

**PERSONNEL
MANUAL
FOR
THE LAFOURCHE PARISH GOVERNMENT
HEAD START PROGRAM**

Policies, Procedures, and Rules



APPROVED BY HEAD START POLICY COUNCIL

JULY 20, 2009

REVISIONS APPROVED BY POLICY COUNCIL

- August 16, 2005 - Complete Manual was reviewed and revised.
- October 24, 2005 - Definitions, Code of Ethics, Immediate Family, Nepotism, Chain of Command, Emergency/Personal Leave, Compensatory Leave, Rate of Accrual of Leave
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- July 17, 2006 - Complete Manual was reviewed and revised.
- October 16, 2006 - Added Food Service Technicians to receive sick leave on the same basis as Bus Drivers/Bus Monitors
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OBJECTIVES

1. The LAFOURCHE PARISH GOVERNMENT HEAD START PROGRAM recognizes that a personnel system that recruits and retains competent, dependable personnel is indispensable to effective, efficient operation.
2. The policies, rules and procedures set forth below are designed to:
 - a. Promote high morale among employees by fostering good working relationships and providing uniform personnel policies, opportunities for advancement, and consideration of employee needs and desires;
 - b. Maintain recruitment and promotion practices that will enhance the attractiveness of a career and encourage each employee to give his or her best effort to the Program;
 - c. Provide courteous and dependable service to the public;
 - d. Provide fair and equal opportunity for qualified persons to enter and progress in service in a manner based on merit and fitness as learned through fair and practical personnel management methods;
 - e. Conduct all operations in an ethical and legal manner to generate by action a reputation as an efficient, progressive body in the region and the state.

DISCLAIMER

THIS MANUAL EXPRESSES POLICIES, PROCEDURES AND RULES OF THE LAFOURCHE PARISH HEAD START PROGRAM. IT IS NOT A CONTRACT. POLICIES AND PROCEDURES HEREIN DESCRIBED DO NOT CONSTITUTE A CONTRACT. EMPLOYER OR EMPLOYEE CAN TERMINATE EMPLOYMENT ANY TIME. POLICIES AND PROCEDURES DESCRIBED HEREIN ARE NOT CONTRACTUAL AND THE EMPLOYER CAN DEVIATE FROM ANY OR ALL OF THEM AT ANY TIME. NO MANAGER, SUPERVISOR, OR OTHER REPRESENTATIVE OF THE COUNCIL HAS ANY AUTHORITY TO ENTER INTO ANY CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD.

EQUAL OPPORTUNITY

In accordance with Title VI or VII of the Civil Rights Act of 1964 as amended by Equal Employment Act of 1972, the Civil Rights Act of 1991, the Guidelines of the Equal Employment Opportunities Commission on Sex Discrimination and Harassment, 504 Regulations, the Rehabilitation Act of 1973, the age Discrimination Act of 1967, the Equal Pay Act of 1963, Executive Order 11246/11375 as amended for Affirmative

Action, the Americans with Disabilities Act of 1990, discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel affiliations or because of race, color, national origin, marital affiliations or other non merit factors are expressly prohibited. Discrimination on the basis of age, sex or physical disability is expressly prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary of the LPG to promote the full realization of equal employment opportunity through a continuing Affirmative Action Program, the implementation of which is the responsibility of the Director of people. See Appendix J for Discrimination Complaint Form.

CODE OF ETHICS FOR EMPLOYEES

Lafourche Parish Head Start relies upon the Louisiana State Code of Ethics in decisions governing the ethical behavior of its employees. More specifically, the following areas will apply:

COMPENSATION: Head Start employees shall not receive any thing of economic value, other than compensation and benefits to which he is duly entitled, for the performance of the duties and shall not receive any thing of economic value from a person to whom he or she has directed business. No Head Start employee who owns an interest of over (25) twenty-five percent of any business shall receive any thing of economic value for or in consideration of services rendered to or for any person during his employment by Head Start. No Head Start employee, and no legal entity of which he or she is an officer, director, trustee, partner, or employee, or in which he or she has a substantial economic interest, shall receive or agree to receive any thing of economic value for assisting a person in a transaction, or in an appearance concerning a transaction, with the Head Start agency. No Head Start employee shall engage in a transaction with a business when a member of his or her immediate family has a substantial economic interest in it.

No Head Start employee or other person shall give, pay, loan, transfer, or deliver or offer to give, pay, loan, transfer, or deliver, directly or indirectly, to any public servant or other person any thing of economic value that such public servant or other person would be prohibited from receiving by any provision of the Code of Ethics.

No Head Start employee shall engage in business with any entity of which he or she is an officer, director, trustee, partner, or employee. No Head Start employee shall engage in any business transaction with an entity who he or she is negotiating concerning prospective employment.

CONTRACTS: No Head Start employee or member of his or her immediate family, or legal entity in which he or she has a controlling interest, shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the employee.

NEPOTISM: The Executive Director or Director of Head Start shall not employ any

member of his/her immediate family, when acting in a direct supervisory capacity as an employee, or as a Board member of the Policy Council.

AFTER TERMINATION: No former Head Start employee shall receive from Head Start, directly or indirectly, any thing of economic value for two years after the term of his public service. No former Head Start employee shall, for two years following the termination of his public employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, or in an appearance in connection with a transaction in which he or she participated at any time during his public employment and involving Head Start. No Head Start employee, for two years following termination of his public employment, shall render, on a contractual basis to or for Head Start any service that he or she had rendered to the agency during the term of his public employment.

CONSEQUENCES: The Director is charged with the responsibility of insuring that all Head Start employees uphold the Code of Ethics of the State of Louisiana by requiring the appearance before the Board of Ethics when required, and by upholding the Board's decision when it entails suspension, demotion, termination, or fining of employees. State of Louisiana Code of Ethics - <http://www.ethics.state.la.us/laws/ethiclaw.htm>.

The Director may also bring civil action against an employee to recover any amount equal to whatever economic advantage the employee has unethically gained. Any Head Start employee may be suspended with pay during the investigation of any suspected unethical behavior. Any Head Start employee may, upon completion of the investigation, be demoted or transferred or have his employment suspended or terminated.

An employee's immediate family will be considered for employment on the basis of their qualifications. However, immediate family may not be hired if it would:

- a. Create a supervisor/subordinate relationship (direct or indirect) with a family member;
- b. Create a conflict of interest.

This policy must also be considered when assigning, promoting, or transferring an employee. For the purposes of this policy, immediate family includes anyone related by blood, affinity, or marriage.

Employees who marry or establish a close personal relationship may continue employment as long as it does not result in the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Head Start Program and/or Lafourche Parish Government to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

Any person serving in public employment on the effective date of this section, whose employment is in violation of this section shall not be construed to hinder, alter, or in any way affect normal promotional advancement opportunities in public employment for

such employee.

NON-DISCRIMINATION POLICY: See Appendix J.

DEFINITIONS

Unless otherwise indicated in these policies, the following definitions shall apply:

Class shall mean a group of positions that involve similar duties and responsibilities, require similar qualifications, and which are properly designated and described by a common title indicating the general nature of the work. A class may include only one position in some instances.

Position shall mean a group of duties and responsibilities assigned or delegated by competent authority to be performed by one person.

Department Head shall mean an unclassified employee who has been designated and appointed according to procedures outlined in the Home Rule Charter to be responsible for the administration of a department duly created by ordinance.

Exempt Employee shall mean an employee who is employed in a bona fide executive, administrative or professional capacity as outlined in the Code of Regulations Title 29 Part 541; such as an employee is exempt from the payment of overtime wages. Overtime pay provisions shall not routinely apply to classes of work designated as “E” (Exempt) in the Classification Plan. It is expected that employees in the “exempt” classes will work whatever hours are required to satisfy the needs of the service, and that they will adjust their working schedules to meet such needs. The minimum charge against annual leave for positions designated as Exempt (E) shall be one (1) day. All employees who are not exempt are hourly employees who must be paid overtime.

Temporary employees are those whose duration of employment is intended to be short-term; or those whose compensation is generated by federal or state grant revenue, i.e., Head Start.

Permanent employees are those whose position may be expected to provide long-range employment; permanent employees are “at-will” and do not work under a contract.

Modified duty or alternate work involves placing an injured worker into a position that is not as demanding as his or her regular job.

Restricted work involves an injured worker being brought back to the original position with restrictions assigned by the physician.

Temporary Assignment involves a position specifically created to accommodate the injured worker’s restrictions; may be less productive because the created work involves

unnecessary positions.

Gradual re-acclimation involves returning the worker to the existing job gradually until he or she attains full working capacity. Work capacity increases until the employee retains a full work load.

Harassment means any verbal or physical conduct that “denigrates or shows hostility or aversion toward an individual, which creates an intimidating, hostile or offensive work environment, or that reasonably interferes with an employee’s work performance” because of race, color, religion, national origin, age, disability or sex.

Insubordination includes both the refusal of a direct order and an intentional act of disrespect.

Policies refer to broad guidelines designed to guide decision-making, used where rigid procedures or rules are not feasible. Policies assure consistency and fairness within the framework of an organization’s objectives and philosophy. More specific policies often contain procedures and rules.

Procedure refers to a sequence of steps or a method of accomplishing something, including administrative or technical directions for accomplishing a specific task. Head Start has an Accounting and Administrative Procedures Manual.

Rules are specific statements, written or unwritten, about what behavior is allowed or not allowed in a given set of circumstances; can be formulated on the agency or department level and on the line supervisor level. This manual is a combination of policy, procedure and rules.

Drug Screening - refer to the LPG Drug and Alcohol Policy.

Chain of Command - refer to Appendix A of this manual.

Education/FIS Staff - refers to Education Manager, full-time teachers, Center Directors and Family Involvement Specialist.

Immediate Family – Defined as any of the following: spouse, mother, father, sister, brother, child, spouse’s of children, custodial grandchildren or any other relative residing under the same roof.

DISSEMINATION

This manual shall be maintained at the administrative office of Head Start. It shall be made available to every employee at each classroom site or Parish office so that he or she may be informed of his or her rights and privileges and the limitations and responsibilities placed on him or her as an employee. Upon ratification of this manual

and all addenda, a copy shall be sent to each employee of Head Start. All employees hired shall receive a copy of this manual and will be provided revisions and addenda as they occur.

PERSONNEL POLICY CHANGES

This manual and any subsequent changes shall become effective upon ratification of the Head Start Policy Council.

This document in its entirety has been designed to accommodate a variety of personnel situations but in no way is inclusive of all possible circumstances and situations. The process as described in this section should accommodate differences as they arise.

It is also recognized that federal and state statutes on personnel administration take precedent over policy and procedure as expressed in this manual. Every effort has been made to accommodate guidelines; however, if any aspects have been overlooked, it is expressly understood, recognized and agreed upon by the Head Start Program that state and federal statutes take precedent and shall be adhered to in good faith. Said precedent shall not void this manual in whole, but only in part by correlation.

SCOPE OF COVERAGE

The following persons are expressly exempted from coverage in this manual except in those parts expressly listed as covered:

1. All elected officials and persons appointed to fill vacancies of elected officials.
2. Members of the Head Start Policy Council and the Lafourche Parish Council.
3. All Lafourche Parish Council or Head Start attorneys.
4. Consultants, advisors and counsel rendering temporary professional services.
5. All independent contractors.

SALARY ADMINISTRATION PLAN

The basic aim of the salary administration plan is to develop basic wage and salary structures that will help Head Start attract, hire, and retain competent workers; encourage workers to perform at their fullest to achieve organizational and departmental goals; reward workers relative to their performance; and manage labor costs.

It is the policy of Head Start to compensate our employees fairly and without regard to their age, sex, race, color, creed, religion, national origin, political affiliations or beliefs, disability or military status. Furthermore, it is our practice to comply with all applicable state and federal laws and regulations affecting employee compensation and benefits.

A regular payroll period shall consist of ten (10) working days producing for the administrative office staff seventy (70) hours. All full-time and part-time employees shall be compensated for hours worked according to the regulations of the Department of Labor. Classroom hours vary from 7:30 a.m. until 4:00 p.m., following the Lafourche Parish school calendar. The Education/FIS staff will work forty (40) hour weeks (80 hours per pay period). Weekly overtime pay shall be computed to the nearest one-half (½) hour (i.e., 15 minutes work = 30 minutes pay; 14 minutes of work = 0 minutes pay). See Appendix N – Employee Work Schedules.

Overtime applies to all workers except those specifically exempted by the Fair Labor Standards Act. Reimbursement at the rate of time and a half shall be paid to an employee who exceeds working more than 40 hours per week and whose time has been approved by his or her supervisor whenever such time cannot be flexed within the same work week. Part-time employees may receive pay or compensatory leave time for hours worked beyond normal working hours.

Head Start policy is that all overtime will be flexed within the same work week; when flex time cannot be taken, Department of Labor requirements for overtime shall be met for all hours worked over 40 (full-time and part-time staff).

Education/FIS staff will be 12-month staff. Summer periods will be paid and/or worked as explained in the Annual Vacation Leave section of this policy.

Any employee who leaves employment before the distribution of the Cost of Living Adjustment (COLA) will receive the retroactive COLA mailed to their last known mailing address on file.

PAY PERIOD

LPG employees are paid by check biweekly. If a holiday falls on the scheduled payday, checks are to be issued on the preceding work day. There are 26 pay periods per year, and checks are issued 2 weeks after the end of a pay period.

TIME SHEET SUBMISSION POLICY

For specific instructions in completing payroll time sheets, consult the parish Time Sheet Submission Policy in Appendix H. Supervisors are responsible for verifying by their signature correct recording of time sheets; employees are responsible for verifying and signing for their own time.

PAYROLL DEDUCTION

Certain deductions are made from the salary check as required by the employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement that accompanies the biweekly paycheck. Deductions may

include any of the following:

1. Social Security: Federal law requires all employees not enrolled in a state retirement system to contribute a part of their income for social security benefits, including Medicare.
2. Income Taxes: The federal and state governments require that taxes be withheld from all salary payments. The amount of tax to be withheld is determined from tables furnished by the Treasury Department, and it varies according to the amount of salary and number of dependency exemptions. Employees are required to complete withholding tax forms upon initial employment (the W-4) and to inform the Human Resource Department of any dependency change whenever such a change occurs.
3. Group Health Coverage: Employee coverage is available to permanent, full-time employees; consistent with current plan.
4. Security Benefit Group: All full-time or part-time employees are eligible to participate in this payroll-deducted pre-taxed supplemental retirement program. Head Start will match employee contribution up to a total of six (6) percent after six month employee probationary period has ended. Only full-time employees will receive contribution match.
5. ASI Credit Union: Employees may authorize a savings though ASI Credit Union to be payroll-deducted by completion of a Payroll Deduction Authorization/Change Form.
6. United Way: Contributions to United Way may be payroll-deducted with the completion of a donation form on an annual basis.
7. Long Term/Short Term Disability Insurance: Employee coverage is available to permanent, full-time employees; consistent with current plan. The employee incurs cost for disability insurance.
8. Cafeteria Plan: A pre-tax savings Cafeteria Plan including a Flexible Spending Account & Dependent Care expense plan are available for all full-time Head Start employees through the Human Resources Department.
9. Additional Benefits: Additional benefits such as accident, medical bridge, critical illness, universal life and/or cancer insurances are available to all full-time Head Start employees through the Human Resources Department.

GARNISHMENTS

The LPG shall accept garnishments against its employees with appropriate court proceedings and orders. However, the LPG encourages such employees to act as quickly as possible to relieve the organization of this administrative burden.

HIRING POLICIES AND PROCEDURES

Vacancies

1. The Director of Head Start shall send written notification to the Human Resource Director when vacancies occur or are imminent in the Head Start Program.
2. The filling of vacancies shall be the responsibility of the Director of Head Start and the Personnel Committee, subject to the approval of the Head Start Policy Council.

Job Advertisements

1. A job application form must be properly completed and submitted before the applicant will be considered for employment. Job application forms are located at the Lafourche Government Complex (Thibodaux), Old Wal-Mart Building (Mathews), and Galliano Annex.
2. The job application of any applicant who is not hired will be kept on file in the Personnel Office for one (1) year. Job application forms of successful candidates shall be filed in the personnel folder.

Selection Process

1. An applicant shall be eliminated from consideration if he or she:
 - a. does not meet the qualifications necessary for the performance of the duties of the position involved;
 - b. has made false statements on the application or supplements thereto;
 - c. has committed or attempted to commit a fraudulent act at any level of the selection process;
 - d. is an alien not legally permitted to work.
2. An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements.
3. The Human Resource Director and/or Head Start Director, along with Management Staff, if necessary, may review applications, eliminating those not qualified according to the advertisement and job description.
4. The Personnel Committee of the Head Start Policy Council and members of the

staff may interview the remaining candidates.

5. The Personnel Committee will recommend to the Policy Council the most qualified candidate(s). On majority vote of the Policy Council, the position will be filled.

Job Interviews

Prior to the filing of the job advertisement, a set of interview questions should be prepared and adhered to in the interview process, with each applicant being asked the same questions. Testing is not required for all positions. Tests should reflect the knowledge and skills required by the position according to the job description. The interviewer(s) must record the criteria used for selection, or the reason for elimination of a candidate.

The applications and other records from the applicant should be forwarded to the Human Resources Director for review.

Examinations and Other Licensing Mandates

After an applicant is offered employment, a criminal background check shall be performed and employment shall be contingent on passing the criminal background check. After successful completion of the criminal background check physical examinations may be ordered by the Director of Head Start; such cost shall be borne by the department. See Appendix K – Criminal Records Check Declaration Page.

The position may be made contingent on the certification of a physician that the applicant is physically capable of performing the job. A drug test shall be carried out in accordance with the LPG Substance Abuse Policy.

Any new-hires leaving employment within the first 90 days of being employed by LPG, LPG will, in accordance with R.S. 23:897 (M), relative to employment, the LPG reserves the right to withhold the costs of such pre-employment medical examinations, drug tests, or both if the employee resigns within ninety (90) working days.

In the event that a full-time employee terminates the employment relationship sooner than ninety (90) working days after his first day of work, the Parish shall withhold the total amount incurred for the pre-employment medical examinations and/or drug screens from the employee's final wages. If an employee fails to work after the official onset of employment, a certified bill will be sent to the employee's last known address to recover the pre-employment expenses.

Probation

Head Start requires that a person entering employment under these policy provisions be required to successfully complete an employment evaluation period of six (6) months.

The Supervisor shall give the new employee a copy of the evaluation form which will be

used to evaluate his or her job performance in six months.

Supervisors shall closely observe and evaluate the work and fitness of probationary employees and encourage adjustment to the jobs and to the LPG. Supervisors shall retain only those employees who meet acceptable standards during evaluation periods.

An employee who is within their six-month probationary period may be discharged at any time when, in the judgment of the supervisor, the employee's fitness and/or job quality of work are not such as to merit continuation of the job. Although the probation should end with a six-month evaluation, supervisors are encouraged to complete two three-month evaluations (see also Performance Evaluations, Supervision and Management).

An employee failing probation shall have the right to appeal to the Director of Head Start, who must file a written decision within five days. If the appeal fails, it may be taken to the Human Resource Director within 14 calendar days following notice of failure of probation. The decision of the Human Resource Director shall be final.

SUPERVISION AND MANAGEMENT

Performance Evaluations

Performance reviews or evaluations on non-probationary employees shall be completed annually; however, at the discretion of the Director of Head Start, a non-probationary employee's performance may warrant a performance review before his or her anniversary date.

Training

Each supervisor is charged with the responsibility of providing all required training for employees under his or her supervision.

Additionally, all elements of such training, including which, where, and by whom, shall be made a matter of record in the employee's personnel folder.

Staff Training

All Lafourche Parish Head Start employees are required to obtain training as outlined by Licensing, Class "A" Minimum Standards and Head Start Performance Standards, in addition to other program training requirements. Attendance is mandated for all staff regarding in-service, pre-service, orientation, faculty meeting and other program training sessions. Additionally, employees are responsible for obtaining all pertinent information provided through these training sessions in the event of an absence.

Continuing Education Policy: See Appendix L.

Summer Schedule

Education/FIS staff will be required to be present at mandatory training days which will include submission of pay roll once every two (2) weeks in order to accrue summer vacation leave. The employee is allowed to miss only one training/pay roll day throughout the summer period. Any approved time missed during the summer period, the employee will be allowed to substitute time missed with accrued sick leave. The employee must provide written documentation of absence for time missed. Teaching staff/FIS staff attending college are excused from these days if they are in class. Exceptions to this process will be at the discretion of the Head Start Director.

DISCIPLINARY ACTION

Listed below are some of the more serious actions of employees requiring action, including termination, of the supervisory/administrative staff:

1. Deliberately violating the LPG equal opportunity procedures and program contained in this manual.
2. Stealing or attempting to steal property of the LPG or service provider to the LPG.
3. Reporting to work under the influence of intoxicants or non-prescribed drugs; use of intoxicants or non-prescribed drugs; refusal to submit to a drug or alcohol test when so ordered by the supervisor; failure to report a conviction for the use of illegal drugs in the workplace.
4. Improperly recording hours worked or falsification of a time sheet. This category shall include falsifying sick leave absences, or fraudulently accumulating overtime.
5. Insubordination or failing to carry out any reasonable order of his or her supervisor.
6. Absence without notice to supervisor, tardiness beyond beginning hours during a working day, or excessive tardiness.
7. Neglect of the specified supervisory duty to report misconduct or a subordinate.
8. Performing any service relating to an outside business or professional activity during the regular working hours established for his or her LPG position.
9. Causing loss of material due to carelessness.
10. Gambling during working hours.

11. Carelessness affecting other employees' safety, or the safety of others. Children in the Head Start Program must be properly supervised at all times.
12. Harassment (threatening, intimidating, coercing or interfering with fellow employees; creating an atmosphere of hostility or intimidation).
13. Fighting or provoking or inciting a fight.
14. Immoral conduct or indecency as defined by the Equal Employment Opportunities Commission rules and guidelines.
15. Possession of a firearm on LPG property.
16. Any other just cause as defined by the LPG.

TYPES OF DISCIPLINARY ACTION

1. Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. Formal disciplinary action shall include written reprimand, suspension, reduction in pay, transfer, demotion and dismissal. Nothing herein shall prohibit the administration from the use of informal disciplinary action for just cause, such as oral reprimands. Supervisors shall record pertinent facts concerning such conferences in daily journals or notebooks.
2. In formal actions, a written notice shall be given to the employee that shall include a written description of the deficiency or infraction involved, and, except in dismissal cases, a statement of the likely consequences of further unsatisfactory performance and/or conduct.
3. Supervisor may use progressive discipline; that is, each repeated infraction shall incur progressively stronger action, beginning with informal, verbal counseling and moving onto written notice, suspension, transfer, demotion, etc., and finally termination when the above procedures have not effected a change in employee behavior. All warnings will be documented using the Disciplinary Warning/Reprimand Notice Form.

Written Reprimand - A copy of the written reprimand signed by the employee and supervisor shall be kept in the employee's personnel folder. The supervisor issuing the reprimand should retain a copy. The employee shall receive a copy.

Suspension - In the interest of good discipline, an employee may be suspended with or without pay.

Reduction in Pay - In the interest of good discipline, an employee may have his or her pay reduced within the class pay range for the position. The employee shall not be disqualified from consideration for later pay increases.

Demotion - In the interest of good discipline, an employee may be demoted. The employee shall not be disqualified from consideration for later advancement.

Dismissal - In the interest of good discipline, an employee may be dismissed, terminated from parish employment.

4. The department supervisor shall receive a notice of all decisions concerning disciplinary action. In the case of suspended, reduced, or discontinued pay, the payroll clerk shall receive notice of such action also. When the supervisor issues the reprimand, the original shall be sent to the Human Resources Department, to be placed in the employee's file. In informal actions, the supervisor is encouraged to jot down pertinent facts in a daybook or journal.

INSUBORDINATION

Besides an intentional act of disrespect, insubordination includes the refusal of a direct order. An employee who questions an order should follow the order, but file a grievance. The only legitimate refusal for carrying out an order is that the employee reasonably believes that the order shall require the employee to engage in illegal or immoral behavior.

If the employee contends that carrying out the order would be unsafe, the supervisor must investigate. If the supervisor determines that the operation can be conducted safely, the employee must comply with the order.

LAFORCHE PARISH HEAD START SUBSTANCE ABUSE POLICY

I STATEMENT OF POLICY:

In order to protect the health, welfare and safety of the public, co-workers and individual employees, heighten efficiency and effectiveness of service to the public, and insure the continued integrity of the merit system, a comprehensive program of substance-abuse testing of applicants and employees shall be undertaken in accordance with the provisions of this policy. As part of this policy, no intoxicating beverages, firearms, knives, weapons, drugs of any kind (except as provided below), marijuana and over-the-counter medication, and drug-related paraphernalia, are allowed on Parish property. With his or her supervisor's prior permission, an employee may possess certain prescription drugs and medication provided:

- 1) it has been prescribed for and limited to his or her use.

- 2) it is kept in the original container; and
- 3) a Medication Permission form (located in the Policies and Procedures Manual) is signed by employee and supervisor. LAFOURCHE PARISH HEAD START reserves the right to determine what items and substances will be prohibited on Parish property. Also prohibited is being at work, or reporting to work, with any detectable quantity of illegal or unauthorized drugs(s) in the employee's system.

In furtherance of the policy, entry on Parish property is conditioned upon the company's right to search all persons and their possessions for any Parish-prohibited items.

"Parish Premises" - includes all locations at which work is performed by Parish personnel or at which our company is assigned to work, including parking lots and storage areas. It also includes aircraft, automobiles, trucks and all other vehicles and equipment, whether leased or owned by the Parish or Head Start.

II DRUG SCREENS:

- A. Drug Screens may be done by this Parish under specified conditions.
- B. The drug screens will be performed by a certified laboratory which has been approved by either the Risk Manager or Health Activities Manager of the Parish.
- C. The specimen will be screened first by an immunoassay method, such as the Enzyme Multiplied Immunoassay Technique (EMIT). All positive EMIT Screens will be confirmed by a second, or specified method. The method of choice is Gas Chromatography/Mass Spectrometry (GS/MS). A screen will be considered positive only when confirmed by the second method.
- D. Drug Screens may be utilized under the following circumstances:
 - 1) Pre-employment and re-entrance examinations.
 - 2) Part of an overall search and inspection of Parish premises.
 - 3) When there is reasonable suspicion of an employee's intoxication.
 - 4) When an employee is found in possession of suspected illegal or unauthorized drugs or paraphernalia.
 - 5) Following an accident or near miss incident.
 - 6) Random sampling of employees in sensitive, security-sensitive and safety-sensitive positions.

III PRE-EMPLOYMENT - RE-ENTRANCE:

- A. At the appropriate stage of the examination procedure, determined by the nature and degree of sensitivity of the position for which application has been made, the substance abuse testing procedure shall be conducted in the following manner:
- 1) Positions that require carrying a firearm shall be termed security-sensitive positions and all applicants for such positions shall be required to successfully complete a pre-employment substance abuse screening.
 - 2) Positions where the safety of the public, co-workers and the individual employee are at risk, shall be termed safety-sensitive positions, and all applicants for such positions shall be required to successfully complete a pre-employment substance abuse screening.
 - 3) Applicants for sensitive positions shall also be required to successfully complete a pre-employment substance abuse screening.
 - 4) Any individual who either does not pass the pre-employment substance abuse screening procedure or who does not undergo the pre-employment screening procedure at the prescribed time and place designated for testing, or tampers with or attempts to adulterate the sample, shall be considered as having failed that portion of the examination procedure.
 - 5) Any individual who has been disqualified pursuant to the above provisions may again apply for employment with the Parish after one year, during which the individual has remained alcohol and/or drug free, submits documentation of the successful completion of participation in an aftercare program, and agrees in writing to voluntarily submit to unannounced substance abuse testing for a period of no more than sixty months, if ultimately employed by LAFOURCHE PARISH HEAD START

IV SEARCH & INSPECTION:

- A. From time to time and without warning, searches by authorized Parish representatives may be made of anyone entering Parish property, including offices. This search may also include vehicles, desks, lockers, and personal possessions. When appropriate, items and substances discovered during these searches may be retained by LAFOURCHE PARISH HEAD START and turned over to law enforcement authorities.

- B. An employee shall be required to participate in the substance abuse screening procedure if there exists reasonable suspicion to that the employee's fitness for duty is questionable, based on the following criteria:
- 1) Any observable, work-related behavior or similar pattern of conduct that appears to be abnormal, erratic or otherwise not in conformance with acceptable Parish policy.
 - 2) Any observable, work-related behavior or similar pattern of conduct that indicates signs of impairment in normal sensory and/or motor body functions.
 - 3) Any articularly facts or evidence that indicates possible substance abuse on the job.
 - 4) Any information or evidence that warrants possible drug-related activity by a specific individual or group.
 - 5) Any pattern of alcohol and/or drug-related behavior, conduct or activity that is violative of municipal, state or federal law.
- C. An employee shall be required to participate in the substance abuse screening procedure if the employee is involved in an on-the-job accident, sustains an on-the-job injury, or is associated with a "near-miss" on-the-job incident.
- 1) The term "accident" refers to any occurrence that requires treatment by qualified medical personnel, causes injury or fatality, produces damage to property or material, or interrupts and/or terminates scheduled work assignments.
 - 2) The term "near-miss" refers to any incident that might have resulted in an "accident" (as defined above) but for the intervention of some special action, circumstance or event, and which was caused to any degree by violation of safety rules or procedures, by careless or negligent conduct or by the failure to use prescribed personal protective equipment.
- D. Random selection of employees shall be as follows:
- 1) The social security number of each and every employee in sensitive, security-sensitive, and safety-sensitive, positions shall be placed in a computer selection program.
 - 2) The computer program selection process shall randomly draw an amount of social security numbers being sufficient for the administration of this drug testing policy. Social security numbers shall be selected on a weekly, biweekly or monthly basis to be determined by the Parish President.

- 3) After the computer program selection has been completed, all chosen social security numbers shall be recorded. The social security numbers will be matched to the employee who shall then be notified to submit a urine specimen and breath sample.

V DEFINITIONS AND POSITIONS TO BE TESTED:

- A. "Employees in sensitive positions" means: Positions that require a high degree of trust and confidence.
 - 1) Parish Administrator
 - 2) Department Heads, such as the Director of Head Start
 - 3) Risk Manager or Health Activities Manager
 - 4) Supervisors
 - 5) Employees with fiduciary responsibility
- B. "Security-sensitive positions" means: Security or law enforcement; requires carrying of a fire arm: a Security Guard.
- C. "Safety positions" means: positions that may put the public, co-workers and the individual employee at risk, including **any employee who drives a Head Start vehicle.**
- D. The Health Activities Manager, after consultation with representatives of appropriate health and human services groups, law enforcement officials, appointing authorities, and other interested parties, shall maintain a list of substances for which testing shall be employed, as well as specific detection levels that are compatible with governmental requirements and consistent with standards normally acceptable within the industry.
- E. The Health Activities Manager shall prescribe appropriate forms and documents to be executed by all participants in the substance abuse testing procedures employed in furtherance of the provisions of this Section of the Policy.
- F. All employees who occupy positions determined by the Parish President, Human Resources Department, or Risk Manager or Health Activities Manager to be either sensitive, safety-sensitive, or security-sensitive positions, and supervisors who have such personnel in their employ, shall participate in a screening procedure for substance abuse in accordance with the following requirements:
 - 1) Based upon the level of funding allocated for substance abuse testing by the LAFORCHE PARISH GOVERNMENT and after consultation with the Parish President, the Health Activities Manager shall determine the frequency of testing to be instituted

each year, for all employees who fall in sensitive, security-sensitive, and safety-sensitive positions

- 2) Times and dates of test shall not be announced in advance.
- G. The identity of each employee participating in the substance abuse screening procedure shall be verified by picture identification or the employee's identity may be confirmed by a designated representative of the appointing authority who knows the employee's identity.
 - H. Refusal to participate in the substance abuse screening procedure, or failure to undergo the screening procedure at the time and place designated for testing, or tampering with or attempting to adulterate the sample, shall be considered presumptive evidence of the individual's inability to pass the substance abuse testing procedure.
 - I. Any employee who either does not pass the substance abuse screening procedure, or who does not undergo the screening procedure at the prescribed time and place designated for testing, or who attempts to adulterate the sample, shall be considered as having failed.
 - J. Upon receipt of written confirmation from the laboratory of a positive test result, the laboratory contacts the Parish's medical review officer for further consideration. The medical review officer shall certify in writing to the Human Resources Manager or Risk Manager or Health Activities Manager either the validation of the test results or the reasons that the test results should be discounted. Upon verification of a positive test result or a failure, the employee shall be suspended without pay pending Policy Council approval of termination.

VI EMPLOYEE RIGHTS:

- A. Knowledge:
 - 1) Every employee shall have the right to obtain the results of any routine analysis and/or screening for the presence of controlled dangerous substances concerning his or her own urine sample.
 - 2) Every employee shall have the right to obtain the results of any analysis, screening or test for the presence of alcohol concerning his or her blood and/or breath sample or specimen.
 - 3) Every employee shall have access to any records relating to the results of any relevant certification, review or revocation or certification proceeding relevant to his or her own results.

VII DEFINITIONS:

- A. CANNABIS– includes all parts of plants of the Genus Cannabis whether growing or not; the seeds thereof; the resin extracted from any part of such plant, and every compound, manufacturer, salt, derivative, mixture or preparation of such plant, its seeds or resin, but shall not include the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, and other compound, manufacturer, salt, derivative, mixture or preparation of such mature stalks (except the resin extracted there from), fiber, oil or cake or the sterilized seed of such plant which is incapable of germination all as is defined in S961 of Title 40 of Louisiana Revised Statutes of 1950 as amended.
- B. CONFIRMED PRESENCE OF A CONTROLLED DANGEROUS SUBSTANCE–the performance of two separate and different tests on an individual's urine specimen resulting in the detection of controlled dangerous substances. The second confirmation test on the urine sample shall be done by a certified laboratory.
- C. CONTROLLED DANGEROUS SUBSTANCES–means a drug, substance or immediate precursor in Schedule I through V of LSA R.S. 40:964. The term shall not include distilled spirits, wine, malt beverages or tobacco, and such term is defined in S961 of Title 40 of Louisiana Revised Statutes of 1950 as amended.
- D. DEPRESSANT–means a drug which contains any quantitative barbituric acid or any of the salts of barbituric acid; or any derivatives of barbituric acid; or any substance listed in Schedule I(d), Schedule II(d) or Schedule III(d) of S961 of Title 40 of Louisiana Revised Statutes of 1950 as amended which has been designated by the Secretary of the Department of Health and Human Resources of the State of Louisiana as habit forming because of its depressant effect upon the central nervous system, as defined in S961 of Title 40 of Louisiana Revised Statutes of 1950 as amended.
- E. DRUG–means (i) articles recognized in the official U.S. Pharmacopoeia, official homeopathic pharmacopoeia of the United States or official national formulary; or any supplement to any of them; (ii) articles intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease and manner of other animals; (iii) articles other than food intended to affect the structure of any function of the body of man or other animals; and (iv) articles intended for use as a component of this definition; but does not include any devices or their components, parts or accessories, (all as defined in S961 of Title 40 of the Louisiana Revised Statutes of

1950 as amended).

- F. HALLUCINOGEN—means a drug which contains any quantity of L.S.D. (Licurgic acid diethylamide), its isomers, salts, salts of isomers of any quantity of a substance listed in Schedule I(C) of S961 of Title 40 of the Louisiana Revised Statutes of 1950 as amended, or any substance which the Secretary of the Louisiana Department of Health which the Secretary of the Louisiana Department of Health and Human Resources after investigation has found to have, and by regulation designates as having, potential for abuse because of its depressant or stimulant effect on the central nervous system or its hallucinogenic effect, all as defined in S961 of Title 40 of the Louisiana Revised Statutes of 1950 as amended.
- G. MARIJUANA—means all parts of plants of Genus Cannabis whether growing or not; the seeds thereof; the resin extracted from any part of such plant, and every compound, manufacturer, salt, derivative, mixture, preparation of such plant, its seeds or resin, but shall not include the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound manufacturer, salt, derivative, mixture or preparation of such mature stalks (except the resin extracted therefrom), fiber, is incapable of germination, all as defined in S961 of Title 40 of the Louisiana Revised Statutes of 1950 as amended.
- H. NARCOTIC DRUG—shall mean any of the following, whether produced directly or indirectly or by extraction from substances of vegetable origin or independently by means of chemical synthesis or by combination of extraction from substances of vegetable origin or independently by means of chemical synthesis, or by combination of extraction in chemical synthesis:
- 1) Opium, cocoa leaves, and opiate;
 - 2) A compound, manufacturer, salt, derivative, or preparation of opium, cocoa leaves or opiates;
 - 3) A substance in any compound, manufacture, salt, derivative, or preparation thereof which is chemically identical with any of the substances referred to in subparagraph (1) and (2) of this paragraph except that the words (narcotic drug) as used shall not include decocanized coca leaves or extracts of cocoa leaves, which extracts do not contain cocaine or ecgonine.
- I. PRESCRIBE—shall mean the act of issuing a written request or order for a controlled dangerous substance by a person licensed under the laws of the State of Louisiana for legitimate medical purpose. The act of prescribing must be in good faith and in the usual course of the licensee's professional practice.

- J. PRESCRIPTION—shall mean a written request for a drug or therapeutic aid issued by a licensed physician, dentist, veterinarian, osteopath or podiatrist, for legitimate medical purpose, for the purpose of correcting a physical, mental, or bodily ailment and acting in good faith in the usual course of professional practice.
- K. SUBSTANCE ABUSE—as referred to in these regulations means any of the following:
 - 1) the possession, use or abuse of controlled dangerous substances or other specified illegal substances;
 - 2) the misuses or abuse of alcoholic beverages, drugs or other substances, not illegal, but which, when misused or abused, tend to impair the normal performance of activities.
- L. ALCOHOL—distilled spirits, wine, or malt beverages as defined in S961 of Title 40 of Louisiana Revised Statutes of 1950 as amended.
- M. INITIAL TEST—(also known as screening) an immunoassay screen to eliminate “negative” urine specimens from further consideration.
- N. CONFIRMATORY TEST—a second analytical procedure to identify the presence of a specific drug or a metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to insure liability and accuracy (at this time Gas Chromatography/Mass Spectrometry GS/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.
- O. MEDICAL REVIEW OFFICER—a licensed physician responsible for receiving laboratory results generated by an employer’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s positive test result together with his or her medical history and any relevant biomedical information.

The following is a list of substances for which substance-abuse testing shall be employed, accompanied by detection levels that are compatible with government requirements, and consistent with the standards normally acceptable within the industry. This list may be supplemented with additional controlled substances as required.

VIII SUBSTANCES AND DETECTION LEVELS

Initial Test Level	
	(NG/ML)
Marijuana Metabolites	50
Cocaine Metabolites	300
Opiate Metabolites	2000
Phencyclidine (PCP, etc.)	25
Amphetamines	1000

Test results indicating initial levels at or above those indicated above will be confirmed by additional tests of the same sample.

Confirmatory Test Level

Marijuana Metabolites	15
Cocaine Metabolites	150
Opiate Metabolites	2000
Phencyclidine (PCP, etc.)	25
Amphetamines	500
Blood Ethanol	0.04 Grams %

The procedure that will be employed to detect the presence of blood ethanol shall first require a preliminary saliva test and, if positive, then confirmed by drawing blood.

Persons with confirmatory test results at or above the levels specified above will generate a "POSITIVE" test result, indicating that a disallowable substance is present in the body.

IX DISCIPLINARY ACTION FOR POLICY VIOLATIONS:

An employee who refuses to submit to a search or inspection or to a routine drug screen or other approved medical testing procedure, or is found as a result of such test to have any detectable quantity of any illegal drug, controlled substance or other substance which may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen or cannabinoid in his or her system or who otherwise violates THE POLICY will be subject to termination. Compliance with THE POLICY and programs is a condition of employment. The proper law enforcement authorities may be notified in appropriate cases.

The employee agrees to notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five

calendar days after such conviction.

This Substance Abuse Policy and these programs are made for the maximum safety and well-being of all employees and other personnel. Your assistance and cooperation for the achievement of this goal is vitally important.

X EMPLOYEE NOTICE

Each employee may voluntarily admit to having a problem, with legal or illegal drugs, and/or alcohol, at any time prior to being selected for a drug screen. The employee should contact the Director of Head Start for information and requirements to avoid termination.

Continued employment with the Parish will be conditioned on the following criteria:

1. Enrollment in and successful completion of a certified rehabilitation program.
2. The rehabilitation program is in conformance with the standards normally acceptable within the health-care industry.
3. The individual's rehabilitation program is comprised of one or more components such as treatment, counseling, recovery and aftercare services, depending upon the nature and severity of the employee's substance-abuse problem.
4. The employee agrees in writing to remain alcohol-and drug-free and to undergo unannounced, post-treatment substance-abuse testing for a period not to exceed 60 months from the date of re-entry into active work with the Parish.
5. The employee agrees to notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Failure of the employee to agree to and/or comply with these conditions shall constitute adequate grounds for termination.

COMPLAINT PROCESS

Any employee who has a work-related problem should first respectfully follow the Formal Complaint Procedure/Chain of Command located in the appendix.

GRIEVANCE PROCESS

The employee who has followed the Formal Complaint/Chain of Command and the problem has not been resolved, may then follow the Grievance Process.

The term grievance shall refer to any claim or allegation by an employee who perceives

a violation of rights, privileges, or benefits which have been granted to LPG employees in this manual or by state or federal statutes.

A grievance may include numerous circumstances, which may include but shall not be limited to the following:

- a. Any employee who has been treated unfairly or inequitably, or in any manner which is arbitrary, capricious, unreasonable or discriminatory.
- b. A violation of the implementation, enforcement, administration, application or interpretation of any policy, regulation, administrative directive, personnel policy or practice of the LPG.
- c. A condition or situation which is detrimental to any employee and/or adversely affects the personal or economic welfare and interest of any employee, including the use of epithets, slurs, negative stereotyping, intimidation, hostile acts, threats or written material that may indicate discriminatory hostility at work, the creation of a hostile work environment.

No records of the grievance will be filed in the grievant's personnel file.

The employee who alleges a grievance **which is not handled in a discussion with his supervisor** must submit a written statement of the allegation to his or her immediate Supervisor and a copy to the Director of Human Resources within five (5) calendar days of the cause of the grievance. It shall be the responsibility of the immediate Supervisor to study the grievance and attempt to solve it within five (5) calendar days. The supervisor's decision must be given in writing.

If the employee feels the immediate Supervisor's action is unsatisfactory or inadequate, the employee must forward his letter and any further explanations to the next higher level of supervision, up to the Parish Administrator if necessary, within five (5) calendar days. Any attempt to bypass a level of supervision in this process shall be considered grounds for disciplinary action.

If the employee still feels the action taken by the supervisory staff and Parish Administrator has been unsatisfactory or inadequate, the employee may approach the Lafourche Parish President within fifteen (15) days of the notice of the Parish Administrator's decision to request a hearing. (If the Parish Administrator's position is vacant, the Parish Administrator is considered the Parish President). Said notice and request shall be submitted in writing. The decision of the Parish President shall be final. However, if this does not satisfy the grievant, that person is recommended to contact the Equal Employment Opportunity Commission.

HARASSMENT POLICY

It is the policy of Head Start that all employees should be able to enjoy a work environment free from unlawful workplace harassment based upon race, religion,

national origin, political affiliation, age, sex and disability.

The Parish Government prohibits harassment in any form of its employees, clients, suppliers, vendors, or other visitors. Our intent is to create and maintain a work environment free of harassment and unduly offensive behavior. Harassment is in conflict with that type of environment and will not be tolerated. Violation of this policy may result in severe disciplinary penalties, including immediate discharge.

Some types of unlawful harassment includes epithets, slurs, negative stereotyping, intimidation, hostile acts, threats or written material that may indicate discriminatory hostility at work. Sexual harassment may include any unwelcome sexual advance or touching, request for sexual favors, or other verbal or physical communication of a sexual nature, especially if, whether explicitly or implicitly, the submission to such conduct is a term or condition of employment or promotion, or creates an intimidating, hostile or offensive work environment.

According to new EEOC guidelines, Head Start will be held liable for the conduct of a supervisor (where the supervisor is acting as an agent of the Parish) when he or she knows or **should have known** of the harassment of employees and failed to take some form of action to eliminate it.

Any employee who feels that he or she has been subjected to harassment should do the following:

- 1) Continue to work.
- 2) Verbally protest the action to the person who has harassed him or her.
- 3) Document the occurrence(s), including date and time, and the name(s) of any witness(es) to the action.
- 4) Report the action immediately to his or her supervisor.

When the harassed is the Supervisor, the employee should report the action immediately to the Director of Head Start. The employee has a right to file a formal complaint if the harassment continues after the above procedures have been followed. To do so, he or she should contact the Director of the Department of Human Resources.

Employees wishing to complain about sexual harassment are not required to complain to their immediate supervisor, but rather, may report the matter to the Human Resources Director.

DRESS CODE

The Head Start Director reserves the right to prescribe appropriate dress and grooming and to set standards in the best interest of the LPG. *Please refer to the Dress Code policy located in Appendix B of this manual.

PERSONNEL FILES

The Director of Human Resources shall maintain personnel files on all employees of the LPG. Unless otherwise provided by law, personnel files and information shall be confidential and may not be divulged for purposes not connected with LPG personnel management system except with written consent of the employee affected.

Nothing herein shall prevent the dissemination of impersonal statistical information or information not protected by the Privacy Act.

An employee shall have a right of reasonable inspection of his or her official personnel file. No unofficial personnel file or filing system shall be maintained by any employee or elected official of the LPG.

No employee is allowed to remove or in any way alter the contents of an employee's personnel file. If an employee disagrees with any information contained in his or her file, he or she must correct, ask for a deletion of, or write a statement of disagreement with any items in the file.

No employee shall have the right to remove written reprimands from his or her file once all grievance procedures have been followed. This will not prevent the employee from disagreeing with the reprimand and placing said written disagreement in his or her file.

The Director of Human Resources shall have the authority to verify employment of employees on telephone inquiries.

AIDS, ARC, & HIV POLICY APPLICABILITY

This policy shall apply to all personnel under the direct authority of the Lafourche Parish Government.

I PURPOSE

The purpose of this policy is to establish guidelines for personnel relative to Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Human Immune Deficiency Virus (HIV).

II DEFINITIONS

AIDS, or Acquired Immune Deficiency Syndrome, is that condition of a person who test HIV-antibody positive, or who has a laboratory test that is inconclusive and the patient has no other causes of immunodeficiency but who is diagnosed with one of the following conditions:

- *candidiasis of the esophagus, trachea, bronchi, or lungs
- *cryptococcoses, extrapulmonary
- *cryptosporidiosis with diarrhea persisting one month
- *herpes simplex virus infection causing a mucocutaneous ulcer that persists longer than one month
- *lymphoma of the brain (primary) affecting a patient 60 years of age
- *lymphoid interstitial pneumonia and/or pulmonary lymphoid

ARC, or AIDS-Related Complex, is a heterogeneous condition with a variety of definitions, most often including those with at least two AIDS-related clinical conditions, (such as lymphadenopathy, persistent fevers, weight loss, or oral candidiasis), plus one or more AIDS-related laboratory abnormalities (such as a low number of T4 lymphocytes or an inverted ratio of T4:T8 lymphocytes).

HIV seropositivity is that condition of a person who tests positive for HIV antibodies by way of ELSA and Western Blot.

Medically justifiable means that the medical condition as determined by the attending physician is so severe that an employee cannot perform the job duties as described in his or her job description.

Reasonably accommodate medical conditions means that the employer shall accommodate a person with AIDS, ARC or HIV in the same manner that accommodations are provided for any other medical condition or illness.

Physical isolation is a condition which is prohibited unless the need is medically justifiable and certified by the attending physician.

Bona Fide occupational qualification (BFOQ) is the legal basis on which a person may be excluded from a job based on the absence of ability to perform the required activity.

III POLICY STATEMENT

Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Human Immune Deficiency Virus (HIV) seropositivity are medical conditions and are considered a disability under the Rehabilitation Act of 1973 (Public-Law 93-112) and the Americans with Disabilities Act of 1990.

IV EMPLOYMENT

*APPLICANTS

Employment shall not be denied an applicant who has AIDS, ARC, or has tested positive for the HIV antibody, solely by reason of his or her disability. Employment may be denied if the disability will prevent proper job performance

and it is medically justifiable, or the particular ability or condition has been found to be a bona fide occupational qualification, and the applicant's condition prevents performance of such a level of activity.

***CURRENT WORK FORCE**

An employee who has AIDS, ARC, or is HIV positive shall not be terminated solely by reason of his or her disability. Employers are obligated to reasonably accommodate medical conditions related to HIV seropositivity, to ARC, and to AIDS.

V CONFIDENTIALITY

All medical information, which includes medical information about an employee who is diagnosed as having HIV, ARC, or AIDS, shall be held in strict confidence unless disclosure of such knowledge is determined to be medically appropriate, i.e., in order to obtain health care for an individual or in cases where an individual exhibits behavior leading to the spread of the HIV virus, and it is necessary to notify exposed individuals. A breach of this confidentiality which results in any adverse action by management, supervisors, or other employees against any disabled person is considered a violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Any employee found to be in disregard of this policy shall be subject to immediate and serious disciplinary action.

All medical information will be kept in a locked file cabinet separate and apart from personnel folders.

VI TESTING

HIV antibody testing shall NOT be made a pre-employment or post-employment requirement. However, if testing or a doctor's evaluation is needed to assess the need for or nature of reasonable accommodations for the above conditions, the employee may be asked for medical verification.

LEAVE

Employees Benefits

Full-time, permanent employees of Head Start shall be entitled to all benefits granted by the LPG and funded by the Head Start budget. Part-time employees shall be entitled only to those benefits that are prescribed by Section 89 of the Internal Revenue Code or added by the Tax Reform Act of 1986. Part-time or temporary employees shall be entitled to benefits only if funded by the employee through payroll deduction, provided the expected duration of employment allows enrollment in the benefit's plan.

Leave Request Procedure

Administrative office staff will notify supervisors of request for leave and will verify accumulated leave hours by check stub. The supervisor will approve or disapprove all leave forms. Teachers will notify the Center Directors or Education Manager of impending absences. Teachers are responsible for locating substitutes prior to the taking of leave. Only in emergency situations should supervisors be expected to locate qualified substitute teachers. Transportation staff will notify the Transportation Manager of absences. All other staff will notify the appropriate manager of absences. (Family Involvement, Nutrition and Health)

Annual Vacation Leave

Eligible administrative office staff will earn vacation leave annually at the rate in the schedule shown below. Individual leave accounts will be maintained on computer and printed out on checks by the Human Resources Department. Accounts will be credited at the applicable rate, based upon length of services as shown below.

This annual vacation leave policy applies to all salaried full-time, permanent, administrative office staff, classified and non-classified. Part-time, temporary, intermittent and contractual personnel are not eligible.

Education/FIS Staff working 80 hours per pay period will not accrue vacation leave in the same manner as administrative office staff. Part-time employees will not receive paid vacation days. See Sick Leave for explanation of hours accrued.

The table below shows the number of WORK days allowed for annual leave for administrative office staff. When leave is taken, leave accounts will be charged for the days scheduled as work days. No less than one-quarter hour of leave will be charged against annual or sick leave.

Earned but unused annual leave credits shall be accumulated for each employee and shall be carried forward from one leave year to the next, but the maximum amount of accumulated leave which may thus be carried forward shall be a total of four (4) weeks (One hundred forty (140) hours for seventy hour employees). Effective January 1, 2011, the new leave year begins and ends December 31 of every future year.

At termination, an employee will receive compensation for no more than four weeks of annual leave.

**RATE OF ACCRUAL OF ANNUAL LEAVE
(FOR ADMINISTRATIVE OFFICE STAFF)**

YEARS EMPLOYED	RATE OF ACCRUAL PER HOUR WORKED	HOURS WORKED	HOURS ACCUMULATED	YEARLY TOTAL
0 to 3 Years	.0385	70	2.6950	70.0700
4 to 7 Years	.0485	70	3.3950	88.2700
8 to 11 Years	.0580	70	4.0600	105.5600
12 to 15 Years	.0675	70	4.7275	122.8500
16 Years +	.0772	70	5.4040	140.5040

On the pay period following the last day of the school year, full-time, permanent education/FIS staff will begin accruing vacation days in biweekly increments. Approximately three hundred twenty hours (320) of annual vacation leave may be earned throughout the summer period. Hours will be earned each pay period to be used on the next pay period. It will be mandatory that vacation leave be used for pay periods during the summer period. Vacation hours will not be paid for hours not yet earned.

Advanced Leave

As a general rule, vacation leave in advance of accrual will not be authorized. This means there must be enough accrued leave credit in the leave account as of the planned date of return to work to cover the entire vacation.

Year-Round Usage

Vacation leave may be taken year round consistent with the manpower needs of the Head Start program. Each individual has the responsibility of making his plans known well in advance so that they will be properly anticipated by the supervisor.

Splitting Leave

Each employee has the option of taking one long vacation or splitting his time to suit his personal desire. Here again, there is need for advanced planning. Supervisors can be expected to supplement this policy with their own policies and instructions which will be enforced. The briefest period of leave time allowed is one-quarter (1/4) hour. (i.e., 15 minutes work = 15 minutes of pay, 14 minutes of work = 0 minutes pay; arriving 15 minutes late = 15 minutes leave time, arriving 14 minutes late = 0 minutes leave time.

Family Medical Leave

AS TAKEN UNDER THE FMLA

In accordance with the Family Medical Leave Act of 1993, Lafourche Parish Government Head Start Program will grant up to twelve weeks' leave for a qualified employee. Employees are responsible for their portion of the group health insurance premiums.

Leave may be taken by either parent for the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, amended the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any "qualifying exigency" arising out of the active duty or call to active duty status of a spouse, son, daughter parent. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a "single 12 month period" to care for a covered service member with a serious service injury or illness. These two types of FMLA leave are known as the military family leave entitlements.

Accrued vacation and/or sick leave must be used prior to the use of leave without pay. The employee must file proper forms in order to receive leave under the Family Medical Leave Act, giving a thirty (30) day notice if possible. Medical certification may be required. Final approval is reserved personally to Administration. Should the employee choose not to return to work, or should he or she be unable to return to work, Head Start will be reimbursed for the cost of group health premiums advanced during the leave.

An employee out more than three (3) days shall notify their immediate supervisor. For full details and information on the FMLA Policy, please refer to the Lafourche Parish Administrative Policies located at www.lafourchegov.org under the Human Resources Dept.

Supervisor's Responsibilities

It is the responsibility of the supervisors to know the plans and desires of their employees in planning annual leave. **The desires of individuals will be accommodated as much as possible, but organizational responsibilities must be given first priority.**

Settlement of Leave Accounts

In accordance with Louisiana Revised Statutes Section 23:631 employees will be reimbursed for vacation accumulated whenever the employee is fired, quits, or is laid

off, for whatever reason, within three days following the employee's termination. Payment is deemed made when it is placed in the mail. In the event of death, payment will be made to next of kin. Accumulated sick leave is not reimbursable.

Sick Leave

Sick leave is defined as any period of time during which an employee may be excused from work without loss of pay. In all instances, the immediate supervisor must be notified as soon as the employee plans on using sick leave due to:

- a. Personal illness, injury or any other type of physical disability;
- b. Dental, doctor appointments;
- c. Family illness;

Verification may be required for all of the above. Accumulated sick leave is not reimbursable upon separation from employment. Sick leave shall be credited to full-time, administrative office staff in the same manner and rate as annual leave. In either case, sick leave may be accumulated to a maximum of 630 hours for 70 hour employees. The Parish Administrator may extend past the maximum of 630 hours the number of days an employee may be carried on paid sick leave. Effective January 1, 2011, the new leave year begins and ends December 31 of every future year.

Education/FIS staff will be credited a total of 96 hours accrued leave during the regular twelve (12) month school session. All twelve (12) month employees can track their leave balance as indicated on their check stub. Only sick/leave showing on the current check stub can be used for the following pay period. Education/FIS staff will receive eight hours each month, on the first work day of every month, beginning the first month of each school year, and leave hours not used in one year will be carried on the books into the next school year to a maximum of 8 weeks. All twelve (12) month employees will be credited their first initial 8 hours sick/leave contingent upon if their employment start date is on or before the 15th of the month. If an employee's start date is after the 15th of that particular month, their initial 8 hours sick/leave will not be accredited until the following month.

After one (1) year of satisfactory service, a regular Bus Driver/Bus Monitor/Food Service Technician will be credited a total of 25 hours of sick leave at the beginning of the school year, and leave hours not used in one year will be carried on the books into the next school year to a maximum of 8 weeks.

Education/FIS staff may request additional sick leave, not to exceed 96 hours per school year or their total accumulated sick leave for major medical emergencies (i.e., in/out patient surgery, hospitalization) for self or immediate family members as described herein. Written documentation must be submitted from a physician as to the number of days needed.

An employee wishing to use sick leave shall inform his or her supervisor or the on-call supervisor of the fact and the reason within a reasonable time that he or she is scheduled to report to work. The employee will submit to such medical examination which the supervisor deems necessary. No less than one-quarter hour will be charged against sick leave.

Note: An employee who has given his or her notice of resignation is required to submit a doctor's certificate in order to use sick leave.

Vacation leave may be used for sick leave purposes after sick leave is exhausted. Employees who have exhausted all sick leave and vacation leave credits may, at the discretion of the Parish Administrator, be granted leave of absence without pay for a period not to exceed one (1) year.

Emergency/Personal Leave

The Parish Administrator, after ascertaining the exact circumstances, may grant an employee up to three (3) working days per calendar year of paid emergency leave in the event of a death in the immediate family. The Parish Administrator may grant one (1) of the above days in the event of a death of a grandparent, grandchild, mother-in-law, or father-in-law.

During severe weather or other emergency situations, the Administration shall have the sole authority to excuse employees of the Lafourche Parish Government from reporting to work. "Emergency Situation" shall encompass circumstances that would expose parish employees to harmful or unsafe conditions, as determined by the Administration.

The Administration may provide parish employees with leave with pay for absences from work due to a Declared State of Emergency. The Administration will issue a Declaration of Emergency stating that, because of extreme weather or other specified emergency situations, employees shall not report to work except at the request or approval of the Administration. Unless a Declaration of Emergency has been issued, all parish employees are expected to report to work. If the Administration officially directs the closure of the agency due to severe weather or other emergency situations, those persons actually scheduled to work or available for duty (on standby) during the time period of the declaration shall receive the time off without loss of pay, accrued compensatory leave, annual vacation leave, or sick leave. For the duration of the declaration of emergency, employees shall not be required to be on duty for more than 18 hours at a time or in a 24 hours period. All personnel, including both nonexempt and exempt classifications but excluding department heads and the parish administrator, who are required to be on emergency duty during such closure shall receive pay at the rate of double time for those actual hours. Furthermore, upon the declaration of an emergency, all scheduled vacations for designated essential personnel shall be canceled.

During a Declaration of Emergency, all essential personnel shall be available for duty and necessary services will be maintained. The Administration, in conjunction with all Department Heads, will identify essential employees by position or title and will post a list thereof.

No provision of the Emergency Leave policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

Transitional Provisions: In order to correct, ratify and authorize practices carried out and payments made during the 2005 Hurricane Season by the Administration, the Council shall hereby ratify the payment of overtime at the rate of double time and one half to both exempt and non-exempt unclassified parish employees. Overtime payments made to Department Heads and the Parish Administrator shall be excepted from the ratification. This ratification shall extend only to overtime payments made to those employees not excepted and only to overtime payments made during the 2005 Hurricane Season.

Once the agency has re-opened for normal business operation, essential personnel, as defined by the Parish President and his/her designee, still working on emergency matters shall receive pay at the rate of double time for those actual hours worked until such time as the State of Emergency is lifted.

Transitional Provisions: In order to correct, ratify and authorize practices enacted in preparation for the 2008 Hurricane Season by the Administration, the Emergency Pay Practices implemented are intended to have effect retroactively to September 14, 2008.

Military Leave

Any full-time employee who is drafted or called to active duty in the armed forces of the United States, the Coast Guard, Public Health Service or Civil Defense, or is drafted into the Merchant Marine Service, shall be entitled to re-employment after honorable discharge, provided she or he is physically and mentally able to do the work required and reports for work within ninety (90) days of such discharge or within ninety (90) days after she or he is released from hospitalization continuing after discharge for a period not exceeding one year.

He or she shall be employed in the same job at the same salary, or if the job has been upgraded, at that salary. In the event his or her former job no longer exists, he or she shall be employed in such capacity for which he or she is qualified at a salary comparable with that he or she normally received.

A full-time employee who is a member of the Military Reserve Organization of the United States or a member of the National Guard of the state who attends a regular military reserve training will be given the necessary time to attend ten (10) days per year without pay for such trainings.

Civil Leave

If an employee of Head Start is called for jury duty, the employee will receive full pay for the first day of such duty. For all days after the first day, such pay for jury duty shall not exceed the difference between the jury pay and regular pay. The employee will be expected to report to work if a reasonable amount of time remains during a regular workday.

Civil leave may be used for jury duty only; attendance at court for personal matters requires the use of annual leave.

Maternity Leave

- A. Maternity leave will be handled under the Family Medical Leave Act.
- B. In general, pregnancy and childbirth should not differ from any other long-term illness in considering an employee's rights and responsibilities.

Leave Without Pay

Any full-time employee may be granted leave without pay, provided that all annual and sick leave by said employee have been exhausted, and that the employee's absence meets with approval of the Parish Administrator. Any leave without pay beyond 30 working days may be granted only with consent of the Head Start Director. For long-term absences, see Family Medical Leave.

An appointing authority may grant an employee, other than a transient employee, leave without pay for a period not to exceed an aggregate of thirty (30) working days within a period of twelve consecutive months, whenever such leave is considered to be in the best interest of the Parish; provided that:

- a. Leave without pay for a longer period may be granted only with the consent of the Head Start Director,
- b. When an employee is on leave without pay for more than three (3) consecutive days, the appointing authority must submit a report to the Head Start Director;
- c. When an employee does not return to work at the expiration of a period of leave without pay as authorized herein, he/she shall be considered as having resigned his/her position as of the day following the last day of leave;
- d. Provisional and transient employees may be granted temporary leave without pay for a period not exceeding five (5) working days.
- e. When an employee is on *leave without pay* in excess of ½ hour on the day before and/or the day after a holiday, he/she shall not be entitled to and shall not be paid holiday pay for the holiday (see Holiday Pay).

Special Leave of Absence With-out Pay

An appointing authority may grant a regular employee special leave of absence without pay for the purpose of enabling the employee to accept an unclassified position in the Parish service, except an elective office. The leave without pay herein authorized shall end automatically whenever the employee resigns from the unclassified position or employment therein is otherwise terminated.

Disability Leave Work-Related

If and when the disability of an employee is of the nature that he or she is entitled to payments under any Worker's Compensation Insurance, the employee will be paid in accordance with the Worker's Compensation laws in effect at the time of the disability.

On the date of the injury, the employee shall be paid for his entire work shift. If the injury causes the employee to continue to miss work, thereby disabling the employee, the employee shall have the choice of using sick, vacation or leave without pay during the seven (7) day worker's compensation waiting period. Should the disability continue, the employee will be paid in accordance with the Worker's Compensation laws in effect at the time of the disability.

Any employee who had an accident or injury on the job and draws benefits under the Worker's Compensation laws shall continue to receive group insurance coverage for himself or herself and will be required to submit employee's share of premiums for insurance benefits for a period of six months following the injury. At the end of the six months, the employee will be placed on inactive status and offered COBRA benefits. If the employee has not returned to Active Status within one year, employment may be terminated.

Every attempt shall be made to place that employee who has the on-the-job injury back into his or her former position, or if not into the original position, if no longer in existence, in another at a similar level of responsibility and pay as soon as such position is available. In the event the attending physician has issued a back-to-work authorization and a position is available, and the employee fails to report to work, automatic termination of employment will occur.

Any employee filing a Worker's Compensation claim is not eligible to receive regular pay after the seven (7) day waiting period is over.

Disability Leave Non-Work-Related

When the injury or illness of a disabled employee is non-work-related, the employee will be asked to apply for leave under the Family Medical Leave Act, which entitles him or her to twelve weeks of coverage for group health. Employee shall pay his or her share of group health coverage, and dependent coverage.

Replacing Disabled Workers

For both work-related and non-work-related absences, any time the Head Start Director and the Human Resources Director have reason to believe that the employee will be away for an extended period of time, the position may temporarily be filled. If the employee returns, he or she will return (if able) to the former position.

Reasonable Accommodation

Lafourche Parish Head Start will strive to accommodate an employee returning from illness or injury by use of modified duty, restricted work, gradual re-acclimation or temporary assignments. Continued communication between supervisor and physician is necessary to the success of such a program. A job analysis defining the physical demands of an established position shall be completed in order to aid the physician and supervisor in the correct placement of a returning employee.

Every attempt shall be made to place that employee who has the on-the-job injury back into his or her former position, or if not into the original position, if no longer in existence, in another at a similar level of responsibility and pay as soon as such position is available. In the event the attending physician has issued a back-to-work authorization and a position is available, and the employee fails to report to work, automatic termination of employment will occur.

OTHER EMPLOYEE BENEFITS

Holiday Pay Schedule for Administrative Office Staff

When the following holidays fall on a workday, full-time office/maintenance employees shall be entitled to a paid holiday.

- New Year's Day
- The day before or the day after New Year
- Martin Luther King Day
- The day before Mardi Gras
- Mardi Gras Day
- Good Friday
- Independence Day
- Federal Election Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- Either the day before or the day after Christmas

1. When a holiday falls on a weekend, the Parish Administrator may designate either the preceding Friday or the following Monday as the holiday.
2. Holiday will be equal to the number of hours of the employee's regular "work day."
3. For overtime computation purposes, a holiday will be considered the same as time worked (with the exception of shift workers).
4. Full-time permanent employees who are required to work on a holiday will be paid at the rate of one and one-half (1-1/2) times their regular rate of pay for the hours worked, in addition to the holiday pay.
5. Employees who work on a rotating shift basis, but are not scheduled to work on a holiday will be paid for the holiday as are other employees.
6. Other full-time employees who do not work on a rotating shift basis, and are not scheduled to work on a holiday, will have annual leave credited to their annual leave balances in the amount of hours of their normal work day.
7. Employee will not receive holiday pay if they are on "leave without pay" in excess of ½ hour the day before and/or the day after the holiday.
8. Head Start employees may be given holidays on other days declared as state holidays by the Governor of the State of Louisiana.

Expense and Travel Policies

All employees of the LPG, including Head Start employees, must have prior approval of the Parish Administrator in order to receive reimbursement of out-of-state travel expenses. Employees must clear all travel on in-state Head Start business with their supervisors. Reimbursable expenses will be paid to all employees according to existing ordinances on travel expenses. All travel forms attached to this ordinance must be completely filled out and approved by the supervisor in order to receive reimbursement of eligible incurred expenses.

Submissions for reimbursements must be made in accordance with the Accounting and Administrative Procedures Manual. See Appendix M – Policy Clarification for local travel. Refer to Lafourche Parish Travel Policy located at www.lafourchegov.org under the Finance Department forms.

Group Health Coverage

Permanent, full-time employees are eligible for group health coverage.

Security Benefit Group Plan

In the absence of a full-fledged retirement plan for parish employees, the LPG and Head Start have made available employee participation in the Security Benefit Group Plan. Payroll deductions in pre-taxed dollars may be set up through the Human Resources Department. Only permanent, full time employees are eligible for the Parish match.

Long Term/Short Term Disability

Long and short term disability insurance is available for all permanent, full time Head Start employees through the Human Resources Department.

ASI Credit Union

Employees may join the ASI Credit Union by contacting their local branch. Savings may be payroll-deducted by completion of an authorization form at any ASI.

Cafeteria Plan

Colonial pre-tax savings Cafeteria Plan is available for all full-time Head Start employees through the Human Resources Department. Flexible Spending Accounts (FSA) and Dependent Care expense plans are also available.

Additional Benefits

Additional benefits such as accident, medical bridge, critical illness, universal life and/or cancer insurances offered through Colonial Life Insurance Company are available for all full-time Head Start employees through the Human Resources Department.

APPENDIX “A”

**POLICY AND PROCDEDURES
FORMAL COMPLAINTS BY STAFF
CHAIN OF COMMAND**

Lafourche Parish Head Start has instituted a formal complaint procedure for all staff to use with one another, whether the complaints are about peers, supervisors, or those supervised.

Our policy is to proceed from the informal to the formal, from spoken to written, and from one-on-one to a use of the chain of command. The emphasis needs to be on solving the problem, and not ignoring the problem, waiting for it to solve itself.

The procedures include the following: the person with the problem should approach the other person as soon as possible after the event causing the disturbance. *In a private, one-on-one situation*, the two employees should attempt to resolve the matter with respect for each other. If, however, this attempt does not work out and the problem persists, the person with the grievance should not wait but should proceed to step two: *a written memo* to the person, with copies to immediate supervisors. If the problem is still not worked out, a *second memo*, step three, should go to the HS Director with a copy of the first memo attached, requesting a conference.

Example:

1. If a Teacher 1 has a problem with correcting the work of a Teacher 2, he or she would address the situation verbally, one-on-one, step one. The Teacher 1 must be certain that expectations are clearly spelled out for the Teacher 2. If the work has not improved after a reasonable time, a memo would be written to the Teacher 2, with a copy going to the Center Director, step two. If the work continues to fail to meet expectations, a second memo would go to the Teacher 2, Center Director, the Education Manager, and the HS Director, requesting a Conference, step three.
2. The situation is the same if a Teacher 2 wishes to point something out to a Teacher 1. First, she approaches the Teacher 1 privately for a discussion. If the problem can not be resolved, she memos the Teacher 1 with a copy to the Center Director, step two. If the problem still continues, she sends a second memo with copies to the Education Manager and the HS Director, requesting a conference, step three.
3. If a Manager has a problem obtaining needed information from a teacher, she may ask verbally, and then if the work is still incomplete, she memos the teacher, with a copy to the Center Director, and the Education Manager, step two. If the work remains undone, a second memo goes out to the teacher, to the Education Manager, and the HS Director, requesting a conference, step three.

4. If a Manager can not resolve a problem with another Manager with a verbal one-on-one request, she should follow up with step two: write a memo to the Manager. If the problem remains unresolved, a second memo goes to the Manager and to the Director, requesting a conference, step three.

The above procedure should allow a step-by-step handling of every situation, small or large. But it should also help clear the air between two employees by giving everyone involved a realistic approach to problem solving. The above is the only method of resolving complaints which is to be used.

Discussing problems between employees with outside personnel, including parents, divides the program. Negative dialogues with persons other than the employee involved lowers morale. Remaining silent while suffering intolerable situations destroys self-confidence and relationships. *These and similar attempts at problem solving which do not use the above outlined approved procedures are negative and will result in reprimand, suspension and/or termination.*

Chain of Command:

Example: Employees directed by the Education Manager
Education Manager, Center Director, Teacher 1, Teacher 2

Example: Employees directed by the FIS/Nutrition Manager
FIS/Nutrition Manager, Food Service Technician OR
Family Services Manager, FIS and Home-Based Visitor

Example: Employees directed by the ERSEA/Transportation Manager
ERSEA/Transportation Manager, Bus Driver, Bus Monitor

If the parties are not satisfied with the results of the conferences at the HS Director's level, they may at that point request a conference with the Director of Community Services. If the complaint is not resolved at this level a grievance is filed. (See Grievance Process)

APPENDIX “B”

LAFOURCHE PARISH HEAD START DRESS CODE

A goal of Lafourche Parish Head Start is to provide the best professional atmosphere possible. Therefore, your dress presentation sets the pace for accomplishing that goal. Effective August 1, 2005, the following dress code will be implemented.

Administrative office staff: Required to dress professionally at all times. The following are prohibited: jogging suits, shorts, tank tops, t-shirts, muscle shirts, low cut blouses, blue jeans, house slippers, tennis shoes and beach shoes. (Nurse shall dress in accordance with that profession.)

Center Directors and Family Involvement Specialists (FIS): Same as administrative office staff.

Teachers/Substitute Teachers: Same as administrative office staff with the following exceptions: the Head Start logo shirt or Head Start apron must be worn daily in the classroom, on field trips, and at other Head Start special events. Neat, clean tennis shoes are permitted and must be worn with socks. Head Start shirts will be worn at HS functions outside of the classroom unless otherwise indicated. For faculty meetings, the dress code for teachers will be the same as administrative office staff.

Bus drivers, bus monitors: Must wear the Head Start logo shirt and tennis shoes with socks. Shorts may be worn and must not be more than one inch above the knee. Jeans are permitted. For faculty meetings, the dress code will be the same as administrative office staff.

Food Service Technicians: Must wear jeans or long pants, the Head Start apron, socks, and tennis shoes. Shorts are not permitted. Hair must be groomed neatly and covered with a hair net. Nails must be well groomed. For faculty meetings, the dress code will be the same as administrative office staff.

Shirts and aprons are the property of Lafourche Parish Head Start . Should you become no longer employed by Head Start, they must be returned in proper condition

I _____ have received a copy of the dress code policy and agree to abide by this policy.

Employee

Date

Manager

Date

APPENDIX “C”

LAFOURCHE PARISH GOVERNMENT COMPENSATORY LEAVE POLICY

Policy Statement:

It is the policy of Lafourche Parish Government to allow employees to earn Compensatory Leave for time worked above their normal schedule in a work week. Compensatory leave is leave time earned in lieu of cash payment at the straight-time or time and one-half as compensation for overtime worked.

Policy Objectives:

To ensure that Lafourche Parish Government employees who work overtime are adequately and properly compensated, as provided in the Fair Labor Standards Acts.

Policy Scope:

This policy applies to all Lafourche Parish Government employees.

Policy Procedures:

A. Procedure for earning Compensatory Leave

1. Employees in positions that are designated as “Non-Exempt” are eligible to earn compensatory leave on an hour for hour basis for hours worked over 35 hours and up to 40 hours in a work week. Non-exempt employees who work over 40 hours in a work week will earn compensatory time at a rate of one and one-half hours for every overtime hour worked.
2. Employees in positions that are designated as “Exempt” earn compensatory time for any hours worked above their normal work schedule in a work week.
3. No compensatory leave/overtime shall be worked by any Lafourche Parish Government employee with out prior approval of his or her supervisor.
4. Any overtime worked will be reported on the time sheet in the pay period in which it was earned. Employees are responsible for timely submission of overtime hours worked. Written approval by an employee’s supervisor must accompany any request for earned compensatory time.
5. Annual and sick leave taken, whether with or without pay, shall not be counted as hours worked for purposes of determining overtime compensation for “non-exempt” employees.
6. Employees and their supervisors are to minimize the accumulation of compensatory leave. Lafourche Parish Government employees are limited to the accumulation of only 40 hours of compensatory leave.

B. Exceptions

1. Hours worked during a declared emergency will be compensated in dollars in accordance with the Lafourche Parish Civil Service Guide.
2. Exempt and non-exempt employees will automatically participate in the compensatory leave program in lieu of receiving overtime wages unless they obtain prior written exception from their immediate supervisor. Supervisors must consider the need, budget considerations, and the ability of employees to use compensatory time.
3. Public Works field office employees will be automatically exempt from participation in the compensatory leave program. However, they may opt into the program with prior written supervisor approval.

C. Use of Compensatory Leave

1. a. Supervisors are to ensure that employee leave slips are marked with the appropriate leave category, according to the employee's leave balances.

D. Disposition of Compensatory Leave

1. The Appointing Authority may require employees to take all or part of accrued compensatory leave at any time.
2. Upon separation or termination from Lafourche Parish Government, unused compensatory leave earned by non-exempt employees shall be paid at the employee's regular pay rate.
3. Upon separation or termination from Lafourche Parish Government, all unused compensatory leave earned by exempt employees shall be cancelled.
4. Compensatory hours earned by exempt employees in excess of 40 must be used within the pay period earned (flexed) or they are lost.
5. Compensatory hours earned by non-exempt employees in excess of 40 hours will be compensated in wages. Prior written approval for nonexempt employees must include notice that compensation will be in excess of 40 hours.

APPENDIX “D”

**LAFORCHE PARISH GOVERNMENT HEAD START
TEACHER SALARY HIRING SCALE
SALARY SCHEDULE AFTER COLA**

TEACHER I BASE SALARY SCALE

YEARS OF EXPERIENCE IN HEAD START*	ASSOCIATE DEGREE*	HOURLY RATE	BACHELOR'S DEGREE*	HOURLY RATE
0	20,579	9.89	24,459	11.76
1	20,772	9.99	24,674	11.86
2	20,986	10.09	24,888	11.97
3	21,222	10.20	25,081	12.06

TEACHER II BASE SALARY SCALE

YEARS OF EXPERIENCE IN HEAD START*	Non-CDA	HOURLY RATE	CDA only	HOURLY RATE	ASSOCIATES DEGREE*	HOURLY RATE	BACHELORS DEGREE*	HOURLY RATE
0	15,242	7.33	16,313	7.84	17,407	8.37	18,499	8.89
1	15,456	7.43	16,528	7.95	17,621	8.47	18,715	9.00
2	15,670	7.53	16,764	8.06	17,836	8.57	18,928	9.10
3	15,885	7.64	16,978	8.16	18,050	8.68	19,142	9.20

*Degree must be in: Early Childhood/Child Development
Elementary Education/Early Childhood
Home Economics/Child Development

*Years of Experience will be either in
be teaching either in: Head Start
Public School Setting/Early Childhood

Note: Salary is calculated on 2080 hours
No years of experience will be given for substitute teaches.

Revised 4-21-09

**LAFOURCHE PARISH HEAD START
SUMMARY OF PAY RANGES BY GRADE
SALARY SCALE AFTER COLA**

GRADE	MINIMUM RATE HOURLY	MIDPOINT RATE HOURLY	MAXIMUM RATE HOURLY
Director	16.25	23.28	30.31
Adm. Asst./Policy Council Mgr./Facilities Manager Education Manager Health Manager Nutrition Manager In-kind Volunteer Manager Transportation/ (ERSEA) Manager/Computer Tech.	13.62	19.00	24.38
Family Involvement Coordinator Child Outcome Specialist/Disabilities Coordinator Center Directors Early Intervention/Literacy Specialist Licensing Advisor/Resource Coordinator	11.45	16.60	21.75
Transportation/Inkind Specialist Health Specialist Family Involvement Specialist	10.87	15.64	20.43
Substitute Bus Drivers Bus Drivers	10.10	13.95	17.80
Food Service Technicians	8.24	9.77	11.30
Male Involvement Specialist Substitute Teachers Substitute Bus Monitors Bus Monitors	7.33	8.83	10.33

Revised 4-21-09

APPENDIX “E”

LAFOURCHE PARISH HEAD START

Personal Cell Phone Policy: Staff In-Service/Faculty Meetings

The use of a cell phone is not allowed at staff in-service/faculty meetings, as this is a disruption and these meetings are mandated and necessary for staff development. Therefore, cell phones must be **turned off** or placed on **silent mode** for the purpose of not disrupting training sessions. Furthermore, if an employee has an extenuating circumstance, they should notify their immediate supervisor or another administrative staff of their particular situation and may request necessary accommodations.

Personal Cell Phone Policy: In the Classroom/Transportation

The children will be **carefully supervised** by classroom/transportation staff at all times. Therefore, all staff included in the child/staff ratio and daily routine of the classroom/center/transportation will refrain from the use of cell phones during daily hours while the children are in the Head Start classroom/bus. Furthermore, cell phones are not allowed to be turned on during classroom, playground, and bus routing hours when the children are present. Furthermore, if an employee has an extenuating circumstance, they should notify their immediate supervisor or another administrative staff of their particular situation and may request necessary accommodations.

Failure to adhere to the above policies regarding personal cell phones will result in disciplinary action.

Your signature below indicates that this policy has been explained to you and you understand the policy.

Employee Signature **Date**

Witness (Supervisor) Signature **Date**

July, 2006

APPENDIX “F”

PROGRAM POLICIES

Confidentiality Policy

Any and all information learned while visiting or working in Head Start centers, or offices must be kept strictly confidential. All Head Start employees, parents, and volunteers shall abide by Louisiana State Law 46:56 concerning confidentiality and will safeguard information gathered about Head Start recipients of services throughout these agencies.

All Head Start employees, parents, and volunteers will sign a confidentiality statement upon their entrance into the program. Revealing such information to others constitutes an infraction of the state law and besides prosecution will result in the termination of employment or volunteer services. (Legal guardians may have access to their child's records.)

Child Abuse and Neglect

Our Head Start program is concerned about the abuse and neglect of any child. All teachers and staff are mandated by law R.S. 14:03; as amended by Act 595 to report any suspected child abuse or neglect cases. A child who is a victim of abuse is one who is in serious danger of physical, mental, sexual, or emotional injury. A child who is a victim of neglect is a child without necessary food, clothing, shelter, medical care, or supervision.

Lafourche Parish Head Start does not make judgments as to the state of abuse or neglect of a child. However, it is **mandated** that we report every **suspected case** immediately. Lafourche Parish Head Start teachers and staff are trained to daily document every mark, bruise, scratch, etc. and to ask the cause. We are protecting the child with this action.

Smoke-Free Policy

Since Head Start is funded from a grant through the U.S. Department of Health and Human Services, smoking is restricted in Head Start centers and offices. In order to ensure that all Head Start children and staff are not exposed to tobacco smoke, smoking is prohibited at all times in the classrooms, offices, kitchens, parent/staff meeting rooms, hallways, outdoor play areas and vehicles used for transporting children. Smoking is not allowed in view of Head Start children, including while on field trips.

APPENDIX “G”

LAFOURCHE PARISH GOVERNMENT CRISIS LEAVE POLICY

I. Purpose

The intent of the Crisis Leave Program is to provide paid leave to an eligible employee who has encountered a catastrophic illness or injury to themselves or eligible family member. The Crisis Leave Program will assist employees who do not have sufficient paid sick or annual leave to endure the crisis leave period.

II. Definitions

Catastrophic Injury or Illness – a severe condition(s) that:

- Alters the health, either physical or mental, of an employee or the employee's eligible family member; and
- Necessitates the services of a licensed medical service provider for an extended amount of time; and
- Prohibits the employee from executing his/her job functions for an interval of ten or more consecutive days and requires the employee to expend all forms of paid leave.

Crisis Leave Committee – The Committee shall be comprised of the Civil Service Board or appointed designee. The Committee shall serve to sustain the administration of the Crisis Leave Pool and analyze the pool and program practices incorporated by the Pool Manager. When otherwise unspecified in written policy, the Committee may prescribe procedural specifications and operations for the Crisis Leave Program.

Eligible employee – a classified employee of the Lafourche Parish Council who has attained permanent status.

Eligible family member – For the purposes of the Crisis Leave Policy, the employee's spouse, children, parents, brothers, sisters, spouse's parents, and custodial grandchildren shall be considered an eligible family member.

Leave Pool Manager – The Civil Service Director or designee shall serve as the Leave Pool Manager

Licensed Medical Service Provider (LMSP) – As defined in the Louisiana State Licensing Law, a practitioner who is practicing within the perimeter of his/her license. For the purposes of this policy, a LMSP will include licensed Physicians or Medical Doctors, Doctors of Osteopathy (DO), or licensed Therapists, Counselors, or Chiropractors as accredited and sanctioned by State Boards or administrators.

III. Eligibility Requirements

If the following conditions are met, an eligible employee may apply for crisis leave:

- A catastrophic illness or injury is endured by the employee or employee's eligible family member; and

- The employee has depleted all forms of paid leave; and
- The employee has exhausted all means of disability insurance; and
- Regarding past performance, the employee has displayed satisfactory attendance and has no record of abusing leave; and
- The employee is not eligible for worker's compensation due to the injury or illness being work-related. Additionally, the employee was not injured during the course of a crime or felony; and the necessary documentation has been obtained from the LMSP.

It is not required that employees contribute to the Crisis Leave Pool to be eligible for crisis leave.

The amount of crisis leave awarded will be decided on a case-by-case basis. Generally, the amount of leave awarded will coincide with the suggestions of the LMSP, adhering to the following limits:

- During one calendar year, an employee may request a maximum of 240 hours.
- Crisis leave will not be granted to an individual to extend the paid leave status beyond a total period of 12 weeks.
- The total amount of leave awarded shall not exceed one-fourth of the balance of hours in the leave pool at the time of the request.
- The value of the annual leave approved during the crisis situation shall not exceed 75% of the employee's pay obtained during a normal workweek.

IV: Donation Procedures

Contributing time to the Crisis Leave Pool is voluntary; therefore, no employee shall be obligated or forced to donate time. Donations are accumulated in the pool and are granted in the order in which the requests are received. Since the donations are accumulated over time, donors cannot specify who will be the recipient of the leave. Donations shall be confined to the subsequent provisions:

- A minimum of eight hours may be contributed into the pool utilizing whole hour segments.
- A minimum balance of 120 leave hours must remain in the donor's account after the contribution to the pool.
- Donations may not surpass 240 hours of leave per calendar year per employee.
- Upon separation or retirement, any remaining leave may be contributed to the pool.

In order to donate time to the pool, the employee must complete a leave form and indicate the leave as a "Donation to the Crisis Leave Pool". The form should be turned in to the Civil Service Department who shall then forward the form to the Human Resources Department.

V. Request Procedures

In order to request time from the leave pool, an employee must complete a "Crisis Leave Request Form". The form should be turned in to the Civil Service Department for presentation to the Committee and consideration. The request must be accompanied by a statement from the employee's LMSP. This statement must include:

- Initial date on which the illness or injury transpired; and
- Detailed account of the illness or injury, including any solicited information that would assist in the eligibility determination process; and
- If the request is for an employee, a prognosis; and
- Anticipated date that employee will be able to return to work; and
- Documentation as requested by the Leave Pool Manager to establish eligibility of a family member.

The request and supplemental documentation should be presented to the Leave Pool Manager. The Pool Manager shall review the request to verify that the employee is suitable to obtain crisis leave. The employee requesting such leave must submit the information needed to determine eligibility.

All requests and documentation must be considered confidential. To ensure confidentiality, all requests for crisis leave and accompanying documentation should be submitted in an envelope identified as "confidential". All requests are to be directed to the Leave Pool Manager to determine eligibility.

The Leave Pool Manager shall stamp all requests with the date upon which received. Requests will be addressed in the order in which they are obtained. A request shall be submitted in a timely fashion and will not be considered if 30 days has lapsed since the incident occurred. The Leave Pool Manager will be allowed a ten-day grace period to approve or deny the request. Once a decision is made, the Pool Manager will discuss the results with the employee.

If the request is approved, the employee's leave record will be credited the authorized amount.

Crisis leave shall be used and documented in agreement with the same procedures as any other form of paid leave.

VI. Changes in Status Affecting Crisis Leave

Crisis leave shall be granted to cover the circumstances that are applied for. If other variations should occur, the employee must furnish documentation specifying the nature of the change to the Leave Pool Manager. The employee may petition for additional crisis leave; however, continuation of the crisis leave is not automatically granted. Each extension shall be approved in the order in which it was received.

Hours awarded from the Crisis Leave Pool shall be utilized for conditions specified in

the authorized request. Any use of the Crisis Leave Pool that is not in agreement with operations and provisions defined in this policy may constitute payroll fraud and shall be dealt with in a serious and appropriate manner.

In the event that an employee is capable of returning to work before all of the time granted is used, the unused leave must be returned to the Crisis Leave Pool.

VII. Compensation and Benefits

Crisis leave will be compensated according to the receiving employee's pay rate.

An employee on crisis leave will continue to receive benefits accordingly, which will include the accrual of annual and sick leave. However, accrued leave must be exhausted before crisis leave is issued.

The Human Resources Department will retain reports on crisis leave contributed and utilized based on the dollar value.

VIII. Appeals

The Leave Pool Manager maintains the authority to approve or deny any request for crisis leave. This decision is to be considered final; therefore, it is not subject to appeal.

APPENDIX“H”

LAFOURCHE PARISH GOVERNMENT TIME SHEET SUBMISSION POLICY

The purpose of this policy is to adhere to a request by the Legislative Auditor proceeding the 2001 Audit. The following policy has been enacted for the submittal of time sheets for Lafourche Parish Government employees. Consequently, the Lafourche Parish Government Time Sheet Submission Policy is effective immediately.

All time sheets are required to be signed by employees and forwarded to the immediate supervisor for approval, which shall include the supervisor's signature, before submitting time sheets to the pay roll department. It is first the employee's responsibility to ensure that the submitted hours are true and correct. Supervisors are to research the time sheet for correctness before approving the time sheet.

The only employees exempt from this policy are elected officials which includes the Parish President, Councilmen, Constables, and the Justices of the Peace. Therefore, all other employees and supervisors will have to abide by this policy with **NO** exceptions.

Any time sheets submitted without proper authorization or signatures will not be processed.

APPENDIX “I”

RISK MANAGEMENT DEPARTMENT IMPORTANT INFORMATION
EMPLOYEE INJURED ON THE JOB PROCEDURES

The following are steps that need to be taken when an employee is injured on the job:

- A. Assess the accident scene. How serious is the injury? Do we need to call an ambulance?
- B. Notify the Risk Management Office at 985-446-8427 or 985-709-2133. Ask for Faye Smith or Michael Hanley. Inform them of what happened.
- C. If the injured employee requires or request medical treatment, the immediate supervisor will accompany the employee to the medical facility. The immediate supervisor will wait with the employee until all medical treatment is completed. Once treatment is completed, the supervisor should update the Risk Management Office of the condition of the injured employee and inform them if the employee will be able to return to work or not.
- D. As per the Lafourche Parish Substance Abuse Policy, Section III-D5, the employee is required to have a drug screening following an accident or near miss accident.
- E. The employee's supervisor must complete a Supervisor Accident Investigation Report and fax a copy to the Risk Management office at 985-446-8459.
- F. Obtain written statements from the injured employee and all witnesses.
- G. A Medical Release and a Work Status Report are to be filled out if the injured employee is brought to a medical facility, doctor, hospital, etc.

The following are medical facilities that will be used, if the injury is not life threatening:

North Lafourche Area:

Thibodaux Family Doctor Clinic
Dr. Francis Robichaux
804 S. Acadia Road
Thibodaux, LA 70301
985-446-2680

South/Central Lafourche Area:

Mathews Family Doctor Clinic
Dr. Mike Marcello
111 Acadia Drive
Mathews, LA 70394
985-537-7575

Please contact the Risk Management office for the forms specified for use in above procedures.

EQUIPMENT/PROPERTY DAMAGE PROCEDURES

In the event of accidents, please note that after the safety and needs of the injured are met (including proper reporting), employees **MUST** follow certain steps when property and/or equipment are damaged. The steps are as follows:

A. Your supervisor and the Risk Management Office must be notified immediately. **Call either Faye Smith or Michael Hanley in the risk Management Office at 985-446-8427 so that they can photograph and/or inspect the site.** (Faye Smith's cell phone is 985-709-2133.) Photographs **MUST** be taken of the damaged property and/or equipment. If you cannot reach either of us, please make sure that you or someone else takes a photo of the site as soon as possible.

B. Get an estimate of the damages and forward it to my office as soon as possible so that we can determine if an insurance claim should be filed.

C. **DO NOT** contract to repair or have an employee make repairs until you have head back from the Risk Management Office.

D. If you feel that there is an urgent need to have the equipment repaired, please notify either Faye Smith or Michael Hanley immediately.

Employees should NOT seek the assistance of private citizens when dealing with damaged Parish-owned property or equipment. (Example: pulling or lifting a damaged vehicle out of a ditch.) **EXCEPT as necessary to prevent additional damage or public safety risk.** (Example: pushing a damaged vehicle off of a roadway.)

Under NO circumstances should you put private citizens in jeopardy or in a situation where they might be injured.

APPENDIX“J”

HEAD START NON-DISCRIMINATION POLICY

In accordance with Federal law and U.S. Department of Agriculture policy, Lafourche Parish Head Start does not discriminate against any person(s) on the basis of race, color, national origin, sex, age or disability. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints should be forwarded immediately to:

**USDA
Director, Office of Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410
Or call (202) 720-5964 (voice and TDD)**

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business addresses of persons who may have knowledge of the discriminatory action.

“USDA is an equal opportunity provider and employer”

Rev 12/05

DISCRIMINATION COMPLAINT FORM

Your Name _____

Your Address _____

Your Telephone Number (____) _____

List other ways to contact you _____

Name and address of person(s) or organizations against whom you are filing a complaint.

Tell what incidents happened that made you feel you had been discriminated against, the dates they occurred, or if continuing, the duration of such actions.

List the names, titles and addresses of persons who may have knowledge of the above-described incidents.

	Name	Title	Address
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

All complaints, written or oral, shall be accepted by the SFA and forwarded to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

Name of individual receiving complaint:

Date and time complaint received:

APPENDIX “K”

CRIMINAL RECORDS CHECK DECLARATION PAGE

Lafourche Parish Head Start
To be completed as part of the interview process

As required by Head Start Performance Standards (1301.31 b-1-2), a state or national criminal records check is required. Head Start must ensure that all prospective employees sign a declaration prior to employment which lists:

- All pending and prior criminal arrests and charges related to child sexual abuse and their disposition
- Any conviction related to other forms of child abuse and neglect
- Any or all convictions of violent felonies
- As requested by Policy Council, any valid suspected child abuse cases as reported by Office of Child Protection Services

Please complete the following, and then sign this declaration.

*Note: If you have none, please write "none."

1. List all pending and/or prior criminal arrests and charges related to child sexual abuse and your disposition: _____

2. List if you have any convictions related to other forms of child abuse or neglect:

3. List if you have any convictions of violent felonies: _____

4. List if you have had any accusations of any valid suspected child abuse cases as reported by Child Protection _____

Services of the State: _____

Please sign below. This is accurate and true to the best of my knowledge and belief.

Signature

Date

APPENDIX“L”

Continuing Education /College Training Policy Lafourche Parish Head Start

(Revised June, 2009)

INFORMATION: On December 12, 2007, President Bush signed into law the reauthorization of the Head Start Program. This law (P.L.110-134) authorizes Head Start through September 12, 2012, and contains significant revisions to the previous Head Start Act. A copy of P.L.110-134 can be found on Head Start's Early Childhood Learning and Knowledge Center at <http://eclkc.ohs.acf.hhs.gov/hsic>. This law needs to be read together with P.L.105-285, the Head Start Act of 1998, which has been amended by P.L.110-134.

Staff Qualification and Training:

- 1. At least 50% of Head Start teachers, nation-wide, must, by September 30, 2013, have a BA degree in early childhood education or a related degree with experience teaching pre-school age children.**
- 2. All Head Start teachers must, by October 1, 2011, have at least an AA degree in early childhood education or a related field with pre-school teaching experience.**
- 3. All Head Start teacher assistants must, by September 30, 2013, have at least a CDA credential to be enrolled in a program leading to an associate or baccalaureate degree or to be enrolled in a CDA credential program that will be completed within two (2) years.**
- 4. All Education Coordinators must, by September 30, 2013, have a BA or advanced degree in early childhood education or a related degree with experience teaching pre-school age children.**

PURPOSE:

Lafourche Parish Head Start training funds will be used to assist eligible employees in pursuing their educational objectives in order to enhance or develop their work-related skills.

ELIGIBILITY:

Section A. Degreed Teachers Directive

- A. The Policy Council voted in August of 2006 that all lead teachers (Teacher I) must have a minimum of an Associates degree (AA) by June 1, 2011. Revised by Policy Council in January of 2008 to June 1, 2011.**
- B. Required fees, tuition and books will be paid for courses taken that are required for a CDA, AA or BA/BS in Early Childhood. Revised in June of 2009: AARA**

funds will be available for approximately 14 employees to enroll in up to 6 semester hours in the Fall of 2009, Spring of 2010 and Summer of 2010. Prioritized: See Section B.2.

Section B. Financial Assistance Program

Lafourche Parish Head Start will provide financial assistance to employees when funds are available, the educational pursuit of the employee appears to be beneficial to Head Start, and the employee meets the criteria.

A. Criteria for application

- a. The full time employee must have no disciplinary action taken against them within a year of the application. Revised June, 2009: AARA funds will be available for 12 months only. Therefore, a waiver of the one year of employment may be granted if there are sufficient funds.

B. Prioritized funding

- a. Lead teachers pursuing the AA, BA or BS degree will receive top priority
- b. Teacher II's pursuing the CDA will be fully funded; these employees may also pursue the AA or BA or BS degree.
- c. Education Manager
- d. Other employees: Revised June, 2009: If there are unobligated training funds remaining after all teaching staff enroll, other full-time employees may request to use the funds for allowable courses.

PROCEDURE:

1. The employee must schedule a meeting with the Director to discuss completion of all necessary forms. The employee should provide the Director with **The Notification of College Registration** Form and a copy of the employee's degree plan. Employees are responsible for obtaining prior authorization from their supervisor and Director before an employee can register and request financial assistance. It is the Director's responsibility to determine what courses are job-related and to approve the employee's application.
2. All degrees must be earned from an accredited state institution and/or approved by the director.
3. Funds per semester will be based on and limited to the amount of money Nicholls State University charges for six (6) semester hours.
4. Lafourche Parish Head Start will not pay for the following: meals, transportation, travel costs, parking, late registration fees or transcripts.
5. All employees participating in this program must successfully complete the course in the scheduled time. Any employee who drops a course, fails a

course, or takes an “incomplete” for a course may not be funded for further courses. The Policy Council will decide on a case-by-case basis if the employee will be required to repay the funds or if additional funds will be provided for that employee the next semester.

6. If there are more applicants than funds, the awarding of the remaining funds will be based on the following criteria:
 - a. Longevity: number of completed years of employment
 - b. Cumulative GPA
 - c. Percent of degree completed
7. Any course(s) taken by an employee during work time must be approved by the Director. If it is approved, the work performance of the employee must continue to be satisfactory. If work is not satisfactory, the employee may not be granted the opportunity to continue enrolling in classes during working hours. In addition, the employee will receive their hourly pay while traveling to, attending class, and/or returning to work. However, they will not receive compensatory time for working additional hours in order to complete work responsibilities that were incomplete due to attending classes.
8. When teacher completes the approved CDA or degree, the employee must receive an increase in wages, therefore,
 - a. The employee must submit the **Request for Pay Raise for Educational Achievement** form to the Director, along with the necessary documentation.
 - b. When this information is submitted, the Director will meet with the accountant and Human Resources Director to write an ordinance for the increase in wages using the most current salary scale for teachers.
 - c. The Ordinance will be submitted to the Lafourche Parish Council in January and July of every year. New pay wages will be go into effect when the Parish Council approves the amendment to the budget and has all the required signatures. These increases are not retroactive.
9. There is no certification or degree requirement at this time for any staff except teachers, therefore, there is no requirement on the part of Lafourche Parish Head Start to increase wages when a certification or degree is earned. All eligible employees are encouraged to continue their education pursuits and **if funds are available** for a wage increase the following steps must be completed:
 - a. The employee must submit the **Request for Pay Raise for Educational Achievement** form to the Director, along with the necessary documentation.
 - b. When this information is submitted, the Director will meet with the Accountant and Human Resources Director to write an Ordinance for

the increase of wages.

- c. The Ordinance will be submitted to the Lafourche Parish Council in January and July of every year. New pay wages will go into effect when the Parish Council approves the amendment to the budget and has all the required signatures. These increases are not retroactive.

- 10. Upon successful completion of a degree program, the employee is required to maintain employment with Lafourche Parish head Start for a minimum of three (3) years. In the event that an employee voluntarily leaves the agency prior to that time, the employee shall repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree. ***(As required by The Improving Head Start for School Readiness Act of 2007)***

(Employee must now obtain their supervisor's signature and return the form to the Director for a final signature. The employee will be given a copy with all signatures.)

I _____ have reviewed this Continuing Education packet with the Director and understand the information. I have received a signed copy of all documents contained herein.

Supervisor Date

Head Start Director Date

Policy for Teacher Qualification Requirements for Lafourche Parish Head Start
Approved by Policy Council (9-18-06), revised January, 2009

Teacher I (Lead Teacher)

LAW: Teachers must at least meet the qualifications for classroom teachers as specified in section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of teachers.

When filling a vacancy for a Lafourche Parish Head Start **lead teacher**, the applicant must have a minimum of an AA degree in Early Childhood. All lead teachers presently employed within at least an AA degree must: (1) hold a current CDA and (2) earn at least an AA degree in Early Childhood by June, 2011.

Teacher II (Aide)

When filling a vacancy for a Lafourche Parish Head Start Teacher II, the applicant may be hired without a CDA or AA degree but preference will be given to those with degrees and certifications.

Review the above Policy and sign below indicating you have received this policy. It is the candidate's responsibility to obtain all necessary requirements to complete the CDA process or AA degree within the appropriate time lines. Please refer to the **Continuing Education Policy** for reimbursement policies and procedures.

Candidate's Signature _____

Date: _____

Continuing Education Policy
Lafourche Parish Head Start
Notification of College Registration Form
July, 2009, revised

Each semester, all staff choosing to register for college courses at any institution must complete this form and schedule a meeting with the Director. The Director will issue a **Continuing Education folder** to the employee and discuss all forms to be completed. Failure to comply with this process may result in the inability on the part of Head Start to pay for the classes, reimburse staff for attending classes, or provide any increase of wages when the degree is earned.

(Please print)

1. Name _____

2. Today's date _____

3. Address _____

4. Phone Number: _____

5. Are you receiving financial aid this semester? _____

If yes, in what form? _____

6. College/University attending: _____

7. Semester: ____ Fall ____ Spring ____ Summer

8. Number of hours: _____

9. Degree/ Credential working on and major:

____ CDA

____ Associates Degree _____

____ Bachelors Degree _____

10. List the names of classes to be scheduled this semester:

1. _____ 2. _____

**REQUEST FOR PAY RAISE
FOR EDUCATIONAL ACHIEVEMENT**

This form is to be completed and sent to the Head Start Director with required documentation attached.

DO NOT SEND THIS FORM WITHOUT NECESSARY DOCUMENTATION

Check one of the blanks below:

_____ I now have a current CDA and a copy of the certificate is attached.

_____ I have completed my AA in Early Childhood or related field and the transcript and a copy of the diploma is attached.

_____ I have completed my BA /BS degree in Early Childhood or related field and the transcript and a copy of the diploma is attached.

Employee's Signature _____ Date _____

Director's Signature _____ Date _____

APPENDIX“M”

POLICY CLARIFICATION FOR LOCAL TRAVEL

1. **No Head Start employee is allowed to file for mileage reimbursement for in-service, pre- service trainings and faculty meetings.**
2. The Head Start Director, Managers, Center Directors, Family Involvement Specialists, teachers, and office staff must first attempt to use a Head Start vehicle to visit sites, make home visits, attend meetings, and otherwise conduct Head Start business. When more than one employee is traveling to the same destination in a Head Start vehicle, every attempt should be made to carpool.

If no vehicle is available, the use of their personal vehicle is necessary, and the trip is reasonable, then reimbursement of mileage is allowable.

- a. A detailed Travel Expense Account form must be utilized and submitted to their supervisor. This form will be verified by the supervisor and then submitted to the Head Start Director for final verification.
 - b. Expense forms must be submitted by the 5th of the month following the previous month (ex. October 5 for September's expenses).
 - c. There must be a log for every Head Start vehicle for verification purposes.
3. Mileage compensation for use of a private vehicle for official business shall be reimbursed in accordance with State regulations.
 4. Other Head Start employee reimbursements:
 - a. Food Service Technicians (required to use their personal vehicle)
 - b. Teachers/staff attending child care workshops (Ex. Bayouland Families Helping Families, Children's Coalition)
 5. When Head Start employees use their personal vehicles for official business and choose not to claim for reimbursement, the amount of reimbursement could be donated to the program as Non-Federal shares.

APPENDIX “N”

HEAD START EMPLOYEE WORK SCHEDULES

Administrative Office Staff (35 hour week-full time)

7:30-5:00 M-Th (45 minute lunch, not considered working time)

ERSEA/Transportation Manager
Nutrition/Male Involvement Manager
Health/Disabilities Manager
In-Kind/Volunteer Manager
Admin. Asst./Facilities/Policy Council Manager
Health Specialist
Transportation Specialist
Licensing Advisor/Resource Specialist

Director: 40 hour work week; M-TH

Education Staff in Mathews office (40 hour week-full time; M-F)

7:30-4:30 M-Th (30 minute lunch, not considered working time)

7:30-1:30 F

Education Manager
Disabilities Coordinator/Child Outcomes Specialist

Part-time Education Staff in Mathews Office

8:00-4:30 M-Th (30 minute lunch, not considered working time)

Early Intervention/Literacy Specialist

Staff working at Head Start Centers:

Teaching Staff

Teacher-I (40 hour week-full time)

Option 1: 8:00-4:00 M-F (includes lunch period)

Option 2: 7:30-3:30 M-F (includes lunch period)

Teacher-II (40 hour week-full time)

Option 1: 8:00-4:00 M-F (includes lunch period)

Option 2: 7:30-3:30 M-F (includes lunch period)

Center Directors (40 hour week-full time)

8:00-4:00 M-F (see Meal Period and Break Period Policy)

Family Involvement Specialist (40 hour week-full time)

8:00-4:00 M-F (see Meal Period and Break Period Policy)

PART-TIME STAFF

Bus Drivers and Bus Monitors

6:00-9:30 a.m. and 1:30-4:30 p.m. depending on traffic M-F

Food Service Technicians

8:00-2:00 M-F

Substitute Teachers

M-F as needed (lunch period is included if they are working at that period)

Laborer (Maintenance)

32 hours week, part-time

**LAFOURCHE PARISH HEAD START
MEAL PERIOD AND BREAK PERIOD POLICY**

It is the responsibility of all Head Start staff to abide by the policies as prescribed.

Meal Policy – 40 hour staff:

Teachers eat with children, therefore, the meal period is considered as time worked and shall be compensated.

1. Center Directors and Family Involvement Specialists options -

- a. Eat at the site and meal period will be considered as time worked and shall be compensated;
- b. Leaving the site for meal period will not be considered as time worked, thus must work an additional thirty (30) minutes unless pre-determined work schedule allows for un-compensated meal period. Options including meal periods off site: (Please check one option.)

_____ Option #1: (Monday- Friday)

8:00 am – 12:00 pm (4 hrs.)
12:00 pm – 12:30 pm ½ hr. meal period
12:30 pm – 4:30 pm (4 hrs.) or

_____ Option #2: (Monday – Friday)

7:30 am – 12:00 pm (4 ½ hrs.)
12:00 pm – 12:30 pm ½ hr. meal period
12:30 pm – 4:00 pm (3 ½ hrs.) or

_____ Option #3: (Monday – Friday)

7:00 am – 12:00 pm (5 hrs.)
12:00 pm – 1:00 pm 1 hr. meal period
1:00 pm - 4:00 pm (3 hrs.)

2. Exceptions – There will be occasions when the meal policy may be altered for the following instances:
- a. Case management meetings and other special meetings called by supervisors.
 - b. Personnel maybe involved with parents at their homes or escorting them to appointments and/or Head Start related functions.

These exceptions will require initials by supervisor on the time sheet.

Meal Policy – 40 hour Old Wal-Mart Building/Mathews:

1. Education staff located at the Old Wal-Mart Building/Mathews will have the following options:

(Please check one option.)

_____ Option #1

(Monday-Friday)

7:00 am – 12:00 pm (5 hrs.)
12:00 pm – 1:00 pm 1 hr. meal period)
1:00 pm – 4: 00 pm (3 hrs.)

_____ Option #2

(Monday – Friday)

7:30 am – 12:00 pm (4 ½ hrs.)
12:00 pm – 1:00 pm 1 hr. meal period)
1:00 pm – 4:30 pm (3 ½ hrs.)

_____ Option #3

(Monday – Friday)

8:00 am – 12:00 (4 hrs.)
12:00 pm – 12:30 pm ½ hr. meal period
12:30 pm – 4:30 pm (4 hrs.)

_____ Option #4

(Monday – Thursday)

7:00 am – 12:00 pm (5 hrs.)
12:00 pm – 1:00 pm 1 hr. meal period
1:00 pm – 4:30 pm (3 ½ hrs.)

(Friday)

7:00 am – 1:00 pm (6 hrs.)

_____ Option #5

(Monday – Thursday)

7:30 am – 12:00 pm (4 ½ hrs.)
12:00 pm – 12:30 pm ½ hr. meal period
12:30 pm – 4:30 pm (4 hrs.)

(Friday)

7:30 am – 1:30 pm (6 hrs.)

Meal Policy Schedule changes:

1. Schedules will be in writing and shall include a signature indicating work schedule.

- Schedule changes will only be allowed at the beginning of each school year with the exceptions of those listed above. Changes occurring at other times will be at the discretion and approval of the Head Start Director.

Meal Policy – 35 hour staff:

- Schedule will be as follows: _____
(Monday – Thursday)
7.30 am – 12:00 pm (4 ½ hrs.)
12:00 pm – 12:45 pm 45 minute meal period
12:45 pm – 5:00 pm (4 hrs. 45mins.)

Break Policy:

- Two (2) fifteen (15) minute break periods will be allowed each day.
- Break periods will be considered as time worked and shall be compensated if used, but may not be accumulated to use another day nor be compensated for if not used at all.
- Break periods should only be taken if work load allows.
- Break periods shall not be used to get off before your designated work schedule ends or to supplement meal periods.

Employee's Signature

Employee's Printed Name

Date

Supervisor's Approval

Date

APPENDIX “O”

OUTSIDE EMPLOYMENT POLICIES FOR LAFOURCHE PARISH HEAD START PROGRAM

Employees may accept employment outside of the agency, subject to the following conditions:

1. Such employment shall not interfere with and/or adversely affect the employee's job performance, including anything that may compromise and/or impair judgment or actions.
Examples of adverse affects on performance
 - a. Sleeping on job
 - b. Leaving early and/or arriving late consistently
 - c. Excessive absentees
 - d. Inattentive to details required for effective job performance
 - e. Consistently leaving work undone to rush off to other employment
2. Such employment shall not involve a conflict of interest or conflict with employee's duties in any way.
3. Such employment shall not occur during the employee's normal or assigned working hours.
4. Such employment will be secondary to the responsibilities and duties assigned to the employee.

Violation of policies noted above will result in the following actions:

1. Employee will be provided a written notice of violation(s) and asked to change such actions that adversely affect job performance.
2. Secondly, employee will be provided a written notice of violation(s) and asked to refrain from working outside of agency.
3. Refusal to respond to such request shall be cause for dismissal.

Employee has the right to appeal action(s) taken by completing the following steps:

1. Submit a written request to immediate supervisor for an appeal of the action taken within 15 days of receiving written notice of violation (s).
2. Agency has 15 days to respond to the employee's request for an appeal hearing.

I have given and carefully/clearly explained a copy of this policy to the undersigned employee.

Manager's Signature

Date

I have received and read a copy of this policy. The policy was carefully/clearly explained to me. I understand all aspects outlined as contained and will comply with these guidelines as they are written.

Employee Signature

Date