

**PERSONNEL COMMITTEE  
MINUTES OF MEETING  
August 6<sup>th</sup>, 2018  
5:30 P.M.**

Present: Mike Jones, Lanny Parker, Derek Kennedy and Charles Sawyer. Also present: Glenn Hutto, Shorty Matthews, Richard Phelps, Lane Rugg, Sharon Dixson and Jerry W. Taylor.

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

**Motion Mr. Sawyer, seconded by Mr. Kennedy and declared adopted by unanimous vote to approve the agenda as written.**

**Motion Mr. Parker, seconded by Mr. Kennedy to approve the minutes of the May 31<sup>st</sup>, 2018 meeting. Motion carried unanimously.**

**Motion Mr. Sawyer, seconded by Mr. Kennedy to recommend to the full jury to hire James Simmons for full time employment at the Landfill with his time counted back to March 12, 2018 based on the recommendations of Richard Phelps, General Superintendent; effective August 13, 2018. Motion carried unanimously.**

**Motion Mr. Parker, seconded by Mr. Sawyer to recommend to the full jury to hire Richard Scarborough for full time employment at the Landfill with his time counted back to March 28, 2018 based on the recommendations of Richard Phelps, General Superintendent; effective August 13, 2018. Motion carried unanimously.**

**Motion Mr. Kennedy, seconded by Mr. Parker to recommend to the full jury to hire a Landfill office assistant who can also be utilized at the Road Department and Police Jury Annex when needed. The Secretary/Treasurer will be tasked with taking applications and presenting to the Personnel Committee. Motion carried unanimously.**

**Motion Mr. Parker, seconded by Mr. Sawyer to recommend to the full jury to allow Sharon Dixson, HUD Director, to work a four day – forty (40) hour work week. The effective date and schedule to be determined at a later date. Motion carried unanimously.**

A lengthy discussion was held regarding the Union Parish Personnel manual and the Personnel Committee would like to recommend to the full jury that the following changes be made to the policy:

**Motion Mr. Kennedy, seconded by Mr. Parker to recommend to the full jury to increase annual leave from  $\frac{1}{2}$  a day per month to  $\frac{3}{4}$  a day per month for employees employed zero (0) to five (5) years. Motion carried unanimously.**

**Motion Mr. Kennedy, seconded by Mr. Parker to recommend to the full jury to define overtime as follows: Overtime shall be paid to non-exempt employees whose schedule**

**exceeds a forty (40) hour work week. Holidays, vacation and sick time can count towards the forty (40) hour work week. Motion carried unanimously.**

**Motion Mr. Sawyer, seconded by Mr. Kennedy to recommend to the full jury to clarify how the holidays are paid. If an employee works on a holiday then that employee will get paid for working that day plus time and a half.**

Wages are to be defined for the DC as follows:

Eight (8) hour employees include the following:

- a. Transportation
- b. Booking
- c. Commissary
- d. Kitchen
- e. Nurse
- f. TWP – Transportation
- g. Administrative

Twelve (12) hour employees include the following:

- a. Shift workers

**Motion Mr. Parker, seconded by Mr. Kennedy to recommend to the full jury to increase compensatory time from five (5) days to seven (7) days. Compensatory time cannot be rolled over from one calendar year to another. Motion carried unanimously.**

**There being no more business to come before the committee, Mr. Jones declared the meeting adjourned upon motion by Mr. Parker and duly seconded by Mr. Sawyer on this the 6<sup>th</sup> day of August, 2018.**

Mike Jones, Chairman  
Paula Strickland, Secretary/Treasurer