

Policy & Personnel Committee
March 5, 2021

The Policy & Personnel Committee met Friday, March 5, 2021 at 11:30 AM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also in attendance: Mr. Jody Stuckey, Road Superintendent.

The meeting was called to order by the Chair, Ms. Rowe. Mr. Treadway gave the invocation and Mr. Culpepper led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Chair asked Mr. Stuckey to discuss the two vacancies for the Operator I positions at the Road Department. Mr. Stuckey stated that after their two Operator I's resigned, they did not fill the positions because it was the off season. He stated that he would only need one position filled at the present time. Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Jury authorize posting the transfer notice and proceed with the hiring procedures for one Operator I position and leave the second position vacant. Motion carried.

The Committee discussed the COVID-19 Policy and the additional guidance from the CDC on reducing the quarantine period.

Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Jury amend the COVID-19 Policy to include the new guidance from the CDC on the reduced time period for quarantines. Motion carried.

The Committee discussed the policy for leave accruals being based on a calendar year. The Secretary-Treasurer explained the system limitations for processing leave by calendar year and requested that the Police Jury amend the policy so that the leave accrual date will be based on the date of hire and perform a one-time true-up to correct those employees whose leave balances were affected.

Motion Mr. Treadway, seconded Mr. Culpepper to recommend the Jury amend the accrual leave date policy to be based on the employee hire date and to perform a one-time true up to correct the affected balances from 2019 to current. Motion carried.

The Committee discussed the Attendance and Punctuality Policy.

Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Jury amend the scope of the policy to apply to hourly workers only and to add a statement that salaried workers would use the system for attendance tracking only. Motion carried.

The date of the next Policy & Personnel Committee was not set at this time.

Motion Mr. Culpepper, seconded Mr. Treadway to adjourn. Motion carried.