

# BOSSIER PARISH POLICE JURY



## Policies & Procedures

### CREATION DATE AND AMENDMENTS:

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## INTRODUCTION

Welcome new employee!

On behalf of the Bossier Parish Police Jury, I welcome you and wish you every success here.

We believe that each employee contributes directly to the Police Jury's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Police Jury.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

## **010 ORGANIZATION DESCRIPTION**

The Bossier Parish Police Jury is both a legislative and administrative body. Its legislative functions include enacting ordinances and resolutions, establishing programs and setting policy. As an administrative body, it prepares the budget, hires personnel, spends money, negotiates contracts, and, in general, directs the activities under its supervision.

The purpose of the Police Jury is to serve the public. Employees are expected to respond to citizens of the parish in a courteous and effective manner. Services are provided by the following departments and offices: Police Jury Administrative Staff, Registrar of Voters' Office, Maintenance Department, Highway Department, Bossier Parish Libraries, the Section 8 Housing Office, the Bossier Parish Coroner's Office, 26th Judicial District Attorney's Office, and the 26th Judicial District Judges' Office.

### **Governance:**

The following policies and procedures herein set forth apply to the Police Jury Administrative Staff, Maintenance Department, Highway Department, Bossier Parish Libraries, the Section 8 Housing Office and the Bossier Parish Coroner's Office.

The 26th Judicial District Judges' Office and the Registrar of Voters' Offices are all governed by separate policies and procedures. Persons employed in these departments should consult their department head for a copy of the appropriate manual.

## **020 INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with the Police Jury and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Police Jury to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Police Jury continues to grow, the need may arise and the Police Jury reserves the right to revise, supplement, interpret, or rescind any policy or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the Police Jury to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur, and will be provided with a copy of revised handbook as soon as possible.

## **EMPLOYMENT**

### **100 NATURE OF EMPLOYMENT**

Employment with the Police Jury is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. The Police Jury may terminate the employment relationship at will at any time, with or without notice or cause, as long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Police Jury and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the Police Jury's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Police Jury.



## **110 EMPLOYEE RELATIONS**

The Police Jury believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Police Jury amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **120 NEPOTISM**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the Police Jury may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. The Police Jury employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (ie: legal or acting guardian; common law spouse; step relation).

This policy is effective February 1, 1995. Applicable reporting relationships established prior to this date will be grandfathered.

## **130 EMPLOYEE MEDICAL EXAMINATION**

To help assure that employees are able to perform their duties safely, medical examinations may be required.

Current employees may be required to take medical examinations only when job related or required by business necessity. Such examinations will be scheduled at reasonable times and intervals and performed at the Police Jury's expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those individuals allowed to review such information under federal or state law.

## **140 IMMIGRATION LAW COMPLIANCE**

The Police Jury is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Police Jury within the past three years, or if their previous I-9 is no longer retained or valid.

Any individual who falsifies documentation for purposes of attempting to obtain or keep a job will be immediately dismissed. He or she may also be reported to applicable federal or state authorities.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department.

## **150 CONFLICTS OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Police Jury wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Police Jury's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to their supervisor or the human resources manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Police Jury does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Police Jury.

## **160 GIFTS, HONORARIA, ETHICS**

As an employee, you are covered by Louisiana's Code of Ethics, generally found in Louisiana Revised Statutes 42:1111-1123. Specific Ethics Code situations related to your work may include, but are not limited to:

PAYMENT/GIFTS: "No public servant shall receive anything of economic value, other than compensation and benefits from the government entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position." "No public servant shall receive anything of economic value for any service, the subject matter of which is devoted substantially to the responsibilities, programs, or operations of the agency of the public servant and in which the public servant has participated."

- ✓ "Thing of economic value" means money or any other thing having economic value. This means we cannot accept tips, money, donations, or other personal gifts.

We can normally accept:

- Promotional items having no substantial resale value
- Food, drink, or refreshments, including reasonable transportation and entertainment incident thereto, consumed while the guest of some person
- Board approved salary and related benefits due to your public employment
- ✓ "Service" means the performance of work, duties, or responsibilities, or the leasing, rental, or sale of movable or immovable property.

Please consult Human Resources if you have any questions about this subject.

## **170 OUTSIDE EMPLOYMENT**

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Police Jury for materials produced or services rendered while performing their job.

Employees may hold outside jobs as long as they meet the performance standards of their job with the Police Jury. All employees will be judged by the same performance standards and will be subject to the Police Jury's scheduling demands, regardless of any existing outside work requirements.

If the Department Head determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Police Jury as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by the Police Jury. An employee may not engage in activities associated with their outside employment during their normal working hours.

## **180 DRESS AND APPEARANCE**

Because of the people-oriented nature of the Bossier Parish Police Jury, our staff is expected to present an image of professional competency and conscientiousness to the public. We wish to project a business-like environment as well as friendliness, helpfulness, and approachability.

Each department will be allowed to establish their own dress code. However, each employee must be dressed and groomed in a professional business manner.



## **EMPLOYMENT STATUS AND RECORDS**

### **200 HIRING PROCESS**

#### **EMPLOYMENT APPLICATIONS**

Recruitment for employment with the Bossier Parish Police Jury is vacancy-based. However, Employment Applications will be accepted as a courtesy to the public. These forms can be obtained from the Bossier Parish Police Jury main office in the Bossier Parish Courthouse.

#### **SELECTION PROCESS**

The Bossier Parish Police Jury favors promotion from within whenever merited in order to provide advancement opportunities for qualified staff.

Departments of the Bossier Parish Police Jury will administer their own selection process at their discretion under the authority of the Administrator. However, the Police Jury members and/or the Administrator will be responsible for selecting the department heads and the Library Board will be responsible for selecting the Library Director.

After selection has been made by the department head, the application and resume will be forwarded to Human Resources for review and verification that the prospective new hire does indeed meet all of the required qualifications as listed in the job description before the offer of employment is extended.

Library Department Branch heads must notify the Library Director whenever there is a vacancy in their branch. The director normally limits the initial selection process to current staff. A job announcement is prepared and each branch is notified of the opening. If there are no qualified applicants among the staff, outside applicants may be considered except that professional library positions are to be publicized and outside applications accepted. After reviewing applications and references, library branch heads will recommend one applicant to the library director. The selection of an applicant for recommendation is strictly the authority of the branch head (or library director for branch heads). If the library director chooses not to confirm the recommendation, the branch head recommends another applicant. The Library Director will submit the name(s) of new library employees to the Library Board at the next regular meeting for their informational purposes.

#### **EVALUATION OF APPLICANTS**

All applicants are evaluated on merit, defined as their meeting the published qualifications, having required experience, their ability to do the job, communication skills, and their documented record and future likelihood of getting along well with their supervisors and co-workers in a collaborative, cooperative work setting.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Bossier Parish Police Jury is an equal opportunity employer. Accordingly, we affirm and promote equal opportunity in the areas of recruitment, employment, promotion, and all other facets of employment. Our practices are without regard to race, color, religion, creed, sex, gender, age, disability or medical condition, national origin, veteran status, and all other categories protected by federal or state law. We will make reasonable accommodations for employees and applicants with qualified disability or religious needs whenever possible as long as the accommodation does not cause undue hardship.

## **REFERENCES**

To ensure that individuals who apply for employment with the Police Jury are well qualified and have a strong potential to be productive and successful, it is the policy of the Police Jury to check the employment references of all finalists. Former employers may be contacted. Steps will be taken to assure that those giving references are, in fact, in positions of authority and not a personal acquaintance of the candidate.

## **AFTER JOB OFFER**

Employment selection is contingent upon:

- A negative drug-screen
- Passing a background search (if applicable)
- Passing a motor vehicle check (if applicable)

### Alcohol/Controlled and Dangerous Substance Testing:

After an applicant has been offered a job, the parish's drug test must be passed before employment commences, in accordance with parish ordinance requirements.

### Persons 18 and over hired to work predominately with children:

When a person is hired to work predominately with children, or required to enter upon private property to conduct their specific tasks (i.e. meter readers), a criminal background investigation will be conducted before beginning employment, annually, and anytime the supervisor has sufficient reason to believe that the employee may have received a conviction.

Any convictions will be reviewed to determine if a nexus between the job and the conviction exists. If a correlation exists, the candidate/employee may not be hired or may be terminated if already employed.

### Motor Vehicle Record Checks:

Any person who could possibly drive a parish-insured vehicle shall be subject to a motor vehicle (M.V.) record check before beginning employment and every year thereafter.

## **210 EMPLOYMENT CATEGORIES**

It is the intent of the Police Jury to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Police Jury.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from the minimum or overtime provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Police Jury management.

In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL TIME EMPLOYEES** are those who are not in a temporary status and who are regularly scheduled to work the Police Jury's full-time schedule. Generally, they are eligible for the Police Jury's benefit package, subject to the terms, conditions, and limitations of each benefit program. Regular full-time employees work a minimum of 30 hours each week consistently.

**REGULAR PART TIME EMPLOYEES** are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule, but at least 28 hours per week. Regular part time employees are eligible for some benefits sponsored by the Police Jury, subject to the terms, conditions, and limitations of each benefit program.

**PART TIME EMPLOYEES** are those who are not assigned to a temporary status and who are regularly scheduled to work less than 28 hours per week consistently. They are eligible to receive all legally mandated benefits (such as Social Security and workers' compensation insurance) and are also eligible to receive half vacation and sick leave accruals if they work at least 24 hours per week consistently.

**TEMPORARY EMPLOYEES** are those whose employment is not intended to be permanent but is limited to a general time period with no expectation of employment beyond the period specified. During the employment with the Police Jury, the temporary employee can either be full-time or part-time. A temporary employee either may or may not have a set schedule, and the hours are set by their direct supervisor. The temporary employee is not eligible for benefits due to the terminal length of their employment. However, they may be eligible for some supplemental benefits.

**CONTRACTORS** are those who routinely work either a full time or a part time schedule according to a contract and who may or may not be eligible for benefits. The Police Jury offers this category in limited classifications and to limited numbers of employees.

## **220 ACCESS TO PERSONNEL FILES**

The Police Jury maintains a personnel and medical file on each employee.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

The medical file contains such information as the employee's group insurance applications, workers' compensation information, and other medical information. The medical file is kept in a separate, locked, restricted storage area from other personnel records.

Personnel and medical files are the property of the Police Jury, and access to the information they contain is restricted. Generally, only persons who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact their supervisor. With reasonable advance notice, employees may review their own personnel/medical files in the Police Jury's offices and in the presence of an individual appointed by the Police Jury to maintain the files.

## **230 PERSONAL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Police Jury of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

If an employee has a change in personal data, he/she should contact Human Resources who will submit the change to the appropriate section (H/R, Payroll, etc.)

## **240 PERFORMANCE EVALUATIONS AND MERIT INCREASES**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive approaches for meeting goals.

Special written performance appraisals may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems. If you have questions about how you're doing, or what can be done to help you strengthen performance, please ask your supervisor to visit with you in private.

Each year, on the employee's anniversary date, the employee's supervisor will prepare an "annual" job performance evaluation. If the annual evaluation is acceptable or higher, the supervisor may recommend an increase to the next step on the salary schedule.

A supervisor may deny a merit increase and re-evaluate the employee at a later date. If an employee receives a late merit increase because of a denial, their anniversary date does not change nor are they entitled to retroactive pay.

Upon the approval of the Administrator, an employee may be given a two-step increase if recommended by his/her supervisor.

## **250 EMPLOYMENT TERMINATIONS**

There are several types of employment terminations:

**RESIGNATION** – voluntary employment termination initiated by an employee.

**DISCHARGE** – involuntary employment termination initiated by the organization.

**LAYOFF** – involuntary employment termination initiated by the organization for non-disciplinary reasons.

**RETIREMENT** – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Police Jury will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Police Jury, or return of the Police Jury-owned property. Suggestions, complaints, and questions can also be voiced.

Terminating employees will receive their final paycheck including all hours due on the next regularly scheduled payday.

Since employment with the Police Jury is based on mutual consent, both the employee and the Police Jury have the right to terminate employment at will, with or without cause, at any time.

All accrued, vested benefits that are due will be paid according to the applicable policy or plan.

The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **260 EMPLOYMENT VERIFICATIONS**

Confidential employment data will not be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Responses to such inquiries will be limited to information that can be substantiated by the Police Jury's records, and released only by the Human Resources Department. The Bossier Parish Police Jury's general policy is to provide only neutral references (name, title, dates of employment and verification of pay) in response to requests by prospective employers of former employees.

No medical information will be released without a specific authorization from the employee.



## **270 STEP PLACEMENT**

The Police Jury maintains a classification and pay scale to designate minimum pay and level increases for each class of jobs. Copies of these documents are available from the Human Resource Department.

Normally, the beginning salary of a newly appointed employee is the minimum rate for the job class. A beginning salary higher than the minimum rate for the job class may only be authorized by the Administrator.

## **280 PROMOTIONS/RECLASSIFICATIONS**

### Promotions:

The Bossier Parish Police Jury wishes to offer an opportunity for advancement and compensation through promotional opportunities for outstanding employees as a recognition for achieving continuous superior job performance and continuous meritorious support for supervisors through excellent communication and contributing to good employee morale.

A promoted employee is normally placed into a higher step/increment on the salary schedule, as recommended by his supervisor, and approved by his department head and the Administrator.

### Reclassifications:

Upon the concurrence of your department head and the Administrator, a reclassification of your position may be recommended. For you to be reclassified, the essential functions of your job must have changed substantially to the extent that the requirements and nature of your daily work is clearly above that of others in your classification and you must meet all requirements (level of independence and specialization, supervisory responsibility, education requirements) of a higher class. Earning an extra degree or certification, or simply increasing your workload without a corresponding reassignment of more complex duties and supervision or handling the same duties in a different way may not be grounds for reclassification.

Neither promotion nor reclassification will change an employee's anniversary date.

## **EMPLOYEE BENEFIT PROGRAMS**

### **300 EMPLOYEE BENEFITS**

Eligible employees at the Police Jury are provided a wide range of benefits. A number of the programs (such as workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The human resource department can identify the programs for which you are eligible. Details on many of these programs can be found elsewhere in the employee handbook or from the human resource department.

The following benefit programs are available to eligible employees:

- Benefits Continuation (COBRA)
- Bereavement Leave
- Civil Leave
- Deferred Compensation
- Dental Insurance
- Educational Assistance
- Family Leave
- Holidays
- Life Insurance
- Medical Insurance
- Military Leave
- Optional Supplemental Insurance Benefits
- Retirement Plan
- Sick Leave Benefits
- Travel Allowances
- Vacation Benefits

Some benefit programs require contributions from the employee, but most are fully paid by the Police Jury.

A general overview of payroll deductions and elective options is provided below. This information is given simply to inform you about benefits you may be interested in. Benefits are subject to change and are not binding, contractual, or official.

Benefits Continuation (COBRA): The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage for a limited amount of time under the Police Jury's group plan when a "qualifying event" would normally result in the loss of eligibility.

Bereavement Leave: Up to 3 days paid time off due to the death of a family member.

Civil Leave: Time off with pay for certain judicial matters

Deferred Compensation: Optional payroll deduction for tax deferred plan

Educational Assistance: Job-related training including some college courses are offered to our employees and paid for by the Police Jury, under certain circumstances.

Family Leave: Family medical leave of absence without pay for eligible employees who need to take time off from work for a serious health condition or the serious health condition of a family member.

Holidays: 12 paid holidays per year

Group Health, Dental & Life Insurance: As a full-time employee you may choose to participate in the Police Jury's group health, dental, and life insurance plans. However, you are required to work at least 30 hours per week consistently. You will be given an opportunity to enroll at your new hire orientation by submitting an application within your first 30 days of employment. Or, you may apply during annual open enrollment in November.

Military Leave: Leave of absence is unpaid for persons serving in the armed forces.

Optional Insurance Benefits: You may also elect to purchase and/or have premiums deducted from your paycheck for supplemental life insurance, cancer insurance, disability insurance and deferred compensation if authorized by the Police Jury. You will be given a contact information sheet for Supplemental Insurance Companies and Deferred Compensation at new hire orientation.

Retirement: If you work a regular schedule of 28 hours per week or more, and are under the age of 55, you must participate in the Parochial Employees' Retirement System (PERS) instead of Social Security. This is a retirement system for local governmental staff in Louisiana. You will be asked to enroll at your new hire orientation and will receive a handbook about the system. If you are age 55 or older and have 40 quarters or more credit with Social Security you may choose to opt out of the retirement plan. This will also be discussed at your new hire orientation.

Post-Retirement Benefits:

If a full-time employee of the Bossier Parish Police Jury, including an elected official, retires from active service and draws monthly retirement benefits from the retirement system to which he/she contributed while on the Police Jury payroll, and has at least 15 years of active service with the Police Jury, he/she is allowed to maintain his/her group insurance, with the Police Jury participating at the same percentage as for active employees (adopted 4/11/89).

**Please note: As of January 1, 1997, Police Jurors are eligible for group health benefits ONLY (No PERS, Sick, Vacation or Holiday Pay).**

If a Police Jury member who has been elected to two terms leaves Police Jury employment, he/she may maintain his/her group insurance, if he/she pays the entire premium cost. (adopted 4/11/89).

Sick Leave: Paid time off for an employee's or a family member's illness

Travel Allowances: Pay for mileage and meals while traveling out of town for approved training

Vacation Leave: Paid time off for earned leave

Workers' Compensation Insurance: A comprehensive workers' compensation insurance program at no cost to employees. This program covers employees of the Police Jury who sustain work-related injuries.

### **305 VACATION BENEFITS**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to conduct personal business. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees who work a minimum of 30 hours per week consistently.

The amount of paid vacation time employees receive each year increases with the length of their employment, and accrues each pay period as follows:

Service	Vacation accrual (per pay period)	Vacation accrual (total hours accrued on anniversary date)	Vacation accrual (total days accrued on anniversary date)
First year	1.54 hours	40 hours	5 days
Second through ninth year:	3.08 hours	80 hours	10 days
Tenth year	3.39 hours	88 hours	11 days
Eleventh year	3.69 hours	96 hours	12 days
Twelfth year	4.00 hours	104 hours	13 days
Thirteenth year	4.31 hours	112 hours	14 days
Fourteenth year and thereafter	4.62 hours	120 hours	15 days

The length of eligible service is calculated on the basis of a "benefit year." This is a 12-month period that begins when an employee is employed in a position which is eligible for vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

To take paid vacation, employees must request advance approval from their supervisors. Vacation requests will be considered based on business needs and staffing requirements.

Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as shift differentials.

In the event that available sick and vacation is not used by the end of the benefit year, employees will be allowed to carry over all unused leave.

Upon employment termination, unused vacation benefits will be paid up to 1,040 hours. Accumulated vacation leave, or a portion thereof, may be converted to additional retirement benefit credit upon application for normal retirement, based on the rules and regulations determined by the retirement system to which they contribute.

## **310 HOLIDAYS**

The Police Jury will grant paid holiday time off to regular full-time employees who work at least 30 hours per week consistently on the holidays listed below:

- |  |   |
|--|---|
| 1. New Year's Day (January 1)                                      | 7. Labor Day (First Monday in September)          |
| 2. Martin Luther King, Jr. Day (3 <sup>rd</sup> Monday in January) | 8. Veteran's Day (November 11)                    |
| 3. President's Day (3 <sup>rd</sup> Monday in February)            | 9. Thanksgiving Day (Fourth Thursday in November) |
| 4. Good Friday (Friday before Easter)                              | 10. Day after Thanksgiving                        |
| 5. Memorial Day (Last Monday in May)                               | 11. Christmas Eve (December 24)                   |
| 6. Independence Day (July 4)                                       | 12. Christmas Day (December 25)                   |

Paid holiday time off will be granted to all regular full-time employees who work at least 30 hours per week consistently immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. For each hour or holiday work, employees receive holiday premium pay in addition to their rate of basic pay. Holiday premium pay is equal to an employee's rate of basic pay. Employees who are required to work on a holiday receive their rate of basic pay, plus holiday premium pay, for each hour of holiday work – i.e., double or 200 percent of their rate of basic pay.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

For a calendar year when Christmas holidays fall on the weekend, days off in observance of Christmas Eve and Christmas Day shall be as follows:

1. When Christmas Eve falls on Friday and Christmas Day falls on Saturday; Thursday, December 23<sup>rd</sup>, and Friday, December 24<sup>th</sup>, will be recognized and observed as Christmas holidays.
2. When Christmas Eve falls on Saturday and Christmas Day falls on Sunday; Friday, December 23<sup>rd</sup> and Monday, December 26<sup>th</sup>, will be recognized and observed as Christmas holidays.
3. When Christmas Eve falls on Sunday and Christmas Day falls on Monday; Monday, December 25<sup>th</sup> and Tuesday, December 26<sup>th</sup>, will be recognized and observed as Christmas holidays.

To be paid holiday pay while on medical/sick leave, an eligible employee MUST be in pay status for at least four (4) hours on the regular business day before and after the observed holiday. Pay status means paid sick leave, paid vacation leave, or physical hours worked.

Holidays are not counted in the 40-hour workweek computation for overtime pay.

## **315 WORKERS' COMPENSATION INSURANCE**

The Police Jury provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers employees of the Police Jury who sustain work-related injuries. After employment is secured, a new employee must notify the Police Jury of any prior injuries or disabilities. This information will not be made available during the hiring process and will not impact the employee's employment with the Police Jury, unless determined employee misrepresented information on the Second Injury Board Knowledge Questionnaire.

Employees who sustain work-related accidents, injuries or illnesses are required to inform their supervisor immediately. No matter how minor an on-the-job accident, illness or injury may appear, it is important that it be reported immediately. This will allow the employee to receive appropriate medical treatment and enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Police Jury nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Police Jury.

Once an employee becomes eligible to receive workers' compensation benefits as determined by the worker's compensation carrier, they will be placed on a leave of absence without pay by the Police Jury and will begin receiving their workers' compensation benefit checks directly.

If the employee qualifies for Family Medical Leave, those guidelines will also apply.

If the employee does not qualify for Family Medical Leave, they may be granted a leave of absence if approved by the Administrator. However, if they choose to maintain optional benefits such as health and/or dental insurance, they may be required to pay the entire premium.

If at any time during the leave of absence it is determined that an employee will not be able to return to work in his/her previous capacity, he/she may be offered an alternative position/salary if available. If an alternative position/salary is not available, the employee may be administratively terminated.

Employees will be required to submit a doctor's release prior to returning to work in any capacity.



## **320 SICK LEAVE BENEFITS**

The Police Jury provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- \* Regular full-time employees who work a minimum of 30 hours per week consistently
- \* Regular part-time employees who work a minimum of 28 hours per week consistently but less than 30 hours per week consistently shall accrue sick leave at one-half the amount listed below.

Eligible employees will receive sick leave benefits at a rate of 3.69 hours per pay period. Sick leave benefits begin at hire date. Employees may request use of paid sick leave after 90 days of employment. However, an employee who experiences extenuating circumstances may request sick pay prior to the 90-day term, to be approved at the discretion of his/her supervisor.

Eligible employees may use sick leave benefits for an absence commensurate to FMLA for their own illness or injury or that of an immediate family member.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence before the scheduled start of their workday unless other arrangements have been made ahead of time. If an employee calls in sick three (3) workdays in a year, a doctor's excuse is required.

The employee will not be disciplined for legitimate use of sick days, if taken with procedural guidelines. Evidence of illness, including a doctor's statement, may be required if there is reason to believe that such leave days were not used for the purpose set forth, including an employee's use of a sick day on the day before or after a holiday or weekend. An employee may be placed on proof of illness or injury status by notifying the employee that future use of sick time must be substantiated. The supervisor will state the reasons for placing the employee on proof status and will specify the type of substantiation required in addition to the length of proof status. If an employee on proof fails to provide a medical statement which verifies he/she was seen by a medical practitioner on the date in question, the employee will not be allowed to use accumulated sick leave and may be subject to docking and/or discipline. If a supervisor demands an additional form of proof different from that which is furnished and involves cost to the employee, the Police Jury shall reimburse the employee the cost of such professional charges, when such verifies the employee was not abusing sick leave.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as overtime.

Unused sick leave will be allowed to accumulate without limit. Accumulated sick leave, or a portion thereof, may be converted to additional retirement benefit credit upon application for

normal retirement, based on the rules and regulations determined by the retirement system to which they contribute.

If an employee uses all of his available sick leave and vacation time, he/she may make a written request (through his/her supervisor) to the Administrator for consideration for a maximum of 10 additional sick days for an extended illness or hospital stay (documentation will be required).

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Misuse of sick leave benefits may result in disciplinary action. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

### **325 BEREAVEMENT LEAVE**

If an employee wishes to take time off due to the death of a family member, he/she should notify his or her supervisor immediately.

Up to three days of paid bereavement leave may be provided to regular full-time employees who work a minimum of 30 hours per week consistently.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation such as overtime.

Any employee may, with the supervisor's approval, use any available paid vacation leave for additional time off as necessary.

For the purposes of this policy, the Police Jury defines a "family member" as the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, brother- or sister-in-law, grandparents and grandchildren.

### **330 CIVIL LEAVE**

Regular employees will be allowed time off without loss of pay for the following purposes related to our judicial system, as needed:

- When called for performing jury duty in local, district, state, or federal court.
- When subpoenaed or called before a court, public body or commission, or to give a deposition in matters strictly related to police jury business.
- When subpoenaed as a witness in any other civil or criminal court matter which is not police jury related business, up to a maximum of two work days in any 12-month period.

To receive pay for civil leave, it is the employee's responsibility to provide official court notice upon receipt to their supervisor. He/she will be expected to return to work after such duty if a reasonable amount of time remains during the regular work day.

The employee will be paid for regularly scheduled hours missed due to service listed above, and must turn over to the police jury any compensation that he/she receives for such service.

### **335 BENEFITS CONTINUATION (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage for a limited amount of time under the Police Jury's group plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Police Jury's group rates plus an administration fee, if charged.

The Police Jury provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Police Jury's group insurance plan. The notice contains important information about the employee's rights and obligations.

## **340 EDUCATIONAL ASSISTANCE**

The Police Jury recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through seminars, short term training, college courses from an accredited college, and informational courses offered on the job and through meetings. These expenses must be pre-approved by your department head for budgetary adherence and applicability to your job.

### Training Expenses

When the budget allows, the Parish governing authority may pay all expenses of employees attending job-related training courses and shall encourage such attendance. Hourly employees will be paid at their regular rate of pay for travel time and hours spent in an approved seminar. Mileage will also be paid at the applicable rate for employees using their personal vehicle for approved training. See travel guide for reimbursement procedures.

### College Courses

- College Courses must be taken on the employee's own personal time.
- No mileage will be paid.
- Employees must work a minimum of 30 hours per week consistently
- In order to receive reimbursement for college courses, the following requirements must be met:
  - The course must pertain to the employee's PRESENT POSITION (as determined and approved by the Department Head).
  - The employee must make a grade of at least a "B" in the course where letter grades are given and a "pass" where pass/fail grades are used.
  - To obtain payment, after completing the course, the employee must submit the following to the Administrator:
    - 1) A written request for payment
    - 2) Proof of his/her grade
    - 3) Receipts for tuition and books

### **350 OPEN DOOR COMMUNICATIONS AND PROBLEM SOLVING**

It is the desire of the Bossier Parish Police Jury to create a friendly, open work environment. When communication lines are kept open, all benefit from day-to-day work relations that can be pleasant and enjoyable. To help ensure that lines of communication are kept open, staff is encouraged to raise concerns and issues with appropriate parties. The Police Jury encourages two-way communication for involved parties to discuss work-related problems and issues. Supervisors are responsible for listening and to respond, if necessary, in a timely fashion.

To protect the Bossier Parish Police Jury's friendly work atmosphere, all employees are expected to treat each other with respect and to conduct themselves professionally and courteously when discussing concerns or issues. Communications should focus on facts and resolving issues.

All employees are expected to work well together regardless of personal feelings for one another. Cooperative teamwork is essential to the Police Jury's ability to serve our citizens, and is accordingly, part of every employee's job responsibilities. Personality conflicts are counter-productive and create unnecessary tension among our work team. Whenever there is a disagreement or concern, the parties involved should attempt to work out a solution among themselves through open, honest communication. If assistance is needed, a request should be made to the appropriate supervisor. If a supervisor is one of the parties involved, the assistance of the human resource manager as a mediator or neutral observer may be requested. The human resource manager may counsel with all parties present for a solution, but resolution of the problem is the responsibility of the parties involved. Should no mutually acceptable solution be reached, any of those involved may invoke the grievance procedure. Emphasis on this section is on problem solving rather than the process.

## **355 GRIEVANCE PROCEDURES**

It is the intent of the Bossier Parish Police Jury to be equitable in the supervision and management of all employees. If an employee believes that he or she has been treated unfairly or illegally with regard to personnel actions, working conditions or supervision, he/she may request a conference with his/her immediate supervisor. If the employee is not satisfied after meeting with his/her immediate supervisor, he or she may request a meeting with the next higher level of supervisor, i.e.: the supervisor's supervisor (then to the Library Board for library staff).

If the employee is still not satisfied after these steps, he/she may file a written grievance using the following procedure:

1. If the employee is not satisfied with the outcome of the meetings with his/her supervisors as noted above, he/she may submit a Grievance Form to the Human Resources Department of the Bossier Parish Police Jury within three (3) working days of the last meeting with a supervisor. Please use the form provided following this policy or request one from the Human Resources Department.
2. The Human Resources Department will review the grievance and consult with the Administrator.
3. The Administrator will notify the employee of his/her decision in writing within five (5) working days.

If the grievance is with the Administrator, the employee should submit his/her grievance form to the President of the Police Jury. The President will notify the employee of his/her decision in writing within five (5) working days.

Retaliation against an employee who files a complaint is strictly prohibited and will not be tolerated and is grounds for corrective action up to and including termination.

### **Internal Investigations**

All employees are expected to cooperate completely in any internal investigation conducted by the Police Jury. This shall include investigations conducted of another employee while that employee is on administrative or disciplinary suspension or cooperation with the Administrator/President of the Police Jury or their representatives during grievance procedures. It shall also include investigations into any claims of discriminatory conduct, illegal conduct or other improper conduct of parish employees. Failure of an employee to cooperate with any investigation as defined herein shall result in disciplinary action or termination.



GRIEVANCE FORM

Employee  
Name \_\_\_\_\_

Job  
Title \_\_\_\_\_

Name of Immediate  
Supervisor \_\_\_\_\_

Statement of Complaint (Be  
Specific) \_\_\_\_\_

Date of  
Incident \_\_\_\_\_

Date of Last Meeting  
With Supervisor \_\_\_\_\_

Name of  
Witness(s) \_\_\_\_\_

\_\_\_\_\_

Description of Complaint (Please give as much information as  
possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date \_\_\_\_\_ Time \_\_\_\_\_ A.M./P.M.

Administrator/Police Jury President Signature \_\_\_\_\_

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

### **365 CELLULAR TELEPHONE POLICY**

To ensure that the Parish Administrator or his designated appointee has the ability to readily communicate with key employees during times of need, certain employees may be required to carry a cellular telephone (cell phone).

Some employees may be given a parish-owned cell phone to use for official parish business. Occasionally, these employees may need to make or receive personal calls on their parish-owned cell phone. This is permissible as long as personal usage is kept to a minimum and the parish is reimbursed. Department heads will be responsible for tracking and verifying their employees' personal cell phone usage. Employees will be responsible for payment of all costs associated with personal usage above the minimum amount allowed by the Administrator. Payment for personal usage must be received in a timely manner.

Other key employees may receive a monthly allowance to purchase their own personal cell phone plan or for the reimbursement for usage of their current personally-owned cell phone.

Employees receiving a monthly allowance must comply with the following regulations:

- \* Employees will be responsible for payment and all fees associated with the purchase, maintenance, and use of their cell phone and must keep them in working order.
- \* The local service area of the cell phone shall be no less than 100 miles from the geographical boundaries of Bossier Parish.
- \* Employees will promptly report any changes in cell phone number or service to the Administrator.

Employees are allowed to have their personal cell phones at their work area; however, if it is determined that the use of the personal cell phone is a distraction to providing quality of work or is interfering with the amount of work produced, the employee may be required to leave their personal cell phone in their vehicle. If continued abuse of personal cell phone use takes place, discipline may occur.

Employees should keep personal calls, land-line or personal cell phone, during work-time to a minimum, and use personal cell phones for an emergency or during break or lunch periods. If you have your personal cell phone at work, your ringer should be silenced.

### **370 LUNCH PERIODS**

Supervisors will schedule lunch periods to accommodate operating requirements and lunch period lengths/times will vary depending on your department's schedule. The standard lunch period shall consist of thirty (30) minutes.

Employees may not voluntarily work through lunch without prior permission of his/her supervisor.

### **375 OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to employees qualified to perform the required work.

Failure to work assigned overtime may result in disciplinary action, up to and including possible termination of employment.

Overtime for nonexempt employees will be paid for all hours worked over 40 hours in a work week and according to the Fair Labor Standards Act (FLSA). Paid and unpaid leave or time off, including holidays, vacation, sick leave, civil leave, workers' compensation leave, military leave, family leave, and bereavement leave are not counted for purposes of calculating overtime.

If an employee should need to be off duty during assigned work hours (including assigned overtime), they will be required to utilize applicable accrued paid leave.

## **TIMEKEEPING/PAYROLL**

### **400 TIMEKEEPING**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Police Jury to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Time will be entered on the timesheet as follows:

- Regular Hours: Total hours worked in a payroll period up to a total of 40 hours per work week. Regular hours are paid at the employee's current rate of pay.
- Overtime Hours: Total hours worked in a payroll period which exceeds 40 hours per work week. Overtime hours are paid at 1.5 times the employee's current rate of pay.
- Vacation Hours: Total hours employee is paid in accordance with the vacation policy during the pay period.
- Sick Hours: Total hours employee is paid in accordance with the sick leave policy during the pay period.
- Holiday Hours: Total hours during the payroll the employee is paid in accordance with the Holiday Policy.
- Other Hours: Total hours during the payroll period the employee is paid for bereavement leave, civil leave, and workers' compensation hours.

The work week begins on Monday at 0001 and ends on Sunday at 2400 and are 2 weeks in duration. There are 26 pay periods in a year.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **REPORTING**

You should notify your supervisor as much in advance as is possible when you are absent or late for any reason, but no more than 15 minutes after the beginning of your scheduled shift except in the most unusual and extreme circumstances. Calling in your absence more than 15 minutes after your shift begins is considered a "failure to report" which may result in corrective action.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without express, prior authorization from their supervisor.

It is the employee's responsibility to sign his or her timesheet to certify the accuracy of all time recorded. The supervisor will review and then initial the timesheet before submitting it for payroll processing.

In addition, if time is not recorded accurately on the timesheet, payment may be delayed until both the employee and the supervisor verify the accuracy of the changes by initialing the timesheet.

## **410 PAYDAYS**

All employees are paid bi-weekly (every two weeks). Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, every effort will be made to pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available for pick up or may be mailed on payday. Employees should notify their supervisor of their preference prior to leaving for vacation. If the employee does not notify the supervisor of a preference, the check will be held for him/her until he/she returns to work.

The Bossier Parish Police Jury offers its employees the option of having their paycheck directly deposited into their checking or savings account. If you choose this option, it will remain in effect throughout your employment, unless you request a change. You may also elect to have a portion of your paycheck deducted for deposit into a credit union or other bank account.

## **WORK CONDITIONS & HOURS**

### **500 SAFETY**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Police Jury has established a workplace safety program. Safety is a top priority for the Police Jury. The Public Works Director has the responsibility for implementing, administering, monitoring, and evaluating the safety program at the Highway Department. Other department heads will be responsible for making appropriate policies for their employees as required for the protection of employees, visitors, and the public. Its success depends on the alertness and personal commitment of all.

The Police Jury provides information to employees about workplace safety and health issues through regular internal communication channels such as safety meetings, department head meetings, supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards and workplace injuries.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report, or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees will immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefit procedures. (Revised 8/21/02).

Each Bossier Parish Police Jury location has an evacuation plan. It is the responsibility of the supervisors at each location to communicate the evacuation plan and practice it with the employees.

The Police Jury has an on-going environmental monitoring program in the Bossier Parish Courthouse. Any deviation from normal limits will be reported to affected areas immediately.



## **510 ACCIDENT/INJURY POLICY**

In the event that someone is injured within the courthouse, on courthouse property, or any other property of the Bossier Parish Police Jury, it is of utmost importance that immediate action be taken by those designated as first responders. First responders within the courthouse are typically E-911 or the Bossier Parish Sheriff's Security Guards posted at the main entrance to the courthouse. The security guards monitor cameras that record activity within the courthouse and on courthouse grounds. Other properties of Bossier Parish Police Jury may or may not have designated first responders therefore, when someone is injured the first person on the scene should follow the protocol listed below. Should the injured party not require to be transported by ambulance, the injured party should report immediately to Willis Knighton Work Kare-Bossier at 2300 Hospital Dr # 360, Bossier City, LA 71111. If Willis Knighton Work Kare-Bossier is closed, the injured party should then report immediately to Willis Knighton Bossier Emergency Room at 2400 Hospital Dr, Bossier City, LA 71111.

1. Find out the extent of the injuries and if immediate medical care is needed. If immediate medical care is needed, be sure to get the name and contact information of the injured party.
2. Collect as much information as possible from the injured person to include: name, address, telephone number, who they work for, what business they were attending to in the courthouse or on police jury property. If practical, take a statement from the person as to exactly what happened.
3. If there was a witness to the injury, take a statement from that party as well and being sure to include their name, address and contact information.
4. Once complete, please provide a copy of the information to the Bossier Parish Police Jury, Human Resources Office.

Forms to be used in case of injury within the Bossier Parish Courthouse or on BPPJ property are made available by the Bossier Parish Police Jury office. Please call (318) 965-2329 for further information or if you need additional forms.

## **530 PARISH VEHICLE POLICY AND AGREEMENT**

The purpose of this Policy is to ensure the safety of those individuals who drive Bossier Parish Police Jury (BPPJ) vehicles. Vehicle accidents are costly, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. This agreement is not intended to replace section 530 (use of equipment and vehicle and safety policy) as outlined in the BPPJ Policies & Procedures manual.

### **Operational Requirements**

- **You are authorized to drive a BPPJ vehicle while on official parish business only.** Drive the vehicle with due regard for all traffic regulations, your own safety and the safety of pedestrians and other road users.
- Do not drive the vehicle while under the influence of alcohol or drugs.
- If you take medication that is likely to affect your ability to drive safely, you must advise your supervisor accordingly.
- You must produce a valid driver's license when requested. You shall immediately notify your supervisor if your driver's license is revoked or suspended, and discontinue operation of any BPPJ vehicle. Failure to do so may result in disciplinary action, including dismissal.
- Do not use a mobile phone in the vehicle while driving unless it is being used on hands-free operations.
- Do not try to perform other tasks which may impede your ability to focus on safely operating the vehicle while it is in motion.
- Ensure that all occupants, including you wear safety belts when the vehicle is in operation.
- Ensure that the vehicle is not driven by an unlicensed driver and is only driven by yourself or someone who has authorization to drive a BPPJ vehicle.

### **Vehicle Care, Security and Administration**

- Ensure that there is no smoking or chewing of tobacco products in the vehicle.
- Ensure the vehicle is kept clean inside and out and is roadworthy at all times and is maintained in good condition subject to wear and tear and has a current displayed registration sticker.
- Ensure that all maintenance and services scheduled by the manufacturer are carried out in accordance with their recommended time/mileage guidelines.
- Keep the vehicle locked at all times when not in use.
- Never leave keys in unattended vehicle.
- Do not ignore vehicle warning lights/sounds systems (such as oil/engine management etc.) and have vehicle checked as soon as possible after such warnings commence.
- Make the vehicle and its service records available to your supervisor on request for the purpose of an inspection to determine that the vehicle performance and appearance comply with this policy.

- Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
- Authorized drivers must report any citations either on or off the job to his/her supervisors by the next work day or within 72 hours.
- If an employee becomes ineligible to qualify for a Commercial Driver's License (CDL) required for his/her job, he/she may be demoted to a classification that does not require a CDL driver's license until he/she becomes reinstated.
- The Bossier Parish Police Jury reserves the right to conduct searches consistent with federal, state and local law, and to inspect any packages, parcels, purses, handbags, brief cases, desks, lockers, tool boxes, file cabinets, lunch boxes, computer files, electronic mail, vehicles or any other possessions or articles carried to and from the workplace or worksite. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the Bossier Parish Police Jury and are issued for the use of employees only during their employment.
- The Bossier Parish Police Jury assumes no liability for the damage, loss or theft caused by third parties to the personal property of employees while working or located on a worksite, including parking lots. All personal property left following an employee's departure will be considered abandoned.

### **What To Do in Case of An Accident**

If you are involved in an accident, it is necessary to follow the procedures outlined below:

1. If anyone is hurt, call for medical assistance.
2. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
3. Get the names and address of the owner(s) and driver(s) involved, license number and registration number on the car(s) involved and the names and addresses of any passenger(s) in the vehicle connected with the accident.
4. Get the name of the other party's insurance company and insurance policy number.
5. Get the names and addresses of witnesses, if any.
6. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
7. Notify your **Supervisor**, the **Highway Department** and the **Human Resources Manager** as soon as possible preceding the accident so a preliminary accident report may be taken.

**Bossier Highway Department - Andrea Richardson - (318) 965-3752**

**Human Resources Manager - Lisa Wilson - (318) 965-3711**

8. If any demand, claims or summons is served to an employee involved in an accident asserting liability against the employees, contact the parish Fleet Administrator immediately.

9. If a collision involves an unattended vehicle, you must attempt to notify the owner. If that is not possible, attach a note to the vehicle asking the owner to contact you or the Highway Department.

There are NO EXCEPTIONS to the above requirements.

**VEHICLE RELATED COSTS THAT YOU MUST PAY FOR**

- *You are responsible for the payment of parking and traffic violations. The BPPJ is not responsible for any fines.*
- *You are responsible for cleaning your vehicle inside and outside.*

*You will be required to pay all expenses related to the following:*

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Operating During a period of Suspension or Revocation
- Reckless Driving
- Speed Contest (racing)
- Unauthorized use driving

**Safe Driving Rules**

*Driving long distances requires planning and appropriate rest breaks. Before starting out on a long trip you should:*

- Ensure you have enough sleep before your trip.
- Avoid consumption of alcohol prior to and during driving
- Stop if you feel drowsy – take a short break (15-20 minutes)

**Maintenance**

You are responsible for scheduling maintenance and repairs. All non-standard maintenance / repair work must be authorized by your supervisor prior to such work being undertaken. Vehicle servicing is to be conducted at the dealership where the vehicle was purchased unless other arrangements have been made with your supervisor.

## Driver Acknowledgment

I acknowledge that the information contained in this Policy has been reviewed with me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

License Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **540 COMPUTERS AND ELECTRONIC COMMUNICATIONS**

The purpose of this policy is to ensure that computers, electronic equipment, Internet and e-mail access, voice mail, and other forms of electronic communications furnished by the parish are used by employees in all offices of the parish to improve the efficiency and effectiveness of our programs and services. Each employee has a duty to maintain and enhance the image of the Police Jury and to use office electronic technology in a productive manner. Therefore, this policy is intended to establish guidelines as to the proper use of office computers and electronic communications and applies to all employees of the parish who operate parish owned computers and/or access provided internet services. All use of the parish desktop computers, notebook PC's, servers and internet communications, including e-mail, must conform to the guidelines presented in this policy.

The Bossier Parish Police Jury reserves the right to monitor parish owned computers, server and application systems, all e-mail transmissions and internet connections to service providers; the parish may, at its discretion and without notice, monitor employee use of organization-provided internet access and services at any time. Information passing through or stored on parish equipment may be monitored and may be archived for storage.

Users should have no expectation of privacy when using parish owned, leased or parish provided internet access and services.

- Parish equipment is to be used for purposes related to our official business and not for commercial, political or personal gain.
- Property of the Bossier Parish Police Jury shall not be removed from the premises without proper authorization from the Administrator.
- Users of parish computers, electronic communications equipment and systems are expected to comply with all parish policies, as well as applicable state and federal laws, including copyright, discrimination, harassment, defamation, libel, and slander laws.
- Employees are expected to exhibit courtesy and professionalism in all electronic communication. Use of the parish computers and electronic communications systems for writing, producing, sharing, retrieving, transmitting, or receiving any communications or images which are related to or include any of the following are strictly prohibited: illegal activities; offensive content of any kind, including pornographic material; content that promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability; threatening or violent behavior; gambling and wagering; racial messages; messages that misrepresent yourself or the Bossier Parish Police Jury.
- Information systems employees shall observe the highest possible degree of confidentiality in the discharge of their duties, however, complete privacy cannot be guaranteed. Therefore, neither the parish nor any of its offices shall be responsible or liable for the disclosure of personal information in the event that an employee chooses to send such information via electronic media.

- Only properly licensed software may be loaded onto the parish's computers. Such software may only be loaded by authorized information systems employees at the request of a supervisor and with the approval of the Administrator.

Violations of this policy will result in disciplinary action leading up to and including termination of employment and civil and/or criminal prosecution under federal and/or state laws.

### **Social Media**

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site such as Facebook, web bulletin board or a chat room, whether or not associated or affiliated with the Bossier Parish Police Jury, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you place online. Before creating online content, carefully read these policies and procedures, particularly the Harassment and Discrimination Policy, and ensure your content is consistent with these policies and procedures. Inappropriate content such as discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager and consistent with this Computer and Electronic Communication Policy. Do not use a Bossier Parish Police Jury email address to register on social networks, blogs or other online tools utilized for personal use.

## **550 EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, and power failures can disrupt parish operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.



**560 CALL BACK POLICY**

Each time FLSA nonexempt personnel are called out after their normal working hours, they shall be entitled to a minimum of two (2) hours of pay at the appropriate rate. Call back hours shall be added to the employee's workweek.

Minimum call back guarantees do not apply when the additional work assignment has been scheduled and agreed to prior to the completion of the employee's shift. The supervisor will be required to sign off on all call out hours worked before the employee can be compensated.

## **LEAVES OF ABSENCE**

### **600 FAMILY LEAVE**

The Police Jury provides family medical leaves of absence without pay to eligible employees who need to take time off from work duties for a serious health condition, to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

To be eligible for leave under the Family and Medical Leave Act of 1993, an employee must have been employed for at least 12 months and have worked for at least 1,250 hours during the 12-month period preceding the commencement of the leave. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Supervisors are required to promptly report all potential family medical leave situations to the human resource department. An employee requesting family leave related to the serious health condition of themselves, a child, spouse, or parent will be required to submit a health care provider's statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. While an employee may choose to first use any accrued paid sick or vacation leave for a FMLA-qualifying reason, FMLA prohibits employees from exhausting some or all of their paid leave prior to initiating the family and medical leave. FMLA must run concurrently with any other form of paid leave. (Example: Employee uses 4 weeks of paid leave which leaves a balance of 8 weeks of unpaid Family Medical Leave). An employee may also choose to use unpaid family and medical leave without using any accrued paid sick leave or vacation leave.

Subject to the terms, conditions, and limitations of the applicable plans, the Police Jury will continue to provide health insurance benefits for the full period of the approved family leave, with employee paying customary share of premium.

Vacation accruals, sick leave, holiday benefits, and Parochial Employees' Retirement System (PERS) contributions will be suspended during periods of leave without pay. Vacation leave accruals, holiday pay, and PERS contributions will resume upon return to active employment. Sick leave hours will be added once the employee returns to work on their next anniversary date.

Years of service may be adjusted for any significant leave of absence.

In order for an employee's return to work to be properly scheduled, an employee on family leave is requested to provide the Police Jury with at least two weeks advance notice of the date they intend to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified if it is not available. Failure to return to work when released by the health care provider will be considered a voluntary resignation.

## **610 MILITARY LEAVE**

A military leave of absence without pay will be granted to employees to attend drills, training, or for active duty with the U. S. armed services. Accrued vacation leave may be used for paid time off for military purposes.

Health benefits will be maintained in accordance with federal law, including particularly USERRA, revised February 2005. Under federal law your benefits may be maintained for up to 24 months while in the military. You may be required to pay up to 102% of the full premium for the coverage; if the uniformed service is for 30 days or less, you cannot be required to pay more than the normal employee share of any premium. Upon return from service, health insurance coverage will be reinstated as provided in USERRA, without any waiting period or exclusions for preexisting conditions. This rule does not apply to the coverage of illness or injury determined by the Secretary of Veterans' Affairs to have been incurred in, or aggravated during, performance of service in the uniformed service.

Vacation and sick leave will continue to accrue during this leave. Seniority for determining benefits based on length of service will also continue to accrue during military leave. An employee returning to work from uniformed service has other rights under federal law, including rights under USERRA, such as reemployment rights and the right to be free from discrimination and retaliation. Nothing in this handbook is intended to lessen any of those rights, and the Police Jury will honor all rights provided to such uniformed service employees by law. A posting of your rights under USERRA should be available at your work site. Our Human Resource staff will be happy to assist you with any questions or needs you may have concerning your job and your rights relating to military leave.

## **620 PREGNANCY-RELATED ABSENCES**

The Police Jury will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws. For purposes of this policy, medical complications due to pregnancy will be treated as any other illness.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave and are covered under the Family Leave Policy in this handbook.

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

### **700 EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, the Police Jury expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of Police Jury documents such as Employment Applications, timekeeping records, etc.
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct in dealing with supervisors, co-workers, and the public
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment of an employee or member of the public
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with the Police Jury is at the mutual consent of the Police Jury and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

**705 INTERACTIONS WITH INMATES & CONVICTED FELONS** – *(This should only apply to those Bossier Parish Police Jury employees that work at or cause to enter the corrections facility for work purposes: maintenance personnel, medical personnel and any other administrative personnel that work for the Bossier Parish Police Jury that are required as a part of their job duties to enter the facilities on a regular basis.)*

The Bossier Parish Police Jury shall make every attempt to avoid conflict of interest when the relative or significant other of a Corrections employee is arrested and housed in a Bossier Parish Detention Facility.

**DEFINITIONS:**

**Family Member:** A person who is a spouse, former spouse, child, stepchild, grandchild, parent, stepparent, grandparent, niece, nephew, cousin, aunt, uncle, mother-in-law, son-in-law, daughter-in-law, sibling, brother-in-law, or sister-in-law including adoptive relationships of an employee.

**Significant Other:** A person that is, or recently has been in a dating relationship with an employee.

**DISCUSSION:**

In the event that an employee has family or a significant other arrested and housed in a Bossier Parish Jail, it can create a genuine conflict of interest. Therefore, timely notification of such arrests is necessary so corrections' supervisors can make appropriate arrangements to ensure no contact is made between the arrestee and affected employee.

**PROCEDURE:**

Avoid association (except when unavoidable because of a family relationship) or dealings with persons known as felons, or person in custody or under criminal investigation, except in the performance of your official duties. Prohibited dealings include loans or gifts of anything of value. Also prohibited is accepting anything of value from such person, their associates or families. Nor shall any items be transported to or from anyone on behalf of such person. All contact with such persons, their association or friend must remain professional.

**A. Incarceration Notification Guidelines**

- If the family member or significant other of a corrections employee is arrested in Bossier Parish and will be incarcerated in a BSO operated facility, an immediate supervisor shall be notified as soon as the employee returns to duty.
  - a. Further notification to appropriate command staff will be made by the supervisor.
- The affected employee shall have no contact with the arrestee while incarcerated.
- Supervisors shall make necessary adjustments to shift scheduling to ensure no contact is possible by one of the following means:
  - a. Transfer personnel between jails to remove the employee from the housing facility.

- b. Assign the employee to a section of the jail where contact is completely preventable.
- Under no circumstances should the affected employee have any role in the booking and housing, care, custody or control of the arrestee.
- If the arrest of a family member or significant other happens while the employee is on-duty, the notification of command staff and provisions of no contact set forth in the policy will be enacted immediately.

## **710 DRUG AND ALCOHOL-FREE WORKPLACE POLICY**

It is the desire of the Bossier Parish Police Jury to provide a drug-free, healthful, and safe workplace. The use or possession of alcohol or any controlled and dangerous substance (hereinafter referred to as CDS) during normal working hours by any employee of the Bossier Parish Police Jury is strictly forbidden. It will also be considered a serious violation of policy for a person to report for work while under the influence of alcohol or CDS.

Drug or alcohol tests will be administered to current employees when any injury occurs on the job, or when there is reasonable suspicion that the employee is intoxicated, impaired, or using drugs or alcohol. The Police Jury reserves the right to conduct random, no-notice testing of current employees at any time.

Employees in the Highway, Maintenance and Consolidated Water Works Departments must willingly submit to random drug testing as a condition of their employment. The tests will be administered by professionals in accordance with the law.

Test results and information may be given to law enforcement authorities for investigation or prosecution, may be used as evidence and may be obtained and disclosed in any public or private administrative or disciplinary proceeding or hearing or in court where drug or alcohol use by the employee or applicant is relevant. Violations of this policy may be a basis under the law for disqualification from unemployment benefits or worker's compensation benefits.

Any employee that violates this policy, refuses to take a test, tries to alter or contaminate a specimen or interferes with testing procedures, or tests positive for alcohol or an illegal or unauthorized drug will be subject to disciplinary action, up to and including discharge, and may be disqualified from unemployment and worker's compensation benefits. Compliance with this policy is a condition of employment.

All test results will remain the property of the Bossier Parish Police Jury and all test results will be kept confidential. Any disciplinary action taken as a result of this policy may be appealed by the employee to the Bossier Parish Police Jury. Any deviation from this policy will require prior approval by the Bossier Parish Police Jury.

If any provision or item of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this policy, which can be given effect without the invalid provisions, items or applications and to this end, the provisions of this policy are hereby declared severable.

### **Prospective employees**

Before being hired as an employee of the Bossier Parish Police Jury, prospective employees will be given a mandatory drug screen, at the expense of the police jury. Any person who refuses to submit to such test may not be hired. Any person for whom such test is positive may not be hired.



### **Post-Accident**

Any employee who sustains a treatable injury on the job must take a drug/alcohol test within two (2) hours of the accident. "Positive" results for drugs/alcohol will be determined by the provider.

### **Reasonable Suspicion**

If an employee reports to work and is suspected by his supervisor, with probable cause, of being under the influence of alcohol or CDS, except as stated in the above paragraph, he will be taken immediately by his supervisor to the drug screen provider as authorized by the Police Jury, where an alcohol and drug screen will be administered immediately. Refusal to comply with this test may result in immediate termination.

### **Positive Drug Test Result**

In accordance with federal regulations, an employee with a CDL who tests positive on a drug screen cannot drive a vehicle until he has had a 'substance abuse professional evaluation' and a negative random observed drug screen.

### **Over-the-counter or prescription medications**

If any employee is taking over-the-counter or prescription medications which may alter his job performance in any way, the employee is to report this fact to his supervisor immediately upon arriving for work, and advise his supervisor how long he is to take this medication. It will be at the discretion of the supervisor whether the employee is allowed to work and under what conditions.

### **Purchasing or transporting alcohol and/or CDS during working hours**

Any employee who purchases or transports alcohol in a parish vehicle during working hours, as confirmed by his supervisor, may be terminated. Any employee, who uses a parish vehicle to purchase or transport CDS, as confirmed by his supervisor or a conviction, may be terminated.

### **Rehabilitation**

After the effective date of this policy, any active employee of the Bossier Parish Police Jury who freely and willingly communicates to his supervisor the fact that he currently has an alcohol or substance abuse problem, will be eligible to participate in an alcohol or substance abuse rehabilitation program at their own expense. (Health insurance programs may cover a portion of this expense.) Such employee will be allowed to enter such facility for up to thirty (30) days. The employee will not be paid by the parish for any time necessary for completion of the required treatment after he exhausts his accumulated paid leave time, but may return to work at his original salary and position, if available, upon completion of the required treatment program (proof of completion will be required) and after passing a drug and/or alcohol screen.

## **720 EQUAL EMPLOYMENT OPPORTUNITY**

The Bossier Parish Police Jury is bound to a policy of non-discrimination, non-harassment, and equal employment opportunity because of our strong belief in this principle. This policy includes, but is not limited to, equal opportunity in the areas of recruitment, employment, training, transfer, and promotion. Our practices are without regard to any other category protected by federal, state, and local anti-discrimination laws. The Bossier Parish Police Jury will reasonably accommodate otherwise qualified employees and applicants with disabilities and religious beliefs and/or practices in compliance with federal and state laws, unless doing so would result in an undue hardship. Any employee or applicant who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department and request such an accommodation.

### **Reporting discrimination, harassment, or retaliation:**

If you feel you are a victim of discrimination, harassment, or retaliation of any nature on the job by employees or non-employees, please refer to the Grievance Procedure, Policy No. 355. The Bossier Parish Police Jury is committed to investigating and correcting any form of discrimination taking place. We are committed to addressing these issues within our organization, and we believe we can effectively address such matters internally when employees advise us of a problem in this area.

Retaliation is strictly prohibited. No employee will be subject to discipline or retaliation for reporting, in good faith, violations of this policy; pursuing any such claim, or for cooperating in the investigation of such reports. Employees who submit fraudulent reports may be subject to discipline up to and including termination of employment.

## **730 HARASSMENT AND DISCRIMINATION POLICY**

It is the policy of the Bossier Parish Police Jury to maintain a work and public service environment that is free of harassment or discrimination of any nature, including sexual harassment or harassment or discrimination that is based on gender, race, color, religion, national origin, age, genetics, or disability.

This policy is intended to prohibit all offensive conduct, whether verbal, visual or physical, that is directed at an employee because of a protected characteristic. Following are examples of the types of conduct that violates this policy, but is not limited to:

- Slurs, jokes, or degrading comments based on a protected characteristic
- Unwanted attention of a sexual nature
- Unwelcome sexual advances or flirtation
- Physical assaults
- Unwelcome hugging, touching, or kissing
- Suggestive or lewd remarks
- Requests for sexual favors/propositions
- Display of sexually suggestive or otherwise offensive pictures, graffiti, posters, calendars or objects
- Intentional physical contact or touching, such as patting, pinching, or brushing against another's body
- Using sexually degrading words to describe an individual
- Unwelcome requests to date another employee

Conduct that violates this policy includes any unwelcome sexual advances, request for sexual favor, or other verbal or physical conduct of sexual nature where:

- Agreeing to such conduct is directly or indirectly a condition of employment
- Agreeing to or refusing such conduct is used as the basis for an employment decision; and/or
- Such conduct interferes with work performance or creates an intimidating, hostile or offensive work environment

This policy prohibits any overt or subtle pressure for sexual favors; including, implying (or threatening) an applicant's or employee's cooperation of a sexual nature (or lack thereof) will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment or future job opportunities.

This policy prohibits harassment and discrimination by or of all employees, managers, co-workers, customers, vendors, guests, or suppliers. No employee is to harass, discriminate, or retaliate against any third-party. Any offensive conduct, directed at a third-party because of their race, sex, national origin, religion, disability, pregnancy, age, military status, or any other protected characteristic is also prohibited.

Any employee who believes that someone has violated this policy must bring the matter to the attention of their immediate supervisor. If the complaint is about your supervisor or other member of management, you should bring the matter to the attention of the Administrator or Human Resources Manager. The Bossier Parish Police Jury will promptly investigate all facts and circumstances and take appropriate corrective measures, if necessary.

If prohibited or unwelcome conduct is that of any non-employee, the employee should notify their supervisor at once. The supervisor shall attempt to contact the Administrator or Human Resources Manager. If neither is available, the supervisor should use discretion and their best judgment in acting on the situation. The non-employee may be observed, discreetly made aware of the unwelcome nature of their conduct, or if necessary, asked to leave and contact the Administrator or Human Resources Manager for reinstatement of privileges.

The Bossier Parish Police Jury recognizes the highly sensitive nature of reporting harassment or discrimination and will make every effort to keep such matters as confidential as possible, limiting involvement to only those who have a need to know. Until an investigation is conducted, conduct that is unwanted must be ceased at once (by an employee or non-employee) as a matter of policy.

**Violation of this policy will result in discipline up to and including discharge at any time with or without prior corrective action notice or warning as may be deemed appropriated based on an investigation. Any retaliation against an employee who has filed a complaint is strictly prohibited and is grounds for corrective action up to and including discharge.**

## **740 DOMESTIC VIOLENCE IN THE WORKPLACE**

### **A. RESPONDING TO VICTIMS OF DOMESTIC VIOLENCE**

- The Bossier Parish Police Jury is committed to assisting employees who are, or have been, the victims of domestic violence or sexual assault. This assistance may include, but should not be limited to:
- Creating a workplace safety plan for the employee;
- Changing an employee's work routine;
- Referring the employee to appropriate internal and external resources and organizations;
- Addressing employee performance concerns; and/or discussing personal leave options.

The BPPJ will respond sensitively to victims and ensure confidentiality regarding reports of abuse.

### **B. CONFIDENTIALITY**

In all responses to domestic violence, The Police Jury will respect the confidentiality and autonomy of the reporting employee, informing other employees on a need to know basis only, and only to the extent necessary to protect safety and to comply with the law. Wherever practicable, advance notice will be given to the reporting employee if The Police Jury needs to inform others about the domestic violence situation. Recognizing the complexity of the issues surrounding domestic violence and that a survivor of domestic violence may face threats of violence or death when he or she attempts to end a violent relationship, The Police Jury will make every effort to provide a nonjudgmental and supportive environment for the employee, which is not dependent on the employee's decisions regarding the relationship.

### **C. TRAINING**

The Police Jury will train all management and supervisory personnel on this policy and will provide continuing educational opportunities for employees.

### **D. EARLY INTERVENTION AND EDUCATION PREVENTION STRATEGIES**

1. It is the policy of the Police Jury to use early prevention strategies in order to avoid or minimize the occurrence and effects of domestic violence in the workplace. The Police Jury will provide available support and assistance to employees who are survivors of domestic violence. This support may include: confidential means for coming forward for help, resource and referral information, additional security at the workplace, work schedule adjustments or leave necessary to obtain medical, counseling or legal assistance. Other appropriate assistance will be provided based on individual need. In all responses to domestic violence, The Police Jury will respect the confidentiality and autonomy of the adult survivor to direct his/her own life, to the fullest extent permitted by law. Information regarding the reporting of a domestic violence situation or a request for assistance will not be maintained in the employee's personnel file.

2. The Police Jury will attempt to maintain, publish, and post in locations of high visibility, such as bulletin boards and break rooms, health/first aid offices, company phone directories, and on-line information data bases, a list of resources for survivors and perpetrators of domestic violence, including but not limited to: the Statewide Domestic Violence Coalition hotline [1-888-411-1333], the National Domestic Violence Hotline (800) 799-SAFE (7223), the phone number and description of local domestic violence resources, and a list of local batterers' intervention programs. Through education we are endeavoring to create an environment where it is safe to talk about domestic violence and for employees who are victims to seek assistance.

#### **E. LEAVE OPTIONS FOR EMPLOYEES WHO ARE EXPERIENCING THREATS OF VIOLENCE**

1. At times, an employee may need to be absent from work due to family violence, and the length of time should be determined by the individual's situation. This time period shall be determined through collaboration with the employee, supervisor/manager and human resource representative.

2. Employees, supervisors, and managers are encouraged to first explore whether paid options can be arranged that will help the employee cope with a family violence situation without having to take a formal unpaid leave of absence. Depending on the circumstances, this may include:

\* Arranging flexible work hours so the employee can handle legal matters, court appearances, housing, and childcare.

\* Consider sick, vacation, or leave without pay, especially if requests are for relatively short periods.

If an employee cannot establish a definite return -to- work date and requires more than a reasonable amount of time off, a leave of absence appropriate to the situation may be considered.

#### **F. PROCEDURES FOR EMPLOYEES WITH PERFORMANCE ISSUES RELATED TO DOMESTIC VIOLENCE**

1. While the employer retains the right to discipline employees for cause, The Police Jury recognizes that victims of domestic violence may have performance or conduct problems such as chronic absenteeism or inability to concentrate as a result of the violence. When an employee subject to discipline confides that the job performance or conduct problem is caused by domestic violence, a referral for appropriate assistance should be offered to the employee.

2. The manager, in collaboration with the employee and Human Resource representative should allow a reasonable amount of time for the employee to obtain assistance regarding the domestic violence. Managers should be mindful that the effects of domestic violence can be severe and may take extended periods of time to address fully.

## **G. DISCIPLINARY PROCEDURES FOR EMPLOYEES WHO COMMIT ACTS OR THREATS OF DOMESTIC VIOLENCE**

The Police Jury will not tolerate nor excuse conduct that constitutes Workplace Domestic Violence. The Police Jury considers the perpetration of Domestic violence by an Employee to constitute, at a minimum, intolerable, illegal, unethical, unacceptable conduct. We are committed to identifying, assisting and holding accountable employees who are or have been perpetrators of domestic violence or sexual assault. Employees found to have violated this policy will be subject to corrective or disciplinary action, up to and including discharge.

1. This policy strictly prohibits the use of violence or threats of violence in the workplace. Additionally, any physical assault or threat made by an employee while on the Police Jury premises, during working hours, or at any Police Jury sponsored event is a serious violation of this policy. This policy applies not only to acts against other employees, but also to acts against all other persons, including intimate partners. Employees found to have violated this policy will be subject to corrective or disciplinary action, up to and including discharge.

2. Employees who are convicted of a crime as a result of domestic violence may be subject to corrective or disciplinary action, up to and including discharge, when such action affects the work performance of the employee or affects the normal operation of the Police Jury.

3. This policy is in place to discipline employees who use workplace telephones, computers, faxes, email, copiers, regular mail, electronic communication devices or information systems, the Internet, any company property, company resource or privately owned property while on company time, during the performance of company business or at clients' sites, to harass others, including their intimate partners. This list is not intended to be all inclusive of any method that can be used to violate this policy.

4. The Police Jury may investigate allegations of domestic violence, sexual assault and/or stalking where an employee is named as a defendant, whether a civil or criminal action, or if there is reason to believe an employee has committed such crimes at the Police Jury worksites, but no formal action has taken place.

5. Upon completion of the investigation, whether the employee has been charged criminally or found liable civilly, the Police Jury can take corrective action and discipline the employee, including placing the Perpetrator on administrative leave without pay, or taking other disciplinary measures up to and including termination.

6. The Police Jury through Human Resources may also require that the perpetrator seek help at a certified and approved Batterer's Intervention Program. Continued employment is contingent upon not committing any new offenses and obeying all conditions of any Protective Order, whether criminal or civil. The Police Jury will maintain the perpetrator's confidentiality.

## **750 SEATBELT USAGE POLICY**

### *Required Seat Belt Use:*

We value the lives and safety of our employees. Because it is estimated that seatbelts reduce the risk of dying in a motor vehicle crash by 45%, our company has adopted the following policy concerning employee seat belt usage.

In addition to following all traffic regulations, all employees and their passengers are required to use a seat belt when traveling in any vehicle (including heavy equipment) while in the course of conducting company business. The requirement applies to business travel in a vehicle owned by the company (including heavy equipment), in a rental vehicle and in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of his/her vehicle.

If an employee is provided a company-owned vehicle that is used in the course of his/her employment and is also available for that employee's personal use, that employee, (together with all passengers who occupy the vehicle at any time and for any purpose, whether business-related or personal), are required to use seat belts at all times the vehicle is in motion. The use of seat belts is to be considered a condition of employment with this company. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.



## **760 TRAVEL POLICY**

### **GENERAL PROVISIONS**

Department heads will take whatever action necessary to minimize travel.

### **AUTHORIZATION TO TRAVEL**

All travel must be authorized and approved in writing by the head of the department or the Administrator.

### **FUNDS FOR TRAVEL EXPENSES**

At the department head's discretion, cash advances may be allowed for:

Advanced ticket/lodging purchase

Registration for seminars, conferences, and conventions

Meal expenses

### **Expenses Incurred on Parish Business.**

Traveling expenses of travelers shall be limited to those expenses necessary and incurred by them in the performance of their duties as a public employee.

### **Claims for Reimbursement**

All claims for reimbursement for travel shall be submitted on the Police Jury's "Travel Refund/Advance Request" form. The form must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. In all cases the date and hour of departure from the return to domicile must be shown.

### **METHODS OF TRANSPORTATION**

#### **Cost-Effective Transportation**

The most cost-effective method of transportation which will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, employee's salary, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations.

#### **Commercial Airlines**

Travelers should evaluate their travel itinerary and make the most cost-effective decisions, taking into consideration factors such as possible change in travel dates, possible meeting cancellations, how much savings each type of ticket offers, and etc. Travelers must submit his/her airline boarding pass to the police jury office, along with any other receipts.

## **Parish-Owned Vehicles**

No person may be authorized to operate or travel in a parish fleet vehicle unless that person is an authorized driver.

All purchases made on parish gasoline credit cards must be signed for by the approved traveler making the purchase. Receipts must be submitted immediately upon return. Unauthorized persons should not be transported in parish vehicles.

## **Personally Owned Vehicles**

When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while conducting official parish business. Mileage shall be reimbursable according to current IRS mileage reimbursement rate.

Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.
2. By using a website mileage calculator or published software package for calculating mileage such as Tripmaker, How Far Is It, MapQuest, etc. The employee is to print the page indicating mileage and attach it with their travel expense form.

## **Rented Motor Vehicles**

Written approval of the department head prior to departure is required for the rental of vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished. Receipts must be submitted immediately upon return.

## **Public Ground Transportation**

The cost of public ground transportation such as buses, subways, airport limousines, and taxis are reimbursable when the expenses are incurred as part of approved parish travel and receipts are submitted.

## **LODGING AND MEALS**

Single Day Travel – Meal allowance of \$30 for one day travel to areas outside a 100 mile radius.

Travel with Over Night Stay: The allowance for meal reimbursement for travel requiring overnight stay will be \$30.00 per day without submission of receipts.

## **Exceptions**

The administrator may allow prior approval for employees to exceed the meal provisions of these regulations and allow up to \$50 per day without submission of receipts, in areas of high expense. Reimbursement for meal expense over \$50 may be approved with receipts containing a detailed list of food items consumed.

## **Actual Expenses for Parish Officials**

Parish officials and others so authorized by the administrator will be reimbursed on an actual expenses basis for meals and lodging except in cases where other provisions for reimbursement have been made. Receipts or other supporting documents are required for each item claimed. Requests shall not be extravagant and will be reasonable in relationship to the purpose of travel. Parish officials entitled to actual expense reimbursements are only exempted from meals and lodging rates; they are subject to the time frames and all other requirements as listed in these travel regulations. **DETAILED RECEIPTS must be submitted immediately upon return.**

## **Meals and Lodging Allowances**

Meal Allowance – Includes Tax and Tips. Receipts are not required for routine meals within these allowances.

## **Routine Lodging Allowance**

Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. Receipts are required.

Conference Lodging Allowance – Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. Receipts are required. Travelers may be reimbursed expenses for conference hotel lodging if the reservations are made at the actual conference hotel. When reservations are not available at the conference hotel and multi-hotels are offered in conjunction with a conference, traveler shall seek prices and utilize the least expensive.

No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.

## **Parking and Related Parking Expenses**

Travelers using motor vehicles on official parish business will be reimbursed for reasonable storage fees, for all other parking, including airport parking, ferry fares and road and bridge tolls. Receipts are required. Tips for valet parking shall not exceed \$2 per day.

## **Special Meals**

Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the parish to use public funds for provisions of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source.

Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the parish.

Extraordinary situations are when parish employees are required by their supervisor to work more than a twelve-hour weekday or six-hour weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies). All special meals must have prior approval from the administrator in order to be reimbursed.

A department head may authorize a special meal to be served in conjunction with a working meeting of departmental staff.

## **WAIVERS**

The administrator may waive in writing any provision in these regulations when the best interests of the parish will be served.

## **770 PUBLIC RECORD REQUESTS**

In accordance with the Louisiana Public Records law, La. Rev. Stat. 44:1, et seq., Bossier Parish strives to promptly release public records upon request. Because staff must research and retrieve the specified records, sometimes with third-party assistance, some record requests require additional time. If at all possible the requested records will be provided as quickly as possible or a notification of the status of the request will be provided within a three-day period.

Fee: A cost estimate and a timeframe for delivery of the requested records will be provided within two days. Copies will not be made until written confirmation of the order is received and all applicable fees are paid in full. If a written confirmation or payment is not received within ten business days after the notification of the estimated fees, the requestor may be required to initiate a new request.

Black and white copy up to 8 ½ x 14-inch paper	\$.50 per page
Color copy up to 8 ½ x 14-inch paper	\$1.00 per page
Electronically transmitted	\$.50 per page
Data compiled on CD	\$10 per disk
Processing Fee	\$25.00

Either the police jury or Parish Administrator may, whenever it is deemed of public interest, waive the charge for any photostatic copy or copies of any ordinance, motion, resolution, or other record of any proceedings of the police jury. The \$25.00 processing fee may be waived upon submission of a written request and approval by the Parish Administrator. Additionally, the Parish Secretary may waive the charge for any such copy or copies requested by a governing body, a public official or a parish board or agency.

The requestor also has the option of reviewing the records onsite free of charge at an agreed upon time and location in the presence of a parish employee or designee.

Such fees that are collected under this section shall be the property of the parish and shall be accounted for by the officer or employee receiving the same. All employees providing documents to the public shall complete the required invoice for proper billing at the time services are rendered.

### **REQUEST CAN BE MADE BY:**

Mail: Bossier Parish Custodian of Records  
P.O. Box 70  
Benton, LA 71006  
Telephone: (318) 965-2329  
Facsimile: (318) 965-3703  
Email: [rhauser@bossierparishla.gov](mailto:rhauser@bossierparishla.gov)

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Police Jury, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with the Police Jury voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Police Jury can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Police Jury's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Police Jury has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Name (Typed or Printed)

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Employee's Signature

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Date Signed

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