



PERSONNEL AND BENEFITS COMMITTEE

Lincoln Parish Police Jury

Tuesday, October 11, 2022 at 6:00 PM

Library Events Center | 910 North Trenton Street, Ruston, LA 71270

AGENDA

In compliance with the Americans With Disabilities Act, individuals needing special accommodations during this meeting should notify the Lincoln Parish Police Jury at 318-513-6200 at least three working days before the meeting.

COMMITTEE MEMBERS

Joe Henderson, Chair; TJ Cranford, Logan Hunt, Milton Melton, Sharyon Mayfield

Call to Order

Invocation

Approval of Agenda

Old Business

1. Discuss and Take Action, Revision to Employee Leave Policy

New Business

2. Reappoint Mr. FJ Armond to the Greater Ward One Waterworks District for a Five Year Term (2027)
3. Appoint Mr. Rodney Demery to the Communications District as Grambling State University Representative for a Three Year Term (2025)
4. Solid Waste Disposal Operator Job Description Approval

Other Business

5. Personnel Payroll Officer Selection Process

Adjournment

LINCOLN PARISH POLICE JURY LEAVE POLICY

After careful review of other agency policies, we found it best to evaluate our leave policies to maximize the employee benefits offered to all current and any future employees. Below you will find the current policy for leave which includes earned vacation/sick leave based on years of service, funeral leave and civil leave. You will find a proposed change for each policy with the changes in bold print, underlined, and highlighted in gray.

305 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to conduct personal business. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular, full-time employees available for work.

Employees shall earn/accrue vacation time each pay period based on the years of service as described in the table below. The amount of paid vacation time employees receives each year are available for use at 6 months for employees in their first year and January 1 of said calendar year beyond year one.

CURRENT – Upon termination of employment, employees will be paid for unused vacation time that they are eligible for according to policy.

NEW- Upon termination of employment, only earned/accrued vacation time that has not been used will be considered for payment by the Police Jury. However, if the Employee is terminated or resigns and has used vacation time that has not been earned, the unearned hours will be deducted from the Employee’s final paycheck.

Current Vacation		
1-3 years	(5 days)	(40 Hours)
4-5 years	(10 days)	80 Hours
6 years	(11 days)	(88 Hours)
7 years	(12 days)	(96 Hours)
8 years	(13 days)	104 Hours)
9 years	(14 days)	136 Hours)
10 years	(15 days)	120 Hours)
11 years	(15.5 days)	124 Hours)
12 years	(16 days)	128 Hours)
13 years	(16.5 days)	132 Hours)
14 years	(17 days)	136 Hours)
15 years	(17.5 days)	140 Hours)
16 years	(18 days)	144 Hours)
17 years	(18.5 days)	148 Hours)
18 years	(19 days)	152 Hours)
19 years	(19.5 days)	156 Hours)
20 years	(20 days)	160 Hours)

Proposed Vacation		
6 mon.-1 yr.	(5 days)	(40 Hours)
<u>2-5 years</u>	(10 days)	(80 Hours)
<u>6-10 years</u>	(15 days)	(120 Hours)
<u>11+ years</u>	(20 days)	(160 Hours)

(EARNING VACATION LEAVE)

**Employees regularly working less than 40 hours per week but more than 30 hours, vacation will be pro-rated based on the number of hours normally worked per week.

The length of eligible service is calculated on the basis of a "benefit year." This is a 12-month period that begins when an employee is employed in a position which is eligible for vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

CURRENT - Paid vacation time can be used in minimum increments of four (4) hours.

NEW- Paid vacation time can be used in minimum increments of four (4) hours. **Any other circumstance is subject to approval of the supervisor.**

To take vacation, employees should request advance approval from their supervisors.

Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry no more than their normal yearly benefit forward to the next benefit year. If the total amount of unused vacation time reaches a "ceiling" equal to two times the annual vacation the excess will be credited to sick leave.

320 SICK LEAVE BENEFITS

The Police Jury provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular, full-time employees available for work

The amount of paid sick time employees receives each year increases with the length of their employment as follows:

Current Sick			Proposed		
1-3 years	(5 days)	(40 Hours)	<u>0-1 year</u>	<u>(5 days)</u>	<u>(40 Hours)</u>
3-4 years	(6 days)	(48 Hours)	<u>2-3 years</u>	<u>(7 days)</u>	<u>(56 Hours)</u>
4 years	(7 days)	(56 Hours)	<u>4-6 years</u>	<u>(10 days)</u>	<u>(80 Hours)</u>
5 years	(8 days)	(64 Hours)	<u>7-9 years</u>	<u>(12 days)</u>	<u>(96 Hours)</u>
6 years	(9 days)	(72 Hours)	<u>10 + years</u>	<u>(15 days)</u>	<u>(120 Hours)</u>
7 years	(10 days)	(80 Hours)			
8 years	(11 days)	(88 Hours)			
9 years	(12 days)	(96 Hours)			
10 years	(13 days)	(104 Hours)			
11 years	(14 days)	(112 Hours)			
12+ years	(15 days)	(120 Hours)			

**Employees regularly working less than 40 hours per week but more than 30 hours, sick leave will be pro-rated based on the number of hours normally worked per week.

Paid sick time can be used in minimum increments of one (1) hour for employees.

A doctor's excuse will be required if an employee misses more than two consecutive work days. For purposes of this policy, vacation, holidays, and weekends do not count as work days. An employee fraudulently obtaining sick leave shall be subject to disciplinary action.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member. For the purposes of this policy immediate family is defined as parent, spouse, child, or sibling.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence before the scheduled start of their workday unless other arrangements have been made ahead of time.

Sick leave benefits will be calculated based on the employee's straight time pay rate at the time of absence times the number of hours the employee would have worked for a maximum of 8 hours and will not include any special forms of compensation, such as overtime.

Unused sick leave will be allowed to accumulate without limit for employees hired before January 1, 2008. **Employees hired on or after January 1, 2008, will be allowed to accumulate a maximum of 90 days of sick leave. ** Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Misuse of sick leave benefits may result in disciplinary action. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. Any accumulated unused, and unpaid sick and/or vacation leave may be converted to additional retirement benefit credit in accordance with the Parochial Employees' Retirement System.

325 FUNERAL LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

CURRENT: Up to ~~two days~~ of paid funeral leave, ~~in conjunction with the funeral~~, will be provided to eligible employees in the following classification(s): Regular, full-time employees available for work

NEW: Up to **three (3) days** of paid funeral leave, **within 90 days starting at the day of death**, will be provided to eligible employees in the following classification(s): Regular, full-time employees available for work.

Employees may be asked to provide proof of death and/or relationship to deceased.

Funeral pay is calculated based on the base pay rate at the time of absence times the number of hours the employee would otherwise have worked on that day for a maximum of eight hours and will not include any special forms of compensation such as overtime.

Approval of funeral leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

CURRENT: For the purposes of this policy, the Police Jury defines "immediate family" as the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, brother or sister-in-law, grandparents and grandchildren.

NEW: For the purposes of this policy, the Police Jury defines "immediate family" as the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, brother or sister-in-law, grandparents, **grandparents-in-law**, and grandchildren.

Any other circumstance may be included if, in the opinion of Administration, the employee's presence would be appropriate given the nature of the individual relationship. Administration may grant additional time in cases involving extenuating circumstances or extreme traveling distances if requested. Additional time granted must be documented as some other form of excused absence besides funeral leave.

330 CIVIL LEAVE

Regular employees will be allowed time off without loss of pay for the following purposes related to our judicial system, as needed:

1. When called for performing jury duty in local, district, state, or federal court.
2. When subpoenaed or called before a court, public body or commission, or to give a deposition in matters strictly related to police jury business.

CURRENT: It is your responsibility to provide as much notice as possible to your supervisor. You will be expected to return to work after such duty if a reasonable amount of time remains during your regular work-day.

You'll be paid for regularly scheduled hours for a maximum of eight hours missed due to service listed above.

NEW: It is your responsibility to provide as much notice as possible to your supervisor. **Proof of summons and attendance is required.** You will be expected to return to work after such duty if a reasonable amount of time remains during your regular work-day.

You'll be paid for regularly scheduled hours for a maximum of eight hours/**day** missed due to service listed above.

Greater Ward One Waterworks District
P O Box 637
Ruston, La. 71273
318-255-7995

This institution is an equal opportunity provider and employer

September 2, 2022

To: Police Jury

Please add F.J. Armond who resides at 259 Hodges Road, Ruston, LA to your agenda to have them re-appointed to the board at Greater Ward One Waterworks District. His commission is set to expire on 12/31/2022.

Thanks,

Kathy Farris
Secretary/Treasurer
Greater Ward One



Office of the President

August 19, 2022

Doug Postel, Parish Administrator
Lincoln Parish Police Jury
P.O. Box 979
Ruston, LA 71273

RE: 911 Communications District Nomination

Dear Mr. Postel:

It is my honor and privilege to appoint Mr. Rodney Demery as the GSU Representative of the 911 Communications District. Mr. Demery is the Chief of Police for Grambling State University and will be a great asset.

Should you need anything else, please feel to contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read "RJ Gallot Jr.", is written over the printed name.

Richard J. Gallot Jr., JD
President



SOLID WASTE DISPOSAL EQUIPMENT OPERATOR I

DEFINITION:

Under SW Superintendent supervision, is responsible for the operation of light equipment used in road and drainage maintenance and disposal work of routine difficulty; and performs related work as required; class is more diverse than truck driver class and may provide a transitional class for training of Equipment Operator II - Disposal.

EXAMPLE OF DUTIES:

Drives or operates light equipment such as dump truck, flatbed truck, or front-end loader, 2¹/₂ ton truck and dump trailer; trains on front-end loader and other pieces of light equipment; provides routine maintenance to vehicle or equipment and reports serious mechanical difficulties for repair; adjusts equipment as needed for specialized operation; loads and transports materials such as iron ore, fill dirt and wash rock, using front-end loader and five cubic yard dump truck; may keep routine record of daily work, and may train on moderate to large complex truck or rubber tired equipment. Operates and maintains an ACD to burn wood waste and removes the ash created in the process. Maintains the wood pile in a manner that meets Louisiana Department of Environmental Quality (LDEQ) and LPPJ policy.

MINIMUM QUALIFICATIONS:

Skills, Knowledge, and Abilities: Ability to understand and follow oral and written instructions; to learn on-the-job training the use of mechanized equipment.

Education: High School diploma or equivalent approved by Louisiana Department of Education

Training and Experience: Some experience in operating or driving light earth moving equipment, trucks or related equipment; good driving record.

License: Appropriate Vehicle Operator's License



SOLID WASTE DISPOSAL EQUIPMENT OPERATOR II

DEFINITION:

Under SW Superintendent supervision, is responsible for work of average difficulty in the operation of large, complex track or rubber-tired equipment used in the construction of roads, pits, and drainage work as well as the maintenance of roads and drainage; spot and load tractor and trailers in Pickup Station; and performs other related task as required.

EXAMPLE OF DUTIES:

Drives or operates equipment characterized as heavy or moderately heavy, running either on track or rubber tires, such as tractor backhoe, track-type or rubber-tired front end loader, track dozer, tractor-trailer, grade-all scraper, motor grader; may operate less complex equipment, as needed; provide routine maintenance to vehicles or equipment as needed for specialized operation requiring a high degree of accuracy; clears and digs drainage ditches, cut roadways; spreads, compacts and covers solid waste material; excavates trenches and pit areas for landfill; performs manual labor when required; may instruct other equipment operators; may supervise a labor crew and operate highway licensed vehicle; operate and truck and trailer for transporting equipment. Operates and maintains an ACD to burn wood waste and removes the ash created in the process. Maintains the wood pile in a manner that meets Louisiana Department of Environmental Quality (LDEQ) and LPPJ policy.

MINIMUM QUALIFICATIONS:

Skills, Knowledge, and Abilities: Skill in the operation of heavy to moderately heavy mobile equipment. Good knowledge of the particular characteristics, operating procedures and maintenance of machine and equipment operated. Ability to supervise a small construction crew in simple activities; comprehend and organize daily assignments of work.

Education: High School or equivalent approved by Louisiana Department of Education

Training and Experience: Considerable experience in operating mobile equipment, and some experience with particular equipment to be operated; two years of experience as Equipment Operator I or equivalent experience. Should hold a Class C Level B Solid Waste Operator's Certificate from the State of Louisiana Department of Environmental Quality.

License: Class A CDL with Air Brakes, Combination and Tanker Endorsements.



SOLID WASTE DISPOSAL EQUIPMENT OPERATOR III

DEFINITION:

Under SW Superintendent supervision, is responsible for work of moderate difficulty in the operation of moderate to large, complex track or rubber-tired equipment used in the construction of roads, pits, and drainage work as well as the maintenance of roads and drainage. Must be able to spot and load tractor and trailer in Pickup Station. Also, must be able to perform these duties with very little supervision and performs other related task as required.

EXAMPLE OF DUTIES:

Drives or operates equipment characterized as heavy or moderately heavy, running on track or rubber tires; such as tractor backhoe, track hoe, track-type front end loader, track dozer, grade-all, scraper, tractor-trailer motor grader; may operate less complex equipment, as needed; provide routine maintenance to vehicles or equipment; report serious or mechanical difficulties for repairs and adjust equipment as needed for specialized operation requiring a high degree of accuracy; clear and dig drainage ditches, cut roadways; spreads, compacts and covers solid waste material; excavates trenches and pit areas for landfill; operates various equipment in the construction of roads; utilizes various pieces of equipment in the construction and/or repair of bridges; performs manual labor when required; may instruct other equipment operators; may supervise a labor crew and operate highway licensed vehicle; operate and truck and trailer for transporting equipment, as well as operate lowboy in moving heavy equipment. Operates and maintains an ACD to burn wood waste and removes the ash created in the process. Maintains the wood pile in a manner that meets Louisiana Department of Environmental Quality (LDEQ) and LPPJ policy.

MINIMUM QUALIFICATIONS:

Skills, Knowledge, and Abilities: Skilled in the operation of heavy to moderately heavy highway equipment. Sufficient knowledge of the particular characteristics of operating procedures and maintenance of machine and equipment operation. Ability to supervise a small construction crew and moderate activities. Comprehend and organize daily assignments of work. Have an operational knowledge needed to operate the waste handling aspects of the disposal facility (i.e. unloading and spotting, maintaining smallest practical working face, layering, compacting, covering, cleaning, and maintaining equipment, equipment operation and special or hazardous waste identification; performs elementary vertical and horizontal alignments.

Education: High School diploma or equivalent approved by Louisiana Department of Education

Training and Experience: Considerable experience in operating equipment and some experience with particular equipment to be operated. Should hold a Class C-I Level B Solid Waste Operator's Certificate from the State of Louisiana Department of Environmental Quality.

License: Class A CDL with Air Brake, Combination and Tanker Endorsement.