

**PERSONNEL COMMITTEE
MINUTES OF MEETING
September 26th, 2023
4:15 P.M.**

Present: Johnny Buckley, DeWayne Ramsey and A.J. Ford, Jr. Absent: Ceis Nyegaard.
Also present: Ben Bridges, Nathan Pilgreen, Brenda Abercrombie, Chris Strickland, Russell Wade, Tammy Ramsey and Johnny Creed.

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

Motion Mr. Ramsey, seconded by Mr. Ford 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 August 1st, 2023 meeting. Motion carried unanimously.

A discussion was held regarding the sick time policy. Currently the Union Parish Police Jury Personnel Policy states 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/unexcused sick day leave. No employee may take a personal/unexcused sick day on the day before or the day 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. Personal days cannot be rolled over into the next calendar year.

According to policy, if an employee wishes to use sick-time then the employee must bring a doctor's excuse upon returning to work. If the employee does not have an excuse, then he must take vacation or use one of the personal days.

The Committee discussed employees using sick time and if they are off for more than three days then they must bring a doctor's excuse on the fourth day if they are remaining off work.

Motion Mr. Ramsey, seconded by Mr. Ford to recommend to the full jury to make an addendum to the Personnel Policy that states the following: "Union Parish Police Jury employees are limited to five (5) days sick leave per year without a doctor's excuse; those days shall be considered "personal days" or unexcused sick. Temporary employees shall not be entitled to personal/unexcused sick day leave. No employee may take a personal/unexcused sick day on the day before or the day 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. Personal days cannot be rolled over into the next calendar year." Policy change is effective October 2nd, 2023. Please note days are increasing from two (2) to five (5) days. Motion carried unanimously.

Motion Mr. Ramsey, seconded by Mr. Ford to recommend to the full jury to implement a vacation buy-back policy. Employee may sell exactly forty (40) hours, no more or no less, of vacation back to the Police Jury during the period of November 15th – December 15th each year. Motion carried unanimously.

A brief discussion was held regarding a cap on the vacation policy and the number of days that can be carried over into the next year. **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 26th day of September, 2023.

Johnny Buckley, Chairman
Paula Strickland, Secretary/Treasurer