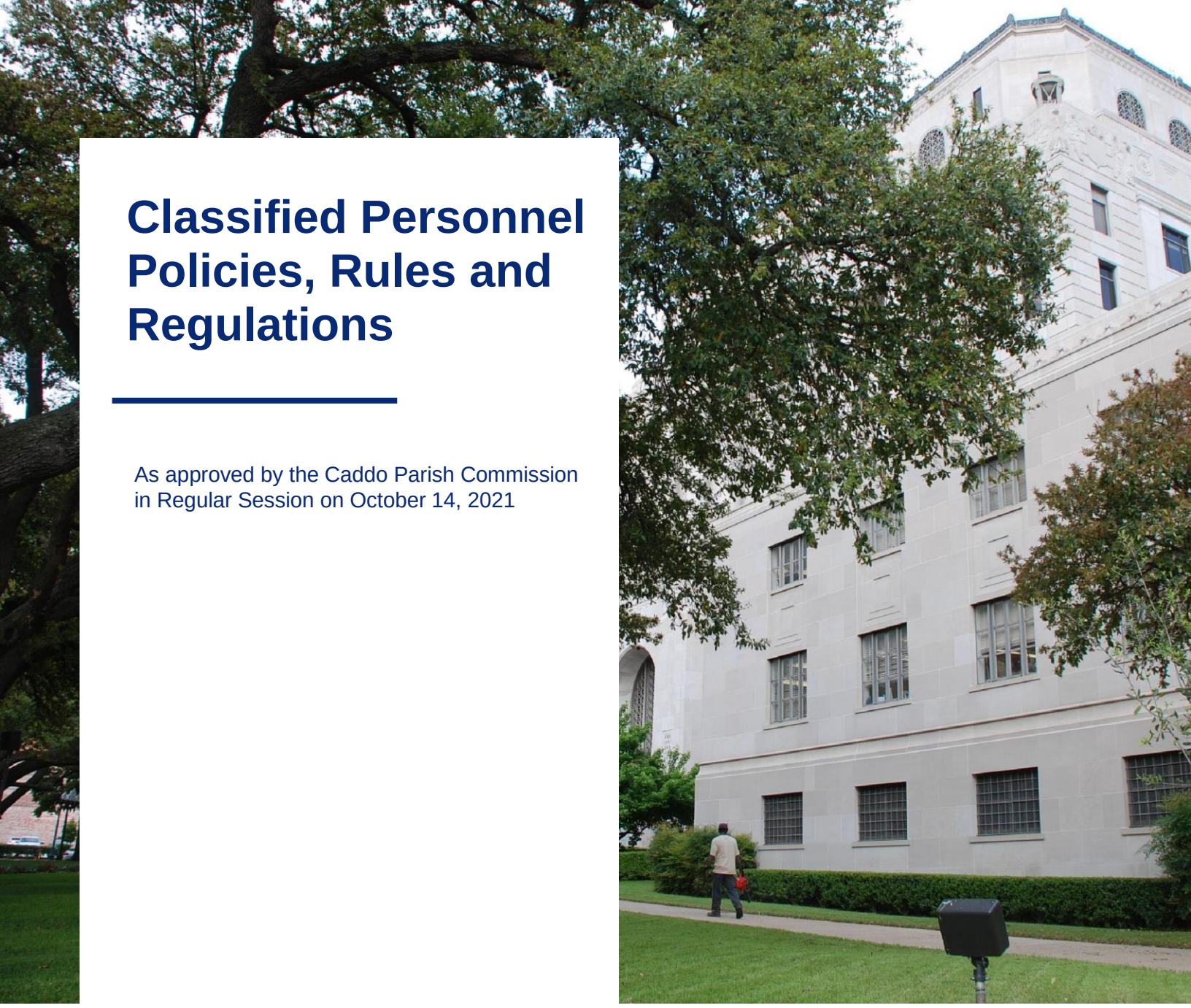

Classified Personnel Policies, Rules and Regulations

As approved by the Caddo Parish Commission in Regular Session on October 14, 2021

OCTOBER 1, 2021

PARISH OF CADDO

Department of Human Resources

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WELCOMING STATEMENT AND DISCLAIMER

As you begin your employment with the Parish of Caddo, please become familiar with the contents of this employee handbook. Contained within this handbook is helpful and valuable information about the policies, benefits, procedures, and opportunities available to guide and assist you in performing to the best of your abilities and developing and realizing your potential as one of our valued employees.

The policies and procedures outlined in this handbook are designed to serve as guidelines to keep you informed of relevant facts about your employment. They are not intended to create any kind of contractual relationship and are subject to change at the Parish of Caddo's discretion, with or without notice.

While the policies and procedures outlined in this manual should give you answers to most of the general questions you may have about your job, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information, please consult with your supervisor or the Department of Human Resources.

You will need to read this handbook carefully and retain it for future use. It will be your responsibility to familiarize yourself with its contents as soon as possible and keep it up to date should other policies and procedures be issued.

Upon termination of employment, you are to return this handbook to your supervisor.

SECTION 1 - ADMINISTRATIVE POLICIES

100 PERSONNEL ADMINISTRATION

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

Section 5-08 of the Home Rule Charter establishes a classified personnel system. All classified employees shall be subject to the conditions and provisions of these policies. The Charter directs that the administration of the classified personnel service, including the classification and pay plans of the Parish of Caddo, shall be by written rules and regulations and are to be known as the Personnel Policies.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring administrative compliance of these policies as they relate to employees under their supervision.

C. The Director of Human Resources is responsible for administering, communicating, monitoring, and ensuring proper records, maintenance, and details of the these policies. These duties include, but are not limited to the following:

1. Prepare and administer such personnel rules and regulations governing the classified service as may be necessary or desirable for carrying out the provisions of the charter.

2. Prepare, install, and maintain a uniform classification and pay plan for all positions in the classified service.

3. Consistently administer and interpret personnel policies and procedures as they apply to all departments and employees of the Parish of Caddo.

4. Maintain personnel records on all employees of the Parish of Caddo.

    a. The Department of Human Resources shall maintain official personnel files on all classified employees of the Parish of Caddo.

    b. Employees may view their personnel files in the Department of Human Resources office by making an appointment.

    c. Directors, Managers, and Supervisors may review the personnel file of any employee under their supervision.

5. Advise the Parish Administrator in all areas of personnel administration, employee management relations, training, career development and employee health, safety and morale.

6. Perform such other duties and functions as may be directed by the Parish Administrator.

D. Classified employees are responsible for compliance of these policies.

General Procedures

A. The Director of Human Resources shall prepare such policies or future revisions of such policies and recommend their adoption to the Parish Administrator.

B. Upon approval by the Parish Administrator, the personnel policies shall be presented to the Caddo Parish Commission for adoption.

C. The Caddo Parish Commission shall act within thirty (30) days upon the proposed personnel policies. Such policies shall become effective upon approval by a favorable vote of a majority vote of the entire membership of the Caddo Parish Commission.

101 DEFINITIONS

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

This policy provides the official definitions used in the Personnel Policies Handbook administered by the Parish of Caddo.

Responsibility

None

General Procedures

A. **Appointing Authority** – shall mean the Parish Administrator, the Assistant Administrator, or any Department Director that may be authorized by the Parish Administrator to make appointments.

B. **Class** – shall mean a group of positions that involve similar duties, responsibilities, and require similar qualifications, which are usually designated by a descriptive common title indicating the general nature of the work.

C. **Classified Employee** – shall mean an employee hired by the Parish of Caddo who may not be terminated, demoted, or suspended without just cause and due process unless the act is egregious enough to warrant immediate termination. Classified employees may be laid-off or transferred to a lesser position due to reductions in work force or a position being eliminated.

D. **Department Director** – shall mean the person duly appointed by the Parish Administrator to direct one of the following departments:

1. Department of Human Resources
2. Department of Finance
3. Department of Public Works
4. Department of Parks and Recreation
5. Department of Facilities and Maintenance
6. Department of Animal Services and Mosquito Control
7. Department of Fleet Services
8. Department of Juvenile Services
9. Office of Parish Attorney

E. **Exempt** – exempt employees are those employees in an executive, administrative, or professional exemption status as defined by the Fair Labor Standards Act and who are not eligible to earn overtime wages or compensatory time.

F. **Foreman** - shall mean a responsible position designated to supervise a particular unit within a department and direct the work of other employees on a daily basis to include input in the hiring process, assigning of work, conducting performance appraisals, recommending merit increases, and being involved in the disciplining of employees.

G. **Full Time Employee** – shall mean an employee hired on a full time basis that is required to work at least 28 hours per week on a routine basis. Employees who work at least 28 hours but less than 40 hours on a routine basis shall have their accrual benefits adjusted accordingly.

H. **Immediate Family** – shall mean an employee's children, the spouses of his/her children, his/her siblings and their spouses, his/her parents, his/her spouse and the spouse's parent or in other terms, the employee's:

1. Father, Stepfather, Father-in-law
2. Mother, Stepmother, Mother-in-law
3. Brother, Stepbrother, Brother-in-law
4. Sister, Stepsister, Sister-in-law
5. Spouse
6. Son, Stepson, Son-in-law
7. Daughter, Stepdaughter, Daughter-in-law

I. **Manager** – shall mean a highly responsible position designated to manage a particular unit within a department and direct the overall workflow of the unit.

J. **Nepotism** - No immediate family shall be hired to work in the same department, subject to the following exceptions:

1. If two employees marry, neither shall be required to resign or transfer unless one employee supervises the other employee either directly or indirectly.

2. No change shall be required by this section as to circumstances existing at the time of its adoption by the Caddo Parish Commission.

K. **Non-exempt** - Non-exempt employees are those employees not in an executive, administrative, or professional exemption status as defined by the Fair Labor Standards Act and who are eligible to earn overtime wages or compensatory time.

L. **Office of the Parish Attorney** – shall mean a special division as established by the charter and headed by an attorney that serves both the legislative branch of the Caddo Parish Commission and the executive branch of the Parish of Caddo.

M. **Parish Administrator** – shall mean the person appointed as the Chief Executive Officer of the Parish of Caddo by the Caddo Parish Commission.

N. **Part-time Employee** – shall mean an employee who is scheduled to work less than 28 hours per week on a routine basis.

O. **Position** – shall mean a classification of duties and responsibilities performed by one person.

P. **Probationary Period** – Newly hired employees shall be required to successfully complete a probationary period of six (6) months. A newly hired probationary employee may be terminated at any time, with the approval of the Department Director in consultation with the Director of Human Resources or designee during the probationary period when, in the judgment of the supervisor, the employee's performance does not merit continuation in the job. An employee may not apply for other job opportunities while in their probationary period unless authorized by the Parish Administrator.

Q. **Supervisor** – shall mean a fairly highly responsible position designated to supervise a particular unit within a department and direct the work of other employees on a daily basis to include input in the hiring process, assigning work, conducting performance appraisals, recommending merit increases, and the discipline of employees.

R. **Temporary/Seasonal Employee** – shall mean any person hired or appointed to a position (regardless of hours per week requirements) of a short-term duration. Examples are Seasonal Pest Control Officers, Summer Youth Program Workers, COE Students,

individuals hired through temporary agencies, and individuals hired in a temporary replacement situation.

S. **Unclassified Employee** – shall mean those persons who are specifically exempted from classified status by the Caddo Parish Home Rule Charter.

102 EQUAL OPPORTUNITY EMPLOYMENT

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

The Parish of Caddo is committed to providing an equal employment opportunity (EEO) to all persons without regard to race, color, religion, age, sex (including pregnancy, gender identity, and sexual orientation), marital or parental status, national origin, disability, genetic information, veteran status or other non-merit based factors.

This policy applies to all aspects of the employment relationship, including:

A. Initial consideration for employment;

B. Job placement and assignment of responsibilities;

C. Performance evaluation;

D. Promotion, transfer, and advancement;

E. Leaves of absence;

F. Compensation and fringe benefits;

G. Training and professional development opportunities;

H. Formulation and application of human resource policies and rules;

I. Facility and service accessibility;

J. Layoff and recall from layoff; and

K. Discipline and termination.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for:

1. Creating and maintaining a work environment free of discrimination and harassment;

2. Reporting discrimination and harassment complaints to the Director of Human Resources; and

3. Taking corrective action to prevent prohibited conduct from occurring.

C. The Director of Human Resources is responsible for overseeing compliance with this policy. Specific responsibilities include:

1. Responding promptly to and investigating employee's and applicants complaints or inquiries regarding discrimination;

2. Administering the Parish of Caddo's applicant tracking system and compiling data for required EEO reports;

3. Ensuring that the Parish of Caddo meets all EEO-related requirements under federal and state law; and

4. Communicating the EEO policy to all employees as necessary.

5. Displaying all regulatory posters in conspicuous places as required by law.

6. Ensuring that all notices, advertisements, forms, job descriptions, and other specifications relating to employment shall not indicate any preference, limitation, or discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital or parental status, national origin, age, disability, genetic information, veteran status or other non-merit based factors.

D. Employees are responsible for respecting the rights of their co-workers and avoiding discriminatory or harassing conduct.

General Procedures

A. Employees desiring to report an incident of discrimination are to do so as described in the Harassment and Discrimination Policy.

B. Employees who are unable to perform the essential functions or duties of their job due to a temporary or permanent disability are to call the Department of Human Resources to review their personal situation.

1. The Parish of Caddo shall make every effort under the Americans with Disability Act (ADA) to provide reasonable accommodations to employees with a disability so they may enjoy equal benefits and privileges of employment.

2. The Parish of Caddo shall adhere to all federal, state, and local guidelines regarding the provisions of reasonable accommodations.

C. The Parish of Caddo shall not discourage or obstruct employees from filing a complaint with the Equal Employment Opportunity Commission. No adverse actions shall be taken against employees in retaliation for filing an EEO complaint.

SECTION 2 – EMPLOYMENT POLICIES

200 JOB POSTING

EFFECTIVE: 09/12/2012
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo's Job Posting Process.

Responsibility

A. It is the responsibility of the Department Director to inform the Department of Human Resources of any opening within his respective department.

B. It is the responsibility of the Department of Human Resources to obtain approval to fill the open position and then properly advertise the open position and coordinate the process.

General Procedures

The job opening is prepared indicating the job available to include the duties, hours of work, pay level, pay range, and qualifications necessary for the position.

A. The job opening is posted for five (5) working days unless otherwise indicated by the Director of Human Resources.

B. The job opening is posted on the Parish of Caddo web site, the Parish of Caddo job line, the Department of Human Resources Job Opening Bulletin Board, and sent electronically to various other contacts as established by the Director of Human Resources.

C. Parish of Caddo employees who are interested in applying for an open position should access the job-opening link on the Parish of Caddo web site to complete an application.

D. The Director of Human Resources, or designee, and the Hiring Manager for the open

position will interview candidates and make a selection.

E. The Hiring Manager will meet with all internal candidates who were not selected for the position to inform them of the decision made.

201 COMPENSATION

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

The Parish of Caddo's compensation plan is designed to achieve the following objectives:

- Ensure fair and consistent pay practices;
- Comply with applicable federal and state laws and regulations regarding salary administration;
- Operate within the constraints of the Parish of Caddo's budgetary process and financial resource limitations;
- Allow the Parish of Caddo to offer competitive salaries relative to the necessary labor markets to attract and retain qualified employees.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the classified employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to classified employees under their supervision.

C. The Director of Human Resources is responsible for administering, communicating, monitoring, and ensuring proper records, maintenance, and details of the classification and compensation plan.

General Procedures

A. Starting Salary - New employees shall normally be compensated at the minimum step of the approved salary classification. In exceptional circumstances, the Director of Human Resources may recommend to the Parish Administrator hiring above the minimum step in the following situations:

1. When general recruiting difficulties occur and qualified applicants are not available at the entry level of the classification, the candidate may be offered at a higher step to more adequately reflect the current labor market. Incumbents in the same class performing

the same job responsibilities shall immediately receive any pay increases necessary to ensure that they are not compensated less than the new employee.

2. When an applicant is extremely qualified and would immediately benefit the Parish of Caddo and otherwise receive a higher wage in the private sector the candidate may be offered a starting salary higher than the entry step of the classification.

3. When market rates for a particular position surpasses the entry level salary of the classification, the Director of Human Resources may recommend to the Parish Administrator advertising the position at a higher step within the classification.

B. Promotions and Reclassifications:

1. An employee promoted or reclassified to a higher pay range shall receive up to a 10% increase, or an increase of at least $2.00 per hour, whichever is greater, based on the Department Director's recommendation.

   a. The increase will be calculated on the current rate of pay.

   b. If the new calculation is between steps on the new range, the employee's pay will become the higher of the two steps.

2. An employee promoted or reclassified to a grade where the entry-level salary is higher than the increase, the employee shall be placed on the beginning step of the new grade.

3. Newly promoted or reclassified employees shall be evaluated in six months and may be recommended for a merit increase.

C. Demotions - An employee demoted to a lower pay grade shall be placed on the new grade at the current step as classified in the previous level. Newly demoted employees will be evaluated in six months, but will not be eligible for a merit increase at that time.

D. Salary Adjustments within Grades - If a pay range is adjusted, employees within this pay range will remain on their current step in the new pay range.

E. Job Change - If an employee applies for or is transferred to a position that has a lower pay range, one of the following will occur with his pay:

1. If the employee's current rate of pay is within the new pay range, his rate will remain the same.

2. If the employee's current rate of pay is higher than the maximum of the pay range, the employee's pay will be reduced to the top of the new pay range scale.

F. Temporary Full-Time Status - A part-time employee may be asked to temporarily work full time hours in the event of an unusual situation within the department.

1. The Department Director and Director of Human Resources must approve any employee who is temporarily placed on a full time work status from a part-time status.
2. This change in status must be for no more than 90 days.
3. During this temporary status, the employee will be compensated according to the Parish Compensation Policy, but will not receive any additional benefits.
4. An extension must be approved by the Director of Human Resources and the Parish Administrator.

G. Merit Increases - Merit increases within a class range may be granted to employees with an average or above average performance evaluation rating as follows:

1. Probationary employees, promoted or reclassified employees, shall be evaluated at the completion of six months of service in the new position and may be granted step increases in increments equal to the pay table steps.
2. Non-Probationary employees shall be evaluated in January of each year and may be granted step increases in increments equal to the pay table steps. Employees must be employed in the position for at least one (1) full calendar year to be considered for an annual merit increase.
3. When an employee has reached the last step on the pay tables in their respective grade, that employee shall be defined as maxed out on the pay tables and shall not be eligible for any additional merit increases.

H. Out of Class Assignment - When an employee is temporarily assigned to perform additional responsibilities associated with a position of a higher classification, this assignment shall be viewed as an out of class assignment and the pay shall be temporarily adjusted accordingly to the procedures governing promotions.

1. Department Director recommending out of class assignments must obtain prior approval of the Director of Human Resources and must be within the budget constraints of the respective department.
2. The temporary assignment must be for more than one pay period in order to qualify for out of class pay.
3. The assigned employee must perform the majority of the duties of the higher classification in order to receive this compensation.

I. Overtime/Compensatory Time - The Parish of Caddo shall compensate overtime to non-exempt employees in extra cash wages or allow employees to accrue compensatory time as follows:

1. Overtime Pay - Extra cash wages shall be paid to employees who physically work in excess of 40 hours per 7-day work week at a rate of 1-1/2 times the regular rate earned by the employee. Physical hours worked shall be defined as those hours actually worked by the employee. Vacation, sick, holiday, or compensatory time are not considered time actually worked.

2. Compensatory Time – Compensatory time shall be awarded to employees in lieu of extra cash wages at a rate of 1-1/2 times the number of hours actually worked in excess of 40 hours per 7-day workweek. Compensatory time shall be at the discretion of the employer.

3. Employees may accrue up to 240 hours of compensatory time. Once the employee has reached the cap of 240 hours, all additional overtime hours shall be paid in extra cash wages.

4. When an employee works overtime, that time may either be given as compensatory time or paid in cash wages at the discretion of the employer.

5. Supervisors have the authority to adjust an employee's work schedule so it does not exceed 40 hours in any specific week.

6. Compensatory time may be taken at the request of the employee just as vacation is requested.

7. Compensatory time must be exhausted before vacation is used.

8. Upon termination of employment, employees shall be paid for any unused compensatory time.

J. On-Call Pay for Non-Exempt Employees

1. On-Call Status – When a supervisor schedules an employee for duty and the employee is directed and required to carry a beeper and restrict his/her activity to report for duty, the employee is considered to be on an on-call status.

2. Employees in an On-Call Status shall be compensated for the actual hours worked. On-Call time shall be recorded as regular hours on the timesheet.

3. Time that an On-Call Employee spends either remedying the problem over the phone and time spent gathering information on the phone is considered time worked and is paid time.

4. While in an On-Call Status, the paid time begins when the employee begins driving to the called out location and ends when the employee arrives at home after the called out work is complete.

5. For every 1 to 12 hour period that an employee is in an On-Call Status, he/she will receive pay for either a 1-hour On-Call Pay Minimum or the actual time spent working whichever is greater.

K. Callback Pay for Non-Exempt Employees

1. Callback Status – When an employee is called to perform duties outside regular work hours for specifically authorized and assigned tasks, the employee is considered in a callback status.

2. When an employee is on Callback Status the following will apply:

a. If the employee is called back to his regular place of work, the Department Director makes the decision if the driving time is paid or unpaid time.

b. If the employee is called back to a work site that is not his normal place of work, the time driving to and from this location is paid time.

c. Time that employee in a Callback Status spends either remedying the problem over the phone and time spent gathering information on the phone is considered time worked and is paid time.

d. An employee in a Callback Status will receive pay for either a 2-Hour Callback Pay minimum or the actual time spent working, whichever is greater.

e. Time spent in a Callback Status will be recorded on the timesheet as callback hours.

L. Holiday Callback Pay – Employees in a Callback Status will be compensated for the hours worked at the overtime rate when the employee is called back to work on the actual observed holiday. Time spent in a Holiday Callback Status will be recorded on the timesheet as overtime hours.

M. Inclement Weather/Disaster Pay – When employees are unable to report to work because of inclement weather, the closure of the courthouse, or other unsafe working conditions the following will apply:

1. Depending on the conditions, employees who are listed as essential to the affected site will be required to report to work and perform job duties as necessary. Essential employees are defined as those employees necessary to perform specific functions for the Parish of Caddo because of the unusual situation. It will be the Department Directors responsibility to determine essential employees.

2. Employees called back to work under these circumstances will be compensated for the hours worked at the overtime rate. This time will be recorded on the timesheet as overtime hours.

3. Non-essential employees are those employees who will not be required to report for work because of inclement weather, the closure of the courthouse, or other unsafe working conditions. It will be the Department Directors' responsibility to determine non-essential employees.

4. Non-essential employees who are not required to work will be compensated for normal working hours. This time will be recorded on the timesheet as administrative leave.

N. Pay Periods - Payroll checks for classified employees shall be based on the following:

1. Employees shall be paid by direct deposit biweekly.

2. If a payday falls on a scheduled holiday, payroll checks, if possible, shall be issued on the preceding day.

3. A payroll timesheet shall be required and shall be the basis of pay received for all classified employees.

4. The payroll timesheet shall reflect working hours, overtime hours, holiday hours, sick hours, vacation hours, leave with pay or leave without pay used by the employee during the reported pay period.

O. Telecommuting

1. Temporary telecommuting arrangements may be approved for circumstances such as temporary business closure, inclement weather, special projects, business travel or as a response to health and safety concerns.

2. Temporary telecommuting arrangements are approved by the Department Director on an as-needed basis only, focusing first on the business needs of the organization, with no expectation of ongoing continuance.

3. Telecommuting arrangements which may exceed a two-week period must be pre-approved by the Department Director, Director of Human Resources and the Assistant Parish Administrator.

4. Employees who telecommute must maintain communication with the department as required by their supervisor.

5. Employees who telecommute must record their hours worked in the timekeeping system and provide a written record of work performed to the supervisor at the end of the pay period.

6. Employees who telecommute must work their usual shift with the same scheduled hours as when in the workplace. Any deviation from the normal schedule must be preapproved by the supervisor and recorded on the timesheet.

7. While telecommuting, the employee will be compensated according to the Parish Compensation Policy.

202 ATTENDANCE

EFFECTIVE: 07/08/2004
REVISION: 10/01/2008

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to attendance, absenteeism and tardiness.

Responsibility

A. It is the responsibility of the Department Director to establish, publish and follow specific attendance guidelines within his Department.

B. It is the responsibility of the Department Managers, Supervisors, and Foremen to follow the guidelines established by the Department Director.

C. It is the responsibility of the employee to follow the guidelines set forth by their Department Director.

General Procedures

A. Attendance

1. The normal workweek of most classified employees is 40 hours, consisting of five 8-hours days, Monday through Friday. Other schedules may vary according to department needs.

2. There is no such time as volunteer time. All time an employee works is considered work time and shall be compensated accordingly.

3. If breaks are authorized, employees may take two 15-minute breaks each full eight (8) hour workday. Breaks shall be considered a privilege and not a right, and shall never interfere with the work requirements of the department.

4. Lunch breaks shall be determined by the needs of each department. Employees who are required to remain at their desk and continue to perform work related activities during lunch shall be compensated for that lunchtime.

5. Employees who are allowed to leave their work area for 30 minutes to an hour shall not be compensated for that lunchtime.

6. Employees who are called at home, work from home, called out to work, or carry a pager or cell phone are paid according to the Compensation Policy # 201.

B. Notification and Documentation of Absence

1. Employees who are absent from work for any reason shall notify their supervisor according to their department rules.

2. Failure to properly notify the appropriate supervisor of an absence may result in the denial of sick pay and/or an unexcused absence.

3. All absences shall be reported on the time and attendance sheet submitted by supervisory personnel responsible for providing payroll information.

C. Absenteeism

1. Each position in the Parish of Caddo is considered a necessary position. Therefore, good attendance is required.

2. The Parish of Caddo shall make every effort to accommodate an employee who has a continual serious health condition that may cause absenteeism problems. Policy #400 Family Medical Leave addresses these accommodations.

3. Absences by employees that follow a pattern of Mondays or Fridays or before or after holidays may be determined to be abuse of the Attendance Policy.

4. Absences that occur frequently or every time an employee has accrued sick leave may be determined to be abuse of the Attendance Policy.

5. Sick leave is not a vested benefit such as vacation leave and should not be used by employees just because this leave is accrued. (See the Sick Leave Policy #300 for additional information.)

6. Employees who have illnesses and injuries that are covered under the Family Medical Leave Policy #400 shall not be penalized under the attendance policy.

7. Excessive absences with or without a doctor’s excuse regardless of sick leave time accrued may be grounds for discipline and or termination.

D. Tardiness

1. Employees shall be considered tardy when they are not present for work at the time as designated by each respective department.

2. When at all possible, employees should notify their supervisor when they are unable to begin the start of the workday at the designated time.

3. Employees who are continually late for work may be subject to discipline and or termination as determined by the rules of the respective department.

203 PERFORMANCE EVALUATION

EFFECTIVE: 09/01//2012
REVISION: 10/01/2021

Purpose

The Parish of Caddo shall maintain a Performance Evaluation system to ensure that the classified employees:

1. Are aware of the duties that are expected of them;
2. Understand the level of performance expected of them;
3. Receive timely feedback about their performance;
4. Are rated in a fair and consistent manner.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed.

B. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

C. Supervisors are responsible for completing accurate, fair, and impartial performance evaluations on employees under their supervision.

D. The Director of Human Resources is responsible for:

1. Monitoring the Performance Evaluation system to ensure fairness to employees and consistency from one department to another.

2. Training supervisory personnel on how to conduct performance evaluations.

General Procedures

A. Annual Performance Evaluation

1. Non-probationary employees who have completed one (1) full calendar year in the position shall be evaluated in January of each year. Employees may be granted step increases in increments equal to the pay table steps. One (1) full calendar year is defined as beginning employment in the position during the first pay period of the year through December 31st.

2. The supervisor shall complete the performance evaluation and determine the warranted merit increase.

3. Supervisors will forward the performance evaluation through the chain of command for review and approval.

4. Supervisor(s) shall then meet with the employee and review the performance evaluation and obtain their signature.

5. Employees shall have the opportunity to review the evaluation and make comments in an appropriate time frame.

6. The completed performance evaluation shall then be sent through the chain of command for review.

7. The final stages of review are the Department Director, the Director of Human Resources, the Assistant Parish Administrator and the Parish Administrator.

8. No changes shall be made to the performance evaluation without the employee's knowledge and chance for review.

B. Six-Month Performance Evaluation

1. Employees in their probationary period or promoted, reclassified, or demoted employees shall be evaluated at the completion of six months of service in the new position. Employees, except for demoted employees, may be granted step increases in increments equal to the pay table steps.

2. The supervisor shall complete the performance evaluation and determine the warranted merit increase.

3. Supervisors will forward the performance evaluation through the chain of command for review and approval.

4. Supervisor(s) shall then meet with the employee and review the performance evaluation and obtain their signature.

5. Employees shall have the opportunity to review the evaluation and make comments in an appropriate time frame.

6. The completed performance evaluation shall then be sent through the chain of command for review.
7. The final stages of review are the Department Director, the Director of Human Resources, the Assistant Parish Administrator and or the Parish Administrator.

8. No changes shall be made to the performance evaluation without the employee's knowledge and chance for review.

C. Mid-year Performance Evaluation

1. Non-probationary employees shall be evaluated in July of each year for the rating period of January through June. Employees are not eligible for a step increase at this time. A mid-year review is not required for an employee who recently received a six-month performance evaluation between January and June.

2. The supervisor shall complete the performance evaluation and forward it through the chain of command for review and approval.

3. Supervisor(s) shall then meet with the employee and review the performance evaluation and obtain their signature.

4. Employees shall have the opportunity to review the evaluation and make comments in an appropriate time frame.

5. The completed performance evaluation shall then be sent through the chain of command for review.

6. The final stage of review is the Director of Human Resources.

7. No changes shall be made to the performance evaluation without the employee's knowledge and chance to review.

D. Performance Feedback – Ongoing performance feedback is supported through the use of the Performance Feedback form. The form is a tool for supervisors to use when communicating with employees when improvement is required and also to acknowledge successful performance. The completed Performance Feedback form is placed in the employee's personnel file for future reference.

E. Recordkeeping

1. The performance evaluation shall be forwarded to the Department of Human Resources after the appropriate signatures are obtained.

2. The performance evaluation shall be kept in the employee's personnel file.

204 RESIGNATION AND TERMINATION

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to resignations and terminations.

Responsibility

A. It is the responsibility of the Department Director or designee to inform the Department of Human Resources of a resignation or termination within their respective department.

B. It is the responsibility of the Department of Human Resources to process the paperwork to notify the resigned or terminated employee of information regarding their benefits and options.

General Procedures

A. Employees who resign from employment should make every effort to submit a two-week notice to their immediate supervisor of their intent to separate from employment.

B. Employees who leave employment shall be paid for all compensatory time they have accrued and unused vacation according to the Vacation Policy #302. Any unused sick time will not be paid out.

C. Employees who resign in good standing may be considered for re-employment at any time in the future as described in this policy.

1. Employees who are re-hired shall begin all benefits and accruals as a new employee.

2. Previous service time shall not count towards benefits, accruals, or length of service.

3. Each re-hired employee's benefits with the Parish Retirement System will be discussed on an individual basis with the employee.

D. Former employees who had a less-than-satisfactory work record will not be considered for rehire or allowed to volunteer without approval of the Parish Administrator. This includes employees with a less-than-satisfactory rating on their most recent performance evaluation and/or employees who voluntarily terminated employment with an unresolved performance improvement plan or involuntarily terminated employment as a disciplinary action.

205 LAYOFF

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

This policy shall set forth the process for layoff/reductions in force. The purpose of this policy is to ensure consistent guidelines are followed throughout the organization in the event of a layoff/reduction in force.

Responsibility

A. The determination for the need to implement a layoff or reduction in force will be made by the Parish Administrator after notification to the Caddo Parish Commission.

B. The Administrator will determine the job classifications in which layoffs will occur, and the number of employees in each of those classifications that will be laid off, with review by the Director of Human Resources and the Parish Attorney.

C. The Assistant Parish Administrator and the Department Director are responsible for notifying affected employees.

D. The Director of Human Resources is responsible for the coordination of benefits with affected employees and assistance in job outplacement programs.

General Procedures

A. Layoffs may occur because of department restructure, reduction in workloads, or budget constraints.

B. The Layoff/Reduction in Force process will include all employees within the affected job classification, not just the employees within the affected department.

C. Employees within the classification where layoffs/reductions will occur will be evaluated in terms of performance evaluations and length of continuous Parish employment.

1. Employees with below acceptable performance will be laid off/reduced first.

2. If Performance Evaluations show that all employees in the affected classification have acceptable performance, then those employees in the classification with the least amount of continuous Parish employment will be laid off/reduced.

3. The remaining employees within the job classification may be moved by the Administrator to fill positions within the classification vacated by those laid off/reduced.

4. In order to limit the disruption of Parish Operations, the remaining employees will not be allowed to “bump” others within the classification.

D. At least two weeks notice shall be given to an employee prior to a layoff.

E. Employees who are laid off with acceptable work performance shall be given first consideration for re-hire if the position becomes available within one year. In this situation, the position need not be advertised.

SECTION 3 – BENEFITS

300 MEDICAL BENEFITS AND GROUP LIFE INSURANCE

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

To provide a benefit plan to the employees of the Parish of Caddo.

Responsibility

A. The Director of Human Resources shall be responsible for reviewing requests for proposals and recommending to the Parish Administrator the most cost effective and efficient plan.

B. The Director of Human Resources is responsible for monitoring, administering, and communicating the group medical benefits and life insurance plan.

C. The Group Leader as designated by the Director of Human Resources is responsible for carrying out the daily activities associated with the plan as well as resolving any problems encountered by employees covered under these plans.

General Procedures

A. Eligibility

1. Classified employees who work a minimum of twenty (28) hours per week shall be eligible for participation in the medical benefits and life insurance plan.

2. Employees shall be eligible to participate in the medical plan and life insurance plan on the first day of the month following the employee’s hire date.

3. Coverage ceases on the last day of the month in which employment is terminated.

4. Employees who elect to participate in the plan shall also be eligible to cover their qualified dependents.

5. Employees who did not elect to participate in the plan upon initial employment may join the plan during open enrollment periods or if a qualifying event occurs.

    a. A qualifying event is defined as the termination of employment, reduction in work hours, death of an employee, divorce or legal separation of an employee, birth or adoption of a child, marriage, and loss of dependent status.

    b. The employee must notify the Human Resources Department within 15 days of a qualifying event.

7. Employees shall be eligible to withdraw from the plan during open enrollment or if a qualifying event occurs.

8. Retirees who were covered under the plan for at least two years prior to their date of retirement shall be eligible to continue their coverage in this plan. Qualified dependents that were also covered for at least two years shall be eligible for continued coverage.

9. Life insurance coverage for retirees shall become the covered amount for retirees on the first day of the month following their retirement date.

10. Employees who elect coverage in the plan shall be provided a booklet covering all of the specific information concerning the plan.

11. Employees with a qualifying event will be offered COBRA, which enables the employee, and/or covered dependents, to purchase medical insurance at the full cost of the insurance.

12. Employees who leave employment with the Parish may apply directly with the Life Insurance Provider to continue their Life Insurance Policy.

B. Changes in the Group Medical Benefits and Life Insurance Plans

1. The Parish of Caddo may change carriers, coverage terms, and premiums at any time as necessary to ensure cost efficiency and effectiveness of the plan.

2. Any changes as described above shall become a qualifying event therefore allowing employees the opportunity to enroll or withdraw from their coverage within 30 days of implementation of new changes.

C. Questions about your insurance should be directed to your insurance provider. In the event you are not able to fully understand the insurance question at hand, you may contact the Department of Human Resources.

301 SICK LEAVE

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to the implementation, administration, and utilization of sick leave as applied to illnesses, accidents, on the job injuries, bereavement, and family medical leave.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

C. The Director of Human Resources is responsible for communicating, monitoring, and ensuring proper records maintenance and details of the sick leave policy.

General Procedures

A. Sick Leave Benefits Earned

1. This policy applies to all classified, fulltime employees.

2. This policy does not apply to temporary, part-time, seasonal or employees temporarily filling in for fulltime work.

3. Sick Leave Benefits – Employees shall accrue sick leave based on a 40 hour work week as follows:

0 – 2 years of service	3.69 hours per pay period Or 96 hours, 12 days per year
3 – 4 years of service	4.62 hours per pay period Or 120 hours, 15 days per year
5 – 9 years of service	5.54 hours per pay period Or 144 hours, 18 days per year
10 – 14 years of service	6.46 hours per pay period Or 168 hours, 21 days per year
15 and over years of service	7.38 hours per pay period Or 192 hours, 24 days per year

4. An employee must work or be on some form of paid leave the full pay period to accrue sick leave at the end of the pay period. Leave accrual amounts are not prorated for a partial pay period of work.

B. Condition of Payment – Sick leave shall be paid to employees for a bona fide illness or accident subject to the following conditions:

1. Employees shall notify their immediate supervisor when unable to report for work as directed by this Personnel Policy Manual and the department guidelines established by the Department Director.

2. An employee missing three or more consecutive workdays because of illness or injury may be required to furnish a doctor's excuse upon the third day in order to be paid for the first two days of absence.

3. An employee must request time off by submitting a time off request electronically in the timekeeping system.

   a. If an employee is unable to submit a time off request electronically, because the employee cannot access the timekeeping system, then the employee must notify the timekeeper in writing of the time off request.

   b. Paper time off requests will be accepted with proper documentation that an electronic time off request could not be made.

   c. If the employee fails to submit the time off request, then the employee may fail to be compensated for the missing time.

   d. Only enough leave hours to achieve a 40-hour week should be added to the time sheet. Timekeepers may adjust the hours an employee has requested in order to equal a 40-hour week dependent upon the availability of accrued time.

C. The Department Director must retain written time off requests, doctor's excuses, and other related time and attendance documentation for a period of three years and then destroy.

D. Donation of Sick Leave

1. Sick leave pool benefits are made available through voluntary donations of sick leave hours from current and retiring employees.

2. Employees may donate a portion of their accumulated sick leave to the sick leave pool for employees who qualify for continuous Family and Medical Leave or who have received an extension of their medical leave as approved by the Department Director, Parish

Attorney, and Director of Human Resources (or their designees). Employees approved for intermittent Family and Medical Leave are not eligible to receive donated sick leave.

3. The employee receiving the donated sick leave must adhere to the following:

   a. The employee must request to receive donated sick leave by contacting their supervisor or the Department of Human Resources and completing a Request for Donated Leave form.

   b. Employees may request donated sick leave for instances that require absence from work of at least five continuous days per illness or episode.

   c. Withdrawals from the sick leave pool may only be taken in full-day increments not to exceed the actual amount required.

   d. Employees may only request donated sick leave twice during a calendar year.

   e. If this is the employee's second occurrence of requesting donated sick leave within a calendar year, the request must be reviewed for approval by the Sick Leave Pool Committee consisting of the Director of Human Resources, the Parish Attorney, and the Department Director (or their designees).

   f. The employee must have exhausted all forms of accrued leave before donated time can be received.

   g. In order to receive donated sick leave, an employee must have donated a minimum of 8 hours to the sick leave pool within the previous calendar year. Employees must have 8 hours available at the time of donation, otherwise he or she cannot donate and will not be able to participate in the sick leave pool. Employees must donate 8 hours by December 31 of each calendar year in order to be eligible for donation during the following calendar year. Employees' donation forms must be received in the Human Resources Department no later than December 31. Donation forms received after December 31 will not be processed.

   h. New employees shall have 90 days from the date of hire to donate the minimum 8 hours in order to be eligible to receive donations during the current year. A new employee must donate an additional 8 hours by December 31 in order to be eligible to receive donation during the following calendar year. Donation forms received in the Human Resources Department after the 90th day of employment will not be processed.

   i. An employee may receive donated sick leave time up to 480 hours during any 12-month period, not to exceed 960 hours during a five-year period, and not to exceed 1,800 hours during his or her employment. Only those hours actually needed may be received and used hour for hour. Employees should understand that fulfillment of their

donated sick leave request is dependent upon availability of leave in the sick leave pool.

j. Employees who are receiving benefits from a short term or long term disability plan cannot receive donations from the pool.

k. Employees who receive donated sick leave during a pay period may not accrue sick or vacation leave during that pay period.

l. Employees who have been counseled for abuse of the sick leave policy during the previous 12 months shall not be eligible to participate in the donated sick leave program.

4. The employee donating sick leave to the sick leave pool must meet the following criteria:

   a. Employees donating sick leave must maintain a base of 120 hours of sick leave except when donating the 8 hours to the sick leave pool as stated in paragraph 1f.

   b. Retiring employees may designate any number of unused sick leave hours for donation to the pool.

   c. Remaining sick leave balances left by employees who resign, retire, or terminate will be deposited into the Sick Leave Pool.

5. Employees who are eligible for sick leave, who would otherwise qualify for FMLA, but do not because of length of service, may receive up to 200 hours of donated sick leave subject to the approval of the Parish Administrator upon the recommendation of the Department Director and the Director of Human Resources.

E. Other Sick Leave Details

1. An employee's sick leave pay shall be computed based upon the employee's hourly rate of pay and regularly scheduled hours up to forty hours per week.

2. With the approval of the appropriate Department Director, sick leave may be used for emergencies that occur within their family.

3. Sick leave will continue to accrue at an employee's normal rate per pay period as long as the employee is absent on some form of paid leave other than donated sick leave.

4. Once an employee exhausts all forms of paid leave time additional sick leave no longer accrues.

5. Probationary employees may begin to use sick leave for a bona fide illness or injury as the leave accrues.

6. Once an employee's current accumulated sick leave is exhausted, accrued/unused comp time may be substituted followed by accrued/unused vacation with the approval from the Department Director.

7. Sick leave may be used for funeral leave with the approval of the Department Director.

8. Employees who are sick and off from work shall use their accumulated sick leave first before using any other accumulated leave.

9. Sick Leave Conversion – Employees hired before January 1, 2007 may convert their accrued sick leave to years of service credit with the Parochial Employees' Retirement System after reaching retirement eligibility. Employees hired on or after January 1, 2007 are not eligible to convert sick leave to service credit.

10. Termination of Employment – Employees who voluntarily or involuntarily terminate will forfeit their unused sick leave balance.

302 VACATION LEAVE

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to the implementation, administration, and utilization of vacation leave.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

C. The Director of Human Resources is responsible for communicating, monitoring, and ensuring proper records maintenance and details of vacation leave.

General Procedures

A. Vacation Benefits Earned

1. This policy applies to all classified, fulltime employees.

2. This policy does not apply to temporary, part-time, seasonal or employees temporarily filling in for fulltime work.

3. Employees eligible for vacation leave under this policy shall accrue vacation benefits in accordance with the following schedule:

0 < 1 year of service	2.7692 hours per pay period Or 72 hours, 9 days per year
1 - 4 years of service	3.6923 hours per pay period Or 96 hours, 12 days per year
5 - 9 years of service	5.0769 hours per pay period Or 132 hours, 16-1/2 days per year
10 - 14 years of service	5.5385 hours per pay period Or 144 hours, 18 days per year
Over 15 years of service	6.4615 hours per pay period Or 168 hours, 21 days per year

4. An employee must work or be on some form of paid leave the full pay period to accrue vacation leave at the end of the pay period. Leave accrual amounts are not prorated for a partial pay period of work.

B. Procedures for Requesting Vacation Leave:

1. Department Directors will determine the amount of advance notice required to approve vacation time.
2. Supervisors may approve vacation leave requests as necessary to comply with manpower needs.
3. Approved vacation leave requests, if required by the Director, are to be maintained by the Department Director for three years and then destroyed.
4. Supervisors unable to approve leave requests due to manpower needs shall make every effort to work with the employee in scheduling vacation leave at another time.
5. It is the employee's responsibility to ensure their leave requests have been properly approved before the first date the leave is to begin.

C. Other Vacation Leave Details

1. Employees who are eligible for and have accrued the right to take vacation time with pay will be compensated for all unused vacation leave upon separation of employment from the Parish of Caddo.

2. New employees shall accrue vacation leave but will not be eligible for or accrue the right to take vacation time with pay until after the completion of the six (6) month probationary period.

3. Vacation leave may be used in accordance with the Family Medical Leave Act after sick leave and compensatory time has been exhausted.

4. Vacation leave may not be used as a substitution for disciplinary suspension.

5. Vacation accrual shall occur as long as the employee is receiving their regular wages or on some form of paid leave. Employees on unpaid leave shall not accrue vacation leave.

6. Vacation leave used within a 40-hour pay period does not count as actual time worked and will not be computed in calculating overtime.

7. An employee's vacation leave pay shall be computed based upon the employee's hourly rate of pay and regularly scheduled hours up to forty hours per week. Only enough leave hours to achieve a 40-hour week should be added to the time sheet. Timekeepers may adjust the hours an employee has requested in order to equal a 40-hour week dependent upon the availability of accrued time.

8. Advanced vacation pay shall not be allowed.

9. An employee must request time off by submitting a time off request electronically in the timekeeping system.

    a. If an employee is unable to submit a time off request electronically, because the employee cannot access the timekeeping system, then the employee must notify the timekeeper in writing of the time off request.

    b. Paper time off requests will not be accepted, unless there is proper documentation that an electronic time off request could not be made.

    c. If the employee fails to submit the time off request, then the employee may fail to be compensated for the missing time.

    d. The Department Director must retain written time off requests and other related time and attendance documentation for a period of three years and then destroyed.

10. Current balances of vacation leave shall be shown on the paycheck stub.

11. Vacation Leave Conversion - Employees hired before January 1, 2007 may convert their accrued vacation leave to years of service credit with the Parochial Employees'

Retirement System after reaching retirement eligibility. Employees hired on or after January 1, 2007 are not eligible to convert vacation leave to service credit.

12. Vacation Leave Pay Out - Accrued vacation shall be paid out to terminating employees as follows:

    a. Employees hired on or after January 1, 2007 will receive pay out of accrued vacation hours not to exceed 520 hours.

    b. Employees hired before January 1, 2007 will receive pay out of all accrued vacation hours.

303 HOLIDAY POLICY

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to the implementation, administration, and utilization of holidays and holiday pay.

Responsibility

It is the responsibility of the Department Director to ensure that these policies are consistently enforced.

General Procedures

A. Holidays

1. The following holidays shall be observed by classified employees:
   a. New Year's Day – January 1st
   b. Third Monday in January – Martin Luther King, Jr. Day
   c. Third Monday in February – Presidents' Day
   d. Friday before Easter – Good Friday
   e. Last Monday in May – Memorial Day
   f. Friday before the 3rd Saturday in June - Juneteenth Day
   g. July 4 – Independence Day
   h. First Monday in September – Labor Day
   i. Federal Election Day
   j. November 11th - Veterans Day
   k. Fourth Thursday in November – Thanksgiving Day
   l. Friday after Thanksgiving – Day after Thanksgiving
   m. December 25th – Christmas Day
   n. Other official State of Louisiana holidays except Mardi Gras

2. If an authorized holiday falls on Saturday, the holiday shall be observed on the preceding Friday. If an authorized holiday falls on a Sunday, the holiday shall be observed on the following Monday.

3. Upon recommendation of the Administrator, the Caddo Parish Commission may proclaim additional holidays by resolution. Additional holidays granted by resolution shall be granted for that year only unless otherwise specified as permanent.

B. Holiday Pay

1. An employee must be employed with the Parish of Caddo for at least 2 weeks before qualifying for Holiday pay.

2. If a holiday falls on an employee's normal day off the employee shall either receive 8 hours of pay or receive 8 hours of compensatory time.

3. If an employee is required to work on a holiday, the employee shall be paid for the hours worked plus 8 hours or receive 8 hours of compensatory time.

4. Employees in a callback status will be compensated for the hours worked at the overtime rate of 1-1/2 hours in any combination of overtime pay or compensatory time in accordance with the provisions in the Compensation Policy #201. Time spent in a Holiday Callback Status will be recorded on the timesheet as overtime hours.

5. Employees who work other than the usual 8-hour shift, 5-day a week schedule shall receive holiday pay to total a 40-hour week.

    a. For example, an employee who works 10 hours a day for 4 days shall be paid for 10 hours of holiday pay for the holiday that occurs.

    b. Employees shall not be required to use their vacation or compensatory time to make up the difference.

6. Temporary part-time, temporary full-time, student workers, or seasonal employees do not receive holiday pay.

7. Permanent part-time employees shall receive holiday pay according to the number of hours they are regularly scheduled to work.

8. Employees must work their scheduled shifts the day before and the day after a holiday in order to be paid for the holiday. Exceptions must be approved by the Department Director and documented for the affected employee's personnel file.

9. Employees who are off on a holiday for any other reason such as vacation or sick leave shall have the time counted as holiday time. Employees on leave without pay shall not be awarded holiday pay.

304 TUITION ASSISTANCE PROGRAM

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

To establish a tuition assistance program to help reimburse the costs of tuition and books for fulltime employees attaining college degrees in areas that will build additional skills and knowledge on current job assignments or enhance upward mobility within the Parish of Caddo workforce.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring administrative compliance of this directive and for approving tuition reimbursement for employees in their respective departments.

C. The Director of Human Resources is responsible for:

1. Administering, communicating, monitoring, and ensuring proper records maintenance, and details of this policy.
2. Ensuring that the degree approved is job related.
3. Processing reimbursement expenses to the employee.
4. Ensuring that the funds for this policy are in the budget.

D. Employees shall be responsible for completing an Enrollment Form prior to the budget adoption each year for approval of tuition assistance.

General Procedures

A. Definitions:

1. Approved Institutions – Institutions of higher learning accredited by an educational association with standards comparable to the Southern Association of Colleges and Schools or the Accrediting Commission International.

2. Eligible Employee – Full-time classified employees who have successfully completed the required six (6) month probationary period.

3. Degree Programs – Academic programs that offer an associate, bachelors, or master's degree.

4. Degree Curricula - An outline of all necessary coursework provided by the college for the specific degree being obtained by the employee.

5. Ineligible Courses – Courses taken on an audit basis, remedial courses, and courses not specifically listed in the degree curricula.

6. Job Related – Degreed programs that are considered job related to an employee's current job assignment or programs that may enhance an employee's upward mobility within the Parish of Caddo workforce.

B. Enrollment:

1. Employees initially applying for tuition assistance shall complete an Enrollment Form obtained from the Department of Human Resources.

2. Employees should submit their enrollment form to their Department Director by August 31st prior to the year tuition assistance is needed. Only one enrollment form is required for the entire degree program.

3. Department Directors will forward the approved enrollment form to the Director of Human Resources and Parish Administrator for final approval.

4. Department Directors may deny or adjust the reimbursable amounts of requests for tuition reimbursement based on the following:

   a. Lack of funding in the department's budget for tuition reimbursement.

   b. Employee's current level of education, which satisfies current job requirements.

5. If a Department Director does not approve the employee's request for tuition assistance, the employee may appeal the decision to the Parish Administrator in writing within 10 workings days of the denial. The Parish Administrator shall, if at all possible, render a final decision within ten (10) working days of receipt of the request of appeal.

C. Reimbursement:

1. For reimbursement of tuition, employees are to complete the tuition assistance reimbursement form at the end of each semester/quarter, attach a copy of the invoice and grades, and submit the paperwork to the Department of Human Resources.

2. Tuition reimbursement shall be based on the tuition costs for the highest Louisiana public college within 75 miles of the Shreveport/Bossier area for both undergraduate and graduate level courses, not to exceed the annual amount limited by IRS code.

3. In order for an employee to receive tuition reimbursement, a grade of C or better in an undergraduate course, or a grade of C or better or the required graduate course grade must be attained.

4. Book reimbursement shall be at 60% of required books for each course, provided the grade attained is a C or better.

5. Other fees required by the college shall be reimbursable.

6. Employees shall be required to work a minimum number of years or reimburse the Parish of Caddo for tuition received as follows:

    a. Employees who earn a Bachelor or Master degree through the tuition assistance program shall be required to work at least four (4) years after completion of the degree or reimburse the Parish of Caddo 100% of all tuition received should they voluntarily or involuntarily terminate employment.
    b. Employees who earn an Associate's degree through the tuition assistance program shall be required to work at least two (2) years after completion of the degree or reimburse the Parish of Caddo 100% of all tuition received should they voluntarily or involuntarily terminate employment.

    c. Employees who received tuition assistance, but have not completed a degree, shall be required to reimburse the Parish of Caddo 100% of all tuition received during their employment should they voluntarily or involuntarily terminate employment.

D. Employees shall attend classes at times other than regular assigned working hours.

E. In addition, employees currently enrolled in a course and voluntarily or involuntarily terminate employment shall not receive tuition reimbursement when the course is completed.

F. Employees receiving reimbursement from any other source shall not receive tuition reimbursement from the Parish of Caddo until such time as all other available benefits are exhausted. Only the remaining tuition balance shall be subject to the provisions of this policy.

G. Employees who have taken out U.S. Government-backed student loans to pay for tuition and books will not be issued a check in their name for payment of the loan. The Department of Human Resources will issue the check for payment of the loan directly to the loan company.

305 EMPLOYEE ASSISTANCE PROGRAM (EAP)

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

To provide a confidential setting where employees and their dependents can receive counseling and referral services for personal situations which may include marital counseling, drug and

alcohol counseling, and financial counseling.

Responsibility
The Director of Human Resources is responsible for administering, coordinating, and communicating all aspects of the EAP program.

General Procedures
A. Employees and their dependents each may receive free counseling sessions with a designated EAP provider per calendar year as allowed by the contractual agreement with the provider.

B. If the EAP provider recommends additional counseling or treatment elsewhere, the employee shall be responsible for paying the cost of the additional expense.

C. The EAP provider shall maintain all records concerning an employee's participation.

1. Supervisors may refer an employee to the EAP as part of a corrective action plan to improve the employee's job performance.

    a. The Department of Human Resources will coordinate the contact between the employee and the EAP when the employee is referred by his supervisor.

    b. The Supervisor will be informed, by the Department of Human Resources, of the employee's attendance at scheduled appointments and when the scheduled appointments end.

2. Employees may contact the EAP providers directly to schedule an appointment. Notices of providers are given to each employee when he/she receives his Personnel Policy Manual and are posted at each Department location.

3. All information relating to an employee's EAP participation is strictly confidential unless the employee gives their written consent to share this information with the Department of Human Resources.

4. Participation in the EAP shall not jeopardize an employee's current job or hinder future career opportunities.

306 CAFETERIA PLAN

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

A Cafeteria Plan is a benefit program under which each employee has the opportunity to choose the particular eligible benefits they would like to pay for on a pre-tax basis.

Responsibility

A. The Benefits Board shall be responsible for reviewing requests for proposals and recommending to the Parish Administrator the most cost effective and efficient plan.

B. The Director of Human Resources is responsible for monitoring, administering, and communicating the Cafeteria Plan.

C. The Group Leader as designated by the Director of Human Resources is responsible for carrying out the daily activities associated with the plan as well as resolving any problems encountered by the employees covered under this plan.

General Procedures

A. The Cafeteria Plan shall be offered to all new employees within 30 days of employment and offered to existing employees each year during open enrollment for group benefits.

B. Other enrollment times shall be when a qualifying event occurs.

C. Benefits elected under the Cafeteria Plan remain in effect for the entire plan year and can only be changed if there is a change in family status, a qualifying event occurs, or a premium increase is implemented in one of the benefits elected for pre-tax coverage, or change in IRS code affecting cafeteria plans.

D. Specific information pertaining to the Cafeteria Plan can be obtained through the Department of Human Resources.

E. Types of Benefits - The Parish of Caddo offers three main categories of benefits in the Cafeteria Plan.

1. Premium Expense Account - The Premium Expense Account enables employees to use tax free dollars to pay for certain premium expenses under various group-sponsored insurance programs that are offered by the Parish of Caddo. These premium expenses include:

    a. Group Medical insurance premiums.

    b. Group Life insurance premiums.

    c. Group Voluntary Supplemental insurance premiums.

2. Health Care Reimbursement Account

    a. The Health Care Reimbursement account enables employees to pay for expenses that are not covered by the health and dental plan through pre-tax dollars. The account enables employees to be reimbursed for out of pocket medical, dental, prescription medication, and vision expenses as described by the Cafeteria Plan.

b. Employees can contribute up to a specific amount each plan year as determined by the IRS code.

c. Reimbursements are made to the employee upon the receipt of itemized bills.

d. Reimbursements are paid at least once a month.

e. Employees have up to 90 days after the end of the plan year to request reimbursement for qualified expenses incurred during the plan year. Funds up to $500.00 will roll over to the next plan year. Funds in excess of $500.00 left after 90 days of the end of the plan year are forfeited.

3. Dependent Care Account

a. The Dependent Care Account enables employees to pay for out of pocket, work-related dependent day-care costs with pre-tax dollars.

b. An eligible dependent is any member of the employee's household for whom an expense can be claimed on their Federal Income Tax.

c. IRS determines the amount of reimbursement expenses that can be paid during the plan year.

307 PAROCHIAL EMPLOYEES RETIREMENT SYSTEM

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

To explain the Parochial Employees' Retirement System (PERS) that provides a retirement system and a disability policy for fulltime employees.

Responsibility

A. The Director of Human Resources is responsible for administering and communicating the PERS plan within the guidelines set forth by the State of Louisiana.

B. The Group Leader as designated by the Director of Human Resources is responsible for carrying out the daily activities associated with PERS.

General Procedures

A. Classified employees of the Parish of Caddo are required to become members of the Parochial Employees' Retirement System (PERS).

B. New employees age 55 and older who have 40 quarters or more of Social Security participation have an option of joining the PERS or contributing into Social Security.

C. Both the employee and the Parish of Caddo shall contribute into the PERS plan according to the state law funding requirements.

D. Employees shall receive a PERS Handbook upon their employment with Caddo Parish and will receive updates from the Retirement Board.

E. Questions about this retirement program may be directed to the Department of Human Resources.

308 DEFERRED COMPENSATION PLAN

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

The Parish of Caddo provides a Deferred Compensation Plan (457 plan) for eligible employees to set aside a portion of their income before state and federal income taxes are assessed as an additional means of attaining a supplemental retirement.

Responsibility

A. The Director of Human Resources is responsible for administering and communicating the Deferred Compensation Plan within IRS guidelines.

B. The Group Leader as designated by the Director of Human Resources is responsible for carrying out the daily activities associated with the Deferred Compensation Plan.

General Procedures

A. An employee may deposit as little as $20 per month into the 457 plan or the yearly maximum amount as allowed by the IRS.

B. Employees investing in the 457 plan shall direct their own investment option as offered through one or more of the Model Portfolios.

C. Employees may transfer investments from one fund to another within the Model Portfolio as often as they desire.

D. Employees may receive their investments through one of three ways:

1. Terminating employment (early withdrawal penalty may be applied).

2. Retirement at age 59 ½ or older.

3. Hardship withdrawal as approved by the investment institution.

E. Salary contributions are completely voluntary. Employees may stop, reduce, or increase current deductions at any time. For employees who stop their contributions, their investments continue to accumulate earnings as dictated by their investment portfolio.

F. Employees who elect to participate in a 457 plan shall designate a beneficiary. In the case of death of the employee, the full value of the 457 account shall be payable to the beneficiary selected.

G. For more detailed information, employees should contact the Department of Human Resources or the deferred compensation representative.

SECTION 4 – TYPES OF OTHER LEAVE

400 FAMILY AND MEDICAL LEAVE (FMLA)

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to Family Medical Leave as governed by the Family and Medical Leave Act.

Responsibility

A. The Director of Human Resources is responsible for administering and communicating Family and Medical Leave within FMLA guidelines.

B. The Group Leader as designated by the Director of Human Resources is responsible for carrying out the daily activities associated with FMLA.

General Procedures

A. Eligibility

1. Employees who have been employed for at least one (1) year and for at least 1,250 hours during the preceding 12-month period are eligible for family medical leave.

2. Employees shall be granted up to twelve (12) weeks of family medical leave if the leave is approved as Family Medical Leave.

3. Employees, who are eligible for family medical leave, shall use all of his or her accrued sick leave first, then compensatory leave, then vacation leave. Once all leave is exhausted the remainder of the leave period shall consist of unpaid leave.

4. Family medical leave shall be granted on a 12-month rolling calendar basis.

5. Time off work for Family Medical Leave may be granted in continuous weeks or in intermittent time periods as to not exceed the allotted 12 weeks within the previous 12 month time period.

B. Reasons for Leave

1. Up to 12 weeks for the birth of the employee's child and in order to care for the child or the placement of a child with the employee for adoption or foster care.

   (a) The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement of the child.

2. Up to 12 weeks to care for a spouse, child, or parent who has a serious health condition;

3. Up to 12 weeks for a serious health condition that renders the employee incapable of performing the functions of his or her job;

4. Up to 12 weeks to handle qualifying exigencies (military service member);

5. Up to 26 weeks to care for a family member who is a covered service member.

C. Notice of Leave

1. Employees needing to take family medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin to the Department of Human Resources through the third-party administrator.

2. If leave is to begin within thirty (30) days, an employee must give notice as soon as the necessity for the leave arises through their chain of command and to the Department of Human Resources through the third-party administrator.

3. Employees who are absent from work for more than three days due to an illness, injury, or on the job injury may be placed on family and medical leave through the Department of Human Resources.

4. Employees must comply with their department's call-in procedures unless unusual circumstances prevent the employee from doing so (in which case the employee must provide notice as soon as he or she can practicably do so). If the employee fails to provide

timely notice, he or she may have the FMLA leave request delayed or denied and may be subject to disciplinary action.

D. Application for Leave

1. Generally, an Application for Leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from Human Resources to our third-party vendor for FMLA administration, FMLAMatters. Leave requests can be made by calling 866-784-9266. Eligibility determination will be made, and documentation mailed to your home within five days.

2. For leaves planned in advance, a 30-day notice is expected. For leaves in an emergency, verbal notice should be given as soon as practicable by you or a representative if you are unable (within two business days when possible).

3. Medical information will be requested to determine protections under FMLA, and information regarding such will be present in your eligibility letter. Medical information is due no sooner than 15 days from the date of the request; please contact FMLAMatters if unable to return this form prior to the due date provided.

4. Within two business days of the absence, the employee must provide a verbal or written notice of a potential FMLA qualified absence. Please contact your manager/supervisor and Human Resources to report that you may have experienced an FMLA qualified event. Failure to provide adequate notice may result in a delay or denial of the leave. To ensure protected status, employee must notify manager/supervisor and Human Resources of absence that may be covered by FMLA.

5. You must provide sufficient information regarding the reason for an absence for the Company to know that protection may exist under this policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc. If you are under an approved FMLA leave you should be referencing this by name when calling in to ensure protection.

E. Medical Certification of Leave

1. An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent, must be accompanied by a "Medical Certification Statement" completed by the applicable health care provider.

2. The certification must state the date on which the health condition commenced, the probably duration of the condition, and the appropriate medical facts regarding the condition.

3. If an employee is needed to care for a spouse, child, or parent, the certification must so state along with an estimate of the amount of time the employee will be needed.

F. Benefits Coverage During Leave

1. During the period of family medical leave, the employee shall be retained on the health plan under the same conditions that applied before the leave began.

2. Employees who are on some form of paid leave shall continue to have their health and life insurance premiums deducted as usual. Employees who are on unpaid leave may either make direct payments of their premiums during their leave or may reimburse payments upon returning to work.

3. Employees who fail to return to work after the expiration of the leave shall be required to reimburse the Parish of Caddo for payments of premiums made on their behalf.

4. If the reason the employee fails to return to work is the presence of a serious health condition that prevents the employee from performing his or her job or due to circumstances beyond the employee's control, the employee shall not be obligated to reimburse any premiums made on their behalf.

5. Employees who are on some form of paid accrued leave shall continue to earn length of service, vacation, and sick leave benefits. Employees shall not accrue vacation or sick leave while receiving donated sick leave.

G. Restoration to Employment

1. Employees eligible for family medical leave shall be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment.

2. Employees are not guaranteed they will be returned to their exact same position as they held prior to family medical leave.

3. The respective Department Director and the Director of Human Resources shall make the determination as the whether a position is equivalent to the position previously held.

H. Return from Family Medical Leave - Employees must provide a written release by their physician that allows them to return without restriction to their previous position or an equivalent position before they are allowed to return to work.

I. Failure to Return from Family Medical Leave

1. Employees who fail to return to work upon the expiration of a family medical leave of absence shall subject the employee to immediate termination unless an extension has been granted.

2. An extension of leave, if granted, will follow the guidelines of a personal leave of absence as discussed in Policy 402 Other Leave and will not be considered protected leave under the FMLA.

   a. Employees who request an extension of leave must submit a request for the extension, in writing, to the Department of Human Resources through their chain of command.

   b. Requests for an extension of leave shall be made as soon as the employee realizes that he or she will not be able to return to work at the expiration of the leave period.

   c. Request for an extension of leave shall be accompanied by a Medical Certification Statement and shall specify the additional length of absence needed.

   d. The respective Department Director, the Director of Human Resources, the Parish Attorney and the Assistant Parish Administrator (or their designees) shall determine if the extension can be granted. The needs of the respective department shall be paramount.

   e. An employee who has exhausted their FMLA entitlement and is in an unpaid status will be offered COBRA continuation of health benefits even if an extension of leave is granted.

401 MILITARY LEAVE

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo concerning military drill, annual training, and calls to active duty as governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

This policy applies to the following uniformed services:

- U.S. Army
- U.S. Navy
- U.S. Marine Corps
- U.S. Air Force
- U.S. Coast Guard
- Reserve Components of the aforesaid uniformed services
- Army National Guard
- Air National Guard
- Intermittent Disaster Appointees of the U.S. Department of Health and Human Services

Responsibility

A. The Department of Human Resources has the overall responsibility for ensuring that this

policy and procedure is implemented.

B. Department Directors are responsible for notifying the Department of Human Resources of any impending service by an employee in the uniformed service.

C. Immediate supervisors are responsible for notifying Department Directors of any requests for military leave.

D. All affected employees are responsible for giving prior oral or written notice to their immediate supervisor of any impending service in the uniformed services.

General Procedures

A. For the purpose of this policy, “service in the uniformed services” means as follows:

The performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from a position of employment for the purpose of performing funeral honors duty as authorized by Section 12503 of Title 10 or Section 115 of Title 32.

B. Employees are entitled to leaves of absence from their respective duties without loss of pay, time, and leave, or efficiency rating on all days during which they perform service in the uniformed services, for periods not to exceed fifteen (15) days in any one calendar year. After the use of the allotted fifteen (15) days, the employee shall be classified in a leave without pay status.

C. Any employee performing service in the uniformed services may (but is not required) to use and be paid for any annual leave that the employee has accrued and not used prior to the period of service.

D. Employees shall have their health insurance coverage continued to the end of the calendar month following a 30-day coverage period. After 30 days, the employee may elect COBRA for a period of 18 months. Health insurance shall be reinstated the day the employee is reinstated to work with no waiting period for the employee or any prior covered dependents.

E. Employees will continue to be covered under the Parish group life policy and shall reimburse the Parish of Caddo for the employee’s portion of premiums upon returning to work.

F. The employee shall be responsible for scheduling personal payments with any supplemental insurance provider.

G. Upon reemployment, any employee who is a member of the Parochial Employees Retirement System may purchase credit for service in the uniformed services in the manner prescribed by applicable state law.

H. The employee shall not be considered as absent from the workplace while called to service in the uniformed service. The amount of time spent in service of the military services shall be considered as time worked for length of service for the Parish of Caddo.

I. Vacation and sick leave is not accrued while the employee is on a military leave of absence. However, vacation and sick leave accrual rates shall be adjusted upon reinstatement of employment to reflect the length of service in the uniformed services so that this service also counts as length of service with the Parish of Caddo.

J. Time Limits for Returning to Work - In order to be eligible for reinstatement:

1. The employee (or an appropriate officer of the uniformed service) must have given timely oral or written notice of the impending service in the military service.

2. The employee's cumulative period or periods of service in the uniformed services, relating to the Parish of Caddo, shall not have exceeded five years.

3. The employee must have completed the most recent period of service in the uniformed services without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.

4. The employee must have made a timely application for reemployment or have been timely in reporting back to work.

5. Any reemployed employee who meets USERRA eligibility criteria for reemployment may not be discharged, except for cause, within one year after reemployment, if his/her period of service was 181 days or more. If the period of service was 31-180 days, the period of special protection is 180 days.

6. The Parish of Caddo will make reasonable accommodations for employees called to service in uniformed services who return with temporary permanent physical limitations resulting from service –connected injuries or illnesses. In order to enable the employee to perform the duties of his or her escalated reinstatement position (the position that he or she would have attained if continuously employed). If the employee cannot be reinstated in the escalated reinstatement position due to a disability that cannot be reasonably accommodated, the employee will be entitled to reinstatement in some other position, the duties of which he or she can perform despite the limitations. The employee is entitled to the position that comes as close as possible (in terms of seniority, status, and pay) to the position to which he or she would be entitled but for the disability.

7. Notwithstanding anything contained herein to the contrary, the Parish of Caddo will extend to all of its employees all of the rights that they enjoy under the Uniformed Services

Employment and Reemployment Rights Act (USEERA), as now existing or as may be subsequently amended.

402 OTHER LEAVE

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to other leave such as jury duty, voting time, and leave of absence.

Responsibility

It is the responsibility of the Department Director to ensure compliance within their respective departments.

General Procedures

A. Jury Duty

1. Employees who are called for jury duty shall be paid their regular salary during the time they spend either being selected for a jury or serving on a jury.

2. Employees who receive a jury duty check may use that check for meals and parking.

3. Employees shall report to work when released from jury duty if a reasonable amount of time remains during their regular workday.

4. Employees shall not be charged vacation or sick leave for time spent on jury duty.

B. Voting Time

1. Voting shall occur during non-working hours whenever possible.

2. In situations where employees are required to work and would not otherwise be able to vote, the respective Department Director shall grant the employee reasonable time off to vote without any loss in pay.

C. Personal Leave of Absence

1. Short-term leave of absences may be granted to employees who have an unforeseen emergency that occurs.

2. Employees shall request the need for a leave of absence in writing to their respective Department Director. The request shall state the reason for the leave and the length of time needed. Additional documentation may be required.

3. The respective Department Director in conjunction with the Director of Human Resources shall approve or deny the leave of absence depending on the reason and the needs of the department.

4. Leave of absences shall not be granted for educational purposes.

5. Leave of absences shall not be granted for employees incarcerated in jail or out on bond pending trial.

6. Employees approved for a leave of absence must use their vacation leave and compensatory time leave accrual to cover this time.

7. The Parish of Caddo shall not pay time incurred during a leave of absence when vacation and comp time leave is exhausted.

    a. Employees who are out on unpaid Personal Leave will be responsible for sending in their portion of their group insurance premiums. An employee choosing to not pay premiums will be offered COBRA insurance.

    b. Employees who are out on Unpaid Personal Leave will be responsible for arranging payments with any supplemental insurance provider.

    c. During Unpaid Personal Leave, the employee is not considered to be actively working, so contributions are not made to the Parochial Retirement System (PERS).

    d. Time on Unpaid Personal Leave is not calculated as time worked.

    e. The employee is not allowed to re-purchase time into PERS upon his return to work after an Unpaid Personal Leave of Absence.

D. Bereavement Leave

1. Fulltime permanent employees earn an additional amount of sick leave which can be used for bereavement leave. All active permanent part-time employees do not accrue sick leave, however are eligible for paid bereavement leave in the amount not to exceed a total of 12 hours per year.

2. An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

3. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

4. Bereavement pay is calculated based on the base pay rate at the time of absence.

5. Paid bereavement leave used within a 40-hour work week does not count as actual time worked and will not be computed in calculating overtime.

6. Paid bereavement leave will be granted according to the following schedule:

   a. Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.

   b. Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.

   c. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the Parish of Caddo, provided such absence from duty will not interfere with normal operations of the organization.

403 WORKERS' COMPENSATION

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to workers compensation as governed by the Louisiana Workers Compensation Law.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. The Director of Human Resources is responsible for administering, communicating, monitoring, and ensuring proper records maintenance, and details of this policy.

C. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

D. Supervisors are responsible for immediately reporting all on the job injuries and for completing the report of injury within 24 hours of an injury.

E. Any employee injured on the job, regardless of how small the injury, must report the injury or incident to his immediate supervisor.

General Procedures

A. Employees who suffer an injury by accident, which occurs during the course of their employment or an occupational disease, which arises out of their employment, shall be covered under the Louisiana Workers Compensation Law.

B. Employees injured on the job shall notify their supervisor immediately.

C. The supervisor will assist the employee with contacting the 24 hour nurse triage hotline. The nurse will provide first aid advice or facilitate medical treatment for the employee. The supervisor or designee will then submit the First Notice of Loss to the third-party administrator.

D. Injuries not reported by the employee within 30 days of the occurrence shall not be covered as an on the job injury and the Parish of Caddo shall not assume any responsibility.

E. Employees shall not be liable for any medical, dental, or prescription costs associated with a reported on the job injury.

F. Employees shall be reimbursed for any mileage associated with appointments concerning their on the job injury covered under workers compensation.

G. Employees who are unable to return to work from an on the job injury shall use their sick leave, then any other form of accrued leave for the first 7 days of missed work.

H. The Parish will pay for the employee's time while seeking medical treatment immediately after the illness or injury occurs.

    1. Any follow-up appointments will not be considered as time worked, and the employee shall schedule these appointments before or after the scheduled work shift.

    2. The employee will be allowed to use sick, compensatory, or vacation time for any follow-up appointment.

I. Employees who are unable to return to work after more than 7 days shall be paid workers compensation indemnity wages and shall receive 66-2/3% of their average salary.

    1. FMLA leave and workers' compensation leave will run concurrently if the reason for the employee's absence is due to a qualifying serious illness or injury and will count against their FMLA entitlement.

        a. Human Resources will notify the employee in writing advising that the leave will be counted as FMLA leave.

        b. The employee's health benefits will be maintained under the FMLA if the leave has been designated as FMLA-qualifying and given written notice to the employee.

c. Employees who are out on Worker's Compensation Leave who do not meet the eligibility requirements prescribed by the FMLA will be responsible for sending in their portion of their group insurance premiums. An employee choosing not to pay premiums will be offered COBRA insurance.

2. Employees who are out on Worker's Compensation Leave will be responsible for arranging payments with any supplemental insurance provider.

3. During Worker's Compensation Leave, the employee is not considered to be actively working, so contributions are not made to the Parochial Retirement System (PERS) nor will that time count towards retirement service credit.

4. Time on Worker's Compensation Leave is not calculated as time worked.

5. The employee is not allowed to re-purchase time into PERS upon his return to work after a Worker's Compensation Leave of Absence.

SECTION 5 – PERSONNEL POLICIES

500 CODE OF CONDUCT

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo concerning the conduct of its employees.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring compliance of this directive as it relates to employees under their supervision.

General Procedures

A. Safety

1. Safety is the responsibility of both supervisory and individual employees. Safety equipment shall be used in conformance with all safety procedures and practices established by each department.

2. Employees who are found negligent in equipment operation resulting in either damage to equipment or an injury to them or another employee may be disciplined in accordance with the Disciplinary and Termination policy.

3. Employees and supervisors have the responsibility of immediately reporting the existence of any hazardous condition or practices to their immediate supervisor.

4. At all times, supervisors shall require the use of prescribed Department safety equipment and Department Procedures.

5. Copies of the Departmental Safety Procedures and Prescribed Safety Equipment Procedures will be maintained in the Department of Human Resources.

B. Tools, Supplies, and Equipment

The Parish shall provide all tools (except mechanics' hand tools), supplies, and equipment needed to perform job duties. Misuse, neglect, theft, and abuse of tools, supplies, and equipment are strictly prohibited. Employees may be required to pay for tools and equipment lost or damaged because of carelessness.

C. Gambling

1. Gambling in any form by employees is strictly prohibited during working hours. This includes the selling of lottery tickets, dice, and other forms of gambling.

2. Gambling at casinos or Gaming Parlors shall not be conducted on Parish time or in clothing identifiable with the Parish of Caddo.

D. Outside Employment

1. The Parish of Caddo shall be considered the employee's primary occupation, taking precedence over all other occupations.

2. Employees shall notify their Department Director in addition to their supervisor and the Department of Human Resources in writing of any outside employment. Outside employment that is considered contract employment such as carpentry, painting, plumbing, electrical work, roofing etc. shall be reported one time as outside employment.

3. Department Directors, with the approval of the Director of Human Resources, who deem that outside employment is adversely affecting the employee's job performance, may require the employee to refrain from such activities.

4. Employees shall not have outside employment that may cause a conflict of interest with the Parish of Caddo.

5. Employees shall not have outside employment that is illegal, harmful, or causes the reputation of the Parish to be tainted.

E. Dress

1. The Parish Administrator reserves the right to prescribe appropriate dress and grooming standards that are in the best interests of the Parish and which may be reasonably necessary to the performance of normal operations within the employee's department.

2. Clothing and overall appearance of employees while at work shall be in good taste and avoid extreme fashion statements which may distract from and/or interfere with the performance of normal Parish operations.

3. Employees who are not dressed appropriately for their position shall be sent home for change into proper clothing.

4. Employees who continually dress inappropriately may be subject to discipline as described in the Discipline and Termination policy.

5. Employees shall not wear Parish issued clothing while not on duty.

F. Uniforms

1. Uniforms may be issued to maximize safe working conditions, reflect good appearance and provide ease of recognition and identification of Parish of Caddo employees by the public.

2. Eligible employees who have completed the initial six-month probationary period shall be required to report to work and perform their work in department-approved uniforms.

3. New employees who have not completed the six-month probationary period may be provided department-approved uniforms if necessary to meet safety requirements for the position.

4. All uniform shirts and pants issued by the department must be clearly marked with a visible Parish of Caddo logo and or department name as required by IRS regulations.

5. All protective clothing and accessories issued by the department to ensure the employee's safety shall be considered part of the employee's uniform.

6. Any employee who reports to work and fails to wear approved personal protective equipment, safety shoes or the uniform required of the position shall not be permitted to work.

7. Replacement uniforms shall be issued on a scheduled and as needed basis as determined by the employee's department.

8. All uniforms and related accessories shall be well maintained by the employee and may not be used for any off duty purposes other than de Minimis use while traveling to and from the workplace.

9. In the event of termination of employment, employees are required to return all issued uniforms and all other issued items (keys, identification cards, etc.) as part of the exit process. If all issued uniforms are not returned, the cost of the uniforms will be deducted from the final paycheck (except where such deductions are prohibited by state law).

10. Any violation of this policy may result in disciplinary action up to and possible dismissal.

G. Prohibited Political Activities

Employees are ineligible to contribute to the campaign funds or take any part in the management, affairs, or campaign of any candidate for Caddo Parish Commission.

H. Arrests and or Convictions

1. The Parish of Caddo is appropriately concerned with both criminal activity of its employees and allegations thereof. Accordingly, the Parish will take note of such information and respond to each instance in a fair and consistent manner.

2. Information on arrests and/or convictions shall be forwarded to the Director of Human Resources and/or the Parish Attorney as soon as possible.

3. Employees arrested and or convicted on matters where there is a clear relationship between the charges, normal duties and required standards of conduct may have a Pre-Disciplinary Conference held to investigate the charge, arrest or conviction.

4. Employees who are incarcerated in jail shall be allowed to use their accrued compensatory and vacation time. If an employee is incarcerated more than 15 days or once the employee's accrued time has exhausted and the employee is still unable to return to work the employee shall be terminated from employment for failure to report to work as assigned.

I. Smoking and Tobacco Use

1. Smoking or use of tobacco products is prohibited within parish vehicles, buildings and within twenty-five feet of visitor/vendor entrances.

2. Smoking/use of tobacco products is permitted only in designated areas.

3. Smokers who wish to quit are encouraged to contact Human Resources for information on smoking cessation options available to them.

J. Employees may be subject to disciplinary action for inappropriate conduct, including but not limited to, the following list:

1. Unsatisfactory job performance
2. Insubordination or refusal to follow instructions
3. Excessive tardiness or absenteeism
4. Absenteeism without notification or authorization
5. Sleeping on the job
6. Wasting time
7. Performing work without authorization of the supervisor or department director
8. Working on personal items while on Parish time
9. Leaving place of work without permission
10. Gambling during work hours
11. Horseplay, fighting or provoking or instigating a fight
12. Disorderly conduct or the use of foul or abusive language
13. Misrepresenting or withholding information of Parish records
14. Improper use of any electronic equipment to include email and internet
15. Deliberately or negligently damaging property, tools, machines, or equipment
16. Disregard of safety rules or of common safety and sanitary practices
17. Violating safety directives
18. Carelessness affecting personal safety or safety of others
19. Causing loss or damage of Parish property due to carelessness
20. Possession of firearms or other inappropriate weapons on or in Parish property
21. Use of Parish owned equipment, machines, or tools without proper authorization or away from the work site

22. Falsification of time and attendance records, or other Parish record or document including Department forms, employment application and benefit information

23. Improper disclosure of non-public, confidential records

24. Making false, vicious, or malicious statements concerning any Parish activity or Parish Employee

25. Engaging in sabotage or retaliation

26. Threatening, harassing, discriminating, intimidating, coercing, or interfering with the safety or wellbeing of a fellow employee or citizen

27. Distributing or soliciting non-work related contributions without approval of the Parish Administrator during working hours or on Parish property

28. Misdemeanor

29. Felony

30. Incarceration

31. Theft

32. Receiving gifts of monetary value for services provided as an employee of the Parish of Caddo

33. Unacceptable driving records of any employee who drives a Parish Vehicle or receives a Vehicle Allowance

34. Failure to follow the Drug and Alcohol Policy to include being under the influence of or possession of intoxicants or illegal substances

35. Violating any aspects of the State Code of Ethics

36. Violation of other Parish or Department Policy

37. Any other act detrimental to the interests of the Parish or the other employees and citizens.

501 CODE OF GOVERNMENTAL ETHICS

EFFECTIVE: 07/07/2005
REVISION: 10/04/2018

A. The Code of Governmental Ethics is issued from the Louisiana Board of Ethics as amended through the State of Louisiana under R.S. 1950, Title 42, Chapter 15.

B. The Parish of Caddo will follow the guidelines set forth in Section 8-02 of the Parish Charter.

C. Copies of this Code are available by request through the Caddo Parish Attorney's Office.

D. Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S. 42:1170A.

E. Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. The Department Director shall report the perceived conflict of interest to the Parish Administrator and Parish Attorney.

F. Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action up to and including termination of employment, and/or other appropriate sanctions.

502 GRIEVANCE POLICY

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

The Parish of Caddo desires to handle employee problems and complaints in a prompt, fair, and consistent manner. The Parish of Caddo supports an environment where employees can freely discuss their concerns with immediate supervisors and Department Directors. However, when such concerns cannot be resolved in these means, employees may file a formal grievance without fear of reprisal as described in this policy.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

C. The Director of Human Resources or designated representative is responsible for communicating, monitoring, and ensuring proper records maintenance and details of the grievance policy as follows:

1. Serve as a resource to employees about the grievance process.

2. Monitor grievances as they are filed to ensure all matters are processed in a timely manner and in accordance with this policy.

3. Serve as a resource to management level staff for consistency of application in similar situations.

4. Maintain custody of grievance files in a secure, sensitive manner, available only on a need-to-know basis.

General Procedures

A. Definition – A grievance is a complaint or dispute of an employee relating to his/her employment.

1. Grievable matters include, but are not necessarily limited to the following:

   a. The application or interpretation of policies, procedures, rules and regulations as they affect the work activity of an employee.

   b. Acts of reprisal as the result of use of the grievance process or participation in the grievance of another employee.

   c. Unsafe, unhealthy, or unreasonable working conditions.

   d. Illegal or conflicting orders.

2. Non-grievable matters include, but are not necessarily limited to, the following:

   a. Establishment and revision of wages, benefits, or position classifications.

   b. Termination, layoff, dismissal, or suspension from duties because of a lack of work, a reduction in work force or job elimination.

   c. The transfer and assignment of employees by the Parish of Caddo.

3. Harassment, discrimination, or retaliation for reporting or participating in a harassment or discrimination investigation matters are to be reported immediately using the procedures outlined in the Harassment and Discrimination Policy 503.

B. Written Grievance

1. An employee may file a written grievance within ten (10) calendar days of the occurrence of the incident or within ten (10) calendar days when he/she learned of the incident.

A. The written grievance is to include the following information:

a. Employee's name, department, position, and shift.

b. Date the grievance occurred, or dates the employee had knowledge of the grievance.

c. Details of the grievance including:

- How it occurred;
- Supporting facts upon which it is based;
- Specific wrongful acts committed;
- Specific harm done to or suffered by the employee;
- Location where it occurred;
- All parties involved;
- Why it occurred, if known.

d. Statement of the specific remedy for the grievance sought by the employee.

Note: All grievances must include the remedy sought by the employee in order for the grievance to be reviewed.

e. Employee's signature and date grievance is submitted.

2. The written grievance is to be filed with the Department Director of the respective department with a copy sent to the Director of Human Resources.

3. Employees who have a grievance with their respective Department Director may file their written grievance to the Assistant Administrator with a copy sent to the Director of -Human Resources.

4. In the event the employee has difficulty in drafting up the written grievance, the employee may call the Department of Human Resources for assistance.

5. Every effort will be made to resolve the written grievance as soon as possible as follows:

a. The Department Director or designated representative will investigate the grievance as necessary to determine a response.

b. The response will contain either a resolution to the grievance or a justification for the situation.

c. The response will be sent to the employee in writing with a copy to the Director of Human Resources.

C. Grievance Appeal Process

1. If the employee does not accept the response from the respective Department Director, the employee may forward his/her grievance appeal to the Assistant Administrator within five (5) calendar days with a copy to the Director of Human Resources and the respective Department Director.

2. The Assistant Administrator, in consultation with the respective Department Director and the Director of Human Resources, shall make the final determination in the grievance appeal. Once the determination has been reached, the Assistant Administrator shall forward, in writing, a copy of the determination to the employee with a copy to the respective Department Director and the Director of Human Resources.

3. Every attempt will be made to reach a final decision on the outcome of the appeal as soon as possible.

4. Employees who have filed a written grievance directly to the Assistant Administrator may file their grievance appeal within five (5) calendar days to the Parish Administrator following the above procedures. The Parish Administrator shall follow the same procedures as the Assistant Administrator.

5. All decisions from the Parish Administrator are final and not subject to further appeal rights.

D. Other Grievance Details

1. All documentation concerning a written grievance will be kept in the Department of Human Resources in a confidential manner, separate from the employee's personnel file. Copies of the grievance will not be kept in any satellite files pertaining to the employees.

2. Employees may file a written grievance without fear of reprisal or retaliation.

3. Every effort will be made to ensure confidentiality, fair, and impartial treatment to employees filing a written grievance.

503 HARASSMENT AND DISCRIMINATION

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

The Parish of Caddo is committed to maintaining a work environment that is free from any form of harassment or discrimination. In keeping with this commitment, the Parish of Caddo will not tolerate harassment or discrimination of employees by any supervisor, co-worker, vendor, or citizen.

The objectives of this policy are as follows:

A. To define harassment and discrimination in clear, understandable terms;

B. To inform employees of their right to raise the harassment and or discrimination issue and seek appropriate remedies;

C. To establish office policy prohibiting harassment or discrimination;

D. To provide information to employees and supervisors on the gravity of such behavior and the proper procedures for reporting instances of harassment and discrimination;

E. To ensure that retaliation against anyone reporting harassment or discrimination, assisting in making a harassment or discrimination complaint, or cooperating in a harassment or discrimination investigation will not be tolerated;

F. To ensure that confidentiality will be paramount and consistent with state and federal laws.

G. To consistently apply disciplinary sanctions against employees who engage in harassing or discriminating conduct; and

H. To provide training and education in the recognition and reporting of harassment and discrimination for all employees and supervisors.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. The Parish Attorney and the Director of Human Resources are responsible for investigating any complaints and making a determination if any harassment or discrimination has occurred.

C. The Director of Human Resources is responsible for communicating, monitoring, and ensuring proper records maintenance and details of this policy.

D. Department Directors are responsible for conducting any warranted disciplinary action and for ensuring administrative compliance of this directive.

E. Supervisors are responsible for ensuring administrative compliance of this directive.

F. Employees are responsible for complying with the established procedures outlined in this policy.

General Procedures

A. Sexual harassment will be said to exist when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occurs with any or all of the following conditions:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. When submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, demeaning, degrading, or offensive working environment.

B. Harassment will also be said to exist when:

1. The withholding of employment opportunities and benefits including, but not limited to, job assignments or promotions to uninvolved persons who were qualified for but denied that employment opportunity or benefit because of a romantic relationship within the office that unreasonably favored another co-worker.

2. Racial slurs or other conduct based upon race has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, demeaning, degrading, or offensive working environment.

3. Religious slurs or other conduct based upon religion has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, demeaning, degrading, or offensive working environment.

Definitions

A. Harassment – Harassment consists of comments, words, or conduct relating to a protected class such as gender, color, race, religion, national origin, age, disability, or veteran status. The EEOC defines harassment as conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating or offensive working environment.

B. Sexual Harassment – sexual harassment is defined by the EEOC as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

C. Quid Pro Quo – (this for that) When an employee suffers a tangible job detriment in retaliation for refusing to submit to sexual demands.

D. Hostile Work Environment – When an employee suffers no tangible employment benefit or detriment but where the unwelcome conduct is sufficiently pervasive or severe to unreasonably interfere with work performance or create a work atmosphere that is offensive or abusive.

E. Prohibited Conduct – Conduct that constitutes harassment or discrimination such as:

1. Improper questions about an employee's private life, or explicit propositions;

2. Discriminatory ridicule or insults; or acts of a retaliatory nature because of a person's protected class or because of a person's involvement in any investigation or complaint.

3. Using demeaning or inappropriate terms such as "babe", "boy", etc.;

4. Undesired intentional touching such as embracing, patting, pinching, etc.;

5. Threat of rape, or attempted or actual sexual assault;

6. Offensive motions or gestures;

7. Repeated sexually explicit comments or obscene and suggestive remarks;

8. Offers of employment benefits in exchange for sexual favors, threats or reprisals for negative responses to sexual advances;

9. Displaying crude graffiti, posters, or pictures that are demeaning to a protected class or sexually offensive to either gender;

10. Vulgar or obscene jokes;

11. Jokes or comments that belittle a protected class;

12. Repeatedly asking someone for a date after having been turned down;

13. Sending crude or sexually explicit e-mails;

14. Displaying any type of pornography while at work through pictures, videos, or the Internet.

F. Reasonable Standard – the standard of review used by which a reasonable person in the same situation would have found the conduct sufficiently objectionable to create a hostile or discriminating environment.

Reporting Procedures

A. Reporting Complaints:

1. Any employee desiring to report an incident of harassment or discrimination should report the incident as soon as possible, but not later than thirty (30) calendar days of the occurrence. At the discretion of the Director of Human Resources and or the Parish Administrator, complaints may be accepted after this period. The complaint may be presented in written or verbal form.

2. The Director of Human Resources shall record the complaint in writing. All complaints shall include:

   a. Complainant's name, position, division, and department.

   b. The name, position, division, and department of the accused if applicable;

   c. A description of the incident(s) including dates/times of occurrence and witnesses if applicable.

3. Complaints shall be filed directly with the Director of Human Resources or the designated representative who will in turn immediately notify the Parish Attorney, the appropriate Department Director, and the Parish Administrator.

4. Any employee or supervisor that becomes aware of harassment or discrimination of any other employee shall promptly report the facts to the Director of ~~Finance and~~ Human Resources or the designated representative.

B. Administrative Inquiry

1. Upon receipt of a complaint the Director of Human Resources in conjunction with the Parish Attorney shall conduct an administrative inquiry as soon as possible.

2. At the conclusion of the inquiry, the Director of Human Resources shall submit written findings and recommendations to the Parish Administrator or the designated representative for review and approval.

3. Following the Administrator's approval, the Director of Human Resources shall review the results and recommendations with all material parties including the complainant and Department Director.

4. The Director of Human Resources shall maintain all records of the inquiry in a confidential and secure manner separate and apart from the personnel file.

5. Any necessary disciplinary action shall be conducted in accordance with the established Discipline and Termination policy as described in Section 5, Policy # 505.

C. Confidentiality

All information about the incident and the investigation shall be treated as highly confidential and the records shall be maintained in the Department of Human Resources.

D. Retaliation

It is a violation of this policy to retaliate or engage in any form of reprisal because a person has raised a concern, filed a complaint, or been a witness to sexual harassment. Any form of retaliation shall result in disciplinary action up to and including suspension or termination depending on the nature and severity of the retaliatory acts.

E. Training & Education

1. Public servants and elected officials are required to take one hour of training per calendar year pursuant to LA R.S. 42:343. Supervisors are required to take one additional hour of training per calendar year for a total of two hours. The Director of Human Resources and the Parish Attorney who are responsible for investigating harassment claims are required to take an additional hour of training for a total of three hours.

2. The Department of Human Resources shall train and educate all new employees on recognizing and reporting harassment and discrimination through new employee orientation. Other training and education shall be provided through seminars to current employees on an as needed basis and through memos and promotional materials.

504 SUBSTANCE AND ALCOHOL ABUSE

EFFECTIVE: 09/01/2012
REVISION: 10/01/2021

Purpose

The Parish of Caddo is committed to providing a safe and pleasant work environment for employees and for citizens to conduct business. Therefore, the Parish of Caddo is committed to providing an environment that is free from the use, sale, possession, or distribution of illegal drugs, or the improper or abusive use of legal drugs or alcohol.

By establishing this policy, the Parish of Caddo shall strictly require employees to perform all work related duties, either on or off the Parish premises, without the presence of illegal drugs, alcohol, or inappropriate legal drugs in their system.

The intent of this policy is to:

- Provide clear guidelines and consistent procedures for handling incidents of employees' use of alcohol, drugs, or controlled substances that can affect job performance and make

every effort to institute and maintain a drug and alcohol free workplace;

- Provide supervisory training regarding problem recognition and the implementation of this policy;

- Offer employees the availability of rehabilitation and or counseling for substance or alcohol abuse problems before the workplace is affected without fear of reprisal, discipline, or loss of employment (See Policy 305 – Employee Assistance Program); and

- Ensure that the Parish of Caddo uses testing facilities that are certified by the National Institute on Drug Abuse.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. The Director of Human Resources is responsible for communicating, monitoring, and ensuring proper records maintenance and details of this policy.

C. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

D. Supervisors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

E. Employees are responsible for complying with the established procedures outlined in this policy.

General Procedures

A. Justification

1. Substance abuse and alcohol use have become national problems of increasing proportions and it has become increasingly clear that the social, health and economic costs of substance abuse and alcohol use in the work place affect everyone.

2. The impairing physical and psychological characteristics of substance abuse and alcohol use are well known to affect a person's judgment and response capabilities.

3. The Parish of Caddo has an obligation to provide its employees with a work place that is as secure and free from danger as possible.

4. Illegal possession or use of illegal drugs or abuse of legal drugs is a crime in the State of Louisiana, and as such possession or use constitutes unacceptable conduct on the part of any employee of the Parish of Caddo.

B. Definitions

1. Parish Premises – All areas in which the Parish operates including, but not limited to, official vehicles, official property, office owned or leased equipment, privately owned vehicles entering or parked on the property, or in use on the property, lockers, desks, equipment, workspace, and storage facilities.

2. Employee – Regular, part-time, temporary, seasonal, and student employees who are employed by the Parish are subject to the provisions of this policy.

3. Random Testing – The providing of urine samples by employees as a condition of continued employment.

4. Illegal Drugs – Illegal drugs for purposes of this policy include:

   Narcotics, hallucinates, depressants, stimulants, and other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state, and controlled medication not prescribed for current personal treatment in a licensed medical setting to address a specific physical, emotional, or mental condition.

5. Unauthorized Drugs/Metabolites - Drug tests are conducted using urine specimens. The urine specimens are analyzed for the following drugs/metabolites:

   • Marijuana metabolites/THC

   • Cocaine metabolites

   • Amphetamines (including methamphetamine, MDMA)

   • Opiates (including codeine, heroin (6-AM), morphine)

   • Phencyclidine (PCP)

   To learn more about the effects of these and other drugs visit the following sites:

   • Drugs and Human Performance Fact Sheet.
     National Highway Traffic Safety Administration (NHTSA) www.nhtsa.dot.gov

   • Driving While You Are Taking Medications.
     National Highway Traffic Safety Administration (NHTSA) www.nhtsa.dot.gov

   • Common Drugs of Abuse.
     National Institute for Drug Abuse (NIDA) www.nida.nih.gov

   • Substance Abuse.
     Substance Abuse and Mental Health Administration (SAMHSA)
     www.workplace.samhsa.gov

- Drug Facts.
  Office of National Drug Policy Control (ONDCP) www.whitehousedrugpolicy.gov

- Prevention On-line.
  National Clearinghouse for Alcohol and Drug Information (NCADI) www.health.org

6. Medication or Prescribed Drugs – Medication or prescribed drugs for purposes of this policy are drugs an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

7. Use of Alcohol – Having unauthorized alcohol in an employee's system on Parish premises, while on Parish business, or during working hours.

C. General Rules

1. No Parish Employee shall take any narcotic or controlled substance, unless prescribed for him/her by a person licensed to practice medicine. Employees taking over-the-counter medication or prescribed drugs that could pose a danger or affect their judgment must inform his/her supervisor of the use immediately.

2. An employee placed under a special probationary period and required to submit to random drug testing shall be tested when the appropriate supervisor deems necessary.

3. All property belonging to the Parish is subject to inspection at any time. Property includes, but is not limited to department vehicles, desks, containers, and files.

4. Supervisors who reasonably suspect an employee is using drugs or is under the influence of alcohol while at work shall direct the employee to test for drugs or alcohol immediately.

5. Employees who have a reasonable basis to suspect that another employee is illegally using drugs or narcotics shall report the facts and circumstances to the Department Director or the supervisor immediately.

D. Substance Abuse Testing

1. Pre-employment Substance Abuse Testing

   a. All applicants for positions with the Parish shall submit to substance abuse testing as part of the final employment process.

   b. Applicants will be advised of substance abuse screening during the application process and will complete and sign a consent form when tested.

   c. The following shall result in the removal of an applicant from further consideration:

1) Refusal to take the test; or

2) Any test result that indicates the presence of illegal drugs or narcotics.

2. Substance Abuse Testing for Employees

a. On the Job Injuries or Accidents - Employees who are involved in serious accidents or injuries that otherwise might have been avoidable shall be sent for drug testing as deemed necessary by their immediate supervisor.

b. Reasonable Suspicion

1) If an employee appears to be unfit for duty and/or a reasonable suspicion exists to believe the employee may be involved in substance abuse or under the influence of alcohol, the Supervisor with the approval from the appropriate Department Director has the authority to require the employee to be drug tested immediately.

2) The decision to test must be based on a specific current physical, behavioral, or job performance event or happening which may indicate probable substance abuse or alcohol use as follows:

a) Sudden changes in work performance that causes work performance to be substandard;

b) Repeated failure to follow instructions or operating procedures;

c) Direct violation of safety policies;

d) Discovery or presence of substances in an employee's possession or near the employee's workplace;

e) Odor of alcohol and/or residual odor peculiar to some chemical or controlled substance;

f) Unexplained and/or frequent absenteeism;

g) Personality changes or disorientation;

c. Random Testing

1) Employees who occupy safety-sensitive or security-sensitive positions as identified by the Parish Administrator shall undergo random drug testing as follows:

a) The Director of Human Resources will schedule random drug testing upon the direction of the Parish Administrator.

b) An outside agency will randomly select and drug screen 25% of employees.

c) The Director of Human Resources shall provide the Parish Administrator with a detailed report each time random drug tests are conducted.

d) The Department of Human Resources shall maintain a yearly log that details the employees selected for the random drug tests and the results of these tests.

2) Employees who are placed under a special probationary period and required to submit to random drug or alcohol testing shall be tested when the appropriate supervisory personnel deem necessary.

3. Discharge of Firearms

Under the discretion of the Supervisor with the approval of the respective Department Director, employees who carry a firearm in the scope of their official Parish duties may be drug tested soon after the discharge of the firearms.

4. Parish Owned Vehicular Accidents

a. Under the discretion of the respective Department Director, employees who are in an accident while operating a Parish owned vehicle may be drug tested immediately after the accident.

b. Under the discretion of the respective Department Director, employees who are passengers in a Parish owned vehicle or who are involved in an accident may be required to submit to a drug test immediately after the accident.

5. Employee Misconduct

Under the discretion of the Department Director, employees who demonstrate gross misconduct during working hours may be directed to drug test immediately.

E. Return to Employment Following Drug or Alcohol Rehabilitation

1. Employees shall be afforded every opportunity to undergo rehabilitation and counseling without fear of reprisal, discipline or discharge when the employee commits himself/herself to treatment and discusses the situation with management before any necessary drug testing occurs within the scope of employment.

2. Employees who freely admit to a drug or alcohol problem and undergo rehabilitation and counseling, may be randomly drug tested upon returning to work as deemed necessary by supervisory personnel.

F. Disciplinary Action

1. Any employee engaged in the use, possession, purchase, sale, or transfer of any illegal drug, or legal drug without a valid prescription, while on Parish premises or while on Parish business, shall be subject to discharge from employment.

2. Any employee engaging in the use of alcohol while on Parish premises or while on Parish business or who reports for duty under the effects of alcohol shall be subject to discharge from employment.

3. Employees refusing to test or failing to report for testing shall be subject to discipline action, including discharge from employment.

G. Inspection of Employee Work Areas

The Parish reserves the right to inspect all personal property on Parish premises if there is a reasonable suspicion of the presence of prohibited drugs or alcohol. All employee work areas, including desks, lockers, purses, lunch pails, tool boxes, etc., and employee vehicles brought on Parish premises are subject to inspection at any time without notice.

H. Confidentiality

All information about the results of substance abuse or alcohol use testing will be treated as highly confidential. These results will be provided only to persons within the Parish who have a necessary reason to know about the results.

505 DISCIPLINE AND TERMINATION

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

The Parish of Caddo recognizes the need to maintain public confidence in the willingness and ability to discipline its employees when necessary.

This policy is designed to provide fair and consistent treatment to classified employees being disciplined and to ensure accountability of policies and procedures adopted by the Parish of Caddo.

Objectives of this policy are:

- To establish open, fair, and consistent disciplinary procedures.
- To use progressive steps of discipline when warranted and to establish a venue for addressing performance deficiencies for non-probationary classified employees whenever possible.

Responsibility

A. All persons charged with supervision of classified employees are responsible for complying with the provisions of this policy.

B. The Director of Human Resources shall administer the disciplinary system as follows:

1. Monitor disciplinary actions, pre-disciplinary conferences, and appeals of punitive discipline decisions to their conclusion.
2. Maintain employee disciplinary records and ensure confidentiality.
3. Serve as a resource of information about the disciplinary system and previous disciplinary actions taken.
4. Review disciplinary actions for adherence to the policy, enforcement of the discipline, and consistency of application in similar cases within the Parish of Caddo.

General Procedures

The Parish of Caddo adheres to a progressive disciplinary system advancing from mild to increasingly severe disciplinary actions as needed. However, repeated incidents, serious misconduct, or egregious behavior may subject the employee to more severe forms of discipline initially such as leave without pay, demotion, or termination.

A. Types of Disciplinary Action - Non Punitive

1. Verbal Warning – the first level of discipline that may be used as an initial response to correct unsatisfactory performance or behavior. The objective of the verbal warning is to:

- Help the employee recognize that a problem exists.
- Develop effective solutions to the problem.
- Document the problem for future reference.

a. The verbal warning occurs when a supervisor verbally counsels an employee about an issue of concern.

b. A written record of the discussion, noting the date, event and recommended action, is placed in the employee's personnel file for future reference.

c. No appeal process is available for verbal warnings.

2. Written Warning – the second level of discipline is used for behavior or performance that a supervisor considers serious or when a verbal warning has not helped change unacceptable behavior or performance. The objective of the written warning is to:

- Help the employee recognize that a problem exists.
- Develop effective solutions to the problem.
- Document the problem for future reference.
- Advise the employee that the next infraction may result in a Pre-disciplinary Conference and punitive discipline.

a. The supervisor will document the unsatisfactory performance or behavior on the performance feedback form.

b. The supervisor will review the written warning with the employee and have the employee sign the performance feedback form acknowledging receipt of the written warning. If an employee refuses to sign the form, the supervisor should document so on the form.

c. The performance feedback form will then be forwarded for review and signature to the Department Director and the Director of Human Resources.

d. The performance feedback form is placed in the employee's personnel file for future reference.

e. No appeal process is available for written warnings.

3. Performance Improvement Plan (PIP) – the third level of discipline is used for behavior or performance that a Department Director considers serious or when a verbal or written warning has not helped change unacceptable behavior or performance.

a. The Department Director, in consultation with the Director of Human Resources, may place the employee on a performance improvement plan (PIP) not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified in the PIP.

b. The supervisor and employee will meet regularly, no less than at 30, 60, and 90 days to assess the progress of the PIP.

c. The supervisor will provide updates to the Department Director and the Director of Human Resources after 30, 60, and 90 days to ensure progress is made by the employee. If established goals are not met, a revised PIP may be necessary or further disciplinary action may be warranted.

d. The performance feedback form and subsequent updates are placed in the employee's personnel file for future reference.

e. No appeal process is available for performance improvement plans.

B. Types of Discipline – Punitive Action

- Suspension without pay
- Demotion
- Termination

In most instances before punitive action occurs, the Department Director or designee shall conduct a Pre-Disciplinary Conference with the employee and the supervisor recommending the action. The purpose of this conference is to:

- Formalize and specify the charges against the employee.
- Present the evidence that supports the allegations and afford the employee an opportunity to learn of the nature of such evidence.
- Allow the employee the opportunity to present his/her side of the matter and present any witnesses that may benefit their position.

C. Procedures for Pre-Disciplinary Conference (PDC)

1. When an employee's behavior necessitates the need for a PDC the Department Director shall notify the Director of Human Resources or designee to schedule a PDC.

2. The PDC shall be comprised of the respective employees, the affected employee, any witness that may have information concerning the allegation or incident, the Department Director, the supervisors of the employee if applicable, the Director of Human Resources or designee, and a representative from the Parish Attorney's Office.

3. The employee may have legal representation present but they are specifically not allowed to participate in the conference in any manner.

4. The Director of Human Resources shall prepare a written notice of the PDC, which will state the following:

    - The specific allegations
    - The purpose of the PDC
    - The date, time, and place
    - Employees required to attend
    - Appeal process

5. The PDC notice is to be delivered to the employee at least two (2) working days prior to the conference.

6. The PDC shall be conducted as follows:

    a. The Department Director shall identify all people present, state the purpose of the conference, and state that the conference is being recorded.

    b. The Department Director or the supervisor shall present the allegations, which necessitated the PDC.

    c. The Department Director or the supervisor shall present any evidence that supports the allegations.

d. The Department Director shall ask the employee to state his/her side of the matter and to specifically address the evidence presented. The employee shall be able to ask questions or have any witnesses join the meeting who may have information to refute the allegations.

e. After the employee has addressed the allegations and presented any witnesses, the witnesses shall be excused from the conference and additional questions may be asked at this time concerning the allegations.

f. When the PDC is concluded, the Department Director, Director of Human Resources and Parish Attorney will determine the appropriate disciplinary action, if any, and shall notify the employee of this final decision in writing within five (5) working days. A copy of the final decision shall be forwarded to the Director of Human Resources.

g. The conference shall be recorded and transcribed. The affected employee may obtain a copy of the transcript five (5) days after the date of the PDC through the Department of Human Resources.

D. Appeal Process for Punitive Action

1. If the employee desires to appeal the decision of punitive action he/she shall have up to ten (10) working days to file a written request of appeal to the Director of Human Resources. Included in the appeal request, the employee shall state why the decision for punitive action should be reduced or overturned.

2. The Director of Human Resources shall prepare a package of all applicable material concerning the PDC along with the employee's appeal request to the Parish Administrator.

   a. The Parish Administrator may uphold the punitive action, call a conference with the PDC committee and the affected employee to review all information, or reduce or overturn the decision.

   b. The Parish Administrator shall, if at all possible, render a final decision within ten (10) working days of receipt of the request of appeal.

   c. The Director of Human Resources shall under the instruction of the Parish Administrator prepare in writing the final decision and forward to the affected employee.

   d. All decisions from the Parish Administrator are final and not subject to further appeal rights.

   e. Disciplinary actions are not grievable matters.

506 INFORMATION TECHNOLOGY ACCEPTABLE USE

EFFECTIVE: 10/01/2008
REVISION: 09/01/2012

Purpose

The Parish of Caddo ("the Parish") makes every effort to provide the best available information technology to those performing services for the Parish. At substantial expense, the Parish owns and maintains business equipment, networks and systems, such as computers, tablets, phones, smart phones, printers, electronic mail (email) and voice mail for the sole purpose of conducting Parish business. The following acceptable use policy imposes restrictions compatible with the Parish culture of openness, trust and integrity. The policy is necessary to reduce the Parish's exposure to risk and to protect the Parish and its employees from damaging or illegal actions by individuals, either knowingly or unknowingly.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring compliance of these directives as they relate to employees under their supervision.

C. The IS Manager is responsible for communicating, and monitoring, the details of these policies.

D. It is the responsibility of every user to know and follow this policy, which defines acceptable use and necessary monitoring of Parish information technology usage. It includes acceptable access to and disclosure of computer-stored information, voice messages, text messages, email messages and social media messages created, sent or received by way of Parish information technology.

E. It is also the responsibility of every user to keep passwords secure and not to share accounts. Attempting to access or accessing another user's account, private files, or e-mail, or misrepresenting oneself as another individual in electronic communication is also prohibited and subject to disciplinary action, up to and including termination.

Procedures

A. Acceptable Use and Ownership

1. Parish information technology should only be used for conducting productive Parish business. Incidental and occasional personal use is permitted but should be kept to a minimum. Employees may access the Parish's network system remotely from a home computer, smart phone or other compatible devices, provided they are authorized by Information Systems and comply with all applicable security procedures. Information

accessed via home computers and other compatible devices are subject to federal and state laws and regulations, this policy, and other company rules.

2. Additionally, employees should assume that electronic communications are not private. Any personal information and messages sent, received and stored in Parish equipment and systems is the property of the Parish and is considered Parish records and are subject to public disclosure. The Parish reserves the right to access and monitor all messages and files on Parish equipment and systems to the extent necessary to ensure that electronic media and services are being used in compliance with the law, this policy and other Parish rules. All communications including text, sound and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

B. Acquisition of Equipment and Software

Acquisition of technology devices and software must be approved in writing by using the Information Systems Change Control Form. In general, Information Systems will budget for the lifecycle replacement of desktop computers and general use software (e.g. Microsoft Office). Laptops, notebooks, netbooks, tablets, smartphones, printers and like devices and special use software will be purchased from the department's budget but must receive prior approval by using the IS Change Control Form as mentioned previously.

C. Prohibited Use

1. Employees are prohibited from destroying or disfiguring Parish electronic communications equipment and are subject to discipline, up to termination according to Parish policy, for intentionally destroying or disfiguring Parish-provided electronic equipment.

2. Equipment, email, networks or any messaging system may not be used for the following or like activities:

a. To create offensive or disruptive messages or content (including but not limited to sexual implications, racial slurs, gender-specific comments, or offensive comments about age, religious or political beliefs, national origin or disability)

b. To send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the legal owner

c. To create, send or forward unsolicited email messages (SPAM), "chain letters", MLM, "Ponzi" or other "pyramid" schemes

d. To use your Parish email address for personal use, e.g. personal banking, paying utility bills, etc.

e. To blog or post other social media comments detrimental to the Parish or contrary to Parish culture

f. To modify any information technology product or process without prior approval

g. To attempt to access restricted files or systems

h. To install software on any desktop, server, notebook or like device, install unapproved apps on any tablet or smartphone or like device, upgrade hardware, attach unauthorized hardware or media, or change configurations on computers, networks or systems

i. To install, access or run unapproved instant messaging programs

j. To stream audio, video or real time applications (such as stock ticker, weather monitoring or Internet radio)

k. To give any subcontractor, consultant or other non-employee access to the Parish's information technology without express consent

l. To knowingly introduce worms, viruses or other malicious programs into the network or server

m. To engage in personal business activity

n. To provide information about or lists of Parish employees to outside parties

o. To attempt to test, modify, circumvent or defeat security or auditing systems of the Parish or any other organization without prior authorization.

D. Necessary Monitoring

1. As the Parish owns and operates its electronic communications systems, it can monitor and review employees' electronic usage of the systems and employees' files and messages created, received, stored, or sent using the systems to ensure that electronic equipment, media, and systems are being used in compliance with federal and state laws and regulations, this policy, and other Parish rules. Systems managed and monitored include but are not limited to desktop personal computers, laptop/notebook/netbook personal computers, tablets, phones, smartphones, and printers.

2. The Parish reserves the right at any time without prior notice to periodically monitor any and all aspects of its computer and phone systems and to obtain access to files and messages for, but not limited to, the following reasons:

a. Auditing network traffic and systems in order to ensure compliance with this policy

b. Locating needed information not more readily available by some other less intrusive means

c. Locating information in the course of an investigation triggered by indications of unacceptable behavior

d. Responding to subpoenas or other legal demands with which the Parish must comply.

E. Personally Owned Devices

Employees may not connect their personally owned devices to any information service resource or commercially delivered service provided by the Parish of Caddo unless approved by the Parish Administration. A business need that is advantageous to the Parish of Caddo must be documented and verified by the employee's chain of supervision. Employees must agree to submit their personally owned device to monitoring and management by the Parish of Caddo to ensure that the device does not present a risk to the Parish and that Parish information is protected.

F. Policy Violations

Any person who violates this policy or uses Parish information technology for improper purposes may be subject to disciplinary action, up to and including termination of employment, and legal action.

507 VEHICLE USE

EFFECTIVE: 09/01/2012
REVISION: 10/01/2021

Purpose

This policy states the conditions and rules under which the Parish of Caddo employees shall operate and maintain parish owned and assigned vehicles.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. The Directors and or Judicial Heads of other governmental agencies assigned parish vehicles for use are responsible for ensuring that these policies and procedures are implemented and followed by the employees of their respective entity.

C. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

In addition, Department Directors with the approval of the Parish Administrator shall be responsible for assigning parish vehicles.

D. The Department of Public Works is responsible for communicating, monitoring, and ensuring proper records maintenance and details of this policy and for reporting any abuse to the respective Department Director and Parish Administrator.

   In addition, the Director of Public Works is responsible for the overall selection of the used parish assigned vehicle that the employee will drive, in conjunction with the needs of the respective department.

   The Director of Public Works shall be responsible for ensuring that the new insurance cards issued by the auto liability insurance carrier be placed in the glove box of all parish owned vehicles.

E. Drivers of parish owned vehicles shall be familiar with these policies and procedures as set forth prior to operating the parish vehicle. In addition, all drivers of parish owned vehicles shall ensure that the insurance card issued by the auto liability insurance carrier is inside the glove box before operating the vehicle.

Procedures

A. Qualifications of Drivers of Parish Owned Vehicles

   1. Drivers shall be an employee of the Parish of Caddo or other approved government entity and shall possess a valid driver's license at all times.

   2. Drivers shall be physically capable of operating the vehicle. If a license requires corrective lenses or other restraints, the driver shall comply.

   3. The driver shall be familiar with and able to read traffic signs, signals, and information signs.

B. Assigned Parish Vehicles

   1. Department Directors, through the coordination of the Director of Public Works and with the approval of the Parish Administrator, have the authority to assign a parish vehicle to a specific employee. Parish assigned vehicles shall be operated and serviced by the driver in accordance with the policy and procedures established by this policy. Vehicle assignments shall not be deemed as permanent or as a benefit supplement.

   2. Department Directors shall furnish a list of all assigned vehicles to the Parish Administrator as requested with a copy to the Director of Public Works. This list shall be updated to reflect changes in vehicle assignments within five (5) days of the occurrence and shall be forwarded to the Parish Administrator and Director of Public Works.

3. Vehicles assigned under this section may be utilized for commuting to and from work. Assigned vehicles are limited to a commuting distance of a 15-mile radius outside the boundaries of Caddo Parish.

4. Employees who are assigned a parish vehicle must keep a copy of their current driver's license on file at all times in the Department of Human Resources. In addition, employees may be subjected to driver's license checks depending on auto liability carrier requirements necessary for insurance coverage.

5. Personal use of assigned vehicles shall be strictly limited to such "de minims" usage as is incidental to the fact that the employee and vehicle are together during the business day. For example, the employee may use the vehicle to go to lunch or to make a brief stop for personal reasons while driving along a reasonable direct route that complies with business dealings. In addition, stops for personal reasons shall be made at places that do not place the Parish of Caddo or the employee's integrity in question.

6. In the event an employee who utilizes an assigned vehicle becomes unable to work for an extenuated period of time, the Department Director may instruct the vehicle to be retrieved from the employee and parked at Fleet Services until the employee is able to return to work.

7. Employees who are placed on administrative leave shall immediately turn in their assigned vehicle.

C. Pool Vehicles

1. Pool vehicles are to be assigned by the appropriate department level supervisor to employees on an "as needed" basis.

2. Pool vehicles shall remain parked on parish property when not being used for specific work assignments unless the respective Department Director grants approval for parking to be permitted elsewhere.

3. Pool vehicles shall be operated and serviced by drivers in accordance with the guidelines established by this policy.

4. Pool vehicles shall be utilized for official parish business only and not for personal use.

D. Responsibility for Vehicles

1. Overnight Parking

   Parish vehicles driven to the employee's residence shall be parked on private property (off-street if possible), locked at all times, and all equipment protected against theft.

2. Vacations

At the discretion of the Department Director, employees who are assigned a parish owned vehicle and approved for vacation may be directed to park their vehicle at Fleet Services. While the vehicle is at Fleet Services, a regular maintenance check may be performed if deemed necessary by the Director of Public Works or requested by the employee.

3. Care of Vehicles

   a. Drivers shall practice individual care and use of the parish owned vehicle at all times.

   b. Drivers shall have the vehicle serviced by having the oil, oil filter, and lubricants changed according to the lab analysis. To ensure some kind of measurable standard for tracking the following may be used:

Gasoline Engines	6,000
Diesel Engines	8,000

4. Drivers shall have changed or serviced the air filter every 4,000 miles or when dirty. In dusty conditions or under heavy use, it is mandatory that these changes occur more frequently.

5. Drivers are responsible for keeping vehicle interior, windshield, door glasses, rear glasses, headlights, tail lights, and directional signal lights clean and in operating condition at all times.

6. Drivers shall make the following checks as follows:

   Daily: Check proper working condition of brakes, horn, steering wheel, windshield wipers, and visual check of tires.

   Pool vehicles shall receive a daily check for the above by the driver prior to leaving the designated area.

   Gasoline Stops: At each gasoline stop, drivers shall check oil, air in tires, hoses, and belts.

   Weekly: Drivers shall check tire pressure, washer fluid, and radiator fluid.

7. Drivers shall perform preventive maintenance every 4,000 miles or every six months depending on which comes first. If preventive maintenance is to be performed at a commercial garage, the employee is responsible for ensuring that a preventive maintenance form is completed by the garage performing the work. This form is to be sent to Fleet Services.

8. Drivers shall be responsible for keeping the exterior and interior of the vehicle as clean as possible given working and weather conditions.

9. Articles shall not be stored on the dash of the vehicle. Vehicles shall be kept clean of unnecessary items at all times.

E. Tools and Special Equipment

1. Toll boxes shall be kept locked at all times when not in use.

2. Drivers shall be responsible for the maintenance and proper working condition of all tools and special equipment installed on vehicles, such as jacks, winches, lug wrenches, fire extinguishers, first aid kits, etc.

3. Items listed above shall be considered part of the parish assigned vehicle and drivers shall be responsible for the replenishing of the fire extinguisher and insuring that a first aid kit is installed at all times. Drivers shall be accountable for all items installed or in the vehicle and these items shall be in the vehicle when it is returned to Fleet Services.

F. Use of Parish Vehicles

1. Except as prescribed below, employees driving a parish owned vehicle shall not at any time carry passengers unless they are parish employees or individuals having mutual business to transact with representatives of the Parish.

2. Members of an employee's immediate family may be permitted to accompany the employee when specifically authorized by the Department Director and when their presence relates to the purpose of which the employee is making use of the parish vehicle.

3. No more than three people shall be permitted to ride in the front seat of any parish owned vehicles.

G. Medical Aspects of Driving a Parish Owned Vehicle

1. Physical conditions of an employee have an important bearing on his/her ability to operate a vehicle safely. Alcohol, drugs, illnesses, disabilities, and emotional disturbances are factors, which may cause or contribute to vehicle accidents.

2. Drivers shall not operate a parish vehicle or special equipment while affected by or under the influence of any of the following:

   a. Alcoholic beverages
   b. Controlled substances
   c. Drugs or medications including prescription or non-prescription that impairs the driver's ability to safely control and operate the vehicle.

3. Drivers shall report to their immediate supervisor any circumstances that may impair their ability to safely operate a parish owned vehicle or special equipment.

H. Operating and Safety Practices

1. Drivers of parish vehicles or operators of special equipment shall be directly responsible for the following:

   a. Speed – Speed limits shall be followed at all times. Conditions may require speeds to be lower than posted.

   b. Courtesy – Courtesy is very important when operating a parish vehicle or special equipment. Public relations and goodwill are largely dependent upon the actions of the driver. Drivers shall watch out for pedestrians at all times.

   c. Following Too Close – Many accidents are caused by drivers following too closely. Such accidents are by law, the responsibility of the following vehicle. Drivers shall stay far enough behind a vehicle to permit a safe stop if the other vehicle stops suddenly.

   d. School Buses – Extreme care should be exercised when approaching school buses. All State Laws require drivers to stop for a school bus, regardless of direction of travel, when it is standing still and passengers are loading and unloading. Drivers shall watch for blinking lights of school busses.

   e. Seat Belts – Seat belts shall be worn at all times by all persons in the front seat of a parish vehicle.

   f. Public Awareness – Drivers of parish owned vehicles shall be aware at all times that they are representing the Parish of Caddo. Unprofessional conduct while in a parish vehicle will not be tolerated. Parish vehicles are to be used for business purposes only and shall never be located at an undesirable location that does not look good for the Parish of Caddo.

   g. Cell Phone Usage - Employees who travel are prohibited from using cell phones, whether for personal or business use, while operating a vehicle. This applies to both parish vehicles and to personal vehicles during business travel. This prohibition includes hand-held phones, and applies to calls, texting, and all other cell phone use.

2. Conservation of Motor Vehicle Fuels

   Each driver shall take positive action to conserve fuels by following the driving techniques listed as follows:

   a. Obey speed limits;

b. Warm up engines;

c. Drive smoothly, spurts or rapid acceleration requires more fuel;

d. Do not leave engines idling when unnecessary;

e. Proper tire inflation improves fuel and tire mileage;

f. Vehicles equipped with radios and telephones shall have the engine maintained properly for a charged battery;

g. Fill fuel tanks only to and including the intake pipe. Fuel is one of the most expensive contributions to the operating cost of your vehicle. Driving habits can be instrumental in contributing towards substantial savings.

I. Vehicle Accidents

In the event a vehicle accident occurs, the driver shall follow these instructions:

1. Turn off the engine and leave the vehicle in position unless it is creating a hazard to other traffic, pedestrians, or property.

2. If it is necessary to move the vehicle, the position of the vehicle should be marked or designated before moving.

3. Always render first aid to injured persons and call for assistance (Police, ambulance, fire department, and/or parish wrecker if necessary).

4. Always get the name and address of the other driver(s) involved, their license number and state, make, type of vehicle and insurance carrier, if known. Make a note of the time of day, date, street address, and approximate distance and direction to nearest intersection or town. Also, make a note of any weather conditions or construction that may have contributed to the accident.

5. Secure names and addresses of any witnesses.

6. Do not discuss your opinions as to who was at fault at any time.

7. Notify your supervisor and the Department of Human Resources as soon as possible.

8. Drivers who are involved in a vehicle accident shall be sent for drug and alcohol testing within three hours of the accident. Accidents that occur, such as knocking off the side mirror of a vehicle may not require a drug and alcohol test unless deemed necessary by the supervisor, and approved by the Department of Human Resources

9. All vehicle accidents meeting the criteria shall be investigated and reviewed by the Accident Review Board.

J. Accident Reporting

1. The employee must report the accident to their supervisor as soon as possible. The supervisor will report the vehicle accident to the third-party claims administrator within 24 hours of the occurrence.

2. If the employee is injured in the vehicle accident, the employee must report the injury in accordance with Policy 403 Workers Compensation. The supervisor will ensure that the work injury claim is properly reported to the third-party claims administrator as soon as possible.

3. If the employee is not injured, but is subjected to a drug and alcohol test, then the supervisor must submit a work injury claim to the third-party claims administrator as soon as possible.

K. IRS Regulations

1. The IRS requires that the value of an assigned vehicle utilized for commuting be reported as income for tax purposes.

2. A special valuation rule shall be used for calculating the income derived from the use of the vehicle. This method shall be used if certain conditions are met:

   a. The Parish shall have and enforce a written policy concerning the use of assigned vehicles.

   b. Vehicles shall be used for business purposes, commuting, and “de minimis” personal use only with no other personal use permitted.

   c. The personal use value of the assigned vehicle shall be included in income reported for the employee on the W-2 Form.

3. Under current IRS regulations, certain vehicles are exempt from the income-reporting rule if they are used for law enforcement purposes or they are generally unsuitable for usage as a passenger vehicle.

4. The Department of Finance shall be responsible for determining the status of each assigned vehicle. Employees who are assigned a vehicle that is determined to be taxable shall be notified that additional income shall be reported under the special valuation rule. This notification shall be made by January 31 of the year for which the vehicle will be used or within thirty (30) days from the assignment of the vehicle, whichever is later.

508 RESTRICTED DUTY PROGRAM

EFFECTIVE: 10/01/2008
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to the Restricted Duty Program.

Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. The Director of Human Resources is responsible for administering, communicating, monitoring, and ensuring proper records maintenance, and details of this policy.

C. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

Procedures

A. Definitions:

1. Restricted Duty Program – A program designed to provide temporary work for employees who are unable to perform their regular duties due to an occupational injury or illness. Restricted duty is not available to employees with a non-occupational injury or illness.

2. Safety Coordinator – The Safety Coordinator as designated by the Director of Human Resources will manage the Restricted Duty Program.

3. Restricted Duty Employee – An employee who because of certain physical restrictions caused by an occupational injury cannot perform the functions of his regular assigned job, but is physically capable of performing the functions of a restricted duty job.

4. Restricted Duty Position – A restricted duty position is a temporary position that allows an injured worker to return to a position in his physical restrictions, as set forth by the treating physician, until he/she is capable of returning to full duty.

B. The treating physician will notify the Department of Human Resources of the employee's physical restrictions.

C. The Safety Coordinator and Department Director (or his designee) will work with the workers' compensation third party administrator and the treating physician on identifying a meaningful restricted duty position for the employee. As the employee's condition improves, this process will be repeated and the employee's job duties will be adjusted accordingly.

D. The restricted duty employee is assigned to his home department when possible, otherwise other departments' needs will be assessed. The employee's home department is responsible for payroll if the employee is assigned to another department.

E. Restricted duty is for a period of up to twelve weeks. The Safety Coordinator, Director of Human Resources and the Department Director will meet to reevaluate the employee's status if he/she is unable to return to his regular duties within twelve weeks. The needs of the department are paramount and may warrant the extension or conclusion of the employee's restricted duty period.

F. The Director of Human Resources, Department Director and the Parish Attorney (or their designees) will meet to determine the employee's duty status if the employee has reached maximum medical improvement as determined by the treating physician and is unable to resume his pre-injury position.

509 ACCIDENT REVIEW BOARD

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo Accident Review Board.

Responsibility

A. It is the responsibility of the Parish Administrator to ensure that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. It is the responsibility of the Director of Human Resources to ensure that this policy is followed consistently and expertly managed.

C. It is the responsibility of the Department Director to promote safety and prevent unnecessary loss and injury within the department.

Procedures

A. The Accident Review Board convenes to review all accidents and incidents involving Parish employees that cause damage in excess of $1,500.00 to Parish or private property. The board also reviews accidents causing a work related injury or illness that results in:

1) Death,
2) Loss of consciousness,
3) Days away from work,

4) Restricted work activity or job transfer, or
5) Medical treatment beyond first aid.

The Accident Review Board will review other incidents and accidents that do not meet these criteria at the request of the Department Director or Director of Human Resources.

B. The Accident Review Board is comprised of a Chairperson and two members of management. The Director of Human Resources appoints the Chairperson. The remaining two members are selected from a pool of six members of management appointed by the Parish Administrator.

C. The Accident Review Board convenes after a reported incident or accident to consider all evidence and reports. The board may also convene on an emergency call basis.

D. The Chairperson will coordinate the meeting and select two members who most compliment the board depending on the type of incident. The Fleet Services Manager will serve on the board of all incidents involving Parish equipment and vehicles. A board member cannot serve on the board that reviews an incident involving his or her own department.

E. Except in cases of an emergency-called meeting by the board, employees with incidents subject to review by the board shall be notified of board proceedings at least two days before such proceedings. At the discretion of the Chairperson, the employee may present testimony or any other evidence during the proceedings for consideration of the board.

F. The Accident Review Board will review all matters concerning the incident. Within three days of the review, the Chairperson will report the facts of the accident/incident to the Department Director and the Director of Human Resources. The board may offer an opinion as to whether or not the incident was preventable, but has no authority over the employee(s) involved.

G. The Department Director will review the board's findings and impose disciplinary action where warranted. The Department Director will advise the Director of Human Resources in writing of his decision within three days of receiving the Chairperson's report and prior to imposing any disciplinary actions. If the action is not historically consistent, then the Department Director and Director of Human Resources will discuss alternative actions. If necessary, the Directors will consult the Assistant Parish Administrator and he/she will make the final determination.

H. The Department Director, employee and any others involved will discuss the final determination.

I. The Director of Human Resources will maintain a log of results to ensure consistency among all incidents and will provide a monthly summary report to Administration.

J. Any disciplinary action taken as a result of the Accident Review Board findings shall not constitute an admission of liability by the Parish of Caddo in any litigation relating to the injury or accident that is the subject of the disciplinary action.

510 MEDIA POLICY

EFFECTIVE: 10/01/2021

Purpose

It is the responsibility of the Parish of Caddo to provide citizens with information about policies, programs and decisions that affect the public. The Parish fosters an open and honest environment in which to disseminate public information on a consistent and timely basis.

The Parish of Caddo Media Policy exists to clarify roles and set forth protocols for working effectively with the media to ensure that the Parish's messages are mission are well communicated to a variety of audiences internally as well as externally.

Objectives

In establishing guidelines for media relations, the following objectives have been established:

1. Ensure all media contact is in compliance with the Parish of Caddo Media Policy.

2. Ensure that all Parish policy, programs and services are consistently, comprehensively and professionally communicated to the media.

3. Initiate proactive communication with local media in matters of urgent, newsworthy and routine issues, including those of legal or political significance.

4. Ensure media inquiries receive immediate response and that information provided is accurate, appropriate and consistent.

5. Train and position key representatives with the media as experts in their respective departments.

6. Inform Parish Administration and Parish Commission of media contact, in compliance with policy and guidelines set forth in this document.

General Procedures

A. Public Information Officer (PIO) Responsibilities

1. The Public Information Officer (PIO) conducts and coordinates public relations functions for the Parish of Caddo and serves as liaison between the Parish Administration and the media.

2. Additionally, the PIO coordinates interdepartmental communication and collaborates with the IS Department for Internet content for the Parish's website.

3. Parish of Caddo press conferences, special events and news releases are coordinated by the PIO. All news releases are maintained on the Parish website.

B. Building Relationships with the Media

The news media is a vital link in keeping Parish citizens informed. It is in the Parish's best interest to work with the news media. The roles and responsibilities of professional journalists are respected by the Parish and it is our goal to establish and maintain a positive and professional relationship.

C. Proactive Media Activity

1. The PIO will coordinate all proactive media activity. This is necessary to ensure consistency, coordinate timing and to enhance the image of the Parish.

2. Proactive media activity includes any type of information prepared and communicated to the local media.

3. Specific proactive media contact are not limited to, but may include:

   a. News Releases – issued at any time to communicate important information to targeted or all local media
   b. Community Calendar Advisories – issued to targeted media in advance of Parish events for publication on community event calendars
   c. Press Kits– materials prepared for the media to provide additional background and information
   d. Press Conferences – special event planned and held to communicate *highly* important and/or visible information to the community for which media coverage is desired
   e. Story Pitches – story idea targeted to a specific media agency with community or news interest where key points are prepared and used to pitch the story.

4. Proactive media activity will be coordinated through the PIO, as follows:

   a. All written announcements (i.e., news releases, advisories, notice of special events, press kits, etc.) will be written and distributed by the PIO, working closely with key department staff. Joint media announcements (i.e., in conjunction with community partners and coalitions) must be coordinated through the PIO, prior to release.

   b. All press releases to be disseminated to the media will be approved by the Parish Administrator or his designee. After approval, each release will be sent to members of the Caddo Parish Commission and/or related Directors in advance of the release being sent to the media.

   c. Other types of information prepared for distribution to the media (i.e, fact sheets, marketing materials, etc.) must be reviewed and approved by the PIO prior to release to ensure that format, information and messages are consistent and appropriate.

d. Special event coordination with the media (i.e. press conferences, community events, morning show appearances, etc.) is the responsibility of the PIO. Events related to specific departments are to be jointly coordinated with the PIO and appropriate department staff.

D. Reactive Media Activity

1. Department directors or their designees may respond to media requests for general information, but must notify the PIO immediately of any requests. Upon investigation, the PIO will route the inquiry to the proper department, when applicable.

2. Following any media communication, the PIO will notify the Parish Administrator and members of the Commission, preferably by email, with details of the inquiry, the response to media and when the information is scheduled to be printed in the newspaper, and or to be aired through radio/television.

3. All approved media will have a staff escort while on Parish premises conducting interviews, taping footage, etc.

4. Any requests for Parish documents must be coordinated through the PIO office and must be processed in accordance with public records request laws. The news media may be provided with all information that is available to the public. When legal or ethical issues arise, public records laws are relied upon to clearly define what is and is not public information. In cases where the release of information requested by a reporter is prohibited, the basis for not releasing the information is provided as stated in the Louisiana statues.

5. Unless the media requests to speak to a specific Caddo Parish Commissioner, members of the media seeking official comments from the Caddo Parish Commission will be directed to the Commission President, or in his/her absence, the Vice-President.

E. Misinformation

1. Misinformation shared with the media can have negative effects on the public, as well as on the Parish's credibility and the credibility of the news media.

2. Any designee should speak to reporters only about topics about which they are responsible for and are familiar with.

3. When reporters' questions go beyond required expertise, never speculate and refer them to the appropriate source or the PIO.

F. Training

Media training is available through the PIO office to help employees become more proficient in speaking to the media.

511 SOCIAL MEDIA

EFFECTIVE: 10/01/2021

Purpose

This policy establishes the Parish of Caddo's requirements pertaining to the use of social media. A related policy addresses interactions with traditional media organizations. The Parish recognizes the vital importance of participating in these conversations and we are committed to ensuring we participate and listen in meaningful ways.

Objectives

1. Publish, engage and provide customers service with relevant, timely and actionable information while promoting core services and key events.
2. Establish our voice to build confidence that we are a trusted source for information, especially during emergencies.
3. Listen to conversations about government services/programs and participate in individual, neighborhood, local, regional, state and/or national conversations.
4. Ensure the security of the Parish's social media accounts.
5. Integrate social media with other ways to deliver and share content of Parish services and events.

General Procedures

A. Parish Social Media Accounts

1. The Parish's website (http://www.caddo.org) and any additional Parish authorized websites will remain the Parish's primary and predominant Internet presence. Whenever possible, content posted to Parish authorized social media sites will also be available on the Parish's main website.

2. All authorized social media sites used or established by the Parish will be subject to approval by the Parish Administrator and/or the Public Information Officer (PIO).

3. The PIO will serve as the administrator and lead staff person for official parish social media sites. Duties include serving as the lead contact for all Parish maintained accounts, developing the engagement framework for posting information and responding to comments and ensuring that each Parish maintained account is regularly updated. Department staff may manage the day-to-day operations of a particular Parish social media site, but in close collaboration with and approval from the PIO.

4. All passwords and login credentials for all Parish maintained social media sites will be retained and provided to the PIO and the Department of Information Systems. The Department of IS will also serve as co-administrators of all Parish maintained accounts.

5. The Public Information Officer will provide the framework for the Parish's social media presence. In this role, the PIO will:

    a. Serve as silent administrator of all accounts.
    b. Coordinate during emergencies.
    c. Post when needed and approve social media content to be posted.
    d. Provide feedback and regular training.
    e. Update guidelines as social media platforms change.
    f. Amplify presence and information through parish wide accounts.

B. Publishing On Parish Social Media Accounts

1. The Parish Administrator, PIO, or their designee are the only designated publishers to the Parish maintained accounts. Publishers may be required to attend training sessions. All content that is scheduled to be posted to any Parish maintained account is subject to prior approval from the PIO.

2. In general, content posted to Parish authorized social media sites should refer users back to the Parish's official website containing in-depth information, forms, documents or online services necessary to conduct business or access services with Caddo Parish.

3. Official Parish social media accounts need to be clear, precise and follow industry best practices for posting updates. Those who publish to Parish maintained social media accounts must adhere to the following tenets regarding the types of content to share:

    a. Relevancy – Information must help residents and pertain to services and events applicable to their daily lives.
    b. Timely – Information about deadlines, upcoming events or related to current events.
    c. Actionable – Information about how to register, attend, go or do.

4. When posting to social media, legal requirements, and Parish guidelines towards the protection of confidential, sensitive and internal use information still apply. Posts that are not allowed include:

    a. Information about items in litigation or about claims that could be brought against the Parish.
    b. Personnel, sensitive or confidential information of any kind.
    c. Personal health information of any kind.

5. Any questionable posts should be facilitated through the PIO.

    a. Users and visitors to Parish authorized social media sites shall be notified that the intended purpose of each social media site is to serve as a mechanism for

communication between the Parish and members of the Public. Comments and any other content containing any of the following are not allowed and the Parish reserves the right to remove any content that is violation of this social media policy or any applicable law:

1) Comments and articles not topically related to the particular social media article being commented on;
2) Comments in support of or opposition to political campaigns or ballot measures;
3) Profane and/or vulgar language or content;
4) Content that promotes, fosters, or perpetuated discrimination on the basis of race, creed, color, age religion, gender marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
5) Inappropriate sexual content or links to inappropriate content;
6) Solicitations to commerce;
7) Illegal conduct or encouragement of illegal activity;
8) Information that may tend to compromise the safety or security of the public or public systems;
9) Content that violates a legal ownership interest of any other party;
10) Comments or content that harass or advocate for the harassment of another party;
11) Comments or content that poses or creates a privacy or security risk to another person;
12) Comments or content that contain restricted or password-only access pages or hidden pages or images;
13) Comments or content that involve the transmission of 'junk mail', 'chain letters' or unsolicited mass mailing, instant messaging, or 'spam;
14) Comments or content soliciting or designed to solicit passwords or personal identifying information for commercial purposes;

b. These guidelines will be displayed to users on all social media sites, in addition to the following disclaimer: "All posts are subject to legal action under state and federal law. The Parish does not assume any responsibility for third party posts."

c. Content submitted on Parish maintained social media sites that is deemed inappropriate content and removed should be retained with a timestamp and description detailing reason for removal.

C. Public Records, Archival and Retention

1. Parish authorized social media sites are subject to the Louisiana Public Records Law.

2. Any content maintained in a social media format that is related to Parish business, including a full list of subscribers and posted communication, is a public record.

3. Content related to Parish business shall be maintained in an accessible format so that it can be produced in response to a request.

4. Whenever possible, such sites shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

5. Users shall be notified that public disclosure requests must be directed to the parish's Public Information Officer.

D. Personal Social Media Usage

1. The Parish respects employees' ability to use social media as a medium of self-expression, and this policy does not restrict an employee's ability to comment on matters of public concern as provided by law. However, social media sites have a significant communications potential. Therefore, employees shall adhere to the following guidelines when communicating or posting content about Parish-related subjects on social media sites in their capacity as private citizens on personal time:

    a. Specify that the views expressed are the employee's alone and do not necessarily represent the views of the Parish of Caddo;

    b. Refrain from disclosing confidential or proprietary information of which the Parish may be a custodian including but not limited to private information about the Parish's citizens, customers, clients, elected officials, employees and non-operational information and procedures;

    c. Refrain from making comments that threaten physical violence, harass, bully, discriminate or retaliate against the Parish's elected officials, officers, employees, representatives, business partners, vendors or service providers;

    d. Refrain from using social media to engage in abusive, defamatory, obscene, violent, maliciously false or otherwise egregious conduct or statements directed at or implicating the Parish, its citizens, elected officials, employees, representatives, business partners, service providers or vendors;

    e. Refrain from using social media sites in a manner that may damage or reflect discredit to the Parish's reputation by posting content created, owned, associated with or held as a custodian by the Parish, including but not limited to, intellectual property, trademarks, logos, copyrighted material or images depicting Parish uniforms, vehicles, facilities or other items identified with the Parish;

    f. Refrain from linking a social media site to any of the Parish's internal websites or internal computer networks without Parish approval;

2. Remember that, in some cases, content about the conduct of Parish business published by employees on personal time may be subject to disclosure under the Louisiana Public Records Law.

PARISH OF CADDO
Department of Human Resources

ACKNOWLEDGEMENT

Classified Personnel Policies, Rules and Regulations
October 1, 2021

By my signature below, I acknowledge I have been provided access to the revised Parish of Caddo Classified Personnel Policies, Rules, and Regulations, effective October 1, 2021. I further acknowledge that I understand I am responsible for the complete review of these policies which can be found at www.caddo.org/employees or at caddo.sharepoint.com/HR. I understand that I may contact my supervisor or the Department of Human Resources should I have questions about these policies.

Employee's Signature	Date
Employee's Printed Name	Department

PARISH OF CADDO
Department of Human Resources

CLASSIFIED PERSONNEL
POLICIES, RULES AND REGULATIONS

Approved Revisions

Effective October 1, 2021

Updates throughout document

- Change Department of Finance and Human Resources to Department of Human Resources (reference Ord. No. 5892, 8-22-2019)
- Change Director of Finance and Human Resources to Director of Human Resources
- Department Head to Department Director

101 Definitions

Page 6 – H. Immediate Family – clarify relationships

Page 7 – P. Probationary Period – Add "An employee may not apply for other job opportunities while in their probationary period unless authorized by the Parish Administrator."

201 Compensation

Page 12 – B. Promotions and Reclassifications

- Add "an increase of up to a 10% increase or at least $2.00 per hour, whichever is greater" to encourage employees to apply for promotion, reward employees for the achievement of promotion, and retain talented employees while staying within budget parameters.
- Remove "to the closest matching salary on the new grade" – redundancy, described in 1.b.

Page 13 – H.3. Out of Class Assignment

- Employee must perform the majority of duties associated with the higher classification in order to receive out of class pay.

Page 16 – O. Telecommuting

- New policy providing guidance on temporary telecommuting.
    - Temporary telecommuting may be approved the Department Director for temporary circumstances such as business closure, inclement weather, special projects, business travel or as a response to health and safety concerns. Telecommuting arrangements that exceed two weeks must be pre-approved by the Director, HR Director and Assistant Parish Administrator.

203 Performance Evaluation – Providing additional detail for the current performance management system.

Page 19 – A. Annual Performance Evaluation

- Remove content regarding the six-month probationary period and incorporate that information in section B.
- Define "one full calendar year" as beginning the position during the first pay period of the year through December 31st.

Page 20 – B. Six-Month Performance Evaluation

- Defines the six-month performance evaluation process for when an employee completes their probationary period.

Page 21 – C. Mid-year Performance Evaluation

- Defines the mid-year performance evaluation process which provides employees with a performance update in July of each year.

Page 21 – D. Performance Feedback

- Defines the practice of providing ongoing performance feedback to employees when improvement is required as well as to acknowledge successful performance.

204 Resignation and Termination

Page 22 – General Procedures

- B. Regarding payout of Vacation Leave to terminating employees. Updating the verbiage to indicate that vacation will be paid out according to the proposed revisions to Vacation Policy #302.
- D. Add "Former employees who had less-than-satisfactory work record will not be considered for rehire or volunteer without approval of the Parish Administrator. This includes employees with a less-than-satisfactory rating on their most recent performance evaluation and/or employees who voluntarily terminated employment with an unresolved performance improvement plan or involuntarily terminated employment as disciplinary action.

300 Medical Benefits and Group Life Insurance

Page 25 – A. Eligibility

- 2. Change eligibility date for health plan (and life plan) from date of hire to first day of the month following date of hire. This aligns with all benefit plans to include life, dental and vision.
- 12. Clarifies when an employee terminates they can apply for continuation of coverage directly with the life insurance provider.

301 Sick Leave

Remove the limit on how much an employee can accrue and use during active employment. The original limitation implemented in 2018 proved to be a detriment to employee morale.

Page 27 – B. Sick Leave Accrual Limit – Remove accrual limit

Page 28 – (Recordkeeping) C. correct spelling error

Page 29 – D. Donation of Sick Leave

- 3. g. Clarify that employee's request must be received by HR no later than the deadline.
- 3. h. Clarify that a new employee can donate 8 hours to be able to receive donated time during the current year, but then must donate an additional 8 hours before 12/31 to be eligible to receive donated sick leave during the following year.
- 3. i. Remove "up to 200 additional hours may be granted…" This provision is only for new employees as defined in paragraph 5.

Page 30 – E. Other Sick Leave Details

- 6. Defines if an employee exhausts their sick leave, then they must first use compensatory time first before using accrued vacation time.
- 9. Sick Leave Conversion – Employees hired before 1/1/2007 may convert unused sick leave to years of service credit. Employees hired on or after 1/1/2007 cannot because the Parochial Employees Retirement System modified their eligibility requirement for those employees which would require the employer to remit payment to the retirement system for the actuarial cost of any leave that is converted to retirement credit at the time of retirement or DROP entry. (R.S. 11:1927 E)
- 10. Termination of Employment – reiterate that sick leave balance will not be paid out to terminating employees.

302 Vacation Leave

Remove the limit on how much an employee who was hired on or after 1/1/2007 can accrue and use during active employment and implement a limitation on the number of hours eligible for payout. The original limitation implemented in 2018 proved to be a detriment to employee morale.

Page 32 – B. Vacation Leave Accrual Limit – Remove accrual limit

Page 34 – C. Other Vacation Leave Details

- 11. Vacation Leave Conversion – New
  - Employees hired before 1/1/2007 may convert unused vacation leave to years of service credit. Employees hired on or after 1/1/2007 cannot because the Parochial Employees Retirement System modified their eligibility requirement for those employees which would require the employer to remit payment to the retirement system for the actuarial cost of any leave that is converted to retirement credit at the time of retirement or DROP entry. (R.S. 11:1927 E)
- 12. Vacation Leave Pay Out – New
  - Define how terminating employees who were hired on or after January 1, 2007 will receive pay out of accrued vacation hours not to exceed 520 hours.

303 Holiday Policy

Page 34 – A. Holidays

- 1. f. Add Juneteenth Day (Friday before the 3rd Saturday in June)
- 1. i. Add Federal Election Day
- 1. n. Add Other official State of Louisiana holidays except Mardi Gras
- 3. Correct spelling error.

306 Cafeteria Plan

Page 40 – General Procedures

- A. Clarify that open enrollment occurs at the same time as open enrollment for group benefits (health, dental, life, vision).
- B. Remove. Paragraph A. defines when open enrollment will occur.
- D. Add that benefits may change when there is a "change in IRS code affecting cafeteria plans" such as the COVID 19 Relief for Cafeteria Plans which temporarily allowed changes like an employee could change their elections outside of open enrollment or qualifying event periods.

400 Family and Medical Leave (FMLA)

Page 44 – Notice of Leave

- C. 1 – 2 – Update procedure to include third party FMLA administrator.
- C. 4. – Clarify that employees must comply with their department's call-in procedures and report their absence in a timely manner if at all possible, otherwise delays in processing leave may occur, leave may be denied, and employee may be subjected to disciplinary action, all in accordance with federal FMLA regulations.

Page 45 – Application for Leave

D. Update Application for Leave Procedure to provide detail related to the third-party FMLA administrator.

Page 47 – Failure to Return from Family Medical Leave

- I.2. – Clarify that an extension of leave is considered a personal leave of absence and not FMLA leave.
    - Also update formatting from
- I.2.d. – Change Assistant Parish Attorney to Parish Attorney. Add "or their designees"
- I.2.e. – Add that COBRA continuation of health benefits will be offered should an employee exhaust their FMLA entitlement and is in an unpaid status.

403 Workers' Compensation

Page 53 – C. Update process for reporting injuries to new procedure which is a paperless process.

500 Code of Conduct

Page 57 – G. Prohibited Political Activities – Addition which specifies that employees are ineligible to contribute to the campaign funds or take part in a campaign of any candidate for Caddo Parish Commission. (Reference Ord. No. 4096, 2-20-2003)

503 Harassment and Discrimination

E. Training and Education

Page 68 – E. 1. Add annual training requirements

505 Discipline and Termination

Page 76 – A. Types of Disciplinary Action – Non-Punitive - Clarify the progressive disciplinary system in place which allows for verbal warnings, written warnings, and performance improvement plans.

507 Vehicle Use

Page 90 – I. Vehicle Accidents

- Remove paragraph "J. Accident Report Form" to remove requirement of preparing manual accident reports as the process is now automated.
- Remove unnecessary paragraph "K. Accidents" and continue numbering from previous list.

Page 91 - J. Accident Reporting – Add to define steps required in reporting a vehicle accident as it relates to reporting claims to the third-party claims administrator. Paper reports are no longer required.

510 Media Policy

Page 94 - Incorporate existing guidelines into the personnel policy manual

511 Social Media Policy

Page 97 - Incorporate existing guidelines into the personnel policy manual