

**PERSONNEL COMMITTEE
MINUTES OF MEETING
May 24th, 2021
5:30 P.M.**

Present: DeWayne Ramsey, Ben Bridges, John Watley and Nathan Pilgreen. Also present: Johnny Buckley, Brenda Abercrombie, Ceis Nyegaard, Richard Phelps and Milas Joe Davidson.

Mr. Ramsey called the meeting to order. Mr. Pilgreen led the group in prayer.

Motion Mr. Bridges, seconded by Mr. Watley and declared adopted by unanimous vote to approve the agenda with the following addition:

#9 Discuss and make recommendations regarding CDL driver.

Motion Mr. Pilgreen, seconded by Mr. Bridges to approve the minutes of the March 4th, 2021 meeting. Motion carried unanimously.

Mr. Bridges addressed the committee regarding the two unexcused sick days employees are allowed. Mr. Bridges received a complaint regarding employees scheduling sick days for personal use. Currently, the policy states the following:

“Union Parish Police Jury employees are limited to two (2) days sick leave per year without a doctor’s excuse. Temporary employees shall not be entitled to sick leave. No employee may take an unexcused sick day on the day before or after a holiday. If an employee uses sick time on the day before or the day after a holiday, he must present a doctor’s excuse to his supervisor”.

Motion Mr. Bridges, seconded by Mr. Pilgreen to recommend to the full jury to revise the Personnel Policy to state the following:

“Union Parish Police Jury employees are limited to two (2) days sick leave per year without a doctor’s excuse; those days shall be considered “personal days”. Temporary employees shall not be entitled to personal leave. No employee may take a personal day on the day before or the day after a holiday. The personal days cannot be rolled over into the next calendar year.” Policy change to be effective June 7th, 2021. Motion carried unanimously.

A lengthy discussion was held regarding insurance start dates and probationary periods. There is some confusion as to how employees are hired. For example, employees can be hired as full-time, part-time or temporary. **Motion Mr. Pilgreen, seconded by Mr. Watley to recommend to the full jury to revise the Personnel Policy to reduce the probationary period from six (6) months to three (3) months. At the end of three months full-time employees will be eligible for all benefits including insurance, retirement, holiday pay, annual leave and sick leave. This policy change does not apply to seasonal or temporary workers. At the end of the three-month probationary period the supervisor may extend the probationary period if needed. Policy change to be effective June 7th, 2021. Motion carried unanimously.**

Motion Mr. Pilgreen, seconded by Mr. Bridges to recommend to the full jury to hire John Paul Smith for full-time employment effective June 9th, 2021 at the Landfill with his time being counted back to his original hire date of March 9th, 2021. He is now eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.

A lengthy discussion was held regarding the excessive annual and sick leave balances. A potential buy back policy was discussed. Trevor Fry with Gold Weems was consulted regarding the possibility. The jury can buy back hours as long as the jury formally approves and the employee agrees. Mr. Fry sent several Attorney General opinions regarding the buyback policy. In one of the opinions the Attorney General noted that it was okay to amend a policy to limit the number of hours an employee can accrue going forward as long as hours that are already on the books are not taken away unless the employee agrees to the hours being bought.

Mr. Bridges addressed the committee and said it becomes a problem when three to four months of vacation are used when someone retires. It creates a budgeting issue when that retired employee is burning through their vacation time. **Motion Mr. Bridges, seconded by Mr. Watley to table the buyback discussion until further research can be done. Motion carried unanimously.**

A brief discussion was held regarding CDL drivers and how the employees can be encouraged to obtain their CDL licenses. The Secretary/Treasurer reported that the pay scale for the Road and Landfill employees provide an increase in pay for those employees who obtain or who already have their CDL license. The pay scale was passed in 2018 to encourage the employees to obtain CDL licenses or operator certification. The pay scale has a range that gives the superintendent the flexibility to pay for experience. **No action taken.**

A brief discussion was held regarding an employee at the Landfill who has a CDL license, but is not a proficient truck driver. He needs more practice. He is a great employee and is currently working as a swamper. Mr. Phelps wanted to make sure he could leave the employee at his current rate of pay. Mr. Phelps will encourage and let the employee practice his driving. **No action taken.**

There being no more business to come before the committee, Mr. Ramsey declared the meeting adjourned upon motion by Mr. Watley and duly seconded by Mr. Bridges on this the 24th day of May, 2021.

DeWayne Ramsey, Chairman
Paula Strickland, Secretary/Treasurer