



## **NOTICE**

January 30, 2024

The St. Charles Parish Civil Service Board is holding a meeting on Tuesday, February 6, 2024 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: September, October, November, and December
- Performance Evaluations
- Offers made above entry rates

### **Approval of Minutes**

- Meeting October 10, 2023

### **Request to update Civil Service Rules and Regulations Section 7.04 Special Leave**

### **Request to update Civil Service Rules and Regulations Section 7.10 Sick Leave Use Prior to Retirement**

### **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, October 10, 2023 at 6:30 PM at the Hahnville Courthouse. The following members were recorded as present:

Regmon Chaney- Chair

Brett Terrebonne- Vice Chair

Sara Champion - Member

Jim Carlson – Member

Patrick O'Malley- Member

Dayna Parker - Personnel Officer

Kayla Petit - Personnel Generalist

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 May, June, July, and August. Also shared was a new benefit offered to employees, Short Term Disability, which was made effective October 1, 2023. Dayna Parker also provided an update on offers made above the entry rate. Two employees were hired above entry rate: Jacob Soley, Welder and Arthur Lamonte, Laborer. Dayna explained that we are in the hiring process of a new Parish Engineer II, who was offered a Step 3 on the pay range for Parish Engineer II. The offer was made above entry due to recruitment difficulties for this hard to fill position.

The next item on the agenda was the request for approval of minutes from the June 6, 2023 meeting. After discussion was completed, a motion to approve the minutes was made by Patrick O'Malley and seconded by Brett Terrebonne. After voting, the motion was approved unanimously.

The next item on the agenda was the request for approval of 2024 Holidays for 5 day a week schedule. After discussion was completed, a motion to approve the 5 Day a Week Holiday Schedule for 2024 was made by Jim Carlson and seconded by Brett Terrebonne. After voting, the motion was approved unanimously.

**Holiday Schedule**  
**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

The next item on the agenda was the request for approval of 2024 Holidays for 4 day a week schedule. After discussion was completed, a motion to approve the 4 Day a Week Holiday Schedule for 2024 was made by Brett Terrebonne and seconded by Patrick O'Malley. After voting, the motion was approved unanimously.

**Holiday Schedule**

**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)

The next item on the agenda was the request for approval of Civil Service Meetings for 2024. After discussion was completed, a motion to approve the Civil Service Meetings for 2024 was made by Brett Terrebonne and seconded by Sara Champion. After voting, the motion was approved unanimously.

**2024 CIVIL SERVICE MEETING SCHEDULE**

**TUESDAY, FEBRUARY 6**

**TUESDAY, APRIL 9**

**TUESDAY, JUNE 11**

**TUESDAY, AUGUST 13**

**TUESDAY, OCTOBER 8**

**TUESDAY, DECEMBER 10**

The next item on the agenda was request to update Civil Service Rules and Regulations Section 7.08. Compensatory Leave. Dayna Parker, Personnel Officer, explained the Parish does not follow the current Section 7.08. Compensatory Leave in the Rules and Regulations. The proposed updates to this section will follow the current practice of the Parish. It also will prevent employees from accumulating large amounts of compensatory leave, which may become a financial burden on the Parish. The board asked for strong wording to be added to the Rule to make sure Director's are held to the policy. After discussion was completed, a motion to approve the proposed updates to Section 7.08 Compensatory Leave with wording added was made by Jim Carlson and seconded by Patrick O'Malley. 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 Brett Terrebonne and seconded by Sara Champion. After voting, the motion was approved unanimously.

  
Attest: Dayna Parker  
Personnel Officer

## CURRENT

**Section 7.04. SPECIAL LEAVE:** The Department Director may grant special leave **up to and not to exceed three workdays** under the following circumstances:

- a. **Funeral Leave:** A full-time employee will be given time off without loss of pay, annual leave or sick leave in the event of a death in the employee's immediate family. For the purposes of this provision, "employee's immediate family" shall mean the employee's children, spouses of children, brothers, sisters, parents, spouse, and parents of employee's spouse, **grandparents and grandchildren.**
- b. **Jury Duty/Civil Leave:** If a full-time employee of the Parish service is called for jury duty, the employee will be paid regular salary. The employee shall be expected to report for work if a reasonable amount of time remains in a regular workday.
- c. **Natural Disaster:** A full-time employee will be paid regular salary or wages for absence because of extremely severe weather such as hurricanes, tornadoes, floods, or other natural disasters, provided that the Parish President has declared that these circumstances pose a definite threat to the safety and welfare of Parish residents and their families, and the Parish President has authorized leave.
- d. **Time Off Without Pay:** The amount of time off without pay granted shall be based on the specific facts of each case. In exceptional cases, with the approval of the Department Director and the Personnel Officer, an employee may be granted more than three days of time off without pay in a calendar year.

**\*\*NOTE:** The intent of time off without pay is for leaves of personal reasons (i.e., death in the family, personal emergency, etc.).

## PROPOSED CHANGES – 2/6/2024

**Section 7.04. SPECIAL LEAVE:** The Department Director may grant special leave **up to and not to exceed three workdays** under the following circumstances:

- a. Funeral Bereavement Leave: A full-time employee will be given **up to and not to exceed three workdays** time off without loss of pay, annual leave or sick leave in the event of a death in the employee's immediate family. For the purposes of this provision, "employee's immediate family" shall **include employee's:** mean the employee's children, spouses of children, brothers, sisters, parents, spouse, and parents of employee's spouse, **grandparents and grandchildren.**
  - Spouse or Domestic Partner
  - Children
  - Spouses of Children (Son-in-law, Daughter-in-law)
  - Siblings brothers, sisters,
  - Parents
  - Parents of employee's spouse (Mother-in-law, Father-in-law)
  - Grandparents
  - Grandchildren**Stepfamily for the list above is included.**
- b. Jury Duty/Civil Leave: If a full-time employee of the Parish service is called for jury duty, the employee will be paid regular salary. The employee shall be expected to report for work if a reasonable amount of time remains in a regular workday.
- c. Natural Disaster: A full-time employee will be paid regular salary or wages for absence because of extremely severe weather such as hurricanes, tornadoes, floods, or other natural disasters, provided that the Parish President has declared that these circumstances pose a definite threat to the safety and welfare of Parish residents and their families, and the Parish President has authorized leave.
  - Pursuant to a Declared State of Emergency issued by the Parish President, the Declared Emergency Pay Plan will be followed.
- d. Time Off Without Pay: The amount of time off without pay granted shall be based on the specific facts of each case. In exceptional cases, with the approval of the Department Director and the Personnel Officer, an employee may be granted more than three days of time off without pay in a calendar year.

**\*\*NOTE:** The intent of time off without pay is for leaves of personal reasons (i.e., death in the family, personal emergency, etc.).

## **CURRENT**

### **Section 7.10 SICK LEAVE USE PRIOR TO RETIREMENT**

Sick Leave Use Prior to Retirement is a period of time when an employee can use a maximum of six months or less of accrued sick leave. Employee will be compensated at their full-time current salary for each sick day used.

It shall be required that the employee meet current SCP retirement eligibility requirements in coordination with the Parochial Employees Retirement System.

At the time an employee initiates the retirement process with SCP Personnel and the Parochial Employees Retirement System, the employee shall complete a Sick Leave Use Prior to Retirement form to request the use of sick leave prior to retirement.

- The Sick Leave Use Prior to Retirement form shall indicate eligible accrued sick leave, final date of reporting for work, the date the sick leave shall end, the employee's official retirement date, and the retiring employee's signature.
- The period of sick leave shall be calculated as creditable time for the employee's pension benefits.
- Sick and annual leave will no longer accumulate during this period, nor will the employee be entitled to any paid holidays.
- Once an employee begins their sick leave term, they will not be eligible to bid on open positions or qualify for any additional pay increases.
- Employees on sick leave are not allowed to apply for full-time secondary employment.
- FMLA is not required in order to utilize this sick leave prior to retirement as part of this benefit.

**Once the employee is approved for sick leave, the retirement date is irrevocable.**



## PROPOSED CHANGES - 2/6/2024

### Section 7.10 **SICK ACCRUED LEAVE USE PRIOR TO RETIREMENT**

**Sick Accrued** Leave Use Prior to Retirement is a period of time when an employee can use a maximum of six months or less of accrued sick **and/or annual** leave. Employee will be compensated at their full-time current salary for each sick **leave** day used.

~~It shall be required that the employee meet current SCP retirement eligibility requirements in coordination with the Parochial Employees Retirement System.~~

At the time an employee initiates the retirement process with SCP Personnel and the Parochial Employees Retirement System, the employee shall complete an **Sick Accrued** Leave Use Prior to Retirement Form to request the use of sick leave prior to retirement.

- **When an employee is requesting to use accrued leave in this manner, this formal process must be initiated by Personnel in order for the leave to be approved.**
- The **Sick Accrued** Leave Use Prior to Retirement Form shall indicate eligible accrued sick leave, final date of reporting for work, the date the sick leave shall end, the employee's official retirement date, and the retiring employee's signature.
- The period of sick leave shall be calculated as creditable time for the employee's pension benefits.
- Sick and annual leave will no longer accumulate during this period, nor will the employee be entitled to any paid holidays.
- Once an employee begins their sick leave term, they will not be eligible to bid on open positions or qualify for any additional pay increases.
- ~~Employees on sick leave are not allowed to apply for full-time secondary employment.~~
- FMLA is not required in order to utilize this sick leave prior to retirement as part of this benefit.

**Once the employee is approved for sick leave, the retirement date is irrevocable.**