

**PERSONNEL COMMITTEE
MINUTES OF MEETING
June 4th, 2024
4:00 P.M.**

Present: Nathan Pilgreen, Russell Wade, Ben Bridges and A.J. Ford, Jr. Absent: None.
Also present: Mike Holley, Curtis Moses, Brenda Abercrombie, Lynde Scarborough, Danielle Harkins and Johnny Creed.

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

There were no public comments on agenda items.

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

Motion Mr. Wade, seconded by Mr. Ford to approve the minutes of the April 2nd, 2024 meeting. Motion carried unanimously.

Motion made by Mr. Ford and seconded by Mr. Wade for the Committee to enter into executive session for the purpose of personnel issues. Roll call vote: YEAS 4, NAYS 0, ABSENT 0.

Motion made by Mr. Bridges and seconded by Mr. Ford for the Committee to come out of executive session and to return to the meeting; no action taken in executive session. Roll call vote: YEAS 4, NAYS 0, ABSENT 0.

Motion Mr. Ford to repeal the termination of Lynde Scarborough and reinstate her employment. Motion failed due to a lack of a second.

A brief discussion was held regarding job descriptions for the Road and Landfill Departments. The Landfill Superintendent and the Assistant Superintendent's job description states that they must have the required operator certifications. The job description also states that they must hold a CDL Class A license. Mr. Davidson has a Class A Operator license and is working on obtaining his CDL Class A license. Mr. Echols is a Class B operator and has no CDL license. Mr. Echols will be sitting for the Class A operator class in October. The police jury has always encouraged multiple Class A license holders at the Landfill. There is no limit to how many operators the Landfill can have. The Landfill currently has three (3) Class A operators (Ates, Davidson and Strickland).

Mr. Bridges stated that there are employees who are refusing to drive a garbage truck even though they hold a Class A CDL license. The Landfill and Assistant Landfill Superintendent should be able to drive a truck if necessary. Mr. Bridges further stated that he is going to distribute the job descriptions to Mr. Davidson and Mr. Echols.

No action taken.

Mr. Bridges addressed the committee regarding unexcused sick days. Mr. Bridges stated that the policy currently allows for five (5) unexcused sick days. A doctor's excuse is not required. Mr. Bridges stated that recently an employee was asked to go to a different department and she/he declined the night before via text because he/she did not want to go to that different department. Mr. Bridges stated that the policy is being abused. The employees will not lose any sick time, but they will have to bring a doctor's excuse after two (2) days. The policy will revert to what it was. **Motion Mr. Wade, seconded by Mr. Bridges to recommend to the full jury to amend the Union Parish Police Jury Personnel Policy as follows:**

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" 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. (Effective 6/5/24 two unexcused)

Motion carried unanimously.

Mr. Bridges addressed the committee regarding comp time. Mr. Bridges stated that the comp time previously capped out at 40 hours. It was changed last year at the request of the Public Works Director and increased to 80 hours. Mr. Bridges would like this taken back to the original 40 hours instead of the 80 hours. **Motion Mr. Bridges, seconded by Mr. Ford to recommend to the full jury to amend the Comp time policy as follows:**

Exempt employees shall not be paid overtime. Exempt employees may accumulate a maximum of one (1) week 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. (Effective 6/5/24)

There being no more business to come before the committee, Mr. Pilgreen declared the meeting adjourned upon motion by Mr. Wade and duly seconded by Mr. Bridges on this the 4th day of June, 2024.

Nathan Pilgreen, Chairman
Paula Strickland, Secretary/Treasurer