



November 5, 2019

NOTICE

The St. Charles Parish Civil Service Board is holding a meeting Tuesday, November 12, 2019 at 6:30 P.M. in the Hahnville Courthouse Council Chambers.

Agenda

Silent Prayer
Pledge of Allegiance
Meeting Protocol

New Business

Request for approval of minutes – September 10, 2019

Request for approval of 2020 4-10 Holiday Schedule

Request for approval of 2020- 5-8 Holiday Schedule

Request for approval of 2020 Civil Service Meeting Schedule

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, September 10, 2019 at 6:30 PM at the Hahnville Courthouse. The following members were recorded as present:

James “Jimmy” Breaux – Chair

Sara Champion – Vice Chair

Ralph Wilderson – Member

Brett Terrebonne – Member

Dr. J. Cressend Schonberg - Member

Also present:

Dayna Parker, Personnel Officer

Kayla Petit, Personnel Analyst

Mr. Breaux, Chairperson, 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. Breaux 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 the request for approval of the minutes from the July 9, 2019 meeting. A motion was made by Dr. Schonberg and seconded by Mr. Wilderson to approve the minutes. Motion carried. Minutes were approved unanimously.

The next item on the agenda was a request for approval of a new job description – GPS Field Technician. Luis Martinez, Director of GIS, was available to answer questions from the Civil Service Board regarding this request. Snookie Fauchaux, Director of Public Works, also came to the podium to

speak on this request. Following discussions, a motion was made by Ms. Champion and seconded by Dr. Schonberg. Motion carried. The new job description was approved unanimously.

The next item on the agenda was a request for approval of a revised job description, Administrative Assistant. Dayna Parker explained the rationale for the revisions to this job description. A motion was made by Dr. Schonberg and seconded by Mr. Terrebonne. Motion carried. The revised job description was approved unanimously.

The next item on the agenda was a proposed change to Civil Service Manual Section 7.01 Holidays. Mr. Terrebonne presented his proposed change and rationale. Councilman Paul Hogan came to the podium to speak on this agenda item. After further discussion, Dr. Schonberg recommended specific verbiage for the change.

“Section 7.01. HOLIDAYS: The Parish President may declare additional holidays upon the notification and approval of the Civil Service Board. When the Parish President elects to close all Parish offices as a result of the State and/or Federal government closing its offices, the Civil Service Board must be notified in writing when declared.”

Mr. Terrebonne made a motion to accept the verbiage as presented and it was seconded by Mr. Wilderson. Motion carried. The proposed change to Civil Service Manual Section 7.01 Holidays was approved unanimously.

With no further business to be addressed, a motion was made by Dr. Schonberg and seconded by Mr. Terrebonne to adjourn the meeting. Motion carried. Meeting adjourned.

Attest: Dayna Parker
Personnel Officer

Tentative Holiday Schedule

4 – 10 HOUR WORK WEEK

<u>DATE OBSERVED</u>		<u>ACTUAL DATE OF HOLIDAY</u>
JANUARY 1, 2020	WEDNESDAY	NEW YEAR'S DAY (Jan. 1)
JANUARY 20, 2020	MONDAY	MARTIN LUTHER KING, JR. DAY (Jan. 20)
FEBRUARY 24, 2020	MONDAY	PRESIDENTS DAY (Feb. 17)
FEBRUARY 25, 2020	TUESDAY	MARDI GRAS (Feb. 25)
APRIL 9, 2020	THURSDAY	GOOD FRIDAY (April 10 - 1/2 DAY)
MAY 25, 2020	MONDAY	MEMORIAL DAY (May 25)
JULY 2, 2020	THURSDAY	INDEPENDENCE DAY (July 4)
SEPTEMBER 7, 2020	MONDAY	LABOR DAY (Sept. 7)
NOVEMBER 11, 2020	WEDNESDAY	VETERANS DAY (Nov. 11)
NOVEMBER 26, 2020	THURSDAY	THANKSGIVING DAY (Nov. 26)
DECEMBER 24, 2020	THURSDAY	CHRISTMAS DAY (Dec. 25)
DECEMBER 31, 2020	THURSDAY	NEW YEAR'S EVE (Dec. 31) - Float

Tentative Holiday Schedule

5 -- 8 HOUR WORK WEEK

<u>DATE OBSERVED</u>		<u>ACTUAL DATE OF HOLIDAY</u>
JANUARY 1, 2020	WEDNESDAY	NEW YEAR'S DAY (Jan. 1)
JANUARY 20, 2020	MONDAY	MARTIN LUTHER KING, JR. DAY (Jan. 20)
FEBRUARY 24, 2020	MONDAY	PRESIDENTS DAY (Feb. 17)
FEBRUARY 25, 2020	TUESDAY	MARDI GRAS (Feb. 25)
APRIL 10, 2020	FRIDAY	GOOD FRIDAY (April 10)
MAY 25, 2020	MONDAY	MEMORIAL DAY (May 25)
JULY 3, 2020	FRIDAY	INDEPENDENCE DAY (July 4)
SEPTEMBER 7, 2020	MONDAY	LABOR DAY (Sept. 7)
NOVEMBER 11, 2020	WEDNESDAY	VETERANS DAY (Nov. 11)
NOVEMBER 26, 2020	THURSDAY	THANKSGIVING DAY (Nov. 26)
NOVEMBER 27, 2020	FRIDAY	DAY AFTER THANKSGIVING (Nov. 27)
DECEMBER 24, 2020	THURSDAY	CHRISTMAS EVE (Dec. 24)-Float
DECEMBER 25, 2020	FRIDAY	CHRISTMAS DAY (Dec. 25)
DECEMBER 31, 2020	THURSDAY	NEW YEAR'S EVE (Dec. 31)-Float

Proposed

2020 CIVIL SERVICE MEETING SCHEDULE

TUESDAY, JANUARY 21

TUESDAY, MARCH 10

TUESDAY, MAY 12

TUESDAY, JULY 14

TUESDAY, SEPTEMBER 8

TUESDAY, NOVEMBER 10