

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

*Policies, Procedures, and Rules*



APPROVED BY HEAD START POLICY COUNCIL

## **PURPOSE OF THE MANUAL**

**This manual is the basic official document of the Lafourche Parish Government that covers the personnel administration of all Lafourche Parish Head Start employees.**

## **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 AND EMPLOYEE CAN TERMINATE EMPLOYMENT AT 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.**

# LAFOURCHE PARISH GOVERNMENT HEAD START POLICY AND PROCEDURES MANUAL

## TABLE OF CONTENTS

	<b>Page(s)</b>
Table of Contents	3
Definitions	6
Scope of Coverage	9
Management Rights	9
Chapters	
<b>I. Introduction</b>	<b>10</b>
Section 1. Objective	10
Section 2. Dissemination	10
Section 3. Personnel Policy Changes	11
Section 4. Personnel Files	11
<b>II. Fair Employment Practices</b>	<b>13</b>
Section 1. Equal Employment Opportunity	13
Section 2. Code of Ethics for Employees	14
Section 3. AIDS, ARC, and HIV Policy Applicability	16
Section 4. Family Medical Leave (As taken under FMLA)	18
<b>III. Standards of Responsibility and Conduct</b>	<b>19</b>
Section 1. Lafourche Parish Substance Abuse Policy	19
Section 2. Complaint Process	29
Section 3. Grievance Process	31
Section 4. Workplace Harassment	32
Section 5. Dress Code	34
Section 6. Expense and Travel Policies – Ordinance No. 3457	34
Section 7. Policy Clarification for Local Travel	35
Section 8. Confidentiality Policy	35
Section 9. Child Abuse and Neglect	36
Section 10. Smoke-Free Policy	36
Section 11. Employee Injured on the Job Procedures	36
Section 12. Equipment/Property Damage Procedures	38
<b>IV. Salary Administration Plan and Policy</b>	<b>39</b>
Section 1. Salary Administration Plan	39
Section 2. Pay Period	40
Section 3. Time Sheet Submission Policy	40
Section 4. Employee Benefits	40
Section 5. Payroll Deductions	41
Section 6. Garnishments	42
Section 7. Compensatory Leave Policy	42

<b>V. Hiring Policies and Procedures</b>	45
Section 1. Vacancies	45
Section 2. Job Advertisement and Job Applicants	45
Section 3. Selection Process	45
Section 4. Job Interviews	46
Section 5. Examinations and Other Licensing Mandates	46
Section 6. Probation	47
Section 7. Head Start Director Position	47
<b>VI. Supervision and Management</b>	49
Section 1. Performance Evaluations	49
Section 2. Training	49
Section 3. Continuing Education Policy	49
Section 4. Disciplinary Action/Types of Disciplinary Action	49
Section 5. Insubordination	52
<b>VII. Leave(s) of Absence, Hours of Work and Attendance</b>	53
Section 1. Leave Request Procedure	53
Section 2. Annual Vacation Leave	53
Section 3. Advanced Leave	54
Section 4. Year-Round Leave	54
Section 5. Splitting Leave	54
Section 6. Supervisor's Responsibilities	55
Section 7. Settlement of Leave Accounts	55
Section 8. Sick Leave	55
Section 9. Funeral Leave	57
Section 10. Emergency Response and Recovery (Ord. No. 4962)	57
Section 11. Military Leave	62
Section 12. Civil Leave	62
Section 13. Maternity Leave	63
Section 14. Leave Without Pay	64
Section 15. Disability Leave Work-Related	64
Section 16. Disability Leave Non-Work-Related	64
Section 17. Replacing Disabled Workers	65
Section 18. Reasonable Accommodation	65
Section 19. Other Employee Benefits	65
Section 20. Crisis Leave Policy	66
Revisions Approved by Policy Council	71
Appendix A	72
Appendix B	74
Appendix C	77
Appendix D	79
Appendix E	81
Appendix F	83

Appendix G  
Appendix H

91  
97

## DEFINITIONS

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

**Appointing Authority:** shall mean the Parish President, or the Parish Administrator.

**Bona fide occupational qualification (BFOQ):** is the (rare) designation of a specific sex, race, religious affiliation, national origin, age, disability, or lack of one as a requirement of the job. The burden is on the employer to prove that such a requirement is a BFOQ for a particular position.

**Chain of Command:** refers to the hierarchical structure of authority.

**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.

**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.

**Dismissal or Removal:** refers to the termination of employment for cause.

**Drug Screening:** refer to the LPG Drug and Alcohol Policy.

**Education/FIS Staff:** refers to Education Manager, full-time teachers, Center Directors, Family Involvement Specialists and Child/Outcome Disabilities Coordinator.

**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. However, whenever it is deemed justified, an Appointing Authority may authorize overtime pay for such employees.

**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.

**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.

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

**Lafourche Parish Council:** shall mean the nine members of the Lafourche Parish Council elected by single-member districts delineated by legislative power. The member elected at large shall be included in this definition when in the position of voting to break a tie vote as outlined in the Home Rule Charter. Hereinafter, the Lafourche Parish Council shall be referred to as LPC. Furthermore, hereafter, the Lafourche Parish Government shall be referred to as LPG.

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

**Nepotism:** is defined as a circumstance arising when an employee's immediate family is being 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 purpose 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 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.

All relatives presently working in the above-listed situations will be "grandfathered" into the system.

**Parish:** shall mean the Parish of Lafourche, State of Louisiana.

**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. New employees will serve a six (6) month probationary period.

**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.

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

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

**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.

**Suspension** refers to the enforced leave of absence without pay of an employee as a result of disciplinary purpose; during an investigation of alleged misconduct by the employee; or pending termination approval by policy council.

**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.

**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.

**Unclassified employee** shall mean an employee whose appointment is the responsibility of the Appointing Authority inclusive of the LPG. One who is covered in the entire scope of this manual.



## **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. All members of boards and commissions of the LPG.
3. All LPG attorneys.
4. Consultants, advisors and counsel rendering temporary professional services.
5. All independent contractors.

The policies and procedures of this manual apply except when the policies are not in direct conflict with the Home Rules Charter or Department of Labor regulations and guidelines exempt status and all other Head Start personnel.

## **MANAGEMENT RIGHTS**

Lafourche Parish reserves all rights to amend this manual as per authority set forth in the Home Rule Charter.

## **CHAPTER I INTRODUCTION**

### **Section 1 Objective**

- 1.1 The LPG Head Start Program recognizes that a personnel system that recruits and retains competent, dependable personnel is indispensable to effective, efficient operation.
- 1.2 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 Parish;
  - c. Provide courteous and dependable service to the public;
  - d. Provide fair and equal opportunity for qualified persons to enter and progress in services in a manner based on merit and fitness as ascertained through fair and practical personnel management methods;
  - e. Conduct all operations in an ethical and legal manner so as to generate by action a reputation as an efficient, progressive body in the region and the state.

### **Section 2 Dissemination**

- 2.1 This manual shall be maintained at the administrative office of Head Start. It shall be made available to every employee at each classroom site, Parish Office, and Parish website, 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.
- 2.2 Furthermore, all Head Start employees will be informed in writing by the administration of any changes or deviations in the personnel manual approved by Policy Council, and LPC within fifteen days of approval.

### **Section 3 Personnel Policy Changes**

- 3.1 This manual and any subsequent changes shall become effective upon ratification of the Head Start Policy Council and LPC.
- 3.2 The Parish President and/or the Parish Administrator will exercise final authority within the general parameters set forth by the policies in this manual and in matters concerning implementation of new policies as well as interpretation of existing policies of LPG.
- 3.3 No supervisor is authorized to orally modify these policies and procedures, as such verbal modifications will not be binding on the parish.
- 3.4 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.
- 3.5 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.

### **Section 4 Personnel Files**

- 4.1 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.
- 4.2 Nothing herein shall prevent the dissemination of impersonal statistical information or information not protected by the Privacy Act.
- 4.3 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.
- 4.4 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.

- 4.5 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.
- 4.6 The Director of Human Resources shall have the authority to verify employment of employees on telephone inquiries.

## **CHAPTER II FAIR EMPLOYMENT PRACTICES**

### **Section 1 Equal Employment Opportunity**

- 1.1 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.
- 1.2 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 alleged discriminatory action. See Appendix D for Discrimination Complaint Form.
- 1.3 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)**
- 1.4 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”

## Section 2 Code of Ethics for Employees

2.1 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:

- a. **Compensation:** Head Start employees shall not receive any thing of economic value, other than compensation and benefits to which he or she 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 twenty-five (25) 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 anything 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.

- b. **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.
- c. **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.
- d. **After Termination:** No former Head Start employee shall receive from Head Start, directly or indirectly, anything 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.

- e. **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>.

2.2 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 for one week during the investigation of any suspected unethical behavior. If the investigation last longer than a week, suspension may be without pay. Any Head Start employee may, upon completion of the investigation, be demoted or transferred or have his employment suspended or terminated.

2.3 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 purpose 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 LPG 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.

2.4 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.

### **Section 3 AIDS, ARC & HIV Policy Applicability**

3.1 This policy shall apply to all personnel under the direct authority of the LPG.

3.2 **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).

3.3 **DEFINITIONS:**

- a. **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:
  1. candidiasis of the esophagus, trachea, bronchi, or lungs
  2. cryptococcoses, extrapulmonary
  3. cryptosporidiosis with diarrhea persisting one month
  4. herpes simplex virus infection causing a mucocutaneous ulcer that persists longer than one month
  5. lymphoma of the brain (primary) affecting a patient 60 years of age
  6. lymphoid interstitial pneumonia and/or pulmonary lymphoid
- b. **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).
- c. **HIV seropositivity** – is that condition of a person who tests positive for HIV antibodies by way of ELSA and Western Blot.
- d. **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.
- e. **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.



- f. **Physical isolation** – is a condition which is prohibited unless the need is medically justifiable and certified by the attending physician.
- g. **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.

### 3.4 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.

### 3.5 Employment

- a. **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.
- b. **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.

### 3.6 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.

### 3.7 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.

## **Section 4 Family Medical Leave (*As taken under the FMLA*)**

- 4.1 In accordance with the Family Medical Leave Act of 1993, LPG 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.
- 4.2 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.
- 4.3 The National Defense Authorization Act of 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.
- 4.4 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.
- 4.5 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](http://www.lafourchegov.org) under the Human Resources Dept.

## **CHAPTER III STANDARDS OF RESPONSIBILITY AND CONDUCT**

### **Section 1 Lafourche Parish Government Substance Abuse Policy**

- 1.1 In order to protect the health, welfare and safety of the public and employees of Lafourche Parish, heighten efficiency and effectiveness of service to the public, and insure 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) and drug-related paraphernalia, are allowed on Parish property. An employee may possess certain prescription drugs and over-the-counter medications provided:
  - a. it has been prescribed for and limited to his/her use;
  - b. it is kept in the original container; and
  - c. LPG 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 any illegal or unauthorized drug(s) in the employee's system.
- 1.2 In furtherance of this policy, entry on Parish property is conditioned upon the company's right to search all persons and their possession for any Parish-prohibited items
- 1.3 The term "Parish Premises" shall include all locations at which work is performed by Parish personnel or at which our agency is assigned to work, including parking lots and storage areas. The term also includes aircraft, automobiles, trucks, and all other vehicles and equipment, whether Parish-owned or leased.
- 1.4 Any individual who violates the Parish's Substance Abuse Policy will be subject to termination.
- 1.5 The Substance Abuse Policy shall apply to all Parish classified and unclassified employees, including management and administrative personnel, and any part-time, seasonal, or temporary employees.
- 1.6 Adherence to this policy shall be considered as a condition of employment or continued employment. Additionally, this policy shall also be applied to Parish vendors, suppliers, contractors, and visitors. Any contractor conducting work on Parish property may be asked to provide a written statement verifying the enforcement of a drug and alcohol policy for his/her employees. Contractors,

employees, and property shall be subject to substance abuse screens while performing work for the Parish.

- 1.7 For the purpose of this policy, employees shall not be regarded as “individuals with disabilities” if such individual is a substance abuser whose current use of the substance prevents the individual from completing the functions of the assigned job or whose employment, by reason of such current substance abuse, would pose an immediate or direct threat to the safety or property of others.
- 1.8 This policy shall apply to all departments and/or agencies that are created and governed by the LPG.
- 1.9 Any matter involving substance abuse or alleged substance abuse shall be handled in accordance with this policy.
- 1.10 Drug Screens:
  - a. Drug screens may be done by this Parish under specified conditions.
  - b. The drug screens will be performed by a N.I.D.A certified laboratory which has been approved by the Risk Manager for 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 specific 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.
- 1.11 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 and employees 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 make application 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 the LPG.

1.12 Periodically and without warning, search by authorized Parish representatives may be made on 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 the LPG and submitted to law enforcement authorities.

1.13 An employee shall be required to participate in the substance abuse screening procedure if there exists reasonable suspicion to believe that the employee's fitness for duty is questionable, based on the following criteria:

- a. 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.
- b. Any observable, work-related behavior or similar pattern of conduct that indicates signs of impairment in normal sensory and/or motor body functions.
- c. Any articulable facts or evidence that indicates possible substance abuse on the job.

- d. Any information or evidence that indicates possible drug-related activity by a specific individual or group.
  - e. Any pattern of alcohol and/or drug-related behavior, conduct or activity that is violative of municipal, state, or federal laws.
  - f. 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, bi-weekly, or monthly basis to be determined by the Administration.
    - 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.
- 1.14 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:
- a. The term “accident” refers to any occurrence which required treatment by qualified medical personnel, causes injury or fatality, produces damage to property or material or interrupts and/or terminates scheduled work assignments.
  - b. The term “near miss” refers to any incident which might have resulted in an “accident” (as defined above) 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, but was prevented by the intervention of some special action, circumstances or event.
- 1.15 All employee are required to cooperate in the event of an inspection.
- 1.16 If probable cause exists, a personal inspection of an employee may be executed. All personal inspections will be performed by authorized law enforcement personnel of the same gender of the employee. The employee undergoing the inspection shall remain at the stipulated worksite until the personal inspection is completed.

- 1.17 Refusing to cooperate in an inspection or disrupting an inspection pursuant to this policy will result in disciplinary action up to and including termination.
- 1.18 Definitions and Positions to be Tested:
- a.. Employees in sensitive positions – positions that require a high degree of trust and confidence.
    - 1. Parish Administrator
    - 2. Department Heads
    - 3. Rick Manager/Safety Officer
    - 4. Supervisors
    - 5. Employees with fiduciary responsibility
  - b.. Security-sensitive positions – security or law enforcement; requires the carrying of a firearm.
    - 1. Security Guard
  - c. Safety-sensitive positions – positions that may put the public and/or employees at risk.
    - 1. Foreman
    - 2. Equipment Operators (Heavy and Light)
    - 3. Mechanics
    - 4. Equipment Maintenance Technicians
    - 5. Any employee who operates/drives a Parish vehicle
- 1.19 The Human Resources Department, 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.
- 1.20 The Human Resources Department 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.
- 1.21 All employees who occupy positions that have been determined by the Administration, Human Resources Department, or Safety Officer 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:
- a. The level of funding allocated for substance abuse testing by the

LPG and recommendations of the Administration, Human Resources Department, and the Risk 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.

- b. Times and dates of tests shall not be announced in advance.
- 1.22 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.
- 1.23 Refusal to participate in the substance abuse screening procedure, or failing 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 to be presumptive evidence of the individual's inability to pass the substance abuse testing procedure. Such individuals will be considered as having failed.
- 1.24 Upon receipt of written confirmation from the laboratory of a positive test result, the Human Resources Director shall forward this information to the Parish's medical review officer for further consideration. The medical review officer shall certify in writing to the Safety Officer either the validation of the test results or the reasons that the test results should be discounted. Accordingly, the Safety Officer shall inform the Human Resources Department of this determination, including the positive test results when verified by the medical review officer. Upon verification of a positive test result or a failure, the employee shall be suspended without pay pending Policy Council approval of the termination.
- 1.25 Knowledge:
- a. 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/her own urine sample.
  - b. Every employee shall have the right to obtain the results of any analysis, screening, or test for the presence of alcohol concerning his/her blood and/or breath sample or specimen.
  - c. 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/her own results.
  - d. Upon written request, any employee confirmed positive shall maintain the right to access records relating to his/her drug tests within seven (7) working days.



- 1.26 All drug screen results will be kept in the strictest confidence with access limited to a legal “need to know” basis. The results will not be made part of the normal personnel file.
- 1.27 Any other information pertaining to an employee’s violating the policy will also be confidential with access limited to a “need to know” basis.
- 1.28 When an employee paid under a Federal grant has been convicted of violating any criminal drug statute in the workplace, the proper agency will be so notified in writing within ten calendar days after the Parish’s receiving notice of such conviction.
- 1.29 The results of a substance abuse screening may not be disclosed during an employment reference except when authorized by DOT with a signed release statement.
- 1.30 Parish employees are prohibited from disclosing or circulating confidential substance abuse testing details and random testing occurrences with any other person or employee unless it is within the range of their administrative functions. An infraction in confidentiality will consequently result in disciplinary actions.
- 1.31 If any illegal or suspected illegal substances are found on Parish property, the Safety Officer will be immediately notified. If deemed necessary, the Safety Officer shall notify appropriate law enforcement entities.
- 1.32 The presumed illegal substance(s) should be confiscated and secured until further directions can be obtained from the Safety Officer.
- 1.33 A notice of any substance conviction (including Driving While Intoxicated) must be submitted within five (5) calendar days after conviction to the employee’s supervisor.
- 1.34 If an employee is required to have a CDL license to perform the functions of his/her position and has the license revoked due to the arrest or conviction of DWI, the employee must disclose the loss of the license to his/her supervisor immediately.
- 1.35 If an employee has prudent suspicion based on direct observation or knowledge to believe that another employee is in violation of the substance abuse policy, he/she shall confidentially divulge the situation to the Substance Abuse Program Manager or his/her supervisor. Examples of such violations include:
  - a. The use or possession of alcohol.
  - b. The use, manufacture, or possession of an illegal or dangerous substance.

- c. The abuse of a legally prescribed drug
- 1.36 The Human Resources Department will implement, enforce, and administer this policy.
- 1.37 The Parish retains the authority to amend this policy as deemed necessary to adhere to the requirements of local, state, and federal laws.
- 1.38 The Substance Abuse Policy shall be administered fairly and equally to all persons regardless of gender, race, nationality, color, religion, age, disability or politics.
- 1.39 Definitions:
- a. **ALCOHOL** – in reference to this policy, the term alcohol shall refer to the intoxicating substance in distilled or fermented beverages, medicines, liquors, or other substances containing alcohol.
  - 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 or confirmation test on the urine sample shall be done by a N.I.D.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 as defined in S961 of Title 40 of Louisiana Revised Statutes of 1950 as amended.
  - d. **DRUG** – in reference to this policy, the term drug shall refer to any medication or substance that alters one or more of the typical body functions (i.e., vision, coordination, reflexes, etc.) when used by an individual. This term shall include all forms of narcotics, stimulants, depressants, inhalants, or hallucinogens whose use, sale, and/or distribution is restricted or controlled by law.
  - e. **ILLEGAL DRUG** – in reference to this policy, the term illegal drug shall refer to any substance not legally obtainable in Louisiana. The term shall also include any drug legally obtainable in Louisiana but which has been obtained illegally.
  - f. **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 purposes. The act of prescribing must be in good faith and in the usual course of the licensee’s

professional practice.

- g. **PRESCRIPTION** – shall mean a written request for a drug or therapeutic aid issued by a licensed physician, dentist, 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.
  - h. **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 misuse 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.
  - i. **INITIAL TEST** – (also known as screening) an immunoassay screen to eliminate “negative” urine specimens from further consideration.
  - j. **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.)
  - k. **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.
- 1.40 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.

## SUBSTANCES AND DETECTION LEVELS

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

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

1.42 Confirmatory Test Level:

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

1.43 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.

1.44 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.

1.45 Disciplinary Actions for Policy Violations:

- a. An employee who refuses to submit to a search, inspection, routine drug screen, or other approved medical testing procedure; or is found as a result of such tests 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/her system; or who otherwise violates the Substance Abuse Policy, will be subject to termination. Compliance with the Substance Abuse Policy is a condition of employment. The proper law enforcement authorities may be notified in appropriate cases.
- b. 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.

- 1.46 The Substance Abuse Policy is 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.
- 1.47 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.
- 1.48 Continued employment with the Parish will be conditioned on the following criteria:
  - a. Enrollment in and successful completion of a certified rehabilitation program.
  - b. The rehabilitation program is in conformance with the standards normally acceptable within the health-care industry.
  - c. 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.
  - d. 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.
  - e. 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.
- 1.49 Failure of the employee to agree to and/or comply with these conditions shall constitute adequate grounds for termination.

## **Section 2 Complaint Process**

- 2.1 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.
- 2.2 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.
- 2.3 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 HS Director, requesting a conference, step three.
- 2.4 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.
- 2.5 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.*

2.6 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/Male Involvement Manager – FIS/Nutrition/Male Involvement 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

2.7 *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.*

### **Section 3 Grievance Process**

- 3.1 The employee who has followed the Formal Complaint/Chain of Command and the problem has not been resolved, may then follow the Grievance Process.
- 3.2 The term grievance shall refer to any claim or allegation by an employee who perceives a violation of rights, privileges, or benefits which has been granted to LPG employees in this manual or by state or federal statutes.
- 3.3 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 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 .
  - c. A violation of the implementation, enforcement, administration, application or interpretation of any policy, regulation, administrative directive, personnel policy or practice of the LPG.

- 3.4 No records of the grievance will be filed in the grievant's personnel file.
- 3.5 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.
- 3.6 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.
- 3.7 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.

#### **Section 4. Workplace Harassment**

- 4.1 The LPG strives to provide all employees and volunteers with a work environment that is secure, protected, and free from harassment. It is our intent to discourage all forms of harassment at work, including harassment based on race, sex, age, religion, color, national origin, sexual orientation, veteran or disability status. It is the responsibility of all employees to abide by these rules and regulations concerning Workplace Harassment.
- 4.2 (Sexual harassment is also prohibited, but is detailed in a separate policy.)
- 4.3 Policy Objectives:
  - a. To provide a workplace that is free of any type of harassment, and which is conducive to efficient, effective public service.
  - b. To ensure employees that they do not have to endure insulting, threatening, or embarrassing treatment by any LPG employee or supervisor.



- 4.4 It is the responsibility of each employee, supervisor, and department head to comply with this policy.
- 4.5 Any employee who participates in harassment on the basis of gender, race, color, sex, age, religion, disability, sexual orientation, or national origin; who allows employees under his/her supervision to participate in such harassment; or who avenges or allows vengeance against an employee who alleges such harassment is in violation of this policy and shall be held accountable and receive corrective action which may include strict discipline and/or termination of employment.
- 4.6 Harassment may also consist of verbal or physical behaviors pertaining to an individual's sex, age, race, color, religion, disability, national origin, gender, or affiliation with another protected category. Harassment is defined as conduct which intentionally creates an offensive, aggressive, or intimidating working environment, or has the prospect of interfering with an individual's job performance, or negatively affects an individual's employment opportunities.
- 4.7 Any employee who is subjected to prohibited workplace harassment should promptly take the following steps:
- 4.8 Any employee who is subjected to prohibited or illegal workplace harassment, as defined in this policy, is requested and encouraged to make a complaint to the LPG. Such employees are not required to complain first to the person who is doing the harassing. Employees may complain to the Department Head, the Director of Human Resources, the Director of Civil Service, or to the Parish Administrator. Similarly, if any employee observes harassment of another employee, they are requested to report this to one of the persons described above. No reprisal, retaliation, or other adverse action will be taken against any employee for making in good faith a complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.
- 4.9 Any supervisor or manager who receives a complaint or workplace harassment is to immediately report this complaint to one of the persons described above.
- 4.10 The LPG will thoroughly investigate any allegation of workplace harassment and will maintain confidentiality to the extent consistent with a thorough investigation. Any employee at any level found to have engaged in workplace harassment will be subject to appropriate disciplinary action, up to and including termination.
- 4.11 **The LPG will not condone or authorize any kind of retaliation against any employee who has made a good faith effort to report actions which they believe are in violation of this policy.**

## **Section 5. Dress Code**

- 5.1 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 A of this manual.

## **Section 6. Expense and Travel Policies – Ordinance No. 3457:**

- 6.1 Members of the LPC, Council employees, the Parish President, administrative employees, members of parish boards and their employees are authorized reimbursement in the following manner for expenses incurred while performing official duties:
- a. Reimbursement shall be made in accordance with the most recent Louisiana Travel Guide available for reference at [www.state.la.us/osp/traveloffice.htm](http://www.state.la.us/osp/traveloffice.htm).
  - b. Where circumstances require the approval of the Commissioner of the Division of Administration:
- 6.2 Legislative officials and employees shall obtain approval of the Council Chair.
- 6.3 Members and employees of Parish Boards, Commissions, and Special Districts shall obtain the approval of either the Parish President or the Parish Administrator.
- 6.4 Administrative officials and employees shall obtain the approval of either the Parish President or the Parish Administrator.
- 6.5 The following modifications are to be considered in application of the Travel Guide guidelines:
- a. As parish officials and employees are not able to utilize state contracts for air transportation travel shall be made using commercial carrier service at the coach/economy class rates. The parish does not require use of lowest prices airfare where circumstances which can be documented dictate otherwise.
  - b. Travel out of the Parish or within the Parish when over 30 miles away from a person's domicile that extends through lunch will be reimbursed in accordance with the Traveler's Meals chart.
  - c. The members of the Lafourche Parish Council and employees are authorized to receive a mileage allowance at the state approved rate for

use of his personally owned vehicle while in conduct of official Parish business.

## **Section 7. Policy Clarification for Local Travel**

- 7.1 **No Head Start employee is allowed to file for mileage reimbursement for in-service, pre-service trainings and faculty meetings.**
- 7.2 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.
- 7.3 **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 5<sup>th</sup> 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.
- 7.4 Mileage compensation for use of a private vehicle for official business shall be reimbursed in accordance with State regulations.
- 7.5 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)
- 7.6 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.

## **Section 8. Confidentiality Policy**

- 8.1 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.

- 8.2 All Head Start employees, parents, and volunteers will sign a confidentiality statement upon their entrance into the program. Revealing confidential 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).

## **Section 9. Child Abuse and Neglect**

- 9.1 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, medical care, or supervision.
- 9.2 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.

## **Section 10. Smoke-Free Policy**

- 10.1 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.

## **Section 11 Employee Injured on the Job Procedures**

- 11.1 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. Inform them of what happened.
  - c. If the injured employee requires or requests 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.
- 11.2 The following are medical facilities that will be used, if the injury is not life threatening:
- 1. North Lafourche Area:  
Thibodaux Family Doctor Clinic  
Dr. Francis Robichaux  
804 S. Acadia Road  
Thibodaux, LA 70301  
985-446-2680
  - 2. South/Central Lafourche Area:  
Mathews Family Doctor Clinic  
111 Acadia Drive  
Mathews, LA 70394  
985-537-7575
- 11.3 Please contact the Risk Management office for the forms specified for use in above procedures.

## Section 12. Equipment/Property Damage Procedures

- 12.1 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 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 damage 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 heard back from the Risk Management Office.
  - d. If you feel that there is an urgent need to have the equipment repaired, please notify Risk Management immediately.
- 12.2 **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.)
- 12.3 **Under NO circumstances should you put private citizens in jeopardy or in a situation where they might be injured.**

**CHAPTER IV  
SALARY ADMINISTRATION PLAN AND PAYROLL**

**Section 1 Salary Administration Plan**

- 1.1 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.
- 1.2 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.
- 1.3 A regular payroll period shall consist of eight (8) 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 paid exactly to the minute. See Appendix G – Employee Work Schedules.
- 1.4 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.
- 1.5 LPG 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).
- 1.6 Absence from work by reason of any form of authorized leave shall not be considered as actual hours worked for purposes of overtime pay eligibility determinations. However, absence from work by reason of holidays with pay shall be considered as time worked at a straight-time rate of pay for purposes of overtime pay eligibility determinations.
- 1.7 Absence from work while on leave of absence without pay is not considered as time worked for purposes of overtime pay eligibility determinations.

- 1.8 Overtime work on one day shall not relieve an employee of the responsibility to report for work at the regularly scheduled time on the next ensuing day.
- 1.9 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.
- 1.10 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.

## **Section 2 Pay Period**

- 2.1 LPG employees are paid by direct deposit biweekly. If a bank holiday falls on the scheduled deposit date, deposits will be made on the preceding work day. There are 26 pay period per year, and pay dates are 2 weeks after the end of a pay period.

## **Section 3 Time Sheet Submission Policy**

- 3.1 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 LPG employees. Consequently, the LPG Time Sheet Submission Policy is effective immediately.
- 3.2 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 payroll 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.
- 3.3 The only employees exempt from this policy are elected officials which includes the Parish President, Councilmen, Constables, and the Justice of the Peace. Therefore, all other employees and supervisors will have to abide by this policy with NO exceptions.
- 3.4 Any time sheets submitted without proper authorization or signatures will not be processed.

## **Section 4 Employees Benefits**

- 4.1 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.

## **Section 5 Payroll Deductions**

- 5.1 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 is mailed out biweekly. Deductions may include any of the following:
- a. 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.
  - b. 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.
  - c. Group Health Coverage: Employee coverage is available to permanent, full-time employees; consistent with current plan.
  - d. 457b Deferred Compensation Plan: All full-time employees and part-time employees are eligible to participate in this payroll-deducted pre-taxed supplemental retirement program. Only full-time, permanent employees will be eligible for Parish match.
  - e. Section 125 Cafeteria Plan: All full-time employee shall be eligible to participate in this payroll-deducted, insurance premium pre-tax program. The Human Resources Director shall be responsible for informing all employees at their time of recruitment of this program, and allow them to enroll within the time limit specifications outlined in the Section 125 Plan Document.
  - f. ASI Credit Union: Employees may authorize a savings through ASI Credit Union to be payroll-deducted by completion of a Payroll Deduction Authorization/Change form. Employees should contact ASI Credit Union for such form.

- g. United Way: Contributions to United Way may be payroll-deducted with the completion of a donation form.
- h. Disability Coverage: Employee coverage for short-term or long-term disability insurance is available to permanent, full-time employees; consistent with the current plan.
- i. Life Coverage: Employee and dependant coverage is available to permanent, full-time employees, consistent with the current plan.
- j. Dental Coverage: Employee and dependant coverage is available to permanent, full-time employees; consistent with the current plan.
- k. Vision Coverage: Employee and dependant coverage is available to permanent, full-time employees; consistent with the current plan.

## **Section 6    Garnishments**

- 6.1    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.

## **Section 7.    Compensatory Leave Policy**

- 7.1    It is the policy of LPG 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.
- 7.2    To ensure that LPG employees who work overtime are adequately and properly compensated, as provided in the Fair Labor Standards Acts.
- 7.3    Procedure for earning Compensatory Leave:
  - a.    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 employee 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.
  - b.    Employees in positions that are designated as “Exempt” earn compensatory time for any hours worked above their normal work schedule in a work week.

- c. No compensatory leave/overtime shall be worked by any LPG employee without prior approval of his or her supervisor.
- d. 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.
- e. 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.
- f. Employees and their supervisors are to minimize the accumulation of compensatory leave. LPG employees are limited to the accumulation of only 40 hours of compensatory leave.

#### 7.4 Exceptions

- a. Hours worked during a declared emergency will be compensated in dollars in accordance with the Lafourche Parish Civil Service Guide.
- b. 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.
- c. 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.

#### 7.5 Use of Compensatory Leave

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

#### 7.6 Disposition of Compensatory Leave

- a. The Appointing Authority may require employees to take all or part of accrued compensatory leave at any time.
- b. Upon separation or termination from LPG, unused compensatory leave earned by non-exempt employees shall be paid at the employee's regular pay rate.

- c. Upon separation or termination from LPG, all unused compensatory leave earned by exempt employees shall be cancelled.
- d. Compensatory hours earned by exempt employees in excess of 40 must be used within the pay period earned (flexed) or they are lost.
- e. 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.

## **CHAPTER V HIRING POLICIES AND PROCEDURES**

### **Section 1 Vacancies**

- 1.1 The Director of Head Start shall send written notification to the Community Services Director and the Human Resources Department when vacancies occur or are imminent in the Head Start Program.
- 1.2 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.
- 1.3 Applications will not be considered for employment unless a position has been advertised or posted in-house.

### **Section 2 Job Advertisement and Job Applicants**

- 2.1 The content of all job advertisements shall be approved by the Human Resources Director and/or Parish Administrator.
- 2.2 Job advertisements shall reflect a general description of the job requirements as outlined in the Job Description filed in the Human Resources Department.
- 2.3 Job advertisements shall request submittal of applicants. Resumes may be attached to the application if received.
- 2.4 Job advertisements shall have a deadline date for submittal of applications.
- 2.5 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 Complexes in Thibodaux, Mathews, and Galliano.
- 2.6 The job application of any applicant who is not hired will be kept on file in the Human Resources Department for one (1) year. Job application forms of successful candidates shall be filed in the personnel folder.

### **Section 3 Selection Process**

- 3.1 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.
- 3.2 An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements.
- 3.3 The Human Resource Director and/or Head Start Director, along with Management Staff, may review applications, eliminating those not qualified according to the advertisement and job description.
- 3.4 The Personnel Committee of the Head Start Policy Council and members of the staff may interview the candidates.
- 3.5 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.

#### **Section 4 Job Interviews**

- 4.1 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 if applicable. Test 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.
- 4.2 The applications and other records from the applicant should be forwarded to the Human Resources Director for review.
- 4.3 Grant programs will follow the selection process outlined by the grant program and/or federal guidelines.

#### **Section 5 Examinations and Other Licensing Mandates**

- 5.1 After an applicant is offered contingent 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 examination shall be order by the Director of Head Start; such cost shall be borne by the department. See Appendix E – Criminal Records Check Declaration Page.

- 5.2 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.
- 5.3 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.
- 5.4 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.

## **Section 6 Probation**

- 6.1 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.
- 6.2 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.
- 6.3 Supervisors shall closely observe and evaluate the work and fitness of probationary employees and encourage adjustments to the jobs and the LPG. Supervisors shall retain only those employees who meet acceptable standards during evaluation periods.
- 6.4 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, supervisor are encouraged to complete two three-month evaluations (see also Performance Evaluations, Supervision and Management).

## **Section 7. Head Start Director Position**

- 7.1 The LPG shall adhere to the Head Start Act Sec. 642(c)(1)(E). The procedures relating to the Head Start Director are specified as follows:

- a. Hiring
  - 1. Human Resources will advertise any vacated position and the hiring policies/procedures established by LPG will be utilized.
  - 2. When a candidate has been selected by the interview committee, a criminal background check will be conducted.
  - 3. Upon clearance of the background check, the candidate must be approved by the PC and ratified by the LPC. The minutes of both minutes will be submitted to the Dallas Regional Office.
  
- b. Termination:
  - 1. The Head Start Director is subject to the rules of the LPG policies for termination.
  - 2. Termination must have approval from the PC and ratified by the LPC. The minutes of these meetings will be submitted to the Dallas Regional Office.
  
- c. Evaluation:
  - 1. The Head Start Director will be evaluated yearly by the Parish President or the Community Services Director with input from the LPC liaison to the PC.
  - 2. The instrument will be the same as used for other LPG employees.
  
- d. Compensation:
  - 1. LPC must approve by ordinance any changes to salaries.



## **CHAPTER VI SUPERVISION AND MANAGEMENT**

### **Section 1 Performance Evaluations**

- 1.1 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.

### **Section 2 Training**

- 2.1 Each supervisor is charged with the responsibility of providing all required training for employees under his or her supervision.
- 2.2 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.
- 2.3 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.
- 2.4 Education/Family Involvement Specialist staff will be required to be present at mandatory training days which will include submission of payroll once every two (2) weeks in order to accrue summer vacation leave. The employee is allowed to miss only one training /payroll 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/Family Involvement Specialist 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.

### **Section 3 Continuing Education Policy**

- 3.1 See Appendix F.

### **Section 4 Disciplinary Action/Types of Disciplinary Action**

- 4.1 Listed below are some of the more serious actions of employees requiring action,

including termination:

- a. deliberately violating the LPG equal opportunity procedures and program contained in this manual.
- b. stealing or attempting to steal property of the LPG or service provider to the LPG.
- c. 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.
- d. improperly recording hours worked or falsification of a time sheet. This category shall include falsifying sick leave absences, or fraudulently accumulating overtime.
- e. insubordination or failing to carry out any reasonable order of his or her supervisor.
- f. Absence without notice to supervisor, tardiness beyond beginning hours during a working day, or excessive tardiness.
- g. neglect of the specified supervisory duty to report misconduct or a subordinate.
- h. performing any service relating to an outside business or professional activity during the regular working hours established for his or her LPG position.
- i. causing loss of material due to carelessness.
- j. gambling during working hours.
- k. carelessness affecting other employees' safety, or the safety of others. Children in the Head Start Program must be properly supervised at all times.
- l. harassment (threatening, intimidating, coercing, or interfering with fellow employees; creating an atmosphere of hostility or intimidation).
- m. fighting or provoking or inciting a fight.
- n. immoral conduct or indecency as defined by the Equal Employment Opportunities Commission rules and guidelines.

- o. possession of a firearm of LPG property.
  - p. any other just cause as defined by the LPG.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- a. 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.
  - b. Suspension – In the interest of good discipline, an employee may be suspended with or without pay.
  - c. 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.
  - d. Demotion – In the interest of good discipline, an employee may be demoted. The employee shall not be disqualified from consideration for later advancement.
  - e. Dismissal – In the interest of good discipline, an employee may be dismissed, terminated from parish employment.
- 4.5 The department supervisor shall be involved in 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.

## **Section 5    Insubordination**

- 5.1    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.
  
- 5.2    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.

**CHAPTER VII**  
**LEAVE(S) OF ABSENCE, HOURS OF WORK AND ATTENDANCE**

**Section 1 Leave Request Procedure**

- 1.1 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. Education Staff 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)

**Section 2 Annual Vacation Leave**

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 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, 2010, the new leave year begins and ends December 31 of every future year.

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

2.7

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

<b>YEARS EMPLOYED</b>	<b>RATE OF ACCRUAL PER HOUR WORKED</b>	<b>HOURS WORKED</b>	<b>HOURS ACCUMULATED</b>	<b>YEARLY TOTAL</b>
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

2.8 On the pay period following the last day of the school year, full-time permanent education/FIS staff will begin accruing vacations days in biweekly increments. Approximately three hundred twenty eight hours (328) 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.

**Section 3 Advanced Leave**

3.1 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.

**Section 4 Year-Round Usage**

4.1 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.

**Section 5 Splitting Leave**

5.1 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.

## **Section 6 Supervisor's Responsibilities**

- 6.1 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.**

## **Section 7 Settlement of Leave Accounts**

- 7.1 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 fifteen (15) 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.

## **Section 8 Sick Leave**

- 8.1 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;
- 8.2 In support of usage of Sick Leave with pay, an employee shall furnish the supervisor notice of the need for and cause of the absence from work and, where appropriate, a prognosis. The notice shall be in writing and shall be furnished in advance or, if advance notice is not possible, as provided in "a" of this Section. In addition:
- a. If the amount of Sick Leave is three (3) or more consecutive working days, the employee shall be allowed to resume regular duties following a return from a leave of absence due to one's own illness or medical disability, only after providing the Supervisor a statement by a licensed physician. Such

statement shall certify that the employee is released to return to work without restriction, and is not affected by a medical condition which interferes with normal duties and responsibilities satisfactorily and/or without endangering oneself, other employees, or the general public.

- b. If there is a reasonable doubt as to the validity of an employee's claim for consecutive Sick Leave days of three (3) or less, the supervisor may require written evidence of illness and eligibility to return to work and/or
  - c. If an appointing authority determines that an employee charged an absence against Sick Leave although no actual illness or disability occurred, the appointing authority shall correct the time and attendance records to show the employee on (unauthorized) Absence Without Leave for the period in question, shall take steps appropriate to recover compensation paid to the employee for the period in question, and also, may take such other disciplinary action as deemed fit.
- 8.3 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, 2010 the new leave year begins and ends December 31 of every future year.
- 8.4 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 15<sup>th</sup> of the month. If an employee's start date is after the 15<sup>th</sup> of that particular month, their initial 8 hours sick leave will not be accredited until the following month.
- 8.5 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.
- 8.6 Education/FIS staff may request advanced sick leave, not to exceed 96 hours per school year or their total accumulated sick leave for major medical emergencies



(i.e., in/outpatient 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.

- 8.7 An employee wishing to use sick leave shall inform his or her supervisor of the fact and the reason within a reasonable time that he or she is scheduled to report to work. No less than one-quarter hour will be charged against sick leave.
- 8.8 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.
- 8.9 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 not to exceed an aggregate of ninety (90) working days with a period of twelve consecutive months; whenever such leave is considered to be in the best interest of the Parish.

## **Section 9 Funeral Leave**

- 9.1 The Parish Administrator or the Human Resources Director, 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 or Human Resources Director 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.

## **Section 10 Emergency Response and Recovery (Ordinance No. 4962)**

### 10.1 PURPOSE:

To establish policies and procedures for addressing employee pay during a declared state of emergency or during situations requiring immediate attention.

### 10.2 EMPLOYEES AFFECTED:

This policy applies to all full-time, part-time, classified and unclassified employees. All employees are deemed essential employees.

### 10.3 DEFINITIONS:

- a. Key Essential Position (Tier I) – Those employees who are in management level positions and/or those specified within the Emergency

Preparedness Plan that are required before, during (on standby), and after an event.

- b. Essential Employee (Tier II) – Every Lafourche Parish Government employee.
- c. Emergency Work – During an emergency situation, employees may be reassigned to perform other necessary tasks and duties within their ability. Supervision may be provided by someone other than the regular supervisor. It is the duty of the employee to comply with all supervisory instructions. Employees are required to return to work within 48 hours of request to return, unless adjusted by the Parish President as necessary according to current conditions. Employees must monitor the parish website and any other media to find out when they must return to work. Employees who fail to be available or report to work as directed in an emergency situation shall be subject to disciplinary action up to and including termination.
- d. Call-Back – When an employee is specifically called back to work by his or her supervisor or administration representative outside of the employee's regularly scheduled hours. Call-back require additional travel to and from work; continuation of or early commencement of a regular shift shall not be considered call-back.
- e. On-Call – When an employee is issued a paging or other communications device, is not confined to a specific location and his or her time may be used for personal matters, and the employee is required to reply to a call-back page/contact to advise the supervisor of his or her availability to accept the call-back at the time.
- f. Standby – The formal assignment of an employee to remain available to respond to a call-back situation during the employee's non-working hours, such that the employee must be immediately (within 48 hours) available for duty and within telecommunications contact (beeper, radio, phone). Standby status may only be assigned by the employee's supervisor or administration representative. The act of carrying a pager or other such communication device does not, in itself, constitute standby status. **Any employee that does not have a parish issued communication device is not a cause for not being available for work.**

#### 10.4 POLICY

- a. In order to maintain the safety and functionality of the Parish's infrastructure and rights-of-way, it will be necessary periodically for designated employees to be called back for duties outside of their regular working hours during emergency or otherwise adverse situations.

Situations including, but not limited to thunderstorms, wind or other acts of nature, accidents, vandalism, and equipment failure often create problems on parish streets and rights-of-way that may warrant immediate attention outside of normal working hours.

- b. Essential employees shall not be relieved of responsibility/duty when the parish and/or other officials recommend a voluntary or mandatory evacuation. Essential employees may be required to work when citizens may not be required to work and when their families and neighbors area evacuating. The parish realizes that employees must provide for the welfare of their families and will allow time to do so; however, this will not serve as an acceptable reason for an employee's failure to report for duty when required.
- c. The Parish President shall invoke/revoke the provisions of the Emergency Pay Policy when deemed necessary.

## 10.5 PAY STRUCTURE

- a. When the agency is closed for normal business operation because of a Declared State of Emergency, as defined by the Parish President or their designee, essential employees, who are called into work during the emergency shall receive pay at the rate of time and one-half for all hours worked and double time and one-half for holidays which are identified within the Civil Service Manual, until such time as the State of Emergency is lifted or as stipulated in 9.4c above.
  - 1. Availability for Work – Any employee that does not contact or make him/her self available for work within 48 hours after an emergency event shall not be compensated. If for some reason he or she cannot return due to the emergency event, that employee shall make every attempt to contact a Parish Supervisor. If for some reason an employee cannot get in touch with a Parish Supervisor, that person's case will be handled by the Administration on a case by case basis.
- b. When the agency is open for normal business operation while in a Declared State of Emergency, normal pay provisions shall apply except that time and a half will be paid instead of compensatory time until such time as the State of Emergency is lifted or in accordance with 9.4c.
- c. Employees who do not work the day before or the day after the actual holiday shall not receive emergency holiday pay.
- d. As per Chapter IV, Section 6.1 of the Civil Service Manual and Chapter v, Section 9 of the unclassified manual, employees who are called to work

while maintaining “on-call” status shall be guaranteed a minimum of 3 hours at their respective rate of pay under the emergency pay provisions.

- e. When the agency opens for normal business operation, all employees are required to return to work. The parish will update the parish website and will provide media and any other resources with a date on which the parish will re-open for business. All employees shall be responsible for reporting to work on that date. Employees are responsible for using all forms of communications/media available to ascertain the date upon which the parish will re-open for normal business. Employees who are on pre-approved leave that do not report to work on the appointed date will be required to use their annual or compensatory leave to cover those hours. If leave is exhausted, the employees shall be on a leave without pay status. Employees requested to return to work prior to the date upon which the parish reopens for normal business will be paid according to Section 9.5a. Once the parish resumes normal business operations, regular pay provisions apply; employees not reporting to work will be subject to disciplinary action up to and including termination.
- f. Unclassified employees under Head Start and Community Services and appointed personnel are eligible for the emergency pay provisions under this policy. The current year’s budget will be amended after the state of emergency is lifted to reflect all payments made for time worked during the declared state of emergency.
- g. Employees required and requested directly by the Parish President to remain on site to ride out the storm and maintain service during a mandatory evacuation shall be paid double time. As soon as the storm/hurricane has passed over the parish the double time provisions shall cease or said pay shall cease in accordance with 9.4c. This pay provision shall not exceed 18 hours.

## 10.6 PROCEDURES

- a. 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 upon notification to the OEP Director and/or his/her designee. Any employee who has a bona fide documented medical or life condition that prevents or restricts the ability to comply with emergency duty requirements must immediately bring this fact to the attention of their immediate supervisor. “Emergency Situation” shall encompass circumstances that would expose parish employees to harmful or unsafe conditions, as determined by the Administration. During a Declared State of Emergency, those employees actually scheduled to work or available for duty (standby) during the time period of the declaration shall receive time off without loss of pay, annual leave or sick

leave. Unless a Declaration of Emergency has been issued, all parish employees are expected to report to work.

- b. By May 1<sup>st</sup> of each year the OEP Director shall notify all employees of their Tier level and their assigned duty during an emergency event.
- c. For the duration of the emergency, employees shall not be on duty for more than 18 hours at a time in a 24-hour period and there must be a minimum of a 4-hour break between shifts for the safety and health of personnel. Furthermore, upon the declaration of emergency, all scheduled vacations for designated personnel shall be cancelled.
- d. During the Declared State of Emergency, all essential personnel shall be available for duty and necessary services per the OEP Emergency Plan assignments. All employees during a Declared State of Emergency report directly to the Key Essential employees and all Key Essential employees report to the OEP Director.
  - 1. Employees are to provide their emergency contact telephone numbers (home, cell or other secondary emergency number) to their department head or immediate supervisor and are required to notify them of any changes as they occur. Department Heads and supervisors shall provide updated contact information to the OEP Director.
  - 2. The parish will update the parish website and will provide media and any other available resources with a date on which the parish will re-open for business. All employees shall be responsible for reporting to work on that day. Employees are responsible for using all forms of communications/media available to ascertain the date upon which the parish will re-open for normal business.
- e. “Key Essential” personnel are subject to 24-hour on-call status during emergency situations and are to contact their supervisors when a hurricane, severe storm, or other emergency threaten the vicinity of the parish. Individual department heads may develop emergency procedures to be followed by their departmental employees. Developed plans shall be approved by the Parish President or his or her designee prior to April 15<sup>th</sup> of each year.
  - 1. Employees who are on-call are required to be available for ready communication and duty assignment, as may be further outlined in their departmental procedures.
- f. No provisions of this Emergency Pay Policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the

interest of personal safety.

## **Section 11 Military Leave**

- 11.1 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.
- 11.2 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.
- 11.3 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.

## **Section 12 Civil Leave**

- 12.1 An employee other than part-time, temporary, emergency or others not eligible to accumulate leave shall be given time off without loss of pay:
- a. When performing jury duty;
  - b. When a subpoenaed to appear before a court, public body, commission, or board in a capacity other than as a party to or as a cause of an action; When an employee has a direct interest in the matter, Civil Leave shall not be authorized, but rather, the appointing authority may grant annual leave, or in its absence, leave without pay;
  - c. When performing emergency civilian duty in connection with national defense;
  - d. When ordered to appear for a medical or other examination by the Selective Service System or by a branch of the Armed Forces of the State or the United States;
  - e. When taking or participating in a Lafourche Parish Civil Service examination;

- f. When taking an examination for a license or certificate from a parish or state agency, provided the appointing authority certifies in writing to the Parish Administrator that the service will benefit by the employee's acquisition of the certificate or license.
  - g. When an employee is authorized or assigned to attend a convention, a conference, or a training program directly related to one's own position or to the functions and operations of the department, the employee shall be considered to be on duty and no leave shall be reported or charged against the employee.
- 12.2 Employees will receive full pay for the first day of such duty. For all days after the first day, such pay for duty shall not exceed the difference between the duty pay and regular pay.
- 12.3 The employee will be expected to report to work if duty ends before 12:00 noon on a regular workday.

### **Section 13 Maternity Leave**

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

### **Section 14 Leave Without Pay**

- 14.1 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.
- 14.2 The Parish Administrator may grant an employee, other than a transient employee, leave without pay for a period not to exceed an aggregate of ninety (90) 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 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;

- c. Provisional and transient employees may be granted temporary leave without pay for a period not exceeding five (5) working days.
- d. 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).

## **Section 15 Disability Leave Work-Related**

- 15.1 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.
- 15.2 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.
- 15.3 Any employee who has 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.
- 15.4 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.
- 15.5 Any employee filing a Worker's Compensation claim is not eligible to receive regular pay after the seven (7) day waiting period is over.

## **Section 16 Disability Leave Non-Work-Related**

- 16.1 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.

## **Section 17 Replacing Disabled Workers**

- 17.1 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.

## **Section 18 Reasonable Accommodation**

- 18.1 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.
- 18.2 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.

## **Section 19 Other Employee Benefits**

- 19.1 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

- 19.2 When a holiday falls on a weekend, the Appointing Authority may designate either the preceding Friday or the following Monday as the holiday.
- 19.3 Holiday will be equal to the number of hours of the employee's regular "work day."
- 19.4 For overtime computation purposes, a holiday will be considered the same as time worked (with the exception of shift workers).
- 19.5 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.
- 19.6 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.
- 19.7 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.
- 19.8 Employees 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.
- 19.9 LPG employees may be given holidays on other days declared as state holidays by the Governor of the State of Louisiana.

## **Section 20. Crisis Leave Policy**

### **20.1 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.

### **20.2 Definitions**

- a. **Catastrophic Injury or Illness** – a sever condition(s) that:
  1. Alters the health, either physical or mental, of an employee or the employee’s eligible family member; and
  2. Necessitates the services of a licensed medical service provider for an extended amount of time; and
  3. 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.
  
- b. **Crisis Leave Committee** – The Committee shall be comprised of the Civil Service Board or appointed designee. The Committee shall service 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.
  
- c. **Eligible employee** – a classified employee of the LPG who has attained permanent status.
  
- d. **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.
  
- e. **Leave Pool Manager** – The Civil Service Director or designee shall serve as the Leave Pool Manager.
  
- f. **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.

### 20.3 Eligibility Requirements

- a. If the following conditions are met, an eligible employee may apply for crisis leave:
  1. A catastrophic illness or injury is endured by the employee or employee’s eligible family member; and
  2. The employee has depleted all forms of paid leave; and
  3. The employee has exhausted all means of disability insurance; and
  4. Regarding past performance, the employee has displayed satisfactory attendance and has no record of abusing leave; and
  5. 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.

- b. It is not required that the employee(s) contribute to the Crisis Leave Pool to be eligible for crisis leave.
- c. 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 LMSP, adhering to the following limits:
  - 1. During one calendar year, an employee may request a maximum of 240 hours.
  - 2. Crisis leave will not be granted to an individual to extend the paid leave status beyond a total period of 12 weeks.
  - 3. 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.
  - 4. 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.

#### 20.4 Donation Procedures

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

#### 20.5 Request Procedures

- a. 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:
  1. Initial date on which the illness or injury transpired; and
  2. Detailed account of the illness or injury, including any solicited information that would assist in the eligibility determination process; and
  3. If the request is for an employee, a prognosis; and
  4. Anticipated date that employee will be able to return to work; and
  5. Documentation as requested by the Leave Pool Manager to establish eligibility of a family member.
- b. 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.
- c. 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.
- d. 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.
- e. If the request is approved, the employee's leave record will be credited the authorized amount.
- f. Crisis leave shall be used and documented in agreement with the same procedures as any other form of paid leave.

## 20.6 Changes in Status Affecting Crisis Leave

- a. Crisis leave should 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.

- b. 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.
- c. 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.

#### 20.7 Compensation and Benefits

- a. Crisis leave will be compensated according to the receiving employee's pay rate.
- b. 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.
- c. The Human Resources Department will retain reports on crisis leave contributed and utilized on the dollar value.

#### 20.8 Appeals

- a. 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.

## **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
- December 12, 2005 - Salary scales
- 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
- July 16, 2007 - Complete Manual was reviewed and revised. (Approved by Executive Board due to non-quorum.)
- October 16, 2007 - Add Outside Employment Policy and Salary Administration (COLA)
- July 20, 2009 - Complete manual was reviewed and revised.
- September 2010 - Complete manual was reviewed and revised.

# APPENDIX "A"



## 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 “B”**

**LAFOURCHE 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	20,946	10.07	24,918	11.98
1	21,154	10.17	25,126	12.08
2	21,382	10.28	25,355	12.19
3	21,611	10.39	25,542	12.28

**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	15,517	7.46	16,598	7.98	17,722	8.52	18,824	9.05
1	15,746	7.57	16,848	8.10	17,950	8.63	19,074	9.17
2	15,954	7.67	17,077	8.21	18,158	8.73	19,282	9.27
3	16,182	7.78	17,285	8.31	18,387	8.84	19,490	9.37

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

\*Years of experience will 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 teachers

REVISED 3-30-10

**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	16.55	23.71	30.87
Adm Asst./Policy Council Mngr/Facilities Mngr. Program Events Specialist Education Supervisor/Program Manager Health Supervisor Nutrition/Family Involvement Manager Transportation/Inkind Manager Child Records/Enrollment (ERSEA) Manager	13.87	19.35	24.83
Center Directors Early Intervention/Literacy Licensing Advisor	11.66	16.91	22.15
Transportation/Inkind Specialist Health Specialist Family Involvement Specialist	11.07	15.93	20.81
Substitute Bus Drivers Bus Drivers	10.29	14.21	18.13
Food Service Technicians	8.39	9.95	11.51
Male Involvement Specialist Substitute Teachers Substitute Bus Monitors Bus Monitors	7.46	8.99	10.52

REVISED 3-30-10

# **APPENDIX “C”**

# 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 “D”**

**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“E”**

# 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“F”**

# Continuing Education /College Training Policy

## Lafourche Parish Head Start

(Revised/approved by Policy Council August 16, 2010 (due to AARA funds expiring in September of 2010))

**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, 2009. 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.

## **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.

### **1. Criteria for application**

- a. The full time employee must have at least one year of employment with our agency and have no disciplinary action taken against them within a year of the application.

### **A. Prioritized funding**

- a. Lead teachers pursuing the AA degree will receive top priority
- b. Teacher II's pursuing the CDA will be fully funded.
- c. Lead teachers pursuing the BA or BS degree in Early Childhood are eligible.
- d. Education Manager
- e. Teacher II's pursuing AA or BA/BS degree in Early Childhood
- f. Other employees: If training funds are available.

NOTE: NSU or Fletcher will send invoice to Head Start for classes/books according to list of names provided to them from the Head Start Director. This procedure enables staff to continue their education without using their personal funds and applying to receive reimbursement at the end of the semester.

## **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. Costs will not be reimbursed for classes that have not been previously approved.
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. All employees must submit the Notification of College Registration Form to the Director even if not anticipating receiving financial assistance from Head

Start Funds as requested from the Regional Office.

5. Lafourche Parish Head Start will not pay for nor reimburse for the following: meals, transportation, travel costs, parking, late registration fees or transcripts.
6. 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 until this deficiency is corrected. 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.
7. An employee eligible for reimbursement from another source (such as federal/state aid, scholarships, or grants) may seek assistance but reimbursement will only be approved for the difference between the amount received from the other funding source and the actual allowed expense.
8. In most cases, courses must be scheduled after work hours. Any course taken by an employee during work time must be approved by the Director. If it is approved, the work performance of the employee must be satisfactory and the employee will not receive comp time for working additional hours in order to complete work responsibilities that were incomplete due to attending classes.
9. When a 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 go into effect when the Parish Council approves the amendment to the budget and has all the needed signatures. These increases are not retroactive.
10. There is no certification or degree requirement at this time for any staff except education staff; 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 needed. These increases are not retroactive.

- 11. 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“G”**

# 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/Mental Health/Disabilities Manager  
In-Kind/Volunteer Manager  
Admin. Asst./Facilities/Policy Council Manager  
Health Specialist  
Transportation 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.

2. 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:**

1. 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:**

1. Two (2) fifteen (15) minute break periods will be allowed each day.
2. 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.
3. Break periods should only be taken if work load allows.
4. 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 “H”**

## **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