

From the Ouachita Parish Police Jury...

Welcome! As a new employee of the Ouachita Parish Police Jury, it is my sincere hope that you find your work here enjoyable and rewarding right from the very first day.

Your decision to accept employment puts you in a select group of individuals whose jobs are rewarding and important - not only to you, but also to the citizens who depend on parish services and to the officials responsible for providing those services. As a public employee, you will enjoy the unique opportunity for personal fulfillment through service to your fellow citizens.

As a new employee, you want to become acquainted with the nature of your job and your fellow employees, as well as with Parish Government, its procedures and programs that affect you. This handbook will tell you about Ouachita Parish, its way of doing things, and what being a Parish employee means to you. It is not intended to be a book of rules. It is an introduction and a guide designed to help you make a smooth adjustment to your new job. It covers YOUR benefits, YOUR rights, and YOUR responsibilities as a member of the Ouachita Parish team.

This is YOUR handbook. It was prepared especially for YOU. Read it! Refer to it when you have a question about your employment. If, after reading this handbook and attending orientation, you are still unclear about some points, do not hesitate to ask. You will find your supervisors and fellow employees to be helpful, friendly people. If they do not have the answers to your questions immediately available, then the Personnel Office will serve you in any way it can.

Congratulations on your new job. I hope your employment with Ouachita Parish Police Jury will be a satisfying, productive, and long-term experience.

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OUACHITA PARISH POLICE JURY

The Ouachita Parish Police Jury is composed of six police jurors. Each juror is elected to represent his/her district for a four-year term. After taking the oath of office, the jurors elect a president from their own number. The 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 funds, negotiates contracts and, in general, directs the activities under its supervision.

The major organizational units of the Ouachita Parish are designated as "Departments" - each directed by a Department Head. These departments and their basic duties are:

ADMINISTRATION -

Responsible for administrative work in the planning, development, coordination and administration of all activities under the jurisdiction of the Ouachita Parish Police Jury.

ANIMAL CONTROL -

Responsible for rabies control, enforcing the leash law, and livestock ordinance. Also charged with caring for animals while they are housed at the animal shelter, assisting the public with cruelty cases, helping those interested in adopting animals, and educating the public with laws pertaining to animals.

HOUSING -

Section 8 Housing Program. Applicants are screened according to HUD (Housing and Urban Development) guidelines. The program provides rental assistance for qualified individuals.

FIRE DEPARTMENT -

Responsible for organizing, directing and controlling fire protection, fire prevention, emergency services, pre-fire planning, fire inspection, fire code enforcement, and fire training.

GREEN OAKS DETENTION CENTER -

The Green Oaks Detention Home is the juvenile facility in Ouachita Parish for holding delinquent juveniles placed by the courts or law enforcement agencies. Green Oaks holds juveniles, ages 10-16 years of age, until the court disposes of their cases.

LEGAL COUNSEL -

Responsible for representing the Parish in all phases of litigation and renders professional legal advice to department heads.

PUBLIC LIBRARY -

Responsible for meeting the educational, informational, and recreational needs of Ouachita citizens. Dedicated to the concept of service, the library serves individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition.

PUBLIC WORKS -

Responsible for the construction and maintenance of Parish streets, roads, and drainage facilities; beautification of Parish-owned grounds; maintenance and repair of Parish-owned buildings; planning, de-sign and construction of road and drainage projects; repair and maintenance of Parish-owned vehicles; right of way acquisition; installation and maintenance of traffic control devices, and providing traffic engineering services.

SECRETARY -

Official custodian of the minutes and records of the Ouachita Parish Police Jury.

TREASURER -

Responsible for receiving and disbursing parish funds according to the law. Keeps accounting of receipts, expenditures, and debts for the parish. Assists departments in budget preparation. Reports financial condition to Police Jury and general public when required.

INFORMATION ABOUT YOUR JOB**WHAT OUACHITA PARISH EXPECTS FROM YOU**

The function of any government agency is to give service. Your job was created to provide a specific service to the citizens of Ouachita Parish. You are expected to give this service to the best of your ability, and to perform your job with a spirit of courtesy and willing assistance. The effectiveness of Parish government is dependent upon each employee. The integration of all our individual efforts will result in a well-run, efficient Parish government.

It is extremely important that your contact with the public be fair and courteous. Just as the Parish believes each employee is an important individual, it is essential that every citizen be treated with dignity and consideration. The public will judge you and all of Ouachita Parish government by your attitude and efficiency.

EMPLOYEE SERVICE

The terms "regular" or "permanent" employee or "status" are sometimes used interchangeably. As used, the terms refer to a position (or a person filling a position) that is identified in the budget as part of the organizational structure. The terms do not confer the right of permanent employment to any person nor is any such right implied or

intended by any language contained therein.

EMPLOYMENT STATUS

Each Parish employee appointed to an authorized budgeted position must successfully complete a "Probationary" period prior to being confirmed as a "Regular" employee. The normal probationary period for new employees is 180 days or six months.

A probationary employee may be separated at any time during the probationary period when, in the judgment of the department head, the employee's fitness and/or quality of work are not such as to merit continuation in the job. If desirable and feasible, the employee may be administratively transferred to a more suitable position. An employee failing probation shall have no right to appeal except on the grounds of discrimination prohibited by law or these rules, in which case the employee may appeal in writing to the Equal Employment Opportunity Officer in accordance with established EEO procedures.

Remember! You may be released at any time during your probationary period if you are considered unsuitable for permanent employment. Upon successful completion of your probationary period, you will be confirmed as a regular employee.

The conditions of your employment, the rules, regulations and policies of the Parish do not constitute a contract between you and the Parish. The Parish reserves the right to change them at any time.

Temporary employees are sometimes utilized for short periods of time. Temporary employees are paid only for hours worked and do not earn benefits or acquire seniority. Most provisions of this handbook do not apply to temporary employees.

WORK SCHEDULE

Although most employees work an eight-hour day, forty-hour week, your supervisor will set your particular schedule, so please check. Depending on your work shift, you will be given either on hour or thirty minutes for lunch. Check with your supervisor for your exact schedule.

ATTENDANCE

Regular attendance and punctuality are expected and required of all employees. Any unplanned absence from your job causes a hardship on your supervisor and co-workers, since they must do your job to keep things running smoothly.

Notify your supervisor of illness or bona-fide emergency prior to your regular starting time, explaining the reason of your absence. Excessive tardiness and absences without advance approval (with or without an acceptable reason) may result in your being disciplined or dismissed.

PAYCHECK

Parish employees are paid bi-weekly. Deductions from your paycheck include Federal and State income taxes and retirement contributions. Additionally, you may choose to have other deductions or contributions for such organizations as the Credit Union, United Way Fund, Deferred Compensation, or health insurance premiums withheld from your paycheck.

Each paycheck stub will show current pay and deduction information, a calendar year-to-date record of your gross income and withholding tax, and a year-to-date record of your retirement contributions and Deferred Compensation deductions, if appropriate.

OVERTIME/COMPENSATORY TIME

Overtime work is service performed that exceeds the regular 40-hour workweek. An effort is made to allocate overtime as evenly as possible among all employees qualified to do the work.

Whenever work is in excess of the normal 40-hour workweek, the employee shall be paid overtime. The overtime rate is calculated one and one-half (1 1/2) times the employee's regular hourly earnings. The overtime

provisions of the Fair Labor Standards Act, as amended, cover all employees except departments' heads, division heads, and other employees so designated by the Ouachita Parish Police Jury.

Department and/or division heads may allow employees to accrue equivalent compensatory time instead of overtime pay. In those instances, an employee is permitted to use the compensatory time off with the approval of the department and/or division head. All compensatory time shall be taken by non-exempt employees within 60 days from the date accrued.

DRUG AND ALCOHOL POLICY

Any employee who tests positive for alcohol or other unauthorized substance under the procedures outlined in the Ouachita Parish Personnel Manual shall be dismissed from Parish employment and shall not be considered for future employment for a period of at least twelve (12) months and then only after satisfying the requirements outlined in the Ouachita Parish Personnel Manual.

Any employee who uses, possesses, conceals, transports, manufactures, distributes, dispenses, solicits or purchases an unauthorized alcohol or other unauthorized substance on Parish premises or while on Parish time shall be dismissed from his or her employment with the Parish and shall not be considered for future employment for the Parish for a period of twelve (12) months.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The Ouachita Parish Police Jury is dedicated to the fair treatment of applicants and employees without regard to their race, color, religion, sex, national origin, age or disabling condition. This policy includes but is not limited to: employment, upgrading, demotion, transfer, recruitment, layoff or termination, selection for training, sick or annual leave, and all forms of compensation. The Police Jury will take affirmative action to assure non-discrimination in all its personnel policies and procedures.

If you have a discrimination complaint against the Parish, you should report the complaint to the EEO Officer. Your complaint will be investigated, and you will be advised of the procedures to follow.

EMPLOYEE EVALUATION PROGRAM

Your performance evaluation is a fair appraisal and discussion of your job performance, intended to advise you of your progress and {if necessary) assist in improving your work effort. It is also an ideal time for you to discuss any job problems, goals, and questions with your supervisor.

As a Parish employee, you will be evaluated upon completion of your probationary period and then annually. The Personnel Department or the supervisor can authorize special evaluations.

PERSONNEL INFORMATION

It is important to keep your supervisor and the Personnel Office informed of your correct address, telephone number, marital status, and number of dependents, correct beneficiary, and other personal data. All changes must be submitted in writing and should be reported when the change occurs.

All employee personal information shall be kept confidential. No personal information (except job title and salary) will be released to outside agencies without the written consent of the affected employee.

An employee may review the material in his/her personnel file in the Personnel Office during normal working hours upon obtaining an appointment for such a review.

PROMOTIONS/ADVANCEMENT/TRANSFER

Notices about existing vacancies in Parish employment will be posted on all official bulletin boards in an effort to fill these openings with competent Parish employees.

BENEFITS YOU RECEIVE

ANNUAL LEAVE (VACATION)

Annual leave is paid leave of absence granted to both permanent full-time and permanent part-time employees. Annual leave is for the purposes of rest and recreation, or for personal business.

A full-time employee earns annual leave based on all hours either

actually worked or in an approved non-working pay status such as authorized sick and/or holiday leave. If you do not work because of a suspension, unauthorized absence or leave without pay, you will not earn annual leave for those hours. Additionally you cannot earn annual leave for working overtime.

The rate of annual leave earnings increases as your length of service increases. The "equivalent" maximum leave earned for varying years of service is:

<u>Length of Service</u>	<u>Bi-Weekly</u>	<u>Accrual</u>
Less than 2 years	2	1.538462 hours
2 years - 9 years	10	3.076923 hours
10 years - 19 years		4.615385 hours
Over 20 years		6.153846 hours

You must arrange and receive approval from your supervisor for all annual leave-in advance. If possible, your request will be granted but agency workload and/or seniority may have preference.

You are encouraged to save at least two days of annual leave each year, subject to the maximum accrual of 320 hours.

When you terminate or retire, you will be paid for all accumulated annual leave, based upon your hourly salary at time of separation.

All permanent part-time employees accumulate annual leave on a pro-rata basis. All vacations must be scheduled in advance, approved

by applicable department head. All employees must take at least one week of annual leave each year. Earned annual leave may be split to avoid using it all at one time, if desired.

SICK LEAVE

Sick leave is a paid leave of absence granted to permanent full-time and permanent part-time employees who cannot perform their job duties because they are ill, injured, or receiving medical or dental treatment. An employee may be excused from work without loss of pay due to: 1) Personal illness; 2) Dental appointments; or 3) Serious illness in the employee's immediate family. Immediate family includes spouse, children, parents, siblings, grandchildren, mother-in-law, and father-in-law.

Unlike annual leave, sick leave is "credited" rather than "earned." Like annual leave, sick leave must be approved. A permanent full-time employee is credited with sick leave at the rate of:

<u>Length of Service</u>	<u>Bi-Weekly Accrual</u>
Less than 3 years	2.461538 hours
3 years and over	3.692308 hours

An employee whose employment ceases because of retirement will be paid for up to 60 days accumulated sick leave, based on a five-year hourly average.

When an illness prevents you from working, you must notify your supervisor prior to your official starting time - each day of your illness. After three consecutive days of sick leave, you are required to submit a doctor's certificate verifying your illness.

Failure to report absences within the prescribed time period, failure to justify an absence, or failure to present the required medical certification may result in the absence being charged to annual leave, leave without pay or unauthorized leave, and may result in disciplinary action.

Sick leave cannot be advanced. If you are sick or injured and have used all accumulated sick leave, you may then use your accumulated annual leave. Thereafter, if you are still unable to return to work, you may (depending on work requirements and the Parish's best interest) be granted leave without pay - or terminated.

A permanent part-time employee shall accumulate sick leave on a pro-rata basis from year to year. Sick leave may be carried forward from year to year without limitation.

SICK LEAVE INCENTIVE PROGRAM

As an incentive to provide a positive effect on employee retirement, to increase productivity by employees, and to increase longevity with the Police Jury, the Sick Leave Incentive Program was implemented effective only as to sick leave accrued after January I. 1996 in accordance with the following guidelines:

- A. Twice a year, the personnel director shall develop a program and prepare a schedule to provide workshops for all departments.

Purpose of the workshops is to remind employees of existing policies related to sick leave accrual and usage. The employees will also be reminded that at actual retirement any unused sick leave will be converted to additional time in service by the retirement system, thereby increasing their retirement benefit. The additional time in service benefit will be provided at no cost to the retiring employee or the Police Jury.

- B. Employees who terminate after 3 consecutive years of full-time employment and who have not exceeded an average of 16 hours of sick leave usage annually during the three year period shall be compensated for twenty-five percent (25%) of accrued sick leave at their current rate of pay.
- C. Employees who terminate after 5 consecutive years of full-time employment and who have not exceeded an average of 16 hours of sick leave usage annually during the five year period shall be compensated for one-third (33 1/3%) of accrued sick leave at their current rate of pay.
- D. Employees who terminate after 10 consecutive years of full-time employment and who have not exceeded an average of 16 hours of sick leave usage annually during the ten year period shall be compensated for fifty percent (50%) of accrued sick leave at their current rate of pay, not to exceed 480 hours.
- E. LEAVE CONVERSION: Any accumulated, unused and unpaid sick leave shall be converted to an additional retirement benefit

credit upon application for normal retirement and as verified by the employer. The applicant must be eligible for retirement before the additional time for unused and unpaid leave time is added. Conversion is based on the actual number of days divided by a 260 working day year.

FAMILY LEAVE

A regular full-time or part-time employee with at least one (1) year of service may request a leave of absence without pay if the request is related to a serious health condition of a member of the employee's family unit. The family unit includes, but is not limited to, spouse, children, parents, siblings, and grandchildren. The Police Jury may grant a leave of absence without pay for a period not to exceed twelve (12) weeks. Current employee benefits such as hospitalization and accrual of vacation and sick pay shall continue.

During the leave of absence, the department head of the applicable department may employ temporary workers, if necessary, to perform the work of the employee on leave. Upon expiration of the leave of absence without pay, the employee shall be reinstated in his/her former position at the same rate of pay and seniority. If an employee fails to return to work after the expiration of the leave period, the Ouachita parish Police Jury shall have the right to recover any hospitalization insurance premium costs paid by the Ouachita Parish Police Jury during the term of the unpaid leave of absence.

EMERGENCY LEAVE

The Personnel Director may grant a permanent employee up to three (3) days per calendar year of paid emergency leave with a department head's recommendation. The Personnel Director must ascertain the exact circumstances prior to approval. Emergency leave may be granted in the event of a death, disaster, serious injury, or serious or contagious illness within the employee's immediate family. "Immediate family" is defined as parents, spouse, children, brothers, sisters, mothers-in-law, fathers-in-law, grandparents, grandchildren, or any relative residing under the same roof. Temporary or seasonal employees may be granted unpaid emergency leave in the above circumstances.

MILITARY LEAVE

An employee who is a member of the U. S. Military Reserve or State National Guard may be granted "up to" fifteen "working days." if ordered to attend summer training camp. All requests for military leave must be accompanied by written military orders. Time off to attend military training is not considered vacation.

Military leave cannot be used for weekend drills or other such activities; for these, you must use annual leave or leave without pay.

LEAVE OF ABSENCE WITHOUT PAY

The Police Jury may grant an employee a leave of absence without pay as outlined below, when such leave is considered in the best interest of the parish:

- A. For an employee who has served for at least one (1) year and who has a "satisfactory" performance rating, a "leave of absence without pay" for a period not to exceed fifteen (15) consecutive days in any one year may be granted.
- B. A regular full-time or part-time employee with at least one (1) year of service may request a leave of absence without pay if the request is related to a serious health condition of a member of the employee's family unit. Family unit includes, but is not limited to, spouse, children, parents, siblings, and grandchildren. The Police Jury may grant a leave of absence without pay for a period not to exceed twelve (12) weeks. Any current employee benefits, such as hospitalization and accrual of vacation and sick pay, shall continue.

Upon expiration of the leave of absence without pay, the employee shall be reinstated in his former position at the same rate of pay and seniority. During the leave of absence, the department head of the applicable department shall employ temporary workers, if necessary, to perform the work of the employee on leave. If an employee should fail to return to work after the expiration of the leave period, then the Ouachita Parish Police Jury shall have the right to recover any hospitalization insurance premium costs paid by the Ouachita Parish Police Jury during the term of the unpaid leave of absence.

An employee will be automatically terminated if he/she should accept any employment during a leave of absence.

HOLIDAYS

The following holidays are observed by the Parish:

- | | |
|-------------------------------------|------------------------------|
| 1) New Years Day | |
| 2) Martin Luther King's
Birthday | 6) La
bor
Day |
| 3) Good Friday | 7) Th
anksg
iving |
| 4) Independence Day | |
| 5) Memorial Day | |
| | Day |
| | 8) Friday after Thanksgiving |
| | 9) Christmas Eve |
| | 10) Christmas Day |

UNAUTHORIZED LEAVE/ABSENCE

An unauthorized absence is one that has not been approved in advance and which is determined (by the parish) that it could have been avoided by the employee. It is a cause for disciplinary action!

Any employee who fails to report for duty for three consecutive work-days and fails to notify his/her supervisor of the reason for the absence, shall be considered to have vacated employment (quit, without notice) and will be terminated at the close of business on the third day.

HOSPITALIZATION INSURANCE

You are eligible to participate in a group medical hospitalization program at the outset of work. The group hospitalization program offers a choice of coverage. Details of the hospitalization plan are available from the Personnel Office.

LIFE INSURANCE

Ouachita Parish Police Jury provides a group life insurance policy on each full-time employee at no cost to you. The policy includes both Term Life Insurance and Accidental Death and Dismemberment Insurance.

WORKMAN'S COMPENSATION

In addition to the Parish's medical program, a workman's compensation program for on-the-job injuries is provided. In the event of such an injury, notify your supervisor immediately.

OTHER JOB RESPONSIBILITIES

EMPLOYEE SAFETY

Safety is every employee's responsibility. The Parish makes a serious effort to maintain and promote safe working conditions and habits through various safety programs and meetings.

All accidents, near accidents or unsafe conditions should be reported to your supervisor immediately!

USE OF PARISH VEHICLES

An employee who operates a Parish-owned vehicle is responsible for its safe use and the safe conduct of passengers.

You should notify the appropriate law enforcement agency and your supervisor as soon as possible if you are involved in an accident while operating a Parish vehicle. Do not move the vehicle unless authorized by the law officer! You will also be required to file a report with your supervisor.

POLITICAL ACTIVITY GUIDELINES

As a Parish employee, you have a civil responsibility to support good government by becoming aware of the issues and voting your conscience on Election Day. Except as otherwise provided by law, the following restrictions on political activity shall apply to Parish employees:

1. Employees shall refrain from publicly using their positions or influence for or against any candidate for public office in any jurisdiction.
2. Employees shall not use working hours or Parish property to be, in any way, concerned with soliciting or receiving any subscription, contribution, or political service, or to circulate petitions or campaign literature on behalf of candidates for public office in any jurisdiction.

RESIGNATIONS

The Parish requests a two weeks notice prior to a voluntary resignation. You should give your supervisor a formal letter of resignation, stating your reason for leaving. Otherwise, your separation will be considered a voluntary quit - without notice. Any employee who resigns is encouraged to discuss with his/her supervisor any work conditions that the employee deems unsatisfactory. An employee who resigns without the required notice shall be ineligible for reinstatement.

DISCIPLINARY ACTIONS

Just as there are rewards for good work and positive behavior, so too must there be a system of disciplinary measures to attempt to correct attitude and performance that does not conform to Parish standards.

The "dos" and "do nots" of Parish employment are explained in other Parish publications. Violations, depending on the severity, will be handled in one of the following manners:

- Oral or written warning
- Written reprimand
- Reduction in pay
- Suspension without pay
- Disciplinary demotion
- Dismissal

RIGHTS YOU HAVE

GRIEVANCE PROCEDURE

As an employer, the Parish has the responsibility to be fair and impartial in its treatment of all employees. You are encouraged to talk with your supervisor about your job and discuss any problems you may have. In most cases, your supervisor will be able to handle your problems. You may appeal your case through the grievance committee if your supervisor does not handle your grievance satisfactorily.

The Personnel Office is ready to assist you with any appeal or grievance matters you may have.

RETIREMENT

All full-time Parish employees must participate in the Parochial Employees Retirement System. Each employee contributes a percentage of his/her earnings (through payroll deduction), and the Parish contributes a percentage. These amounts vary from year to year, according to the actuary.

Retirement benefits are based on age, length of service, and highest three years (average) salary. Minimum retirement requirements and benefits are:

- 90% of average pay with 30 years of service, at any age
- 75% of average pay with 25 years of service, at age 55

- 30% of average pay with 10 years of service, at age 60

The maximum retirement benefit available is 100%. If you remain in the Parochial Employees Retirement System for at least 10 years, your contributions and years of service are "vested," and you remain eligible for retirement benefits (even if you thereafter terminate employment).

Your contributions cannot be withdrawn from the system while you are employed, but upon termination, a full refund will be made if you so request. If you work less than 28 hours per week, contact the Personnel Office.

PRE-RETIREMENT COUNSELING

The Parish feels it has the duty to assist employees in planning for retirement - planning that will give them a greater sense of control over their future. Information on pre-retirement counseling is available through the Personnel Office.

CREDIT UNION

All permanent employees are invited to join the Ouachita Valley Credit Union. Additional information may be obtained by contacting the Credit Union at 387-4592.

DEFERRED COMPENSATION

All permanent employees may enroll in the NACO Deferred Compensation Plan, which sets aside non-taxable income for retirement. Additional information may be obtained from the Personnel Office.

A FINAL NOTE

While the information in this handbook should give you a good understanding of your (and the Parish's) responsibilities, it is not complete. From time to time, the Parish administration will develop and issue administrative and personnel procedures that will be made available to you.

Keep this booklet for future references. If it does not answer all of your questions, then ask your supervisor or the Personnel Office.

Once again, welcome to the staff of Ouachita Parish Police Jury, and best wishes for your success!