parish Council and Administration to remain consistent with statutory requirements and generally accepted accounting principles.

1. All expense reimbursements presented are to be approved by signature of the Department Head prior to submittal for payment.
2. All expense reimbursements of Department Heads are to be approved by signature of the CAO prior to submittal for payment.

3. Requests for travel advances must be submitted fourteen (14) days in advance of the travel date, and must be approved by signature of the Department Head (or CAO for Department Heads) prior to submittal.
4. All expense account reports detailing travel expenses must be submitted within thirty (30) days of the return to duty by the subject employee. Failure of the employee to submit proper documentation for the amount advanced within said 30-day period shall result in a garnishment of the employee's paycheck.
5. Special meals which are not a part of an employee's travel, but rather are incurred by the employee while performing Parish duties shall be reimbursed in full. When such an expense is incurred the employee must include the following information on the receipt; date, purpose of meal, all persons present for which the meal was incurred.

TRAVEL PRACTICES

1. The Department Head and the CAO shall approve in advance any request for out-of-state or overnight travel.
2. The employee, to the extent which is reasonable and practical, shall obtain lodging which is most economical (e.g. single room at a regular or discount rate).
3. If the employee elects to be accompanied by his or her spouse and/or children, the receipts for lodging and meal expenses shall be noted with the additional cost to be paid by the employee.
4. The cost of alcoholic beverages and bar tabs are not reimbursable expenses.
5. Mileage shall not be paid for commuting from an employee's residence to the work place. Mileage reimbursements for assignments within the Parish shall be subject to the CAO approval. The maximum mileage reimbursements to an employee who chooses to drive in lieu of air travel shall not exceed the lowest reasonable cost of an airline ticket to the same destination.
6. Reimbursement for meals shall be allowed only when the employee is attending a seminar or conference as a representative of the Parish, or when the employee's attendance at the event is attendant to the duties and responsibilities of the employee. Reimbursement shall not be allowed for meetings which are of a social nature.
7. Parking fees shall be reimbursed for actual cost and receipts shall be presented whenever possible.

NON-REIMBURSED EXPENSES

1. Laundry, cleaning, or valet services (except whenever the period of travel exceeds seven days).
2. Tobacco.
3. Alcoholic beverages.
4. Entertainment.
5. Personal telephone calls to home (limited to one per day).
6. First class travel accommodations whenever economy or coach class accommodations are available.
7. Meals and lodging in lieu of other meals and/or lodging which are included in a conference registration fee.
8. Fines, forfeitures or penalties.
9. Rental vehicles, if previously approved by the CAO.
10. Expenses of a spouse, child, and/or other non-employee.
11. Loss or damage to personal property.
12. Barber, beauty parlor, shoe shine, or toiletries.
13. Personal postage.

RECEIPT AND ACKNOWLEDGMENT OF ST. TAMMANY PARISH PERSONNEL RULES AND PROCEDURES

I have received and reviewed a copy of St. Tammany Parish Personnel Rules and Procedures Manual. I understand that I am responsible for reading, understanding, and adhering to the policies contained in the Manual.

I understand that this Manual is not an employment contract, and is not to be construed, under any circumstances, as a promise or guarantee of continued employment. I understand that by my acceptance of employment with St. Tammany Parish Government, I recognize that the employment relationship is at will and may be terminated by me or St. Tammany Parish Government at any time.

I understand that no member of management has the authority to enter in any agreement for employment or benefits for any period of time, or to make any agreement contrary to the foregoing. I further understand that any policies, procedures and benefits discussed in the Manual may be changed by St. Tammany parish Government at any time, without notice.

I understand that as a St. Tammany Parish Government employee, I may be given company property for use during my employment, including equipment, lap top computers, keys, proximity cards, and the like. Should my employment with St. Tammany Parish Government terminate, I understand that I am responsible for returning any and all company property, upon collection of my final paycheck. If for any reason I do not return company property, I agree that St. Tammany Parish Government may deduct the value of such items from my final paycheck.

Date

Print Name

Signature

SEE ATTACHMENTS

CAO POLICY SECTION F

F-3 - Comp Time

F-3-a - Request for Comp Time Accrual

F-4 - Annual Leave / Sick Leave

F-4-a - Leave Request Form

F-5 - Overtime



St. Tammany Parish

Office of the President
 P. O. Box 628
 Covington, LA 70434
 Phone: (985) 898-2362
 Fax: (985) 898-5237

Date:	February 1, 2012
TO:	Department Heads
From:	William Oiler, CAO

CAO POLICY #	F - 3
POLICY SECTION	F - Payroll
REFERENCE	Comp Time

No employee shall be allowed to accrue comp time in excess of the limit imposed by the FLSA, which is currently set at 240 hours. When an employee separates from service with the Parish, payment for accumulated comp time shall not exceed 240 hours.

Specific Criteria for job classifications are as follows:

1. Tier I Employees: Comp Time for Officers (excluding Parish President); Deputy Officers, Main Department Heads, Minor Department Heads, Liaisons, Other Emergency Personnel and Special Assistants - as defined in CAO Policy # E-11.
 - Effective 6/9/08 Tier I employees shall be considered salary employees and are no longer eligible to accrue comp time.
 - All Tier I employees shall monitor and maintain an accurate accounting of their time and may adjust their schedules as needed to account for extra time worked.
 - All Tier I employees need to be conscious of their job classification, pay and duties and in no way should they be absent from work when their services are required without prior approval of the CAO.
 - All Tier I employees shall keep detailed personal records of their absences and time allocations in the event that the CAO and/or 1st Deputy CAO audits the time.
 - In the event of a declared emergency Tier I Employees may be granted comp time upon approval of the CAO.
 - Approval of any absence is required and will not be granted if a conflict exist.

CAO Policy F-3

2. Tier II - All Other Employees (Whose Job Description authorizes Comp Time)

- Comp Time accrual and use shall be approved in advance.
- Comp Time accrual for any employee shall be for emergencies only
- Emergency comp time accrual shall not exceed ten (10) hours of actual comp time per month without prior approval of the CAO Office.
- If comp time accrual is warranted due to an emergency on a specific day the Director shall make every attempt to adjust the employees work schedule within the pay period to avoid the accrual of comp time.
- Directors shall keep detailed records of the times and work performed for any comp time accrual and their justification for same.

3. General Comp Time Provisions

- The Director must submit attached Form # F-3a requesting approval of all comp time.
- All employees who currently have comp time on the books shall be required to use the balance or a minimum of 40 hours per year until all comp time is exhausted.
- All comp time earned during the calendar year must be taken during that year.
- Any accumulated Comp Time on the books shall be forfeited at the end of each calendar year unless prior approval for carryover has been granted by the CAO/1st Deputy CAO. This approval shall only be granted if it is determined that the absence of the respective employee would cause a serious impairment to the operations of his/her department.
- The Personnel Office shall be required to provide a monthly report to the CAO/1st Deputy CAO of all comp time accrued and used within the reporting month.
- The CAO/1st Deputy CAO may request an audit at any time of an employee's comp time.
- The Directors failure to monitor and/or abuse of comp time shall result in disciplinary action.

4. Employee Responsibility

- It is the responsibility of every employee to monitor and keep up with their comp time use, accrual (if any) and balances. As stated above Comp Time Balances will be forfeited on 12/31 of each year unless carryover is approved by the CAO/1st Deputy CAO.



St. Tammany Parish

Office of the President
P. O. Box 628
Covington, LA 70434
Phone: (985) 898-2362
Fax: (985) 898-5237

Date:	February 1, 2012
TO:	Department Heads
From:	William Oiler, CAO

CAO POLICY #	F - 3 - a
POLICY SECTION	F - Payroll
REFERENCE	Request for Comp Time Accrual

Date: _____

To: CAO Office

From: _____

Request that Comp Time Accrual be allowed for the following:

Employee Name: _____

Date to Work: _____

Hours to Work: _____ Comp Time (@1 ½): _____

Emergency Work For: _____

Requested By:

Approved by:

Director Signature

1st Deputy CAO Signature

CAO Policy F-3-a



St. Tammany Parish

Office of the President

P. O. Box 628

Covington, LA 70434

Phone: (985) 898-2362

Fax: (985) 898-5237

Date:	February 1, 2012
TO:	Department Heads
From:	William Oiler, CAO

CAO POLICY #	F-4
POLICY SECTION	F - Payroll
REFERENCE	Annual Leave Sick Leave

Annual Leave – In accordance with the St. Tammany Parish Personnel Rules and Procedures all permanent employees accrue Annual Leave as follows:

Less than 2 years	- 7 days per year
2-6 years	- 11 days per year
7-12 years	- 15 days per year
13-18 years	- 19 days per year
19 or more years	- 23 days per year

Use and Carry Forward of Annual Leave

1. A minimum two (2) weeks notice is required from the employee to take annual leave. In the event of an emergency the Director may grant annual leave with less notice.
2. Each employee must take a minimum of five (5) days each year or 50% of their annual leave allocation – whichever is greater - during the same year of accrual.
3. A maximum of 50% of the annual leave allocation for the year may be carried forward only when the carry forward does not result in more than 240 hours of accumulated annual leave for that employee. Any amount above the 240 hours or grandfathered hour amount will be forfeited on 12/31 of each calendar year.

CAO Policy F- 4

4. When an employee separates from service with the Parish, payment for accumulated annual leave shall not exceed 240 hours. Any amount above 240 will be forfeited.

Exception: Employees who on 1/1/12 had in excess of 240 hours shall be grandfathered in at the balance amount which was reflected in parish records on that date. Those employees shall receive payment not to exceed those amounts at the time of separation.

Any amount above the grandfather amount will be forfeited. If an employee takes any amount of leave which thereby reduces their grandfathered hour max they shall set their new grandfathered hour max at the lower amount.

5. In lieu of payout at the end of service, employees may choose to apply all or part of their accumulated leave toward their final retirement calculation as per the policies and procedures of the Parochial Retirement System.

Sick Leave – In accordance with the St. Tammany Parish Personnel Rules and Procedures all permanent employees accrue Sick Leave as follows:

All employees accrue 12 sick days per year.

Use and Carry Forward of Sick Leave

1. Sick leave is a benefit afforded to employees for use when they or an immediate family member is sick.
2. Any employee out for 3 or more days on sick leave is required to provide a doctors excuse prior to returning to work.
3. Employee on FMLA should refer to that section of the Personnel Rules and Procedures for further guidance on FMLA leave and reporting requirements.
4. No employee shall accumulate more than 240 hours of Sick Leave. Any amount above the 240 hours or grandfathered hour amount will be forfeited on 12/31 of each calendar year.

Exception: Employees who on 1/1/12 had in excess of 240 hours shall be grandfathered in at the balance amount which was reflected in parish records on that date. If an employee takes any amount of leave which thereby reduces their grandfathered hour max they shall set their new grandfathered hour max at the lower amount.

5. An employee who has 3 or more years of service shall get paid out for any unused sick leave at the rate of 1 for 3. The remaining 2/3's of sick leave is paid to the employees PEHP account if they have more than 10 years of service. (Employees with fewer than 10 years of service lose the 2/3's balance and are not compensated).
6. When an employee separates from service with the Parish, payment for accumulated sick leave shall not exceed 240 hours under policies stated in item 5. Any amount above 240 will be forfeited.
Exception: Employees who on 1/1/12 had in excess of 240 hours shall be grandfathered in at the balance amount which was reflected in parish records on that date. Those employees shall receive payment not to exceed those amounts at the time of separation based upon the 1 for 3 and 2/3's balance to PEHP policy referenced above in item 5. Any amount above the grandfather amount will be forfeited.
7. In lieu of payout at the end of service, employees may choose to apply all or part of their accumulated leave toward their final retirement calculation as per the policies and procedures of the Parochial Retirement System.

Employee Responsibility

It is the responsibility of every employee to monitor and keep up with the amount of Annual Leave and Sick Leave that they have accrued, taken and wish to carry over. On 12/31 of each calendar year any amount of Annual Leave and Sick Leave over and above that authorized above will be forfeited by the employee.

**ST. TAMMANY PARISH GOVERNMENT
LEAVE REQUEST FORM**

Employee Name: _____

Department/Section: _____

Date: _____

I would like to request ___ Annual ___ Sick ___ Comp leave as follows: _____ hrs (am – pm) ___ day(s)

Beginning on _____ to _____ returning to work on

_____.

Employee Signature

Supervisor Signature

Date received by Payroll Agent _____

Leave Balances		
Annual _____	Sick _____	Comp _____
Verified by _____	_____	
Payroll Agent	Date	

Approved _____

Denied _____

Director Signature



St. Tammany Parish

Office of the President
 P. O. Box 628
 Covington, LA 70434
 Phone: (985) 898-2362
 Fax: (985) 898-5237

Date:	January 1, 2013
TO:	Department Heads
From:	William Oiler, CAO

CAO POLICY #	F - 5
POLICY SECTION	F - Payroll
REFERENCE	Overtime

For purposes of this policy, the term overtime compensation shall include all payments made to an employee for hours worked beyond their regular time. Regular time shall be calculated to include any paid, compensatory, administrative or holiday leave granted to employees as a result of a declared emergency.

Regular Overtime

1. Overtime shall not exceed ten (10) overtime hours per month without prior approval of the CAO/1st Deputy CAO
 - a. Exception: Tammany Utilities – see below policy
2. The Employee/Director/Payroll Agent shall be responsible to monitor and keep up with all overtime. Department shall keep detailed records of why the overtime worked could not have been performed as part of the regular work day.
3. The HR Department shall maintain a log of all overtime earned and advise the Director of each department when an employee has exceeded the allowable amount. If the employee exceeds the ten (10) hour max and no prior approval has been granted, the employee time will be adjusted to stay within the maximum limits.
4. The HR Department shall forward to the CAO/1st Deputy CAO a monthly report of all overtime paid for the respective time period.
5. The CAO/1st Deputy CAO may audit any and all overtime

Emergency Overtime

Upon approval of the CAO, employees who are not normally eligible for overtime payments may receive overtime compensation, not to exceed 12 hours per day for the following:

- In the event of a declared emergency.
- When overtime is required to complete an important task in a timely manner.

CAO Policy F- 5

Tammany Utilities Policy

Tammany Utilities community water production, distribution and wastewater collection, conveyance and treatment are unlike a majority of St. Tammany Parish Government operations since the above-described utility operations function 24/7/365.

Since Tammany Utilities deals with water and sewer issues after the close of business (brown water, low water pressure, lack of water, sewer overflows, lift station malfunctions, etc.) these after-hours calls will, as of the implementation of this CAO Policy, be considered emergencies and as such the overtime and compensatory time earned during these instances will coincide with this new policy.

Tammany Utilities (TU) Emergency Overtime

1. The Employee/Utility Manager/Field Supervisor/Payroll Agent shall be responsible to monitor and track all accumulated emergency overtime. The Department shall keep detailed records as to why the overtime work could not have been performed during normal business hours.
2. The Human Resources (HR) Department shall maintain a log of all emergency overtime earned.
3. The HR Department shall forward to the CAO/1st Deputy CAO/Director of Environmental Services/TU Utility Manager a monthly report of all overtime paid for the respective time period.
4. The CAO/1st Deputy CAO may audit any and all overtime.
5. Only “on-call” personnel are eligible for overtime unless authorized by the Director of Environmental Services and as circumstances warrant.
6. The Utility Manager and Field Supervisor(s) shall develop an On-Call schedule for TU personnel at the beginning of each calendar year. Said schedule will rotate the “on-call” duties among qualified TU personnel and in accordance with the following:

<u>Crew</u>	<u>Rotation</u>	<u># of Personnel</u>
Electrical	Weekly	2
Water	Every 2 Weeks	2
Water Quality	Every 2 Weeks	1

Tammany Utilities (TU) Scheduled Overtime

In order to maintain compliance with US Environmental Protection Agency (EPA), Louisiana Department of Environmental Quality (LDEQ), and Louisiana Department of Health and Hospitals (LDHH) regulations associated with community water and wastewater operations, TU has regularly scheduled duties that require scheduled overtime on weekends. These duties include recordation of flows at select wastewater treatment facilities and testing and recording chlorine residuals (LAC 51, Part XII, Section 367) for TU owned community water and wastewater operations. These scheduled weekend duties shall not exceed 80 hours of overtime per month in aggregate.