



## **NOTICE**

October 3, 2023

The St. Charles Parish Civil Service Board is holding a meeting on Tuesday, October 10, 2023 at 6:30 P.M. in the Hahnville Courthouse Council Chambers.

## **AGENDA**

### **Call to Order**

### **Silent Prayer/ Pledge of Allegiance**

### **Reading of the Meeting Protocol**

- By Personnel Officer

### **Personnel Updates**

- Monthly Reports: May, June, July, and August
- Short Term Disability
- Offers made above entry rate

### **Approval of Minutes**

- Meeting June 6, 2023

### **Request for approval of 2024 Holidays for 5 day a week schedule**

### **Request for approval of 2024 Holidays for 4 day a week schedule**

### **Request for approval of Civil Service Meetings for 2024**

### **Request to update Civil Service Rules and Regulations Section 7.08. Compensatory Leave**

### **Request to Adjourn**

#### *Accommodations for the Disabled*

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Personnel Office at (985) 783-5000 to discuss the particular accommodations needed.

The St. Charles Parish Civil Service Board met on Tuesday, June 6, 2023 at 6:30 PM at the Hahnville Courthouse. The following members were recorded as present:

Regmon Chaney- Chair

Sara Champion - Member

Jim Carlson - Member

Dayna Parker - Personnel Officer

Kayla Petit - Personnel Generalist

Absent:

Brett Terrebonne- Vice Chair

Patrick O'Malley- Member

Mr. Regmon Chaney, Chair, called the Civil Service Board meeting to order at approximately 6:30 p.m. He called for a moment of silent prayer and Pledge of Allegiance. Mr. Chaney asked for the reading of the Meeting Protocol. The Meeting Protocol was read by Dayna Parker, Personnel Officer.

The first item on the agenda was Personnel Updates. Dayna Parker, Personnel Officer, shared the monthly reports of activities of the Personnel Office for March and April. Also shared was the benefit renewal for July 1, 2023. Dayna Parker also provided an update on offers made above the entry rate. Two employees were hired above entry rate: Paige Rome, Lab Coordinator and Ashley Mousseau, Legal Secretary.

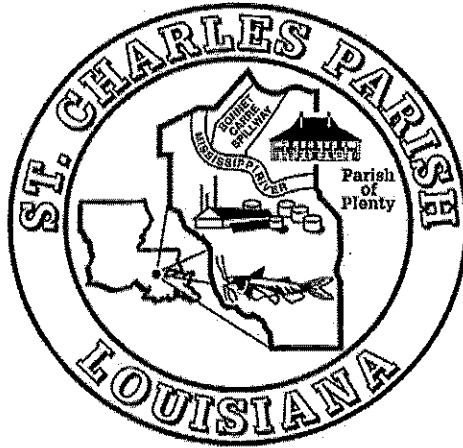
The next item on the agenda was the request for approval of minutes from the March 29, 2023 meeting. After discussion was completed, a motion to approve the minutes was made by Sara Champion and seconded by Jim Carlson. After voting, the motion was approved unanimously.

The next item on the agenda was the request for upgrade from Grants Specialist I to Grants Specialist II. Carla Chiasson, Grants Officer, presented to the board reasoning for the upgrade. After discussion was completed, a motion to approve the upgrade was made by Jim Carlson and seconded by Sara Champion. After voting, the upgrade request was approved unanimously and will be made effective on June 12, 2023.

The next item on the agenda was the request to upgrade Civil Service Rules and Regulations Section 7.02 Annual and Sick (Employees hired prior to 1-1-95) and Section 7.02a Annual and Sick (Employees hired after 1-1-95). Dayna Parker, Personnel Officer, explained why this section is being updated to match the time clock system that is currently being used. In addition, there were recommended changes to update the wording regarding annual leave carryover. After discussion was completed, a motion to approve the change was made by Sara Champion and seconded by Jim Carlson. After voting, the motion was approved unanimously.

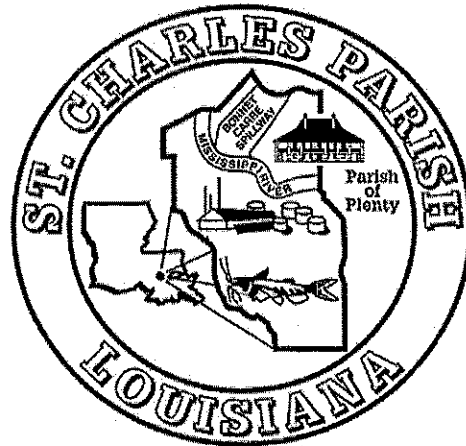
The last item on the agenda was a request to adjourn. A motion to adjourn was made by Sara Champion and this motion was seconded by Jim Carlson. After voting, the motion was approved unanimously.

  
Attest Dayna Parker  
Personnel Officer



**Holiday Schedule- Proposed**  
**5 Day a Week Schedule**

<b><u>DATE OBSERVED</u></b>		<b><u>ACTUAL DATE OF HOLIDAY</u></b>
JANUARY 1, 2024	MONDAY	NEW YEAR'S DAY (Jan. 1)
JANUARY 15, 2024	MONDAY	MARTIN LUTHER KING, JR. DAY (Jan. 15)
FEBRUARY 12, 2024	MONDAY	PRESIDENT'S DAY (Feb.19)
FEBRUARY 13, 2024	TUESDAY	MARDI GRAS (Feb. 13)
MARCH 29, 2024	FRIDAY	GOOD FRIDAY (March 29)
MAY 27, 2024	MONDAY	MEMORIAL DAY (May 27)
JUNE 19, 2024	WEDNESDAY	JUNETEENTH (June 19)
JULY 4, 2024	THURSDAY	INDEPENDENCE DAY (July 4)
SEPTEMBER 2, 2024	MONDAY	LABOR DAY (Sept. 2)
NOVEMBER 11, 2024	MONDAY	VETERAN'S DAY (Nov. 11)
NOVEMBER 28, 2024	THURSDAY	THANKSGIVING DAY (Nov. 28)
NOVEMBER 29, 2024	FRIDAY	DAY AFTER THANKSGIVING (Nov. 29)
DECEMBER 24, 2024	TUESDAY	CHRISTMAS EVE (Dec. 24)-Float
DECEMBER 25, 2024	WEDNESDAY	CHRISTMAS DAY (Dec. 25)
DECEMBER 31, 2024	TUESDAY	NEW YEARS EVE (Dec. 31)- Float



**Holiday Schedule- Proposed**

**4 Day a Week Schedule**

<b><u>DATE OBSERVED</u></b>		<b><u>ACTUAL DATE OF HOLIDAY</u></b>
JANUARY 1, 2024	MONDAY	NEW YEAR'S DAY (Jan. 1)
JANUARY 15, 2024	MONDAY	MARTIN LUTHER KING, JR. DAY (Jan. 15)
FEBRUARY 12, 2024	MONDAY	PRESIDENT'S DAY (Feb. 19)
FEBRUARY 13, 2024	TUESDAY	MARDI GRAS (Feb. 13)
MARCH 28, 2024	THURSDAY	GOOD FRIDAY (March 29 - 1/2 DAY)
MAY 27, 2024	MONDAY	MEMORIAL DAY (May 27)
JUNE 19, 2024	WEDNESDAY	JUNETEENTH (June 19- 1/2 DAY)
JULY 4, 2024	THURSDAY	INDEPENDENCE DAY (July 4)
SEPTEMBER 2, 2024	MONDAY	LABOR DAY (Sept. 2)
NOVEMBER 11, 2024	MONDAY	VETERAN'S DAY (Nov. 11)
NOVEMBER 28, 2024	THURSDAY	THANKSGIVING DAY (Nov. 28)
DECEMBER 24, 2024	TUESDAY	CHRISTMAS EVE (Dec. 24)- Float
DECEMBER 25, 2024	WEDNESDAY	CHRISTMAS DAY (Dec. 25)



**2024 CIVIL SERVICE MEETING SCHEDULE- Proposed**

**TUESDAY, FEBRUARY 6**

**TUESDAY, APRIL 9**

**TUESDAY, JUNE 11**

**TUESDAY, AUGUST 13**

**TUESDAY, OCTOBER 8**

**TUESDAY, DECEMBER 10**

## **CURRENT**

### **Section 7.08. Compensatory Leave:**

Classified exempt employees shall receive compensatory time off, in lieu of immediate overtime pay, equal to the number of authorized extra hours worked below 40 hours per week and at a rate of one and one-half hours for each hour of overtime worked. Compensatory time off shall be granted by the Department Director within a reasonable period of time after it is requested if to do so would not unduly disrupt the operation of the department.

Accumulated compensatory time will be paid upon termination of employment and shall be calculated at the current regular rate received by the employee.

The maximum number of hours that can be accumulated for 40-hour employees is 240 (not more than 160 hours of actual overtime worked).

Department Directors will be responsible for administering their compensatory policies by allowing employees to take accrued compensatory time in a timely manner so that compensatory hours will not accrue to excessive levels. In situations in which compensatory time off is not practical, employees will be paid in cash for overtime; however, overtime cash compensation must be approved by the Personnel Officer and Parish President.

In general, an employee who has been credited with compensatory leave shall be required to take all or part of such leave within 30 days of earning it. Only the last 3 months of a calendar year earning of compensatory time may be carried over into the next calendar year.

In cases where an employee is accumulating compensatory leave at a rate faster than it can be taken or if taking the compensatory leave would severely hamper Parish operations, the Department Director will take the necessary steps to change the job content or obtain the necessary help to bring it under control.

## **Section 7.08. Compensatory Leave:**

Classified exempt employees shall receive compensatory time off, in lieu of immediate overtime pay, at a rate of not less than one and one-half hours for all hours worked over 40 in the workweek, as allowed by FLSA for employees of State and local government agencies.

Department Directors will be responsible for managing compensatory leave accrued and taken for their employees.

### **1. Accrual:**

- a. Compensatory leave will accrue at a rate equal to the number of authorized extra hours worked per week over 35 hours but not exceeding 40 hours, and at a rate of one and one-half hours for each hour worked over 40 hours.
- b. Compensatory leave should be earned for legitimate work needs and approved by Supervisor with oversight by Department Director.
- c. Employees must work the full increment of time in order to earn compensatory leave. Compensatory leave will be earned in  $\frac{1}{4}$  hour increments.
- d. Compensatory leave must be earned prior to taking. Negative compensatory leave balances are not permitted.
- e. In order to prevent compensatory leave from accumulating to excessive levels, accrued compensatory leave should be kept under 40 hours. When compensatory leave exceeds 40 hours, Department Directors should make arrangements to allow the employee to take compensatory leave.
- f. Accrued and unused compensatory leave will carry over into the next year.
- g. In cases where an employee is accumulating compensatory leave at a rate faster than it can be taken or if taking the compensatory leave would severely hamper Parish operations, the Department Director will take the necessary steps to change the job content or obtain the necessary help to bring it under control.

### **2. Use of Compensatory Leave:**

- a. Compensatory leave shall be granted by the Department Director within a reasonable period of time after it is requested if to do so would not unduly disrupt the operation of the department.
- b. Compensatory leave can be taken in  $\frac{1}{4}$  hour increments.
- c. Employees should take accrued compensatory leave in a timely manner so that compensatory leave hours will not accrue to excessive levels.
- d. Accumulated compensatory leave will be paid upon termination of employment and shall be calculated at the current regular rate received by the employee.
- e. The Parish President and Personnel Officer may approve paid overtime in lieu of compensatory time for classified exempt employees for special projects or necessary circumstances. This approval should be determined in advance of the compensatory accrual.