

**PERSONNEL COMMITTEE
MINUTES OF MEETING
August 1st, 2023
4:00 P.M.**

Present: Johnny Buckley, DeWayne Ramsey, A.J. Ford, Jr. and Ceis Nyegaard. Absent: None.
Also present: Ben Bridges, L.W. Nolan, Nathan Pilgreen, Brenda Abercrombie, Milas Davidson, Bernie Nolan, Tommy Durrett, Brooke Abercrombie, Amanda White and Tammy Ramsey.

Mr. Buckley called the meeting to order. Mr. Ford led the group in prayer.

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

Motion Mr. Ramsey, seconded by Mr. Ford to approve the minutes of the July 18th, 2023 meeting. Motion carried unanimously.

Motion Mr. Ramsey, seconded by Mr. Ford to recommend to the full jury to hire Felix Elliott for full-time employment at the Road Department with his time being counted back to his original hire date of May 22, 2023. His full-time status is effective August 21st, 2023 and at that time he is eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.

Motion Mr. Ramsey, seconded by Mr. Ford to recommend to the full jury to hire Richard Scarborough for full-time employment at the Road Department with his time being counted back to his original hire date of May 28th, 2023. His full-time status is effective August 28th, 2023 and at that time he is eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.

A brief discussion was held regarding Road and Landfill employees taking UPPJ vehicles home. Mr. Pilgreen addressed the committee and stated that he was in favor of rotating employees taking a vehicle home. The employee would be on call for the week. This would alleviate some of the supervisors getting called out during an emergency. **Motion Mr. Ramsey, seconded by Mr. Ford to table this matter until a later date. Motion carried unanimously.**

Motion Mr. Ramsey, seconded by Mr. Nyegaard to recommend to the full jury to make an addendum to the Personnel Policy that states the following: *“Exempt employees shall not be paid overtime. Exempt employees may accumulate a maximum of ten (10) days of compensatory time in lieu of receiving overtime pay. All compensatory time must be approved by employees’ immediate supervisor. Compensatory time cannot be rolled over from one calendar year to another; accumulated time elapses on December 31 of each year.”* Motion carried unanimously.

A lengthy discussion was held regarding a cap on how much vacation can be carried over from one year to the next. The Secretary/Treasurer reported that there are multiple employees with vacation balances in excess of 400 hours. The following was discussed:

- Grandfathering the existing employees and implementing a new policy for new hires
- Buy back vacation time
- Buy back vacation time in November – two-week limit
- Placing a three-week cap on vacation carry over

Motion Mr. Ford, seconded by Mr. Ramsey to table this matter until a later date. Motion carried unanimously.

A brief discussion was held regarding sick time. Currently the Union Parish Police Jury Personnel Policy allows for sick time if it is for the employee only. Sick time can not be used for small children or spouses. If an employee uses sick time then they must use a doctor's excuse. **Motion Mr. Ramsey, seconded by Mr. Ford to table this issue until a later date. Motion carried unanimously.**

A brief discussion was held regarding a mechanic supervisor/welder position for the Union Parish Police Jury. Mr. Durrett addressed the Committee about a new position that he feels is needed. The position would be directly over all mechanics and any repair done on equipment at the Road Department and Landfill. According to Mr. Durrett the parish is spending a lot of money on taking equipment and having it hooked up to the computer for a diagnostic check. Mr. Durrett estimates that the parish is paying \$4,000 a year for this service.

Mr. Durrett further stated that the parish is having to hire a sub-contractor mechanic/welder. Mr. Durrett said that the past year the jury spent \$24,150.00

Mr. Durrett feels like with the right person in charge you will see more preventive maintenance being done which will cut overall cost. Mr. Durrett would like to create this position and have a pay range from \$28.00 to \$34.00 an hour. The Secretary/Treasurer said that at \$30.00 an hour the job with benefits would cost approximately \$76,200. **Motion Mr. Ramsey, seconded by Mr. Ford to table this discussion until a later date. Motion carried unanimously.**

Public Comments – None.

There being no more business to come before the committee, Mr. Buckley declared the meeting adjourned upon motion by Mr. Ramsey and duly seconded by Mr. Ford on this the 1st day of August, 2023.

Johnny Buckley, Chairman
Paula Strickland, Secretary/Treasurer