

ST. CHARLES PARISH

PERSONNEL OFFICE

NOTICE

October 15, 2024

The St. Charles Parish Civil Service Board is holding a meeting on Tuesday, October 22, 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

- Offers made above entry rate
- Employee Benefits
- Paycom Implementation Updates

Approval of Minutes

- Meeting August 13, 2024

Request to approve staffing changes for Parks and Recreation as part of organizational restructure

Request for approval for 2025 Holiday Schedule

- 5 Days a Week Schedule

Request for approval for 2025 Holiday Schedule

- 4 Days a Week Schedule

Request for approval for the 2025 Civil Service Meeting Schedule

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, August 13, 2024 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. Dayna Parker, Personnel Officer read the meeting protocol.

The first item on the agenda was Personnel Updates. Dayna Parker, Personnel Officer, provided an update on employees that were made above entry. Ms. Parker also shared the new Performance Evaluation Process that was implemented in 2023 and will continue in 2024. Finally, as part of the Personnel updates, Ms. Parker shared the implementation of a new HR and payroll system, Paycom. This system will allow employees improved access to their benefits and insight into their pay information while providing various self-service tools. Investing in this new system will enhance the overall experience of our employees and align with the Parish President's goal of streamlining and utilizing technology more effectively throughout the organization. The board asked for continued updates on the implementation. In addition, the board asked for updates on Insurance offered to employees at the next meeting.

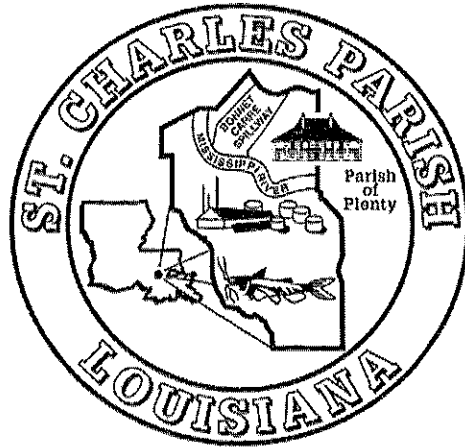
The next item on the agenda was the request for approval of minutes from the June 11, 2024 meeting. After discussion was completed, a motion to approve the minutes was made by Brett Terrebonne and seconded by Sara Champion. After voting, the motion was approved unanimously with four votes. Patrick O'Malley abstained from voting due to being absent at the June 11th meeting.

The next item on the agenda was the request to update Civil Service Rules and Regulations Section 7.02.a Annual & Sick (Employees Hired After 1-1-95). Ms. Parker explained this will allow employees to earn annual and sick time every payroll rather than wait until the quarter ends. The earning of the annual and sick will be based on the number of hours worked during the pay period. After discussion was completed, a motion to approve the request was made by Brett Terrebonne and seconded by Patrick O'Malley. After voting, the motion was approved unanimously.

The next item on the agenda was the request to update Civil Service Rules and Regulations Section 7.02.a. Annual & Sick (Employees Hired Prior to 1-1-95). Ms. Parker explained this will allow employees hired prior to 1995 to earn their sick time every payroll rather than wait until the quarter ends. She also explained that employees hired prior to 1995 are given their vacation time in January and this will not change. After discussion was completed, a motion to approve the request was made by Patrick O'Malley and seconded by Brett Terrebonne. After voting, the motion was approved unanimously

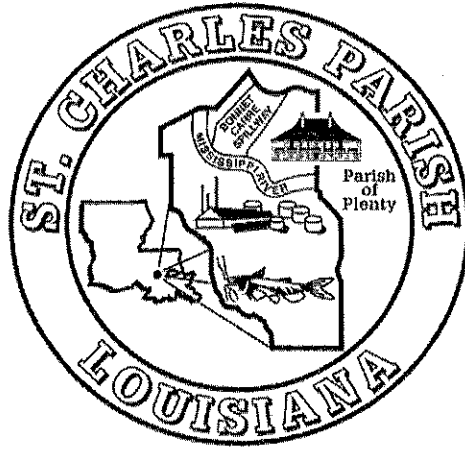
The last item on the agenda was a request to adjourn. A motion to adjourn was made by Brett Terrebonne and seconded by Sara Champion. After voting, the motion was approved unanimously.


Attest: Dayna Parker
Personnel Officer



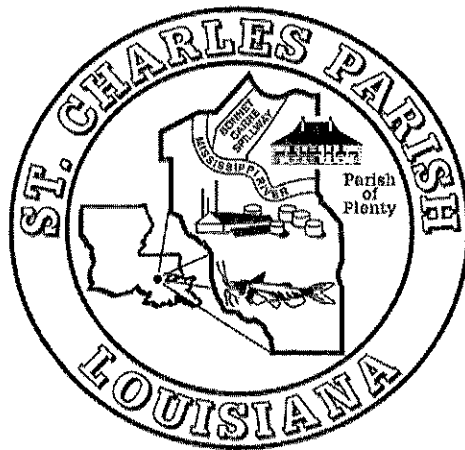
Holiday Schedule- Proposed
5 Day a Week Schedule

<u>DATE OBSERVED</u>		<u>ACTUAL DATE OF HOLIDAY</u>
JANUARY 1, 2025	WEDNESDAY	NEW YEAR'S DAY (Jan. 1)
JANUARY 20, 2025	MONDAY	MARTIN LUTHER KING, JR. DAY (Jan. 20)
MARCH 3, 2025	MONDAY	PRESIDENT'S DAY (Feb.17)
MARCH 4, 2025	TUESDAY	MARDI GRAS (March 4)
APRIL 18, 2025	FRIDAY	GOOD FRIDAY (April 18)
MAY 26, 2025	MONDAY	MEMORIAL DAY (May 26)
JUNE 19, 2025	THURSDAY	JUNETEENTH (June 19)
JULY 4, 2025	FRIDAY	INDEPENDENCE DAY (July 4)
SEPTEMBER 1, 2025	MONDAY	LABOR DAY (Sept. 1)
NOVEMBER 11, 2025	TUESDAY	VETERAN'S DAY (Nov. 11)
NOVEMBER 27, 2025	THURSDAY	THANKSGIVING DAY (Nov. 27)
NOVEMBER 28, 2025	FRIDAY	DAY AFTER THANKSGIVING (Nov. 28)
DECEMBER 24, 2025	WEDNESDAY	CHRISTMAS EVE (Dec. 24)-Float
DECEMBER 25, 2025	THURSDAY	CHRISTMAS DAY (Dec. 25)
DECEMBER 31, 2025	WEDNESDAY	NEW YEARS EVE (Dec. 31)- Float



Holiday Schedule- Proposed
4 Day a Week Schedule

<u>DATE OBSERVED</u>		<u>ACTUAL DATE OF HOLIDAY</u>
JANUARY 1, 2025	WEDNESDAY	NEW YEAR'S DAY (Jan. 1)
JANUARY 20, 2025	MONDAY	MARTIN LUTHER KING, JR. DAY (Jan. 20)
MARCH 3, 2025	MONDAY	PRESIDENT'S DAY (Feb. 17)
MARCH 4, 2025	TUESDAY	MARDI GRAS (March 4)
APRIL 17, 2025	THURSDAY	GOOD FRIDAY (APRIL 17 - 1/2 DAY)
MAY 26, 2025	MONDAY	MEMORIAL DAY (May 26)
JUNE 19, 2025	THURSDAY	JUNETEENTH (June 19- 1/2 DAY)
JULY 3, 2025	THURSDAY	INDEPENDENCE DAY (July 4)
SEPTEMBER 1, 2025	MONDAY	LABOR DAY (Sept. 1)
NOVEMBER 11, 2025	TUESDAY	VETERAN'S DAY (Nov. 11)
NOVEMBER 27, 2025	THURSDAY	THANKSGIVING DAY (Nov. 27)
DECEMBER 24, 2025	WEDNESDAY	CHRISTMAS EVE (Dec. 24)- Float
DECEMBER 25, 2025	THURSDAY	CHRISTMAS DAY (Dec. 25)



2025 CIVIL SERVICE MEETING SCHEDULE- Proposed

TUESDAY, FEBRUARY 11

TUESDAY, APRIL 8

TUESDAY, JUNE 10

TUESDAY, AUGUST 12

TUESDAY, OCTOBER 14

TUESDAY, DECEMBER 9