CIVIL SERVICE MANUAL
LAFOURCHE PARISH GOVERNMENT

2026

Jill Naquin, Director
Lafourche Parish Civil Service

Table of Contents

Scope and Purpose of the Manual

This manual is the basic official document of the Lafourche Parish Civil Service System that covers the personnel administration of all Lafourche Parish Civil Service classified employees.

The manual is issued in loose-leaf form to facilitate additions and changes with little difficulty. Such changes and additions will be transmitted under “Changes/Additions”, which will be consecutively numbered. New or substitute pages will usually be issued for changes in the manual content.

The Office of Lafourche Parish Civil Service will issue a limited number of copies of the manual to each department. The individual departments are authorized to duplicate the manual material without change, to the extents needed. It is suggested that at a minimum, each department retain a “Master” copy of the manual with appropriate index tabs in a binder for easy access. The extent of distribution of copies of the manual within a department is a matter to be determined by the Department Heads. However, it should be readily available to:

1. Supervisory employees and
2. For reference by any Lafourche Parish classified employee, since the manual furnishes one of the best recognized means of giving the employees an opportunity to learn of their rights and privileges and of the restrictions and responsibilities placed on them as an employee.

Chapter 1: Objectives, Merit Principles, and Scope

Section 1: Objectives

1.1 Purpose and Implementation

The Lafourche Parish Civil Service Board adopts these rules, regulations, and plans to:

- Guide personnel actions based on established merit principles.
- Clarify employee rights and responsibilities.
- Foster respectful and effective workplace relationships.
- Create a positive work environment for optimal employee performance.
- Build a committed workforce that serves the residents of Lafourche Parish with dedication and efficiency.

Section 2: Merit Principles

2.1 Guiding Principles

Our goals are rooted in the following merit principles:

- Recruitment, selection, and promotion based on individual abilities, knowledge, and skills, determined through equitable and effective methods.
- Fair and appropriate compensation for all employees, reflective of their work contributions.
- Employment decisions—including retention, correction of performance issues, or termination—based on performance evaluations.
- Equal treatment in all aspects of personnel management, irrespective of race, color, origin, gender, religion, disability, or political views, while respecting privacy and constitutional rights.

Section 3: Scope

3.1 Scope of Enforcement

These rules and regulations apply to all classified employees of the Lafourche Parish Government, ensuring consistent application across all departments.

Chapter 2: Organization, Rules, and Procedures of the Civil Service Board

Section 1: Organization of the Civil Service Board

1.1 Appointments

Members are appointed according to the Lafourche Parish Home Rule Charter.

1.2 Leadership Elections

Annually, an election of the Chair and Vice-Chair should be held. The Vice-Chair will serve in the Chair's absence, assuming all duties and responsibilities of the Chair during such times.

1.3 Term Duration

The Chair and Vice-Chair serve one-year terms, or until successors are elected.

Section 2: Rules

2.1 Rulemaking Authority

The Board has the authority to review, adopt, amend, and promulgate necessary rules, as outlined by the Lafourche Parish Home Rule Charter.

2.2 Public Participation and Notice

The Civil Service Board adopts or amends rules and regulations following a public hearing. At this hearing, individuals are provided the opportunity to contest the proposed or amended rules. The Board must issue a notice specifying the date, time, and location of the hearing at least fourteen (14) calendar days in advance. This notice, along with a copy of the proposed rules, will be distributed to the Parish Council, the Parish President and Administrator, Department Heads, and all classified employees. Additionally, the notice and proposed rules will be publicly displayed on the bulletin boards of the Civil Service Department and all other Parish departments for a minimum of seven (7) calendar days prior to the hearing.

2.3 Legal Force

Rules adopted by the Board carry the force of law.

2.4 Effective Date

New rules take effect on the first day of the month following adoption, except salary-related rules, which require Governing Authority approval. Upon Governing Authority approval, new rules will take effect on the first day of the month following approval.

Section 3: Meetings

3.1 Scheduling

The Civil Service Board's meetings are set by the Chair or through a majority vote of its members.

3.2 Procedural Flexibility

The Board is not obligated to follow any specific rules of order, evidence, or procedure during its meetings, hearings, or investigations unless it opts to establish such rules.

3.3 Open Meetings

Meetings and hearings are open to the public, with the exception of executive sessions.

3.4 Meeting Notices

Notices for meetings or hearings are posted on the bulletin boards of the Parish Council, Civil Service, and all departmental offices at least five (5) calendar days prior to the scheduled date.

3.5 Quorum and Voting

A quorum consists of three (3) Board members. When only the quorum is present, votes must be unanimous for decisions to be approved.

3.6 Record Keeping

The Civil Service Director serves as the secretary for the Board, tasked with keeping comprehensive minutes and records of all Board activities.

3.7 Meeting Location

Meetings are typically held in the Civil Service Meeting Room at the Lafourche Parish Agricultural Building, 402 W. Fifth Street, Thibodaux, Louisiana, unless the Board specifies otherwise.

Section 4: Appeals, Hearings, and Testimony

4.1 Appeal Rights

Classified service employees have the right to appeal suspensions, dismissals, layoffs, reductions in pay, or demotions to the Civil Service Board.

The Civil Service Board's role is to ensure fair and equitable application of civil service rules and to adjudicate on matters concerning employee appeals and disciplinary actions. It is not involved in the day-to-day administrative operations or policy decisions of the Parish, which remain the responsibility of the respective Parish departments and the governing authority.

4.2 Appeals by Probationary Employees

Appeals are permissible for employees in probationary periods if they allege discrimination based on race, color, national origin, sex, religion, age, disability, or political views.

4.3 Appeals by Applicants and Exam Candidates

Individuals who have applied for or have been examined for classified service and believe they were discriminated against regarding their application, admission to examinations, scoring, or the establishment of eligibility lists may appeal to the Civil Service Board.

4.4 Detail Required for Discrimination Appeals

Appeals based on discrimination must include detailed allegations supporting the claims. Appellants bear the burden of proof.

4.5 Filing Appeals

Appeals must be filed in writing on Petition of Appeal form, available in the Civil Service Department, within thirty (30) calendar days of the appellant becoming aware of the action.

4.6 Hearing Scheduling and Continuation

The Civil Service Board is required to initiate a hearing within sixty (60) calendar days of receiving an appeal request. The Board may extend the hearing as necessary. Requests for continuances shall be decided by the Civil Service Board.

4.7 Legal Representation Rights

Appellants have the right to be represented by counsel, although it is not mandatory.

4.8 Hearing Officer Appointment

The Civil Service Board may appoint a hearing officer with the same authority as the Board, subject to the Board's ratification.

4.9 Decision Basis

Decisions are made based on the evidence presented during the hearings. The Civil Service Board shall issue a written decision within fifteen (15) calendar days following the conclusion of a hearing. The decision shall include findings of fact and conclusions based on the evidence presented and shall be certified to the appointing authority in accordance with Section 4.12.

4.10 Notice for Hearings

A minimum of ten (10) calendar days' advance notice is required for hearings. If a party fails to appear, the Board may proceed and decide the issue based on the available evidence.

4.11 Transcription of Testimony

Transcription of testimony is not required; however, parties may arrange transcription at their own expense.

4.12 Enforcement of Decisions

Decisions, once certified to the appointing authority, must be immediately enforced.

4.13 Re-hearing and Reconsideration Requests

Requests for re-hearing or reconsideration must be filed within thirty (30) calendar days from the notification of the Board's decision.

New trial shall be granted, upon contradictory motion of any party, in the following:

1) When decision appears clearly contrary to the law and evidence.
2) When the party has discovered, since the hearing, evidence important to the cause, which he could not, with due diligence, have obtained before or during the hearing.
3) When the board was bribed or has behaved improperly so that impartial justice has not been done.

New trial may be granted in any case if there is good ground therefore, except as otherwise provided herein.

Definition of New Evidence

-Must be factual, relevant, and material to the case.

-Cannot be repetitive or cumulative of what was already considered.

-Must not be previously submitted or known by the applicant at the time of the original hearing unless there's a valid reason it wasn't disclosed.

Submission Requirements

-A formal written request for rehearing must be submitted within 30 calendar days after the original decision.

The Formal Request must include:

-A statement explaining why the rehearing is sought.

-A detailed description of the new evidence.

-Supporting documents or affidavits, if applicable.

Finality of Decisions

-If the rehearing is denied, the original decision stands as final and binding.

-If granted, a new hearing is scheduled, focused specifically on the newly submitted evidence.

4.14 Judicial Appeals

Parties have the right to appeal to a district court within thirty (30) calendar days of the Board's decision, requesting that all relevant records be filed with the court.

4.15 Penalty for Refusing to Testify

Employees who refuse to testify or fail to appear at a hearing, when subpoenaed or filed the appeal, may face disciplinary action, including dismissal. In such cases, the Civil Service Board may also impose a bar on reappointment to classified service for a period of up to three (3) years, based on the severity of the noncompliance and any mitigating circumstances.

4.16 Requirement for Written Findings

Decisions should be accompanied by written findings of fact, as required.

4.17 Service of Judicial Appeal Notice

A notice of appeal must be served to the Civil Service Board within thirty (30) calendar days of a decision, demanding that the Board submit all relevant records to the designated court.

Section 5: Oaths, Subpoenas, Production of Records

5.1 Enforcement Powers

The Civil Service Board, and the Civil Service Director possess the authority to administer oaths, issue subpoenas for witnesses, and compel the production of documents relevant to any inquiry or hearing. Requests for subpoenas must be submitted to the Civil Service Director at least fourteen (14) calendar days before the scheduled hearing, including the full names and addresses of all individuals to be subpoenaed.

Section 6: Burden of Proof

6.1 Evidence Responsibility

In appeals, the burden of proof lies with the Appointing Authority or the official whose action is being contested, unless specified otherwise by these Rules. The evidence must substantiate the claims by a preponderance of the evidence.

Chapter 3: Classification Plan

Section 1: Purpose of the Classification Plan

1.1 Objective and Scope

The classification plan serves to comprehensively categorize all job positions within the classified system based on the nature, scope, and complexity of work, job responsibilities, and required qualifications. This plan is designed to ensure fairness and equity in the treatment of all employees and aligns each job class with an appropriate pay range.

Section 2: Development and Maintenance of Classifications

2.1 Review and Classification

The Civil Service Director is responsible for the ongoing review, study, and maintenance of the classification plan, ensuring it accurately reflects each position's duties and responsibilities.

2.2 Modifications to Classifications

The Civil Service Director, Human Resources Director, and/or Appointing Authority can propose new classes or modify existing ones. Such changes require formal approval from the Civil Service Board, with actions taken by the Director subject to subsequent ratification at the Board's next meeting.

2.3 Dispute Resolution

Employees disputing their job classification may request a hearing. The Civil Service Board conducts these hearings, deciding based on presented evidence and documentation.

Section 3: Classification Actions

3.1 Initiation of Changes

Requests for creating, reallocating, or abolishing classes are considered if no similar requests have been made within the previous 90 calendar days.

3.2 Proposal by Authority

The Civil Service Director, Human Resources Director, and/or Appointing Authority may propose classification changes when significant shifts in program or operational needs occur, requiring Civil Service Board approval.

Section 4: Systematic Review Process

4.1 Regular Assessments

The Civil Service Director ensures all classified positions undergo systematic reviews to maintain accurate and relevant job classifications.

4.2 Evaluation and Adjustment

Regular evaluations are conducted by the Civil Service Director in conjunction with Human Resources to assess the relative value of each position, with jobs assigned to appropriate pay grades based on these evaluations.

Section 5: Class Specifications and Their Impact

5.1 Documentation and Maintenance of Job Descriptions

The Civil Service Director is responsible for preparing and maintaining job descriptions for each class of positions within the classification plan. These descriptions comprehensively detail the essential duties and qualifications required for each class.

5.2 Interpretation and Application

Class specifications should be interpreted flexibly. Expressions or illustrations of duties in the class specifications are not exhaustive; they do not exclude other duties of similar kind or quality that are inherently part of the job.

5.3 Allocation Considerations

In allocating a position to a class, the Civil Service Director considers the general duties, specific tasks, responsibilities, and qualification requirements of the position in relation to those of similar positions within other classes. This ensures equitable and consistent classification across the organization.

5.4 Standard Qualifications

All classified positions require candidates to demonstrate honesty and industry, and the ability to work extra hours as required. Additionally, positions require the ability to learn and adhere to all safety rules and administrative policies. Candidates must also be free from disabling defects that cannot be reasonably accommodated, ensuring they can perform essential job functions safely and effectively.

Section 6: Consistency in Classification Titles

6.1 Use of Official Titles

Employees must strictly be appointed, employed, and paid under the official titles of their allocated class, used consistently in all administrative and official records.

The Classification Plan can be found in the references section of this document.

Chapter 4: Salary Plan

Section 1: Objective

1.1 Purpose of the Salary Plan

The Salary Plan is designed to establish salaries for classified employees in Lafourche Parish Government based on job evaluation and salary surveys. This ensures internal peer equity and external comparability, providing a consistent method of compensation across all job classifications.

1.2 Governance of Salary Determinations

Salaries for all positions in the classified service are governed by the existing Salary Plan. This ensures that all employees are paid within the pay range stipulated for their respective classes, adhering to the rules and exceptions provided in the Pay Plan.

Section 2: General Rules

2.1 Definition and Implementation

The Salary Plan includes pay ranges by grade, each with a minimum, maximum, and intermediate rates. It becomes effective upon adoption by the Civil Service Board and must be reapproved annually, aligned with the fiscal year of the Lafourche Parish Government.

2.2 Approval of Pay Rate Changes

All changes to pay rates, excluding Cost-of-Living Adjustments (COLAs), require review and approval by the Civil Service Director for compliance. COLAs, once adopted into the annual budget by the Parish Council, do not require the Civil Service Director's approval but must be communicated to them once implemented.

2.3 Mode of Payment

Employees are paid bi-weekly according to the hourly rates stipulated in the Pay Ranges by Grade, as outlined in the Salary Plan.

2.4 Amendments to the Salary Plan

Recommendations for changes to the Salary Plan must be approved by both the Civil Service Board and the Governing Authority before implementation.

2.5 Adjustments of Pay Ranges

Adjustments to pay ranges, such as cost-of-living increases or external salary survey results, are applied uniformly across all ranges to maintain fiscal sustainability.

2.6 Appointment Rates

- New Employee: Typically, new employees are appointed at the minimum rate of the pay range assigned to the class. However, the Civil Service Director, in agreement with the Human Resources Director, may authorize a higher starting rate above the minimum not exceeding midpoint or average of current employees in same position if it is justified by recruitment challenges, or the qualifications and experience of the candidate. Documentation of such exceptions must be

completed on the Applicant Worksheet and approved by both the Civil Service Director and the Human Resources Director. When a salary above the minimum is recommended an analysis of impact of the hiring rate compared with current employees in similar level positions shall be completed by the Human Resources Director or designee and provided to Civil Service Director along with justification that the applicant's experience exceeds the minimum qualifications.

- Promotion: When an employee is promoted to a higher class with a higher pay range, and their current salary is below the minimum of the new class, their salary will be adjusted to at least the minimum of the new range, effective on the date of the promotion, subject to the availability of funds. All promoted employees shall not serve a probationary period.
- Demotion: If an employee is demoted, voluntarily or involuntarily, to a class with a lower pay range, their salary will be adjusted to the lesser of their current rate or the midpoint of the lower range.
- Reassignment within the Same Range: If an employee is moved to another class within the same pay range, their pay rate remains the same, unless adjusted upwards or downwards as specifically warranted by the new responsibilities.
- Reinstatement: Employees who are reinstated will be paid within the salary range for their class, based on a determination by the appointing authority and approval by the Civil Service Director.
- Reallocation to a Higher Range: If a position is reallocated to a class with a higher pay range, the employee's salary will increase by five percent or to the minimum of the new range, whichever is greater.
- Reallocation to a Lower Range: If a position is reallocated to a class with a lower pay range and the employee's current salary is above the midpoint of the new range, their salary will be reduced to the midpoint over two annual adjustments.
- Reassignments: If a position is reassigned to a higher pay range, the employee's salary will be increased by an amount that maintains their relative position above the minimum of the new range, but not exceeding 20% or the maximum of the new range. Conversely, if reassigned to a lower range and the salary exceeds the midpoint, it will be reduced to the midpoint within two years.

2.7 Adjustment of Salaries for Integrated Positions

- Below Minimum Rate: If the salary of an employee, in a position newly classified, falls below the minimum rate established for the class, the salary shall be adjusted to meet this minimum as soon as budgetary constraints allow.
- Within Pay Range: Employees whose salaries fall within the new pay range will retain their current salaries, subject to any specific adjustments deemed necessary based on a detailed review of their roles and responsibilities.
- Above Maximum Rate: Employees whose current salary exceeds the maximum rate for their class

will not face a reduction in pay. However, their salary will be frozen at the current level until the pay range catches up through standard increases, such as annual Cost-of-Living Adjustments (COLAs) or other approved salary adjustments that extend the maximum of the pay range.

2.8 Determining Pay Rates for Part-Time Employees

- General Calculation: Salaries for part-time employees are calculated based on the designated hourly equivalents stated in the Salary Plan, ensuring fairness and consistency with full-time roles of similar nature.
- Exempt Employees: For classes designated as “Exempt” in the Salary Plan, the pay for part-time work is computed pro-rata based on the number of hours worked relative to the standard working hours associated with the E designation for the class.

2.9 Adaptation to Increased Pay Ranges

Strategic Adjustments or Peer Equity Adjustments: When the Salary Plan is amended to establish higher pay ranges for any class, the Parish President may authorize strategic adjustments or equity adjustments for employees within the affected classes. These adjustments are made to ensure equitable compensation across the organization and to reflect changes in the scope or complexity of roles. This proactive approach aims to maintain internal equity and properly align compensation with the responsibilities and qualifications required by the updated roles.

Limitations on Increases: Despite the strategic adjustments or internal equity adjustments, salaries will not exceed the newly established maximum pay rate for the class unless expressly allowed under a Cost-of-Living Adjustment or a specific provision in the Salary Plan that permits exceeding the maximum rate.

Section 3: Merit Program

3.1 Merit Increases

Overview: Merit increases are percentage-based adjustments awarded based on performance evaluations, intended to progress an employee's pay within their job’s pay range, assuming satisfactory performance.

Evaluation Timing: Performance evaluations, as prescribed by the Civil Service Department, are completed by the appointing authorities prior to each employee’s anniversary date to determine eligibility for merit increases.

3.2 Pay Increase Guidelines

- Initial and Promotional Appointments: Typically, new or promoted employees start at the minimum pay rate. Exceptions for starting above the minimum may occur due to special qualifications or market factors. Increases occur at the start of the pay period following successful completion of the probationary period, and subsequently, on the anniversary date.
- Provisional Employees: Provisional employees may receive their first pay increase after six months of satisfactory service. Further increases are considered similarly to permanent employees.
- Annual Review: Employees are reviewed annually on their eligibility date for potential pay

increases, contingent on fund availability. Increases take effect at the start of the next pay period.

- Stability of Pay Raise Eligibility: The eligibility date for a pay raise remains constant regardless of promotion or other changes unless affected by a leave of absence or similar factors.

3.3 Policy on Merit Increase Implementation

Funding and Performance Conditions: Implementation of merit increases depends on the availability of funds and satisfactory performance, making them non-mandatory but highly encouraged to reward and retain talent.

Discrimination Claims: Employees denied a raise on discriminatory grounds can appeal to the Civil Service Board under specified rules.

3.4 Additional Pay Raises for Professional Development

In addition to the structured pay increases for promotion, reallocation to a higher class, satisfactory completion of probation, or as part of annual reviews, management retains the discretion to award additional raises for achievements such as completing job-required certification courses. Examples include CDL certifications for drivers, licensure for electricians, or inspection certifications.

Conditions for Approval:

- Probationary Period: The Human Resources Director may request additional raises during an employee's probationary period require explicit prior approval from the Civil Service Board.
- Compliance with Pay Range: These raises must not elevate an employee’s salary beyond the maximum rate specified by the Salary Plan, unless the raise is directly tied to the completion of certifications required for the employee's position.
- Administrative Procedure: Requests for such raises must be properly documented and justified in writing. They must be submitted through the appropriate administrative channels, including the Finance Director, and be received by the Human Resources Department before the pay period’s end. Approval must be obtained from all relevant authorities.

3.5 Exceeding Maximum Pay Rate

Long-Term Employee Incentives: Employees with long-term service may receive raises that exceed the pay range maximum, up to a limit of 2% for every five years of service, as a reward for continuous and meritorious service.

3.6 General Rules for Merit Program

- Implementation: Merit increases are granted to all eligible permanent employees on a specified date designated by the Parish President, provided they are approved in the operating budget. Merit increase shall be based on employees’ most recent performance evaluation.
- Performance-Based Consideration: Every employee's annual performance evaluation influences their eligibility for a merit increase.
- Exceptions: Employees on unpaid leave or those who have not maintained continuous service may

have their merit increase deferred or prorated. Those who have not completed their probationary period are ineligible for merit increases but may receive other general increases if applicable.

Section 4: Pay Reductions

4.1 For Cause

Pay reductions must align with the pay range of the employee's class. Pay reductions for cause within the Lafourche Parish Civil Service may occur under certain circumstances, including but not limited to:

Performance: Where an employee's conduct or performance directly violates established workplace policies, significantly underperforms against the job standards detailed in their role's description, or due to changes in duty calendars or work hour requirements. Examples of conduct that might lead to a pay reduction for cause include, but are not limited to, gross misconduct, repeated violation of safety protocols, breach of confidentiality, insubordination, and continuous failure to meet performance criteria after documented warnings and provided support.

Organizational Changes: Additionally, organizational changes that necessitate department-wide adjustments in work hours or duty calendars might also lead to proportional pay adjustments in alignment with the new working hours, provided that these changes are made transparently and in accordance with governing labor laws. All decisions regarding pay reductions for cause must be thoroughly documented, reviewed by the Civil Service Board, and conducted in accordance with the due process rights of the employee, ensuring transparency and fairness throughout the process.

4.2 Demotions

If an employee is demoted to a class with a lower midpoint salary rate than their current rate, their salary must be adjusted to at least the midpoint of the lower pay range. Exceptions to this may apply if the employee qualifies for a longevity rate, which must be evaluated and approved by the Civil Service Director.

5.1 Authorization and Compensation

General Provisions: Employees may be required or authorized to work beyond their normal schedules based on service needs, subject to supervisory approval. Compensation for such overtime will be either monetary or through flex time, as per the conditions outlined in the federal Fair Labor Standards Act.

Exempt Employees: Positions classified as "Exempt" under the Salary Plan are generally not eligible for overtime. However, these employees are expected to work as needed to meet service demands. In exceptional cases, an Appointing Authority may authorize overtime pay for exempt employees.

5.2 Overtime Rates

Standard Overtime: Work performed beyond thirty-five (35) but up to forty (40) hours in a workweek is compensated at the regular rate. Work exceeding forty (40) hours is compensated at one-and-a-half times the regular hourly rate.

Supervisory Approval: No overtime can be performed without the proper approval from supervisory authority.

5.3 Overtime Eligibility

Paid Leave Considerations: Authorized leave, except for leave without pay, does not count as hours worked for overtime calculations. However, holiday pay is considered at a straight-time rate for these calculations.

Responsibility to Report: Employees are required to report for their next scheduled shift on time, regardless of any overtime worked the previous day.

5.4 Holiday Overtime Compensation

Holiday Work: Employees working on holidays will receive regular holiday pay plus additional pay for hours worked during the holiday. For overtime calculations, holiday hours are added to the total hours worked within the workweek.

5.5 Precise Calculation

Minute-by-Minute: Overtime compensation is calculated to the exact minute of overtime worked to ensure accurate payment.

5.6 Special Work Terms

Salary Plan Specifications: Certain positions may have specific terms of work detailed in the Salary Plan. These terms and the corresponding base pay rates must align with the designated base hours outlined in the plan.

Section 6: On-Call Pay

6.1 Minimum Compensation:

Non-exempt employees who are on call and called to work unexpectedly are guaranteed a minimum of three (3) hours of pay for each call-in, regardless of the actual duration of work performed.

Employees who are called out shall receive a minimum of three (3) hours of pay per callout at their regular or applicable overtime rate. If total hours worked exceed three (3), employees will be paid for all hours worked, including travel time. Overtime applies if total hours exceed 40 in a workweek. When paid leave is used during the same week, call-out hours will be paid at straight time unless actual hours worked exceed 40.

Section 7: Pumper's Pay

7.1 Pumper's Pay Scale Details

Basis of Pay: The Pumper's Pay Scale establishes the biweekly salary for employees classified as pumpers, based on the specific responsibilities and equipment managed.

Salary Determination: Starting pay for new hires is set at the minimum rate within the Pumper's Pay Scale. This rate is determined by the number and type of diesel and/or electric engines operated at their assigned pump stations.

Adjustments for Additional Responsibilities: When a pumper is assigned additional pump stations or takes on more engine types at their current station, their biweekly salary is adjusted accordingly, combining all engine types to calculate the total compensation.

Annual Adjustments: The Pumper's Pay Scale is subject to change only when an annual Cost of Living Adjustment (COLA) is applied. This adjustment is an across-the-board salary increase determined by a percentage set by the Administration, affecting the hourly rates within the minimum and maximum pay ranges, including a subsequent recalculation of the mid-point.

The Salary Plan can be found in the references section of this document.

Chapter 5: Examinations and Employment Lists

Section 1: Purpose, Definition, and Types of Examinations

1.1 Purpose

The Civil Service Director is tasked with establishing and maintaining a standardized testing protocol to assess the merit and fitness of candidates for all appointments and promotions within Parish service. This includes ensuring that all positions, regardless of current testing practices, are supported by appropriate competitive testing methods to fairly and effectively evaluate candidate qualifications.

1.2 Definition

Examinations encompass any tests or assessments authorized and implemented by the Civil Service Director to gauge the qualifications and suitability of applicants for employment and promotion.

1.3 Types

Examinations may include written or oral tests, performance evaluations, practical demonstrations, and assessments of experience and training, or any combination thereof. Every job classification shall have an associated examination type determined by the Civil Service Director to best assess the competencies required for the position.

Section 2: Examination Procedures

2.1 Examiners

The Civil Service Director may appoint employees in the classified service to assist in preparation and rating of tests. Department Heads shall excuse any employee appointed as an examiner from his regular duties for the time agreed upon by the Civil Service Director and the Department Head to complete the examination work. Employees shall not be entitled to extra compensation for their services in this capacity.

2.2 Examination Development

For positions lacking a current examination protocol, the Civil Service Director shall be responsible for developing an appropriate testing method. This process may involve consultation with external experts, job analysis specialists, or other professional resources to ensure that the examinations are valid and reflective of the skills and knowledge necessary for the position.

2.3 External Assistance

The Director may engage external experts to aid in the creation, preparation, and rating of examinations, ensuring that these assessments align with industry standards and best practices.

2.4 Scheduling Adjustments

Examinations may be postponed or canceled due to unforeseen circumstances, with adequate notice provided to all candidates. Efforts will be made to reschedule within a reasonable timeframe.

2.5 Conduct Guidelines

Examinations are conducted under strict guidelines as established by the Civil Service Director. Requirements for examination include:

Identification: All applicants must present valid photo identification before entering the examination room.

Admittance Timing: Applicants are not permitted to enter the examination room once the examination has commenced.

Section 3: Examination Weighting and Scoring

3.1 Scoring System

Different testing methods have specific weighted values and scoring percentages, with a standard passing grade of 70% across various combinations of written, performance, and experience evaluations.

Examination Weighted Value and Scoring Table				
Test Type	**Written Or Oral Test**	**Performance Test**	**Experience & Training**	**Passing Grade**
A	100%	0	0	70%
B	50%	50%	0	70%
C	50%	30%	20%	70%
D	60%	0	40%	70%
E	0	100%	0	70%
F	0	40%	60%	70%
G	0	0	100%	70%

3.2 Scoring Deviations

Alternate scoring methods may be used if deemed appropriate by the Civil Service Director.

3.3 Equal Scores

Candidates scoring identically will rank equally on the employment lists.

3.4 Notification

Candidates are informed of their results within thirty (30) calendar days of testing.

Section 4: Establishment of Employment Lists

4.1 Creation of Lists

Employment eligibility lists are established based on the results of competitive examinations as outlined in this rule. These lists include promotion lists, comprising current classified employees who have passed the examinations, and open lists, consisting of external applicants who have qualified.

4.2 Promotion and Open List Integration

The Civil Service Director may merge promotion and open employment lists into a combined list. This is done by first placing all names from the promotion list in order of their examination scores, from highest to lowest, followed by all names from the open list in the same manner. This method ensures that current classified employees are prioritized over external candidates.

4.3 Duration of List

Employment eligibility lists are valid for a minimum of one (1) year but may be extended by the Civil Service Director for up to an additional year.

4.4 Removal from Lists

- Names may be removed from the employment lists for various reasons, including:
- Non-acceptance of employment after agreeing to an appointment.
- Declining three (3) job offers that were initially deemed acceptable by the candidate.
- Non-response to communications from the Civil Service Director or the appointing authority within specified deadlines.
- Expiry of the eligibility period.
- Unreachability at the last provided address, as confirmed by postal authorities.
- Death of the candidate.
- Disqualification due to lack of necessary qualifications for the examination.
- Former employees dismissed for misconduct within the last five years or deemed non-rehireable based on performance evaluations.
- Providing false information or engaging in fraudulent activities during the application or examination processes.

4.5 Reemployment Lists

Classified employees laid off will be placed on a reemployment list for up to two years, ranked by seniority. This ensures priority in rehiring based on length of service.

Chapter 6: Application Procedures

Section 1: Applications for Positions

1.1 Advertising for Positions

The Civil Service Department will provide a public notice fourteen (14) calendar days prior to any examinations, detailing the job title, pay range, nature of the job, required qualifications, and any other relevant information. Notices will be posted in all Parish Departments and may also be advertised through various media to ensure wide visibility.

1.2 Application Filing Deadline

Applications must be submitted by the close of business on the deadline date specified in the notice. If this date falls on a holiday, the deadline extends to the next business day. Late applications will not be accepted.

Section 2: Applicant Requirements

2.1 Eligibility

Applicants must be at least 18 years old and must submit all required forms by the filing deadline.

2.2 Grounds for Application Rejection

An application may be rejected for any of the following reasons:

- Failure to meet the stated qualifications.
- Falsification of application materials or engaging in fraudulent activities during the selection process.
- Previous failure of the same test within the last three (3) months.
- Positive drug or alcohol test results, refusal to participate in such tests, or submission of tampered specimens, in line with the Substance Abuse Policy.
- Violation of the nepotism policy.

2.3 Consequences for Employees

Any current employee found to have met the conditions for application rejection under Section 2.2 after being hired will be subject to immediate dismissal.

Chapter 7: Vacancies, Certification, Appointment

Section 1: Filling Vacancies

1.1 Requisition Submission

Appointing authorities must submit a written request to the Civil Service Director when a vacancy arises or is anticipated.

1.2 Methods to Fill Vacancies

Vacancies in the classified service may be filled by promotion, transfer, demotion, reinstatement, reemployment, original employment, or temporary appointment.

Section 2: Transfer

2.1 Transfer Procedures

Transfers within the classified service are permissible to positions within the same class or to positions for which qualifications are similar. Transfers must be recommended by the appointing authority and approved by the Civil Service Director. Consent from both the originating and receiving appointing authorities is required for inter-departmental transfers. Employees should be notified of transfer by appointing authority within fourteen (14) calendar days of transfer initiation.

Section 3: Request for Certification to Fill Permanent Vacancies

3.1 Certification Request

Upon receiving a vacancy filling request, the Civil Service Director will certify eligible candidates from the employment list for the job classification of the vacant position, ensuring at least ten (10) candidates are available.

Section 4: Permanent Appointment

4.1 Appointment Timeline

The appointing authority must make an appointment from the certified names within thirty (30) calendar days. If a certified candidate becomes unavailable, a replacement will be certified. No additional certifications will be provided for fourteen (14) calendar days if an appointment is not made from the initial list.

4.2 Effective Date of Appointment

Appointments are considered effective from the date the employee assumes their duties.

4.3 Physical Examination

Selected applicants may be required to pass a physical examination including a drug screening.

Section 5: Substitute, Subject-to-Call, and Temporary Appointments

5.1 Substitute Appointments

With the approval of both the Civil Service Director and the Administration, a substitute appointment can be made to any classified position temporarily vacated by a regular and permanent employee on an authorized leave of absence exceeding two weeks. The substitute employee will assume the class title and receive the pay rate of the occupied position during the appointment. The rate of pay, determined by the appointing authority, can be any step increment within the pay range for that position deemed fair and just. For extended leaves, the substitute may receive additional pay increments at the discretion of the appointing authority, aligned with the rules governing pay increases.

5.2 Subject-to-Call Appointments

Should a permanent employee be absent for any reason for less than two weeks, the appointing authority may make a subject-to-call appointment from the appropriate eligibility list. This appointment type is as-needed and the individual will work only when required.

5.3 Temporary Appointments

Temporary appointments can be made without adhering to the usual certification requirements under certain conditions:

- Provisional Appointments: In the absence of available eligible candidates for a vacancy, the appointing authority, after obtaining prior approval from the Civil Service Director, may make a provisional appointment. This is contingent upon submitting the candidate's qualifications for approval and can last no longer than ninety (90) calendar days. A provisional employee may only serve in this capacity once in a Parish President's term.
- Emergency Appointments: In declared emergencies that necessitate immediate staffing, the appointing authority can make an emergency appointment, which must not exceed thirty (30) calendar days and cannot be renewed beyond this period without prior approval from the Civil Service Director.
- Transient Appointments: For temporary project or seasonal work, appointments can be made with the Civil Service Director's approval and are paid hourly. Such appointments cannot exceed six months within any consecutive twelve-month period.

5.4 Part-Time Appointments

When ongoing services are required on a permanent, but less than full-time basis, the appointing authority must consult with the Civil Service Director to request certification from the relevant eligibility list. This ensures that part-time roles are filled by properly vetted candidates.

Section 6: Status of Temporary Appointee

6.1 Temporary Employee Rights

Temporary employees, as delineated in these Rules, do not acquire Civil Service status and lack the rights and privileges associated with permanent Civil Service positions. Their employment is inherently temporary and contingent upon passing competitive examinations to gain permanent status.

6.2 Notification of Examinations

Upon the availability of examinations for a class that includes provisional appointees, the Civil Service Director is required to notify the appointing authority in writing. Within thirty (30) calendar days of receiving this notification, the appointing authority must either request the certification of eligibles to fill the position permanently or choose to abolish the position.

6.3 Examination Announcement

If the appointing authority opts to request certification as per Section 6.2, the Civil Service Director must promptly announce the examination and inform the provisional appointee(s) in writing about the examination details and requirements.

6.4 Position Abolishment and Employee Layoff

Should the appointing authority decide to abolish the position within the thirty-day period provided, the provisional appointee must be laid off within the same period.

Section 7: Appointment and Dismissal Provisions for Classified Legislative Employees

7.1 Civil Service Compliance

All appointments and dismissals of classified employees within the Legislative Branch are governed by Civil Service Guidelines to ensure fairness and compliance with standard procedures.

7.2 Recruitment Process

The entire process of advertising vacancies and conducting interviews for classified legislative positions is managed collaboratively by the Civil Service Director or designee, ensuring that all processes adhere to established Civil Service standards.

Section 8: Medical Examinations/Drug Testing Program

8.1 Pre-Employment Medical Examinations

Human Resources requires job candidates to undergo medical examinations after a job offer has been made but before employment commences. Employment offers can be contingent upon the certification by a physician affirming that the candidate is physically capable of performing the duties associated with the job.

8.2 Drug Testing Policy

To maintain a drug-free workplace, Lafourche Parish mandates urine drug tests for all prospective employees and for certain current employees as outlined in the Lafourche Parish Government Administrative Policies and Procedures Manual. This policy is part of the commitment to safety and health standards across all Parish workplaces.

Chapter 8: Probationary Period

Section 1: Implementation of Probationary Period

1.1 Probationary Period Requirement

Every person appointed to a classified position via original employment must serve a probationary period. During this period, post the initial two months, an employee can be dismissed if:

a. The performance evaluations indicate inability or unwillingness to satisfactorily perform job duties.

b. Observations suggest poor work habits or unreliability that undermine service continuation in a classified role.

1.2 Notification of Removal

Should an employee be dismissed during this period, the appointing authority must immediately provide written notification detailing the reasons for dismissal to both the Civil Service Director and the employee.

1.3 Removal in Initial Months

Dismissal within the initial two months requires the Civil Service Director's consent. Additionally, the Director may independently dismiss an employee at any point during the test period if appointment discrepancies such as fraud or error are discovered after providing notice and a hearing opportunity to the employee.

1.4 Standard Duration

Unless specified during test announcements, the probationary period is six (6) months.

1.5 Extension Requests

Extensions can be requested by the appointing authority no later than ten workdays before the test period's conclusion. Such requests must be in writing and also communicated to the employee. Extensions cannot extend the probationary period beyond one (1) year.

1.6 Omission of Notice

Failure to provide timely extension notice equates to a satisfactory completion assumption.

1.7 Reassignment Post-Removal

Should an employee be found suitable for other roles post-removal, the Civil Service Director may reinstate their name on the appropriate list or on a re-employment list if they previously held a regular position in the classified service.

Section 2: Interruptions and Adjustments to Probationary Period

2.1 Layoff and Reappointment

Employees laid off during a probationary period and later reappointed are credited with completed test time.

2.2 Transfers

Credit from a completed portion of a probation may be acknowledged if an employee transfers to a different appointing authority, at the discretion of the new authority.

2.3 Military Leave

Probationary period credit is preserved for those placed on military leave without pay.

2.4 Promotion during Test Period

Employees promoted before completing a probationary period in a lower position receive credit for the unfinished test time if they remain in the higher role for an equivalent period.

2.5 Reinstatement and List Return

If not reinstated as specified, with the Civil Service Director's approval, individuals may be returned to the employment list from which they were originally certified.

2.6 Discretionary Credit

An appointing authority may recognize any portion of a previously served probationary period.

Section 3: Recognition of Temporary Service

3.1 Credit for Temporary to Permanent Transition

Employees moving from a temporary to a permanent position without employment interruption are credited for service under the temporary appointment towards the required probationary period.

3.2 Credit for Other Temporary Services

Upon appointing authority recommendation and Civil Service Director approval, temporary service credit may be granted for scenarios not specified in 3.1.

Chapter 9: Leave(s) of Absence, Hours of Work, and Attendance

Section 1: Hours of Work

1.1 Workweek Definition

Full-time employees in the classified service have a minimum workweek of thirty (30) hours, not including lunch periods. Employees working fewer than thirty (30) hours per week are designated as part-time, impacting their pay and other entitlements under these Rules. Employees with irregular work hours based on service demands are classified as subject-to-call.

1.2 Work Schedule Flexibility

Employees may be required or authorized by supervisory authority to work outside their typical schedule based on Parish needs. Compensation for such work is governed by Chapter IV, Salary Plan, and the Fair Labor Standards Act.

1.3 Overtime Authorization

No overtime work is allowed without prior approval from the supervisory authority.

1.4 Exempt Employees

Employees in roles designated as “E” (Exempt) are expected to work additional hours as needed without specific overtime compensation.

Section 2: Annual Leave

2.1 Accrual of Annual Leave

Each eligible employee in the classified service accumulates annual leave based on the established accrual rates, which are detailed in the accompanying Rate of Leave Accrual Table. This accrual occurs throughout the employee's tenure and is calculated based on hours worked and length of service.

Rate of Leave Accrual				
Years Of Employment	**Rate Of Accrual Per Hour Worked**	**Hours Worked**	**Hours Accumulated**	**Yearly Total**
0-3	0.0385	70	2.695	70.07
0-3	0.0385	80	3.08	80.08
4-7	0.0485	70	3.395	88.27
4-7	0.0485	80	3.88	100.88
8-11	0.058	70	4.06	105.56
8-11	0.058	80	4.64	120.64
12-15	0.0675	70	4.7275	122.85
12-15	0.0675	80	5.4	140.4
16+	0.0772	70	5.404	140.504
16+	0.0772	80	6.176	160.576

2.2 Carryover of Annual Leave

Earned but unused annual leave credits are carried forward each year. However, the maximum amount of leave that can be carried forward is capped at four weeks (160 hours for employees on an eighty-hour (80) schedule and 140 hours for those on a seventy-hour schedule). The leave year resets with the final paycheck of each calendar year. Under exceptional circumstances, the Parish President may authorize adjustments to the maximum rollover amounts, not to exceed one (1) year.

2.3 Eligibility for Part-Time and Temporary Employees

Part-time employees, those subject to call, or those under emergency or temporary appointments generally do not accumulate annual leave. An exception exists for employees who, while in a permanent position that accrued leave, are temporarily promoted to fill a vacancy awaiting regular appointment.

2.4 Deductions from Annual Leave

Annual leave deductions from an employee's balance are only made for the actual time the employee is scheduled to work and is absent. Leave usage is calculated to the nearest minute, ensuring precise tracking of leave balances.

2.5 Prohibition on Sick Leave Substitution

If an employee depletes their annual leave balance, sick leave may not be used as a substitute for leave without pay.

2.6 Usage of Annual Leave

Employees are entitled to use at least the amount of leave they accumulate each year. With the approval of their supervisor or appointing authority, employees may use additional accumulated leave, provided it does not exceed their total accrued balance. Approval for leave usage is contingent on departmental workloads and the demand for the employee's services.

2.7 Compensation upon Termination

Upon termination of employment, an employee is eligible to receive compensation for up to four (4) weeks of accrued annual leave (160 hours for eighty-hour employees and 140 hours for seventy-hour employees). This compensation is based on the accrued vacation balance at the time of termination.

Section 3: Sick Leave

3.1 Accrual of Sick Leave

Each employee in the classified service shall accrue Sick Leave at the same rate and manner as Annual Leave, as described in Section 2.1 of this Chapter.

3.2 Part-Time and Temporary Employee Restrictions

Persons employed on a part-time, subject-to-call basis, or under emergency or temporary appointments generally do not accrue sick leave. However, employees who have been temporarily promoted to fill a vacant position while retaining leave accumulation rights will continue to accrue sick leave until the vacancy is filled permanently.

3.3 Authorized Use of Sick Leave

Sick leave may be utilized for:

- Personal illness, injury, or any physical disability.
- Medical or dental appointments for the employee or an immediate family member.
- Care for an ill immediate family member.
- Unforeseen circumstances and/or emergencies with the approval of the Appointing Authority and/or HR Director.

3.4 Documentation and Verification

- Employees must notify their supervisor of the need for sick leave and the reason, either in advance or as soon as practicable.
- For absences of five (5) or more consecutive business days, a medical statement from a licensed physician must be provided, certifying the employee's fitness to return to work without restrictions.
- For absences of four (4) business days or fewer, the appointing authority may request medical proof of illness if there is doubt about the validity of the claim.
- If sick leave is found to be claimed falsely, corrections will be made to reflect the absence as unauthorized, and disciplinary actions may be taken, including recovery of wrongfully paid compensation.

3.5 Use of Annual Leave upon Exhaustion of Sick Leave

If an employee exhausts their sick leave, any further leave must be taken as annual leave or leave without pay.

3.6 Accumulation and Continuation of Sick Leave

- Unused sick leave is carried forward indefinitely for employees without interruption in service, during authorized military leave, or upon reinstatement after layoff.
- Unused sick leave is also carried over when an employee transfers between Parish departments or agencies.
- Employees re-entering the classified service within twelve (12) months from an unclassified position of ten years or more will have their sick leave and service years reinstated.

3.7 Carryover of Sick Leave

Earned but unused sick leave credits are carried forward each year. However, the maximum amount of leave that can be carried forward is capped at eighteen (18) weeks (720 hours for employees on an eighty-hour (80) schedule and 630 hours for those on a seventy-hour schedule). The leave year resets with the final paycheck of each calendar year. Under exceptional circumstances, the Parish President may authorize adjustments to the maximum rollover amounts, not to exceed one (1) year.

3.8 Charging Sick Leave

Deductions from sick leave balances are made only for the actual minutes the employee is scheduled to work and is absent. This ensures precise accounting of leave usage.

Section 4: Funeral Leave

4.1 Granting of Funeral Leave

Employees, excluding part-time, temporary, and emergency workers or others not eligible for leave accumulation, are entitled to three (3) business days of Funeral Leave for the death of an immediate family member. This leave will not be deducted from the employee's accrued Annual or Sick Leave.

Immediate family includes an employee's spouse, children, parents, brothers, sisters, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-mother, step-father, step-brother, step-sister, step-son, step-daughter, and any other relative residing under the same roof.

4.2 Extended Family Consideration

The appointing authority or Human Resources Director may also grant one (1) business day of Funeral Leave for the death of an employee's grandparent, grandchild, spouse's grandparents, brother-in-law, sister-in-law, aunt, or uncle.

4.3 Documentation and Notification

Employees must provide written notification to their supervisor, appointing authority, or Human Resources Director regarding the need for Funeral Leave. This notification should include the name and relationship of the deceased, the date of death, and other relevant details to justify the leave. Notification should be given in advance or as soon as practicable, but no later than ten (10) calendar days following the end of the leave period. Failure to provide the necessary information may result in the denial or cancellation of the Funeral Leave.

4.4 Verification and Disciplinary Actions

If, after granting Funeral Leave, it is determined by the appointing authority or Human Resources Director that the leave was not justified, the leave will be reclassified as Absence without Leave (AWOL). In such cases, the appointing authority or Human Resources Director, along with the Department Head of the employee, may take appropriate disciplinary actions against the employee.

Section 5: Civil Leave

5.1 Eligibility for Civil Leave

Employees, except those part-time, temporary, emergency, or others ineligible for leave accumulation, shall receive time off without pay loss for the following reasons:

- Performing jury duty;
- When subpoenaed to appear before a court, public body, commission, or board not as a party or cause of action. If directly involved, the employee may use annual leave or take leave without pay;
- Performing emergency civilian duties related to national defense;

- Ordered medical or other examinations by the Selective Service or Armed Forces;
- Participation in Lafourche Parish Civil Service examinations;
- Taking licensure or certification exams benefiting service as certified by appointing authority;
- Authorized attendance at conventions, conferences, or training related to the employee's role or department functions.
- When subpoenaed for Civil Service Board hearings not as a party or cause, time spent at the hearing will be considered work hours.

5.2 Compensation for Civil Leave

Full pay is provided for the first day of duty. For subsequent days, compensation shall not exceed the difference between duty pay and regular pay.

5.3 Partial Day Duties

Employees must report to work if duty ends before 12:00 noon.

Section 6: Military Leave

6.1 Active Training Leave

Regular or probationary full-time employees in the reserves or National Guard are entitled to up to ten (10) calendar days of paid leave annually for military training per official military orders.

6.2 Non-Compensable Military Duties

No pay is granted for weekend or makeup drills; however, time off can be charged to unpaid or annual leave at the employee's discretion.

6.3 Extended Active Duty

If called to active duty for extended periods, employees are placed on unpaid military leave, retaining reinstatement rights for up to thirty (30) calendar days post-duty.

6.4 Reinstatement Rights

Employees must be reinstated to their previous or similar positions post-honorable discharge, provided they are qualified and apply within thirty (30) calendar days after military service.

Section 7: Family and Medical Leave

7.1 FMLA Entitlements

All eligible employees of the Parish are entitled to unpaid, job-protected leave per year for specified family and medical reasons, in accordance with the Family and Medical Leave Act of 1993 (FMLA). Refer to the Lafourche Parish Government Policies and Procedures Manual. Family and Medical Leave (FMLA) shall run concurrently with applicable sick and/or annual leave when eligible. Employees must provide appropriate documentation to Human Resources, and all FMLA-related absences shall be administered in accordance with federal law and Parish policy.

Section 8: Leave without Pay

8.1 Authorization of Leave without Pay

Employees may be granted Leave Without Pay (LWOP) for up to ninety (90) working days within a 12-month period, subject to approval by the Human Resources Department and applicable laws. LWOP is a discretionary benefit unless otherwise mandated by law (e.g., FMLA or military leave). Requests for longer periods require Civil Service Director approval and Civil Service Board review.

8.2 Reporting and Return

Leaves over five (5) consecutive business days must be reported to Human Resources. Failure to return post-leave considers the employee as having resigned.

8.3 Holiday Pay Exclusion

Employees on unpaid leave before and after a holiday are not entitled to holiday pay.

Section 9: Special Leave of Absence without Pay

9.1 Conditions for Special Leave

A classified employee may be granted a special leave of absence without pay by the Parish President and/or designated designee. This leave enables the employee to serve in an unclassified position within the Parish, with the exclusion of elective offices. The leave is authorized under the following conditions and will conclude automatically under these circumstances:

- Resignation or Termination: The leave will end if the employee resigns or is terminated from the unclassified position.
- Duration Limit: The leave shall not extend beyond ninety (90) calendar days or the conclusion of the current term of the Parish President, whichever occurs first. Upon termination of the leave, the employee will revert to their previous classified position as held before the leave commenced. Extensions beyond 90 calendar days require Civil Service Board approval. Classified employees shall only take a Special Leave of Absence into an unclassified position once during the current Parish President's term.

Section 10: Absence without Leave

10.1 Obligation to Work

All employees are required to report to and remain at work during all scheduled hours, except when an authorized leave of absence has been formally granted in line with the provisions of this Chapter.

10.2 Recording and Identifying Unauthorized Absences

Any occurrence of absence without leave must be distinctly reported in the attendance records. No employee shall receive pay for any period they are absent from work without authorized leave.

10.3 Non-disciplinary Nature of Pay Deductions

Deductions made from an employee's pay for absence without leave are not considered disciplinary actions. However, disciplinary measures, including potential dismissal, may be pursued separately according to the guidelines specified in Chapter 10 of these Rules.

10.4 Scope of Work

The term "work," as used in this Section, encompasses not only regular duties but also includes any tasks or responsibilities ordered or authorized by a supervisor. This includes participation in job-related safety or training sessions, work breaks, evacuation of premises or relief from duties due to hazardous conditions, and escort or transport to a medical facility for treatment of a job-related injury.

10.5 Right to Appeal Pay Deductions

Any denial of pay due to absence without authorized leave is subject to appeal to the Civil Service Board. Appeals must be grounded in a specific allegation that the absence was or should have been authorized under the provisions of this Chapter. Appeals must be submitted in writing within thirty (30) calendar days following the payday on which the pay deduction occurred, and the appellant bears the burden of proving the claim.

Section 11: Holidays

11.1 Observed Holidays

Day before or after New Year's Day	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Federal Election Day
Day before Mardi Gras Day	Veterans Day
Mardi Gras Day	Thanksgiving Day
Memorial Day	The day before or the day after Christmas Day
Juneteenth	Christmas Day

11.2 Holiday Designation

Lafourche Parish Government offices are closed on Fridays. When a holiday falls on a Friday or weekend, the Parish President has the discretion to designate the official holiday to a different day.

If the Parish returns to a five-day workweek in the future, holidays that would typically fall on a Friday—such as Good Friday and the Day After Thanksgiving—will once again be designated and observed as official holidays in accordance with the standard holiday schedule.

11.3 Shift Workers and Holidays

Employees who work on a rotating shift basis observe the actual holiday, not the designated substitute, when a holiday falls on a weekend.

11.4 Holiday Hours Calculation

The duration of a holiday is equivalent to the regular number of hours in an employee's typical workday.

11.5 Compensation for Working on Holidays

Full-time, permanent employees required to work on a holiday are compensated at one (1) and one-half (1 ½) times their regular rate for the hours worked, in addition to their standard holiday pay.

11.6 Holiday Pay for Rotating Shift Workers

Employees on a rotating shift schedule, who are not scheduled to work on a holiday, receive holiday pay as do other employees.

11.7 Holiday Leave Accrual

Full-time employees who are not on rotating shifts and are not scheduled to work on a holiday have the equivalent hours of their normal workday credited to their annual leave balance.

11.8 Penalty for Unauthorized Leave around Holidays

Employees on unauthorized leave the day before or after a holiday are ineligible for holiday pay.

11.9 Holiday during Paid Leave

If a holiday occurs during a period when an employee is on paid leave, the employee receives holiday pay and is not charged leave for that day.

11.10 Observance of State Holidays

Parish employees may also observe holidays declared by the Governor of the State of Louisiana, in accordance with their work schedules.

Section 12: Leave for Work-Related Injury or Illness

12.1 Reference to Policies and Procedures

For comprehensive guidelines and procedures regarding leaves of absence for work-related injuries or illnesses, refer to Chapter V, Section 1 of the Lafourche Parish Government Administrative Policies and Procedures Manual.

Chapter 10: Disciplinary Actions

Section 1: Maintaining Standards of Service

1.1 Corrective Measures for Service Standards

Permanent employees in the classified service are expected to perform their duties satisfactorily. If an employee is unable or unwilling to perform adequately, commits acts detrimental to the service, neglects duties, or otherwise requires corrective action, the appointing authority must take necessary measures to uphold service standards. These measures may include:

- Removal from service,
- Reduction in pay to the midpoint salary rate of a lower class,
- Demotion to a position within a lower class that fits the employee's competencies as agreed by the appointing authority and the Civil Service Director,
- Suspension without pay, not exceeding a total of ninety (90) calendar days within any 12-month period,
- Fines,
- Reprimands, or other suitable disciplinary actions deemed necessary by the appointing authority.

The Lafourche Parish Government (LPG) provides a fair and structured disciplinary process. All appealable disciplinary actions shall be based on just cause and follow a process that includes investigation, notice of proposed action, opportunity to respond, and final decision. Detailed procedures are outlined in the Lafourche Parish Government Administrative Policies and Procedures Manual.

1.2 Notification and Appeal Rights

Whenever disciplinary action is taken, including dismissal, suspension, pay reduction, fines, involuntary retirement, or demotion, the appointing authority must provide the affected employee with a detailed written statement of the reasons. This notice must also inform the employee of their right to appeal the decision to the Civil Service Board within thirty (30) calendar days from the date of the disciplinary action. The notice should include the Civil Service Department's address and indicate where necessary forms of appeal are available. A copy of this notification must also be sent to the Civil Service Director. If there is a question regarding the delivery of this notice, the Civil Service Board may demand proof of effort, retaining the final judgment on the adequacy and timeliness of the notification. The Civil Service Director retains the right to independently review and investigate the circumstances surrounding any disciplinary action and submit his/her findings to the Civil Service Board within thirty (30) calendar days.

1.3 Grievance Procedure for Lesser Disciplinary Actions

In cases of reprimand or less severe disciplinary measures, if an employee feels they have been unjustly treated, they must file a grievance according to the procedures outlined in Lafourche Parish Government Administrative Policies and Procedures Manual.

Chapter 11: Reduction of Positions/Layoffs

Section 1: Reduction of a Class of Positions

1.1 Reduction Procedure

When a reduction in the class of positions is deemed necessary, the appointing authority must first seek approval from the Civil Service Board. The reduction should be managed by transferring, reassigning, or demoting permanent employees to existing vacancies within the classified service, where feasible, to minimize the impact on personnel.

1.2 Prioritization of Employee Termination

In circumstances necessitating termination, employees on probationary, temporary, or non-regular status shall generally be terminated first to mitigate the impact on permanent employees.

1.3 Pre-Layoff Protocols

The appointing authority is required to follow detailed pre-layoff procedures as outlined in Sections 2.1 and 2.2 of this Chapter, ensuring transparency and adherence to predefined rules.

Section 2: Layoffs

2.1 Layoff Procedures

1. Identification of Affected Positions
   The appointing authority must clearly identify the department(s) and the specific class(es) of positions targeted for reduction. This identification must be documented and communicated clearly to all stakeholders.
2. Criteria for Employee Layoff
   Employees subject to layoff from the targeted classes will be selected based on seniority within the class. Those with the least seniority will be laid off first. In cases where seniority is equal, the appointing authority retains the discretion to determine the order of layoffs based on operational needs and employee performance (an employee who received a reprimand or Needs Improvement/Unsatisfactory evaluation, based on previous years' evaluation).
3. Retention Options for Affected Employees
   Affected employees may choose to remain employed by accepting a demotion to a lower-ranked position within the same department, provided the lower position requires similar knowledge, skills, and abilities as their current role. This option is contingent upon the availability of such positions and the agreement of the involved parties.

2.2 Maintenance and Review of Classification Groupings

The Civil Service Director shall regularly review and update the list of class groupings and independent classes to reflect current organizational needs and changes in the classified plan. This list must be accessible for review by relevant parties.

2.3 Documentation and Approval of Layoffs

Proposals for layoffs, including the names and job titles of the affected permanent employees, must be

formally submitted to the Civil Service Director. These proposals require approval and final ratification by the Civil Service Board before implementation.

2.4 Notification of Layoff

All employees affected by impending layoffs must be notified in writing at least sixty (60) calendar days prior to the effective date of the layoff. This notification must include details of any available reemployment assistance or transition services offered by the Parish.

Section 3: Reduction in Work Hours

When the appointing authority or Parish President has decided that reducing work hours of employees will help avoid a layoff, a request must be sent to the Civil Service Director and approved by the Civil Service Board.

3.1 Documentation and Approval of Reduction in Work Hours

The appointing authority or Parish President must submit a reduction in work hours plan to the Civil Service Director and approved by the Civil Service Board. This plan must include:

1. The reason for this action
2. Job titles being excluded from the action, as well as the reason for being excluded
3. The date the action will begin and end

3.2 Reduction in Work Hours Protocols

1. A reduction in work hours cannot exceed a period of 12 consecutive months.
2. The maximum amount of any employee's work hours can be reduced is 5 hours per week.
3. While on reduced work hours, employees continue to earn annual and sick leave in accordance with Chapter 9.

A 60-day hiring freeze shall apply to the specific job classification(s) affected by the layoff or reduction in hours, unless an exception is approved by the Civil Service Board.

3.3 Preferred Reemployment List

Employees laid off or relocated to a lower position are eligible for placement on a list. This list details the department the employee was laid off or relocated from, job title and pay before the layoff occurred.

Employees on this list are ranked according to the length of their employment at the time of layoff. When any department has a need to fill a vacancy, employees starting at the top of the list are given the offer to fill.

Chapter 12: Political Activities

Section 1: Prohibited Activities

1.1 Non-Discrimination

No person shall be appointed, promoted, demoted, dismissed, or otherwise favored or discriminated against within Parish employment based on political or religious opinions or affiliations.

1.2 Financial Contributions

No employee shall directly or indirectly engage in or solicit political contributions or pay for any political purpose. This includes prohibiting solicitation of contributions from any Parish service employee.

1.3 Corruption Prohibited

No person may give, offer, solicit, or accept any money or other consideration to influence appointments or promotions within the Parish service.

1.4 Coercion Forbidden

No authority or supervisor may use their position to influence, discipline, or dismiss employees for the purpose of affecting their political activity or beliefs. This includes using threats or promises to influence political actions.

1.5 Restrictions on Political Involvement

No employee may serve on political party committees or be involved in political club activities.

Employees are prohibited from running for public office or making public political statements as part of a political campaign.

Participation in political management or campaigns is restricted, except private expressions of opinion or voting.

1.6 Public Office Limitation

Persons holding elected public office cannot concurrently hold any position within the Parish service.

Section 2: Report of Violations

2.1 Duty to Report

Employees and officials must report any violations of these political activity rules to the Civil Service Director, who will investigate and report findings to the Civil Service Board.

Section 3: Board Action on Violations

3.1 Investigative Authority

The Civil Service Board may independently or upon receiving written charges investigate any alleged violations of this chapter.

Upon verification of violations, the Board may recommend or mandate disciplinary actions depending on whether the employee falls under the Board’s direct authority.

Section 4: Exemptions

4.1 Exemptions Specified

Prohibitions outlined do not apply to the Parish President, Council Members, other elected officials, members of advisory boards, department heads, or other non-employee bodies involved with the Parish on a contractual basis, except the Civil Service Board.

Section 5: Social Media and Political Activity

5.1 Social Media Guidelines

Employees must adhere to the same standards of political neutrality on social media platforms as in other forms of public communication.

No posting of political endorsements, campaign materials, or solicitation of political contributions that could be associated with or appear to represent the views or positions of the Parish.

Employees should refrain from activities that could compromise their capacity to perform their duties impartially.

Section 6: Disciplinary Procedures for Political Activity Violations

6.1 Procedure for Reprimand and Disciplinary Actions

Initial Response: Upon detection or reporting of a violation of the political activities rules outlined in this chapter, the supervising authority or Human Resources must issue an initial written reprimand to the employee detailing the specific nature of the violation and referencing the relevant sections of the chapter.

Formal Review: Following the reprimand, the Civil Service Director will conduct a formal review, which includes gathering evidence, interviewing relevant parties, and assessing the severity of the infraction. The employee will have an opportunity to present their case and any mitigating circumstances.

6.2 Escalation of Disciplinary Actions

Minor Violations: For first-time offenses, disciplinary actions may include a written reprimand, mandatory training, or a suspension without pay for up to five (5) working days. In cases where the violation is more serious but not egregious, the Civil Service Board may authorize a suspension of up to ten (10) working days, provided the rationale is documented.

Major Violations: For severe or repeated violations, more stringent measures may be imposed, such as demotion, reduction in pay, or dismissal from service. The severity of the penalty will correspond to the nature of the violation and the employee's history of prior infractions.

6.3 Right to Appeal

Employees have the right to appeal any disciplinary action resulting from violations of political activity rules to the Civil Service Board. Appeals must be filed in writing within thirty (30) calendar days from the date of the disciplinary action. The appeal should outline the grounds for contesting the decision and may include additional documentation or testimonials as evidence.

The Civil Service Board will review the appeal, conduct hearings if necessary, and make a final determination. The Board's decision is final and binding.

6.4 Documentation and Record Keeping

All disciplinary actions related to violations of political activities must be thoroughly documented and maintained in the employee's personnel file. Documentation should include details of the infraction, any corrective actions suggested or taken, and records of communications between the employee and supervising authorities regarding the violation.

The Civil Service Director shall maintain a log of all political activity violations and actions taken, which will be reviewed annually to ensure compliance with policy and to identify any trends or recurring issues that may require policy adjustments.

6.5 Training and Awareness

The Civil Service Department will ensure that all employees receive information on the political activities policy as part of their ongoing professional development. This information will aim to clarify permissible activities and emphasize the importance of maintaining impartiality in public service.

New employees will receive training on these guidelines as part of their orientation process.

Chapter 13: Records/Files/Parish Civil Service Forms

Section 1: Records of the Office of Civil Service

1.1 Public Access and Confidentiality

The records of the Civil Service Department, unless specified otherwise, are public and accessible during regular office hours. However, specific records are confidential to protect privacy and integrity. These include:

- Examination Materials: This includes examination applications, the tests themselves, results, and related evaluative materials.
- Confidential Reports: Investigations related to the character, personality, and personal history of employees or candidates are confidential.
- Investigation Data: Any files, reports, correspondence, or data related to investigations of Civil Service Rule violations are confidential, except those parts which are admitted as evidence in public hearings.

Section 2: Civil Service Forms and Procedures

2.1 Development and Standardization

The Civil Service Director is responsible for developing and maintaining forms and procedures necessary for the administration of civil service provisions. This responsibility ensures:

- Standardization: All forms used within the Civil Service system will be standardized to promote uniformity across different departments and processes.
- Compliance: Procedures established will comply with current laws and regulations, ensuring that all operations within the civil service system are legally sound.
- Efficiency: Forms and procedures are designed to streamline administrative processes, making them more efficient and less susceptible to errors.

Chapter 14: Performance Evaluations

Section 1: Administration

1.1 Establishment of a Uniform System

A uniform performance evaluation rating system shall be established across all departments. The Civil Service Department will provide the specific form to be used for performance evaluations. All supervisors and appointing authorities must use this form as prescribed, following the guidelines and instructions issued by the Civil Service Department.

1.2 Probationary Period Evaluations

Employees on probation must be evaluated at least once during this period, ideally in alignment with the consideration for granting them permanent status. An unsatisfactory rating during probation precludes the granting of permanent status until a satisfactory re-evaluation is achieved.

1.3 Annual Evaluations

Permanent employees must receive an annual performance evaluation, timed with their employment anniversary. An unsatisfactory rating will bar eligibility for merit increases until a satisfactory re-evaluation occurs.

- Scheduling Evaluations:
    - For new employees, evaluations should occur within sixty (60) calendar days before or on their permanent appointment anniversary.
    - For ongoing employees, evaluations should also occur within sixty (60) calendar days before their anniversary date.
    - If an employee is unavailable due to leave or absence, the supervisor must mail/email the completed evaluation to the employee prior to the anniversary date. Must allow enough time for the employee to review, sign, and send back in time to be turned in by anniversary date.

1.4 Evaluation Process

Evaluations are primarily conducted by the employee's direct supervisor and may be reviewed by the appointing authority or their designee before the review session with the employee. Both the evaluator and the reviewer must sign the evaluation form.

In the Absence of Supervisors: If the direct supervisor or appointing authority is unavailable, evaluation duties may be delegated to another qualified supervisor, with appropriate documentation attached.

1.5 Mandatory Discussion

Discussion of the evaluation with the employee is mandatory. After review, the evaluation form must be signed by both the employee and the supervisor, and the employee should receive a copy. The original form or electric copy is then sent to the Civil Service Department.

1.6 Non-cooperation by the Employee

If an employee refuses to sign the evaluation form, the supervisor must note this refusal on the form itself.

1.7 Record Keeping

All original completed performance evaluations are to be stored in the employee's personnel file within the Human Resources Department.

1.8 Re-evaluation

Employees rated below satisfactory are entitled to a re-evaluation six months following their last evaluation. The re-evaluation must be completed within 60 calendar days around the due date. Satisfactory re-evaluations may result in eligibility for pay increases; continued unsatisfactory ratings may lead to disciplinary actions.

1.9 Automatic Satisfactory Ratings

If no evaluation is conducted as stipulated, an automatic satisfactory rating will be recorded for the employee.

1.10 Consequences for Supervisors

Supervisors failing to conduct evaluations will not be eligible for their own merit increases unless extenuating circumstances apply, such as the employee's prolonged absence or declared Lafourche Parish State of Emergency. Supervisors who fail to complete required performance evaluations may be subject to administrative review and corrective action, including performance improvement plans. Repeated non-compliance may result in disciplinary measures as outlined in Chapter 10.

1.11 Appeals

Employees can appeal automatic satisfactory ratings by submitting a written appeal to the Civil Service Board within thirty (30) calendar days of their anniversary. A Performance Evaluation Petition of Appeal Form is available in the Civil Service Department. The Board will review the appeal in a public hearing and must decide within forty-five (45) calendar days of the hearing's completion.

Hearing Notifications: Both the employee and their supervisor must be notified at least fifteen (15) calendar days in advance of the hearing date.

Definitions

Administrative Leave - Paid or unpaid leave granted for various non-medical reasons, including civic duties or administrative purposes, not deducted from other leave balances.

Anniversary Date - The date marking the commencement of an employee's permanent employment with the Parish, adjusted for any absences exceeding thirty (30) **calendar** days.

Annual Leave - Paid time off granted to employees for rest, relaxation, or personal affairs, accumulating according to policy specifics.

Appointing Authority - The official or body authorized to make personnel decisions such as hiring, promotion, and dismissal. This includes the Parish President, department heads, and the Civil Service Board for Civil Service Department positions.

Appointment - The process by which a person is officially designated and inducted into a position within the Parish.

Base Pay - The initial salary rate within the pay range assigned to a job classification, not including overtime or other incentive payments.

Certify or Certification - The process by which the Civil Service Director provides a list of eligible candidates to an appointing authority for potential employment.

Civil Service Board - The governing body responsible for overseeing the implementation and adherence to Civil Service rules within Lafourche Parish.

Civil Service Director - The executive appointed by the Civil Service Board to oversee the operations of the Civil Service Department.

Class or Class of Position - A category within the Civil Service classification plan that groups positions based on similar duties, responsibilities, and qualification requirements.

Classification Plan - The complete listing of all job classifications within the Parish's Civil Service, detailing each class of position.

Classified Position - A job position that falls under the purview of Civil Service regulations as defined by the Lafourche Parish Home Rule Charter.

Continuous Service - The unbroken tenure of an employee with the Parish, excluding any approved leaves of absence exceeding thirty (30) **calendar** days or any periods of layoff.

Demotion - The assignment of an employee to a lower classification, typically accompanied by a decrease in pay.

Department Head - The leader of a Parish department, appointed by and accountable to the Parish Council and President.

Dismissal or Removal - Termination of an employee's service for cause.

Drug Screening - Testing for drugs as outlined in the Lafourche Parish Council Drug and Alcohol Policy.

Eligibility List - A list of candidates who have passed civil service examinations and are eligible for hiring.

Employment List(s) - Lists that contain the names of individuals who have passed the requisite examinations for employment.

Examination - Tests and evaluations conducted to assess the qualifications and suitability of candidates for employment in the Civil Service.

Exempt Employees - Employees exempt from overtime compensation as defined under the Fair Labor Standards Act due to their job duties and salary level.

Funeral Leave - Paid time off granted to employees upon the death of a family member.

General Increase - A uniform salary increase applied to all eligible employees on a predetermined date.

Governing Authority - The body defined by the Lafourche Parish Home Rule Charter as having oversight over the Parish.

Immediate Family - An employee's spouse, children, parents, brothers, sisters, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-mother, step-father, step-brother, step-sister, step-son, step-daughter, and any other relative residing under the same roof.

Leave of Absence - A formally approved period during which an employee is allowed to be away from their work duties. This may include various types of leave such as annual leave, sick leave, military leave, family and medical leave, special leave of absence without pay, and other types designated by the Civil Service rules.

Longevity - The length of service at the Parish, typically considered for additional benefits or pay increases at milestones such as 5, 10, 15, and 20 years.

Merit Increase - A salary increase awarded based on performance evaluations, typically given on the employee's work anniversary.

Nepotism - Employment of relatives in a manner that conflicts with principles of fairness and transparency. Relatives shall not be appointed, promoted, or directly supervised by family members within the organization. If a relationship develops during employment that creates a potential conflict under this policy, the situation will be resolved through reassignment if possible, or one party may need to terminate employment. All current arrangements that could be considered nepotistic are grandfathered under this policy.

Nonexempt Employees - Employees who are covered under the Fair Labor Standards Act (FLSA) and are eligible for overtime pay. Nonexempt employees are entitled to receive overtime compensation for hours worked in excess of forty (40) per week at a rate of one and one-half times their regular hourly wage. This classification is determined based on job duties, salary level, and payment on an hourly basis, rather than on a salary basis.

On-call Status - The status of employees who are not working but must be available to work on short notice.

Open List - A list of candidates from the general public who have qualified for potential employment through civil service examinations.

Organization Charts - Diagrams that display the structure of the Parish organization, showing the relationships between positions and departments.

Organizational Unit or Parish Department - Any designated section, division, department, or unit recognized as a structured part of the Parish government.

Pay Range - The scale of minimum to maximum salary that corresponds to a specific job classification.

Peer Equity - Refers to the practice of ensuring fair and consistent compensation among employees within the same job classification or work group. This involves comparing and adjusting salaries to prevent discrepancies that cannot be justified by differences in experience, performance, seniority, or other work-related factors.

Permanent Employee - An employee who has completed their probationary period and has been formally appointed to a position within the Civil Service.

Probationary Period - The initial phase of employment in which an employee's suitability for permanent appointment is evaluated. This period is synonymous with the probationary period.

Promotion - Advancement to a higher job classification within the Civil Service, generally accompanied by an increase in salary. All promoted employees shall not serve a probationary period.

Promotion List - A list of current employees who have qualified for advancement within the Civil Service through examinations.

Public Hearing - A formally announced meeting open to the public to discuss Civil Service matters.

Public Notice - Announcement of intended Civil Service actions, such as rule changes or hearings, displayed publicly and sent to relevant officials.

Reallocation - Adjustment of a position's classification due to changes in job duties or errors in previous classifications.

Reassignment - Movement of an employee to a different position within the same or a different pay range, often due to organizational changes.

Reemployment List - A list of former employees who are eligible for rehiring, typically following layoffs.

Reinstatement - Reappointment of an employee who was previously separated from their position for reasons not involving misconduct.

Reduction-in-pay - A decrease in an employee's salary most often related to a reduction in work hours, often due to organizational restructuring or changing operational needs.

Rules and Regulations - The directives established by the Civil Service Board to manage employment within the Parish.

Salary Plan - A detailed outline of the pay structure for Civil Service positions, including salary ranges and steps.

Sick Leave - Leave provided for medical reasons, including personal or family illness, with provisions for how it can be accrued and used.

Social Media - Online platforms where content is created, shared, and interacted with by users. Employees' use of social media must not interfere with their professional duties or the integrity of Parish operations.

Suspension - A disciplinary action that temporarily removes an employee from their job duties, usually without pay.

Strategic Adjustments or Peer Equity Adjustments - A salary adjustment implemented to align employee compensation more closely with adjusted structures, internal peers, market rates, or to recognize additional job complexity and responsibilities within the organization.

Temporary Appointment - Employment in a classified position for a specified period, which does not confer permanent status.

Transfer - The movement of an employee from one position to another within the same or different classification, according to organizational needs and with the approval of the appointing authority.

Valid Driver's License - A driver's license that meets the state's requirements and is recognized as valid for operating a motor vehicle. Often a requirement for positions that involve driving duties.

Vacant Position - A position that has been officially declared open by the appointing authority using the required Civil Service form, typically due to resignation, retirement, or termination of the previous occupant.

Classification Plan

GRADE	JOB TITLE	GRADE	JOB TITLE
10	Chief Building Official Director of Civil Service Director of Homeland Security and Emergency Preparedness Nurse Parish wide Operations Manager Projects Manager	**9**	Accounting Manager Animal Shelter Manager/Veterinarian Tech Area Supervisor Assistant Director of Homeland Security Emergency Preparedness Beyond the Bell Program Director CZM Administrator CZM Administrator – Option B Field Office Supervisor Floodplain Manager Human Resources Manager Information Technology Manager Mechanics Supervisor Parish Engineer Parks Manager Permits Inspector 3 Permits Manager Planning Manager Plans Examiner Public Facilities Manager Public Works Manager Purchasing Manager Recreation Manager Risk Manager Senior Planner Solid Waste Manager Welder/Fitter
8	Accountant 3 Assistant Human Resources Manager Compliance Officer Development Specialist Equipment Operator 3 Equipment Operator/Truck Driver 3 Executive Assistant 3 Grant Writer Information Technology Analyst Legal Assistant Permits Coordinator 3 Permits Coordinator 3 – Option B Permits Inspector 2 Planning Coordinator Public Facilities Inspector Public Information Officer	**7**	Accountant 2 Assistant Council Clerk E911 Address Coordinator 3 Executive Assistant 2 Permits Coordinator 2 Permits Inspector 1 Purchasing Specialist 2 Right-of-Way Coordinator 3 Special Equipment Operator Special Projects Coordinator 3 – Option B

	Purchasing Specialist 3 Sanitation Coordinator Solid Waste Coordinator Special Projects Coordinator		
6	Accountant 1 Administrative Assistant 3 Animal Control Officer E911 Address Coordinator 2 Electrician Equipment Operator 2 Equipment Operator/Truck Driver 2 Executive Assistant 1 Human Resources Generalist Mechanic 3 Permits Coordinator 1 Public Facilities Repair Technician 3 Purchasing Specialist 1 Research Analyst Right-of-Way Coordinator 2 Risk Management Assistant 3 Sanitarian 2	**5**	Administrative Assistant 2 Assistant Permits Coordinator 3 Council Minute Clerk E911 Address Coordinator 1 Equipment Operator 1 Equipment Operator/Truck Driver 1 Field Investigator/Environmental Tech. 3 Mechanic 2 Public Facilities Repair Technician 2 Recreation Coordinator 2 Right-of-Way Coordinator 1 Risk Management Assistant 2 Seismic Inspector 3
4	Administrative Assistant 1 Animal Care Associate Assistant Permits Coordinator 2 Field Investigator/Environmental Tech. 2 Mechanic 1 Nursing Assistant Office Assistant Public Facilities Repair Technician 1 Receptionist Risk Management Assistant 1 Seismic Inspector 2	**3**	Animal Shelter Attendant Assistant Permits Coordinator 1 Bridge Tender Building Custodian Field Investigator/Environmental Tech. 1 Laborer Minute Clerk 3 Seismic Inspector 1
2	Lafourche Central Market Worker Minute Clerk 2	**1**	Minute Clerk 1

Pay Plan

Summary of Pay Ranges by Grade			
Grade	**Minimum Hourly**	**Midpoint Hourly**	**Maximum Hourly**
10	27.81	41.91	55.99
9	23.31	34.17	45.03
8	20.29	30.23	40.15
7	18.72	28.23	37.72
6	17.26	25.06	32.88
5	15.79	23.06	30.34
4	14.28	21.15	28.00
3	12.93	19.25	25.57
2	12.26	16.63	21.00
1	12.26	15.33	18.38

Pumper's Pay Scale

Minimum - $9.72 per hour

	0 DIESEL	1 DIESEL	2 DIESEL	3 DIESEL	4 DIESEL	5 DIESEL	6 DIESEL	7 DIESEL	8 DIESEL	9 DIESEL	10 DIESEL
BIWEEEKLY	0	30	35	40	45	50	55	60	65	70	75
0 ELECTRIC	$0.00	$291.60	$340.20	$388.80	$437.40	$486.00	$534.60	$583.20	$631.80	$680.40	$729.00
BIWEEEKLY	28	33	38	43	48	53	58	63	68	73	78
1 ELECTRIC	$272.16	$320.76	$369.36	$417.96	$466.56	$515.16	$563.76	$612.36	$660.96	$709.56	$758.16
BIWEEEKLY	31	36	41	46	51	56	61	66	71	76	81
2 ELECTRIC	$301.32	$349.92	$398.52	$447.12	$495.72	$544.32	$592.92	$641.52	$690.12	$738.72	$787.32
BIWEEEKLY	34	39	44	49	54	59	64	69	74	79	84
3 ELECTRIC	$330.48	$379.08	$427.68	$476.28	$524.88	$573.48	$622.08	$670.68	$719.28	$767.88	$816.48
BIWEEEKLY	37	42	47	52	57	62	67	72	77	82	87
4 ELECTRIC	$359.64	$408.24	$456.84	$505.44	$554.04	$602.64	$651.24	$699.84	$748.44	$797.04	$845.64
BIWEEEKLY	40	45	50	55	60	65	70	75	80	85	90
5 ELECTRIC	$388.80	$437.40	$486.00	$534.60	$583.20	$631.80	$680.40	$729.00	$777.60	$826.20	$874.80
BIWEEEKLY	43	48	53	58	63	68	73	78	83	88	93
6 ELECTRIC	$417.96	$466.56	$515.46	$563.76	$612.36	$660.96	$709.56	$758.16	$806.76	$855.36	$903.96
BIWEEEKLY	46	51	56	61	66	71	76	81	86	91	96
7 ELECTRIC	$447.12	$495.72	$544.32	$592.92	$641.52	$690.12	$738.72	$787.32	$835.92	$884.52	$933.12
BIWEEEKLY	49	54	59	64	69	74	79	84	89	94	99
8 ELECTRIC	$476.28	$524.88	$573.48	$622.08	$670.68	$719.28	$767.88	$816.48	$865.08	$913.68	$962.28

Midpoint - $12.52 per hour

	0 DIESEL	1 DIESEL	2 DIESEL	3 DIESEL	4 DIESEL	5 DIESEL	6 DIESEL	7 DIESEL	8 DIESEL	9 DIESEL	10 DIESEL
BIWEEEKLY	0	30	35	40	45	50	55	60	65	70	75
0 ELECTRIC	$0.00	$375.60	$438.20	$500.80	$563.40	$626.00	$688.60	$751.20	$813.80	$876.40	$939.00
BIWEEEKLY	28	33	38	43	48	53	58	63	68	73	78
1 ELECTRIC	$350.56	$413.16	$475.76	$538.36	$600.96	$663.56	$726.16	$788.76	$851.36	$913.96	$976.56
BIWEEEKLY	31	36	41	46	51	56	61	66	71	76	81
2 ELECTRIC	$388.12	$450.72	$513.32	$575.92	$638.52	$701.12	$763.72	$826.32	$888.92	$951.52	$1,014.12
BIWEEEKLY	34	39	44	49	54	59	64	69	74	79	84
3 ELECTRIC	$425.68	$488.28	$550.88	$613.48	$676.08	$738.68	$801.28	$863.88	$926.48	$989.08	$1,051.68
BIWEEEKLY	37	42	47	52	57	62	67	72	77	82	87
4 ELECTRIC	$463.24	$525.84	$588.44	$651.04	$713.64	$776.24	$838.84	$901.44	$964.04	$1,026.64	$1,089.24
BIWEEEKLY	40	45	50	55	60	65	70	75	80	85	90
5 ELECTRIC	$500.80	$563.40	$626.00	$688.60	$751.20	$813.80	$876.40	$939.00	$1,001.60	$1,064.20	$1,126.80
BIWEEEKLY	43	48	53	58	63	68	73	78	83	88	93
6 ELECTRIC	$538.36	$600.96	$663.56	$726.16	$788.76	$851.36	$913.96	$976.56	$1,039.16	$1,101.76	$1,164.36
BIWEEEKLY	46	51	56	61	66	71	76	81	86	91	96
7 ELECTRIC	$575.92	$638.52	$701.12	$763.72	$826.32	$888.92	$951.52	$1,014.12	$1,076.72	$1,139.32	$1,201.92
BIWEEEKLY	49	54	59	64	69	74	79	84	89	94	99
8 ELECTRIC	$613.48	$676.08	$738.68	$801.28	$863.88	$926.48	$989.08	$1,051.68	$1,114.28	$1,176.88	$1,239.48

Maximum - $15.33 per hour

	0 DIESEL	1 DIESEL	2 DIESEL	3 DIESEL	4 DIESEL	5 DIESEL	6 DIESEL	7 DIESEL	8 DIESEL	9 DIESEL	10 DIESEL
BIWEEEKLY	0	30	35	40	45	50	55	60	65	70	75
0 ELECTRIC	$0.00	$459.90	$536.55	$613.20	$689.85	$766.50	$843.15	$919.80	$996.45	$1,073.10	$1,149.75
BIWEEEKLY	28	33	38	43	48	53	58	63	68	73	78
1 ELECTRIC	$429.24	$505.89	$582.54	$659.19	$735.84	$812.49	$889.14	$965.79	$1,042.44	$1,119.09	$1,195.74
BIWEEEKLY	31	36	41	46	51	56	61	66	71	76	81
2 ELECTRIC	$475.23	$551.88	$628.53	$705.18	$781.83	$858.48	$935.13	$1,011.78	$1,088.43	$1,165.08	$1,241.73
BIWEEEKLY	34	39	44	49	54	59	64	69	74	79	84
3 ELECTRIC	$521.22	$597.87	$674.52	$751.17	$827.82	$904.47	$981.12	$1,057.77	$1,134.42	$1,211.07	$1,287.72
BIWEEEKLY	37	42	47	52	57	62	67	72	77	82	87
4 ELECTRIC	$567.21	$643.86	$720.51	$797.16	$873.81	$949.22	$1,027.11	$1,103.76	$1,180.41	$1,257.06	$1,333.71
BIWEEEKLY	40	45	50	55	60	65	70	75	80	85	90
5 ELECTRIC	$613.20	$689.85	$766.50	$843.15	$919.80	$996.45	$1,073.10	$1,149.75	$1,226.40	$1,303.05	$1,379.70
BIWEEEKLY	43	48	53	58	63	68	73	78	83	88	93
6 ELECTRIC	$659.19	$735.84	$812.49	$889.14	$965.79	$1,042.44	$1,119.09	$1,195.74	$1,272.39	$1,349.04	$1,425.69
BIWEEEKLY	46	51	56	61	66	71	76	81	86	91	96
7 ELECTRIC	$705.18	$781.83	$858.48	$935.13	$1,011.78	$1,088.43	$1,165.08	$1,241.73	$1,318.38	$1,395.03	$1,471.68
BIWEEEKLY	49	54	59	64	69	74	79	84	89	94	99
8 ELECTRIC	$751.17	$827.82	$904.47	$981.12	$1,057.77	$1,134.42	$1,211.07	$1,287.72	$1,364.37	$1,441.02	$1,517.67

Appendix

Article IV of the Lafourche Parish Home Rule Charter - Civil Service Department

Section 1: Civil Service System

The Parish shall have a Civil Service System, (hereinafter referred to as Civil Service). It shall be the policy of the Parish to employ those persons best qualified to exercise the powers, functions and duties of the Parish and to foster effective career service in Parish employment. Except as provided hereunder, all employments, appointments and promotions in the service of the Parish and each of its departments shall be made on the basis of merit and fitness that shall be determined, insofar as practical, by competitive testing.

Section 2: Persons Excluded from the Civil Service System

All persons not excluded from Civil Service shall be included in the Civil Service System. Those excluded are:

A. All elected officials.

B. Department heads and one deputy department head per department, excluding the Civil Service Director and the Civil Service Deputy Director.

C. The Administrator.

D. Members of advisory boards.

E. Organizations and their employees and other persons who are employed by the Parish on an independent contractual basis.

F. Employees of the legislative branch as provided for in Article III, Section 2, Paragraph J, provided, however, these persons may be classified at a later date by ordinance.

G. All persons employed and paid exclusively with federal funds administered by the Parish, unless specifically required by federal regulation or law to be included under this Merit System of Public Employment.

    i. Employees of political subdivisions of the Parish; however, these persons may be classified at a later date by a request of a majority of the voting members of the political subdivision and adoption of an ordinance by the Council, if allowed by state law.

H. Temporary appointees as defined in the Civil Service Rules and Regulations.

Section 3: Appointment and Dismissal of Parish Civil Service Employees

A. Except as provided for in Paragraph B of this Section, all appointments and dismissals of Civil Service employees in the Executive Branch of the Parish shall be made by the President or his/her designee, subject to the provisions of Civil Service rules and regulations.

B. The appointment and dismissal of the Civil Service Director or Deputy Director shall be made by the Civil Service Board, subject to the provisions of this Charter and Civil Service Rules and

Regulations.

Section 4: Organization, Structure and Distribution of the Powers and Functions in the Department of Civil Service

1. The Department

   There shall be a Department of Civil Service. It shall consist of a Civil Service Board (hereinafter referred to as the Board) and a classified Civil Service Director, (hereinafter referred to as the Director). The head of the Department of Civil Service shall be the Board.

2. The Board

   1. Composition of the Board

   The Board shall consist of five (5) electors of the Parish who shall (a) have been domiciled in the Parish for at least the last two (2) years prior to their appointments, (b) hold no other public office or position in Parish government and (c) be in sympathy with merit principles of public personnel administration. Members of the Board shall serve without compensation.

   2. Method of Appointment to the Board

   Nominations for the five (5) seats on the Board shall be made by the following:

   a. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Nicholls State University.

   b. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Louisiana State University in Baton Rouge.

   c. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Tulane University.

   d. One (1) member shall be nominated by the Board of Directors of the Alumni Association of Southern University in Baton Rouge.

   e. One (1) member shall be nominated by the Lafourche Parish Bar Association.

   Each nominating authority shall transmit the name of its nominee to the President who shall thereafter submit the name to the Council for approval or rejection of the appointment. Appointments shall be for four (4) year terms.

   3. Filling a Vacancy on the Board

   Immediately after receiving notice of a vacancy on the Board, the Director shall notify the President, the Chair and the nominating authority of the fact. Within sixty (60) days after the vacancy occurs, the respective nominating authority shall submit a nominee to fill the vacancy. Within thirty (30) days thereafter, the Council must ratify or reject the appointment. If the nomination is rejected, another nomination shall be solicited from the same source. If the Council fails to act within thirty (30) days after the receipt of the name of the nominee, the appointment shall be automatically ratified. If a nominating authority fails to submit a nominee in the time required, the Board of Directors of the Louisiana Civil Service League shall make the appointment. If one (1) of the named nominating authorities ceases to exist, the Council shall choose the alumni association of another accredited College, University or organization within

Louisiana to replace it. The outgoing Board member shall serve on the Board until replaced by the newly appointed member.

4. Removal of a Board Member

A member of the Board may be removed for just cause by a resolution, after having been served with a written specification of the charges against him/her and afforded an opportunity for a public hearing thereon by the Council.

5. General Powers, Functions and Duties of the Board

The Board shall review, may amend, and shall adopt the position classification plan, the uniform plan of salary ranges, and the Civil Service rules and regulations. In addition, it:

a. Shall conduct investigations and act on complaints by or against any Civil Service employee;

b. Shall hold hearings on dismissals, demotions, and other disciplinary matters as may be provided for in the Civil Service rules. The right to appeal any decision of the Board shall exist to the appropriate State District Court;

c. May exercise witness and document subpoena powers;

d. Shall appoint a Director when a vacancy occurs;

e. May make any investigations it deems desirable concerning Civil Service in the Parish and report its findings to the President and Council; and

f. Shall exercise all necessary powers and perform such other policymaking and administrative functions and duties as may be required or allowed under the Civil Service rules and regulations, provided that such powers, functions and duties are not in conflict with, inconsistent with or concurrent with the provisions of this Charter and are relevant to the Civil Service System.

3. The Director

1. Appointment and Qualifications

The Director shall be appointed by the Board. The Director shall be qualified and experienced in personnel administration and shall be responsible to the Board for the administration of the Civil Service System for the Parish in accordance with Civil Service rules adopted pursuant to this Article.

2. Powers, Functions and Duties

The powers, functions, and duties of the Director shall include, but shall not be restricted to, the following:

a. To develop and administer a position classification plan that shall provide for the classification of all positions on the basis of duties and responsibilities. The Director shall submit the classification plan to the Board. The Board shall hold a public hearing on the plan and may make amendments thereto. Thereafter, the Board shall adopt the plan. The plan becomes effective upon adoption by the Board.

b. To develop and, upon adoption, administer an annual uniform plan of salary ranges for all

persons in the Parish Civil Service System. The annual plan for each succeeding fiscal year shall be submitted by the Director to the Board not later than April 1st of each year. The Board shall review the plan and, after a public hearing, shall submit it, together with such amendments it deems appropriate, to the President not later than the last day of May of each year. The President shall review the plan and may amend it. Thereafter, the President shall include the plan in the annual operating budget for consideration by the Council.

c. To prepare Civil Service rules to carry out the provisions of this Article. These rules shall be submitted to the Board which, after public hearing, shall make amendments as it deems necessary. These rules shall become effective upon approval by the Board and shall have the full force of law. Such rules shall apply to all persons covered by this Article and shall provide for:

    - Policies and procedures for the administration of the classification plan;
    - Policies and procedures for furnishing forms and records to the Civil Service Department from the President or the President's designee;
    - Policies and procedures for the administration of the salary plan;
    - Policies and methods for holding Civil Service tests to determine the merit and fitness of candidates for all regular position appointments;
    - The establishment and maintenance of lists of persons eligible for appointment by reason of successful participation in competitive tests; and procedures for the certification of persons from eligible lists for filling vacancies;
    - The procedure for lay-offs, suspension, demotion, and dismissal of employees, which shall provide for hearings before the Board in these cases;
    - Hours of work, attendance regulations, leaves of absence with or without pay, probationary periods and temporary appointments;
    - Prohibition against political activity of employees and assessment for political purposes; and
    - Other policies, practices, and procedures necessary for the administration of the Parish Classified Civil Service System;

3. Removal of the Director

The Director may be removed, for just cause, by the Board, after having been served with a written specification of the charges against him/her and being afforded an opportunity for a public hearing thereon by the Board. Any Director who is removed by the Board is reserved the right to appeal the removal to the appropriate State District Court.

Section 5: Prohibited Political Activities

No member of the Board or employee covered under this Article shall participate or engage in political activity; be a candidate for nomination or election to public office or be a member of any national, state,

or local committee of a political party or faction; make or solicit contributions for any political party, faction, or candidate; or take active part in the management of the affairs of a political party, faction, candidate, or any political campaign, except to exercise the right as a citizen to express an opinion privately, to serve as a commissioner or official watcher at the polls, and to cast a vote as he/she desires.

A. Contributions

   No person covered under this Article shall solicit contributions for political purposes from any classified employee or use or attempt to use a position in Parish service to punish or coerce the political action of a classified employee.

B. Political Activity Defined

   As used in this Part, "political activity" means an effort to support or oppose the election of a candidate for a political office or to support a particular political party in an election.

Section 6: Classifications Ratified

Upon the effective date of this revised Home Rule Charter, all persons who have status in the classified service of the Parish shall retain said status in the position, class and rank that they have on such date and shall thereafter be subjected to and be governed by the provisions of this Charter and the rules and regulations adopted pursuant thereto.

Section 7: Continuation of Plans and Rules

Rules and Regulations, classification plans, and pay plans presently in effect for classified persons in the Parish, will remain in effect until modified as provided for in this Article.

Section 8: Supremacy Clause

The provisions of this Article shall prevail if conflicts are found between this Article and other Articles of this Charter.