

PERSONNEL COMMITTEE
MINUTES OF MEETING
February 7th, 2017
6:00 P.M.

Present: Mike Jones, Lanny Parker, Derek Kennedy and John Watley. Also present were Charles Sawyer, Glenn Hutto, Bruce Hampton, Jerry Taylor and Amber Futch.

Mr. Jones called the meeting to order. Mr. Parker led the group in prayer.

Motion Mr. Parker, seconded Mr. Watley and declared adopted by unanimous vote to approve the agenda as written.

Motion Mr. Watley, seconded by Mr. Parker to approve the minutes of the January 19th, 2017 meeting. Motion carried unanimously.

Mr. Taylor addressed the committee on the possibility of restructuring the pay scale for parish employees. Instead of hiring new employees at the same rate, there would be a pay rate for each position. For instance, a motor grader would make more than a laborer. The pay scale could be set any way that the Jury decided upon. The older workers may be grandfathered in. This is in the early stages so nothing has been decided. Mr. Taylor will present a restructuring plan to the Personnel Committee at a later date. **No action taken.**

Amber Futch addressed the Personnel Committee regarding concerns she has. Apparently, there have been several complaints about the payroll department. She is asking for there to be a certain order that complaints are made in. Instead of going straight to the Police Jury if an employee has a complaint about the payroll department, they should follow the proper procedure. The person complaining should go to his/her supervisor. If their supervisor cannot help them then the payroll department should be contacted. If their issue is not resolved, then the Secretary-Treasurer should be contacted and then the Police Jury notified as a last resort.

Several employees complained because they had no federal withholdings. This was due to the fact that they changed their withholdings in January. Several of the landfill hands were claiming 9 or more dependents.

Time sheets – The time sheets have been redesigned to make the office more efficient. In the past, there was one big time sheet for each department. Now every employee has his/her own time sheet that can be put in their personnel file after pay day. This will be easier when the auditor requests to see certain employees time sheets.

The Secretary-Treasurer gave a brief report on the updated Personnel Policy. The updated policy will be adopted during the regular meeting. The following changes were made to the policy:

1 Nepotism

The old policy read “The Parish will not employ members of the immediate family of present employees to work in the same office, work crew, or in a direct supervisory relationship. If two employees marry, however, neither shall be required to resign or transfer unless they have a direct supervisory relationship.”

The new policy reads “The Parish will not employ members of the immediate family of present employees to work in a direct supervisory relationship. If two employees marry, however, neither shall be required to resign or transfer unless they have a direct supervisory relationship.”

- 2 Merit raises will be awarded every five years at the rate of .25 per hour. The 20-year cap will no longer be in effect.
- 3 Update the sick leave policy to state “Union Parish Police Jury employees are limited to two (2) days sick leave per year without a doctor’s excuse. The two unexcused days cannot be taken the day before or the day after a holiday. Temporary employees shall not be entitled to sick leave.”

No action taken.

There being no more business to come before the committee, Mr. Jones declared the meeting adjourned upon motion by Mr. Kennedy and duly seconded by Mr. Watley on this the 7th day of February, 2017.

Mike Jones, Chairman
Paula Strickland, Secretary/Treasurer