



STATE OF LOUISIANA

PARISH OF UNION

In the Name and By the Authority of the Police Jury of Union Parish

PERSONNEL POLICY

WHEREAS, the Union Parish Police Jury has deemed it necessary to revise its current Personnel Policy;

THEREFORE BE IT RESOLVED that the Union Parish Police Jury hereby adopts the following Personnel Policy to relace any/and or all prior personnel policies.

Resolution unanimously adopted and effective this 30th day of December, 2024.

s/ Glenn Hutto

President
Union Parish Police Jury

s/ Paula Strickland

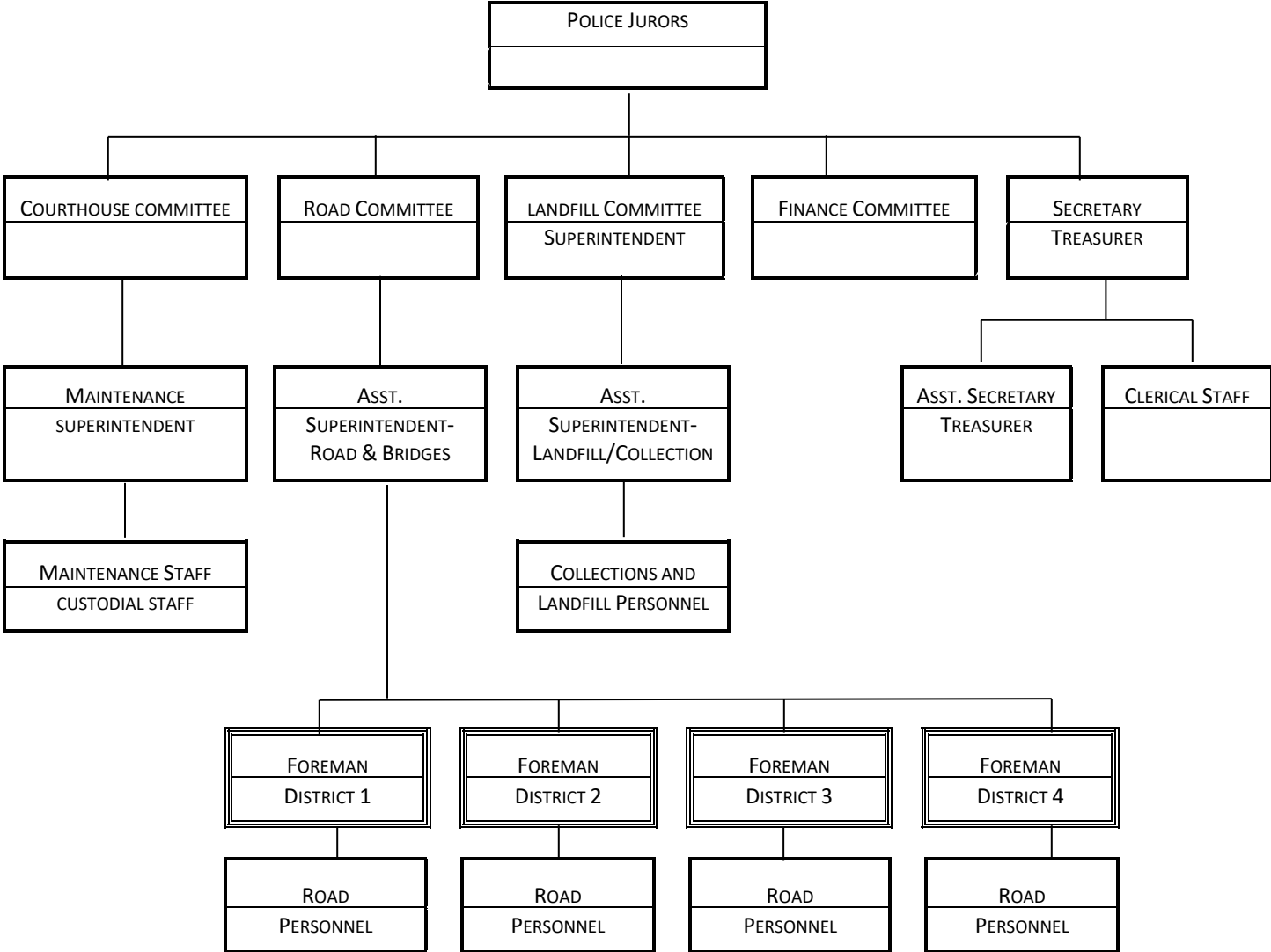
Secretary-Treasurer
Union Parish Police Jury

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UNION PARISH POLICE JURY
ORGANIZATIONAL CHART



INTRODUCTION

Union Parish Police Jury (sometimes hereinafter referred to as “Police Jury”) recognizes that its most important asset is its employees. Therefore, we strive to create a positive work environment. In an effort to affirm fair, consistently applied, and reasonable personnel policies, the Police Jury hereby establishes this Personnel Policy (the “Policy”), which supersedes and replaces all prior published or unpublished policies, guidelines, manuals, handbooks, or other publications related to personnel matters.

We are committed to creating a culture of quality and service, and the provisions of this Policy are designed to further that goal. Accordingly, the information in this Policy should help familiarize employees with Union Parish Police Jury’s philosophies and personnel policies. In order, however, to preserve the ability to meet present and future conditions, the Police Jury, from time to time, may modify, augment, delete, revoke, or otherwise change any or all policies, procedures, practices, statements, or provisions contained in the Policy, at any time and without notice.

Importantly, employees should note the following: **NEITHER THIS POLICY NOR ANY PROVISION OF THIS POLICY IS TO BE CONSTRUED AS AN EMPLOYMENT CONTRACT OR ANY OTHER TYPE OR FORM OF CONTRACT.** Further, no provision in this Policy is intended or should otherwise be construed as a guarantee of continuity of benefits or rights. Moreover, neither permanent employment nor employment for a term is intended or should otherwise be implied or construed from any statement or provision of this Policy.

PROCEDURE FOR HIRING NEW EMPLOYEES

Police Jury may use either (A), (B) or (C):

- A. **Advertise at least one time in the Official Journal and pass by word of mouth that a position is in need of being filled with a person experienced in the position that is to be filled. Personnel Committee and the appropriate Superintendent screen applications, including those already on file, to one applicant, with this applicant being presented to the Jury for final approval and hiring.**
- B. If position cannot be filled with an experienced person, the Personnel Committee and Superintendent may select the best qualified applicant from the applications to be presented to the Jury for final approval and hiring **or re-advertise for position.**
- C. Superintendents are given authority to hire on a temporary basis, for an established position which has become vacant, and fix the salary as long as it does not exceed the maximum salary established by the Jury for position to be filled. Superintendent may work individual up to 180 days on temporary basis. Action to fill the position on a full-time basis to be taken by the Personnel Committee with final action by the Jury after the position is filled on a temporary basis.

Applicants must submit to reference checks, interviews, post-hire medical examinations, background checks, performance tests, and/or any other appropriate screening procedures deemed necessary including drug and alcohol.

Applicants shall be required to provide any information and undergo any examination required for the position to be filled. Individual hired on a temporary basis could be moved to a full-time position if a vacancy becomes available and the Superintendent recommends him/her as being qualified for the position upon the approval of the Jury.

DISQUALIFICATION

- A. An applicant shall be eliminated from consideration if the applicant:
 - a) does not meet the qualifications necessary for the performance of the duties of the positions involved;
 - b) has made a false statement of material fact on the application form or supplements thereto;
 - c) has committed or attempted to commit a fraudulent act at any state of the selection process;
 - d) is an alien not legally permitted to work; and
 - e) failed to pass physical and/or drug/alcohol test.
- B. An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements.

The Police Jury relies upon the accuracy of information contained in your personnel file and employment application, as well as the accuracy of other data presented through the hiring process and employment relationship. Any misrepresentation, falsification, or omission in any of this information or data will result in disciplinary action, up to and including discharge. Furthermore, any employee who is arrested and/or convicted of a crime must inform his/her supervisor immediately in writing, and failure to do so will result in disciplinary action, up to and including discharge.

Employees must notify the Police Jury of a change in name, address, telephone number, marital status, number of dependents or work status as soon as possible after a change has taken place. Such notification is the employee's responsibility, and unreported changes may result in a denial of benefits.

EMPLOYEE STATUS

- A. All employees of the Police Jury shall be classified as full-time or temporary.
 - a) Full-time employee - an employee who has a work week of 40 hours per week on a regularly scheduled basis.
 - b) Temporary employee - an employee who works in a position which is of a non-permanent nature (full time).

- B. Full-time employees shall be entitled to all benefits as provided by the Police Jury upon successful completion of their probationary period. Temporary employees shall not be entitled to any benefits and will be paid only for those hours worked.

- C. If an individual has worked a minimum of three months in a position that was temporary and then moved to a full-time position, the probation period would be waived for fringe benefits except for medical insurance. If an individual has worked less than three months in a position that was temporary and then moved to full-time position, the time worked in the temporary position could be considered as part of their probation period and applied toward their fringe benefits except for medical insurance.

- D. Transfers - The Police Jury may transfer an employee as it deems necessary. An example, of a transfer of personnel could be made when a vacancy created an emergency. Appropriate Superintendent would declare that an emergency exists, which would be confirmed by the Personnel Committee. The Superintendents from both departments would be consulted concerning the transfer. Upon approval of the Jury, the transfer could then be completed. If the Road Superintendent and the Landfill Superintendent agree to temporarily moving personnel between the two departments, on an as-needed basis, then these superintendents are authorized for such temporary transfers. However, an employee may request a transfer only once during their employment.

NEPOTISM

The Parish will not employ members of the immediate family of present employees to work in a direct supervisory relationship. If two employees marry, however, neither shall be required to resign or transfer unless they have a direct supervisory relationship.

MEDICAL EXAMINATION

To make certain that job applicants are physically able to perform the duties of the jobs for which they apply, a post-hire physical examination shall be required. Examinations for positions requiring strenuous work especially heavy lifting, shall include a lower back x-ray. The Police Jury will select the physician to administer the examination. The cost of all such physical examinations will be borne by the Police Jury.

PROBATION

Every person entering Parish service under these policy provisions shall be required to successfully complete a probationary period of three (3) months of active employment. (Effective 6/7/21) Supervisors shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs and the Parish service. Supervisors shall retain only those employees who meet acceptable standards during the probationary period. At the discretion of management, the probationary period may be extended. As with any employee, a probationary employee may be separated at any time during the probationary period when, in the judgment of the supervisor, the employee's fitness and/or quality of work are not such as to merit continuation in the job. A Supervisor's determination may be overridden by the Police Jury (December 30th, 2024).

WAGES

- A. Wage Policy for Health Unit, HUD, and Police Jury's administrative staff and custodian staff:
 - a. Pay rate for inexperienced persons will be two (\$2) dollars less than the hourly rate of position hired at time of employment:
 - a) \$1.00 increase at the end of six months upon recommendation of their supervisor or terminated.
 - b) \$1.00 increase at the end of one year bringing their pay scale to maximum pay.

- b. Pay rate for experienced persons will be set at \$1.00 less than the hourly rate of position hired at time of employment:
 - a) \$0.50 increase at the end of three months after evaluation and upon recommendation of their supervisor.
 - b) \$0.50 increase at the end of six months upon recommendation of their supervisor bringing their pay scale to maximum pay.
- B. The Road Maintenance and Landfill Departments shall operate under a separate pay scale.
- C. If the Supervisor is not satisfied with the performance of an employee, upon his recommendation, the employee would be terminated. Part-time or temporary employees may be terminated by Supervisor without Police Jury action.

Cost of living raises must be approved by the Police Jury. Pay rate of all salaried personnel to be set at the time of employment by the Jury.

Any person hired as a truck driver must have a CDL license. The Police Jury will pay the one-time cost for a new employee to obtain a CDL license for full time or temporary employees. If the new employee does not stay employed with the Police Jury for a minimum of one year, the employee will be required to reimburse the Police Jury for the expense of a CDL license. The reimbursement obligation does not apply if the employee is involuntarily terminated.

The Police Jury will also pay the cost for employees of the Road Maintenance and Landfill Departments to have a physical performed at the time of hiring and every two years. (Employees with a medical condition may require physicals more often than every two years.) The employee may have the physical performed for free by the physician chosen by the Police Jury, or the employee may choose another physician and be reimbursed \$75 for the physical, with the employee bearing any additional cost.

All employees whose expenses for a CDL license and/or a physical are reimbursed by the Police Jury must sign a consent form agreeing that if they do not remain employed with the Union Parish Police Jury at least one year, the employee must reimburse the Police Jury for the cost of the CDL license and/or the physical.

- D. A merit raise system concerning the Health Unit, HUD, and the Police Jury's administrative staff and custodian staff pay scale has been established. When an employee reaches their fifth (5th) anniversary, the employee will receive an additional \$.25 per hour pay raise; the employee will receive an additional \$.25 per hour pay raise every five years (i.e., after 10 years, 15 years, 20 years, 25 years, 30 years, etc.).

DIRECT DEPOSIT

All employees will be paid through direct deposit. Please provide upon hiring your bank account number and any other information needed to directly deposit your pay check.

OVERTIME

- A. Overtime is work performed by a non-exempt employee which exceeds a regular scheduled work week of forty (40) hours. Items qualifying for overtime:
 - a) an emergency that requires immediate attention; and
 - b) garbage pickup and landfill operation required other than during regular working hours. (Holidays)

- B. Overtime will be allocated as evenly as possible among employees qualified to do the work. Overtime will be calculated at a rate of one and one-half (1½) times the employee's regular hourly earnings. Overtime is due on all hours worked over the first forty (40) in a given week. Holiday, annual leave and sick leave hours will be counted as hours worked for purposes of calculating the forty (40) hour workweek.

- C. Exempt employees shall not be paid overtime. Exempt employees may accumulate a maximum of five (5) 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. **(Effective June 5th, 2024)**

Leave and Pay Policy for emergency/disaster events

Adopted by the Union Parish Police Jury effective 7/2/19

Purpose: To provide for Leave and Pay Policy for Exempt Full-Time employees in the event of natural or man-made disasters and/or emergencies.

Procedures: While all eventualities and occurrences due to an event cannot be predicted or listed, the Leave and Pay policy that follows will apply in disaster/emergency conditions as declared by the Police Jury President in accordance with the Louisiana Disaster Act. The Police Jury President or his designee shall specifically designate which department heads are considered Essential Personnel for the purposes of this policy at the time of the declaration. Such designated Department Heads or their designees will designate those employees within their department, expected to report to work during a disaster/emergency event as Essential Personnel.

Essential Personnel, specifically designated to report to work, will be governed by the following policy:

1. Exempt employees shall be paid at a rate of time and one half for hours worked in excess of 40 hours per week for the duration of the disaster/emergency event. **The first 10 such hours worked by the employee in response to the event shall be exempt from this requirement.**
2. At the discretion of the department head, the option of compensatory time may be granted to the employee on a case- by- case basis. Compensatory time may be granted at the rate of time and one half per hour worked in excess of 40 hours per week. The first 10 such hours worked by the employee in response to the event shall be exempt from this requirement.
3. Should a recognized holiday occur during the event, that day shall be treated as a normal workday subject to overtime rate, if applicable. The employee shall be allowed to reschedule a day (8 hours) off at a later date subject to the approval of the department head.
4. For the purposes of overtime calculation the following formula shall be used:

Base rate per hour x 1.5 = overtime rate
5. Time worked in excess of the 40 hours per week will be paid in accordance of this policy for disaster/emergency event related work. Work that would be considered regular job duties would not qualify under this policy.

RETIREMENT

Membership in retirement system mandated at any age for employees working at least 28 hours a week and considered a full-time employee. Temporary employees are not be eligible.

Membership cancelled only by:

- a. Death;
- b. Resignation/Termination; and
- c. Retirement.

Employee contributions 9.50% of all wages earned or percentage as set by State law. If a terminated employee does not qualify for retirement benefits, then the contributions of terminated employee is refunded by the retirement system to the employee.

Employee is eligible for retirement benefits:

- a. Ten years minimum of active employment at age 60.
- b. 25 years of active employment at age 55.
- c. 30 years of active employment at any age.

If an employee quits or is terminated and has a minimum of ten (10) years of active employment he/she is considered vested and can leave funds in retirement system until age 60 and then draw retirement. Two factors govern the amount of benefits:

- a. Number of years of creditable service times 3%; and
- b. Amount of average salary for best 36 consecutive months of creditable service.

Disability benefits for those permanently and totally disabled and has at least five (5) years creditable service.

Deferred Retirement Option Plan (Drop):

- a. Option for those members who have become eligible for normal retirement.
- b. Continues for a period of three (3) years.
- c. Employees' contributions cease during this period of time.
- d. Deposit to Drop Account is equal to amount of pension received if participant was actually retiring.
- e. Eligible to continue working after Drop. Some restrictions apply, so see management for details.
- f. Must work three (3) years after Drop before new calculation can be made for retirement.
- g. Personnel Committee will be notified when an employee enters the Drop Program.

HOLIDAYS

The following holidays have been declared as holidays to be observed:

January 1 st	New Years Day
3 rd Monday in January	Martin L. King, Jr. Day
Day observed varies	Good Friday
Last Monday in May	Memorial Day
July 4 th	Independence Day
1 st Monday in September	Labor Day
November 11 th	Veteran's Day
4th Thursday in November	Thanksgiving Day
Friday after 4th Thursday	Day after Thanksgiving
December 24 th	Christmas Eve
December 25 th	Christmas Day

If a holiday falls on Saturday, employees will not work on Friday. Should the holiday fall on a Sunday, they will not work the following Monday. The Police Jury may proclaim other holidays by resolution at its discretion. Personal days cannot be taken the day before or the day after a holiday. An employee of the Parish must work the last working day before a holiday and the first working day after a holiday to be entitled to holiday pay with the following exceptions.

- a. Be on paid annual leave.
- b. Be on paid sick leave.
- c. Be scheduled to be off if the employee does shift work.

Full-time employees shall be entitled to all holidays as provided by the Police Jury. Any full-time employee who works on a holiday will be paid holiday pay plus one and one-half (1½) times the employee's regular hourly earnings. Temporary employees shall not be entitled to any paid holidays and will be paid for only those hours worked.

ANNUAL LEAVE

Each full-time employee shall accumulate annual leave with pay and shall, beginning on the first of the month following the end of his/her probationary period of three (3) months, accumulate annual leave in the following manner:

Up to 5 years active employment	¾ day per month
5 to 10 years active employment	1 day per month
10 to 15 years active employment	1¼ days per month
15 plus years active employment	1½ days per month

Annual leave must be approved by your Supervisor **prior** to being taken. Temporary employees shall not accumulate any annual leave. Full-time employees may accumulate and carry forward that number of days that they have accumulated but not taken during the year. The maximum number of days allowed to be taken during the year is **50 days**. Maximum number of days may be waived in cases of long-term illness or injury when sick leave has been exhausted.

No employee shall be credited with annual leave for any calendar month:

- a. During which he has not been employed in a full-time position.
- b. During which he has been on leave for ten or more working days. For purposes of this section, "leave" means a period of time in which the employee is not actively working, including but not limited to, workers' compensation leave, family/medical leave, and/or pregnancy/maternity leave.

Upon termination (voluntary or involuntary) or retirement an employee shall be compensated for annual leave accumulated to the date of separation, not to exceed 300 hours. Any hours in excess of 300 hours would have to be taken as annual leave before receiving final check (last check would include payment for 300 hours). Option - Retiree can choose to apply ALL OR ANY PART of accumulated annual leave to retirement.

Absence for part of a day chargeable to annual leave shall be charged at not less than one (1) hour.

Finally, annual leave is a mere gratuity, and should not be considered a vested wage, right, or benefit.

SICK LEAVE

Sick leave is defined as any period of time during which an employee may be excused from work without loss of pay due to:

- a. Personal illness, injury or any other type of physical disability.
- b. Dental appointments.

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)**

Sick leave shall be credited to a full-time employee at the rate of one (1) day for each month of continuous active employment beginning on the first of the month following the end of his/her probationary period. Temporary employees shall not be entitled to sick leave. No maximum on number of days that can be accumulated. At time of retirement, retiree shall be eligible for compensation for accumulated sick leave not to exceed 100 hours. Excess days would go toward retirement: **OPTIONAL:** Retiree can choose to apply all sick leave to retirement.

No employee shall be credited with sick leave for any calendar month:

- a. During which he has not been employed in a full-time position.
- b. During which he has been on leave for ten or more working days. For purposes of this section, "leave" means a period of time in which the employee is not actively working, including but not limited to, workers' compensation leave, family/medical leave, and/or pregnancy/maternity leave.

An employee on sick leave shall personally inform his supervisor of the fact and the reason as soon as possible; failure to do so by noon of the first day of illness may result in denial of sick leave with pay for the period of absence:

- a. Statement from Doctor to be eligible for sick pay in excess of one day. Employees must notify his/her supervisor prior to each work day.
- b. Release from the Doctor required before returning to work when off due to a major illness, surgery or injury.
- c. Absence for part of a day chargeable to sick leave shall be charged at not less than one (1) hour.

Annual leave may be used for sick leave purposes after sick leave is exhausted. Sick leave records shall be kept by the Secretary-Treasurer in the Police Jury office. Each supervisor shall make sure that sick leave is due an employee before he approves time off with pay.

Finally, sick leave is a mere gratuity, and should not be considered a vested wage, right, or benefit.

SICK LEAVE POOL

Employees who have been employed by the Police Jury for at least one year may donate sick leave to the Sick Leave Pool. A donation must be of a minimum of 4 hours of sick leave, and no employee may donate more than 50% of his or her current sick leave balance. To donate sick leave, the employee should complete a Donation of Sick Leave Form (available upon request) and submit it to the Secretary/Treasurer.

In the event that an employee is off work due to a serious health condition, as defined in the Family/Medical Leave policy below, and has exhausted their sick leave, then the employee may apply to the Secretary/Treasurer by submitting a Sick Leave Pool Request Form (available upon request) for additional sick leave from the Sick Leave Pool. An employee may only receive donated sick leave through the end of the twelfth (12th) work week from their initial day of being off work. No donated sick leave is allowed after twelve (12) weeks from the initial day of being off work.

Donated sick leave may be used only for the specific serious health condition for which it is granted. Any employee who receives donated sick leave will be required to provide documentation from a physician, at the end of the leave period or upon returning to work, that the leave was used for the serious health condition. An employee who uses donated sick leave for any other purpose will be required to reimburse the Police Jury for any overpayments received for unauthorized leave. The Police Jury will withhold from the employee's wages to the full extent permitted by law until the overpayments have been recouped.

No employee has a right or expectation of receiving additional sick leave from the Sick Leave Pool, nor is there any guarantee that any leave will be available in the Sick Leave Pool. The Secretary/Treasurer has discretion to approve or disapprove additional sick leave from the Sick Leave Pool based on the needs of the employee and the Police Jury.

Employees who quit, retire or are terminated cannot donate their unused sick leave at time of separation to the Sick Leave Pool.

EMERGENCY LEAVE – FUNERAL

When death occurs to a member of an employee's immediate family, the employee will be granted an appropriate leave of absence, and he shall be compensated at his regular straight time rate of pay for his scheduled hours of work for two (2) days. These two days can be taken in any combination prior to the funeral, the day of the funeral, or after the funeral.

Funeral leave of absence will include the following:

- a. Employee's spouse, mother, father, child, grandchild, brother or sister, as well as a spouse's, mother, father, child, grandchild, brother or sister.
- b. Employee or spouse's brother-in-law or sister-in-law.

A leave of absence compensated at this regular straight time rate of pay for his scheduled hours of work on the day of the funeral for the employee's grandparents and the grandparents of the employee's spouse. A leave of absence compensated at his regular straight time rate of pay for his scheduled hours of work for one (1) day if serving as a pallbearer or attending the funeral of a coworker. This one day does not apply for honorary pallbearers.

The Secretary-Treasurer and/or the Superintendent may require employees to provide an obituary, funeral program, or other documentation to show their eligibility for funeral leave.

JURY DUTY

If an employee of the Parish is subpoenaed for Jury Duty he/she will be paid his/her regular salary or hourly rate for time subpoenaed.

- a. Employee MUST present original subpoena received for Jury Duty to Police Jury office.
- b. Employee MUST present original voucher for payment of Jury Duty issued by Clerk of Court's Office.
- c. Mileage, as shown on voucher for payment of Jury Duty, will be paid if private transportation used.
- d. Employee will be expected to report to work if at least 1/2 day remains of his regular workday.

If an employee of the Parish is subpoenaed as a witness which resulted directly from his employment and took place during working hours, the same policy would apply as with Jury Duty (see above).

MILITARY LEAVE

In accordance with applicable federal and state laws, employees called to active military duty or to Reserve or National Guard training, or who volunteer for such duty or training, will be granted military leave. In order for the Police Jury to plan properly for its staffing needs, employees should provide their direct supervisor with as much advance notice as possible of the need for the military leave. In addition, employees must provide their direct supervisor with a copy of the order that details the beginning and concluding dates of their military training or service. Employees returning from military leave are eligible for reinstatement in accordance with all state and federal requirements.

FAMILY/MEDICAL LEAVE

The Police Jury will provide to eligible employees up to 12 weeks of unpaid leave during a backwards-rolling 12 month period for birth, adoption or foster placement of a child, to care for a spouse or an immediate family member with a serious health condition or for the employee's own serious health condition.

A. DEFINITIONS:

1. Eligible Employees:

To be eligible for coverage, an employee must:

- a. have been employed by the Police Jury for at least 12 months before the leave request; and
- b. have worked at least 1,250 hours during the 12 months immediately before the leave request.

2. Immediate Family:

Son or daughter - any person who is under 18 years old or any person 18 years old or older who is incapable of self-care because of a mental or physical disability. This would include:

- a. a biological, adopted, or foster child;
- b. a stepchild;
- c. a legal ward; or
- d. a child of a person who serves as parent.

Parent - the biological parent of an employee or a spouse who served as parent.

3. Serious Health Condition:

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- a. inpatient care in a hospital, hospice, residential medical care facility; or

- b. continuing treatment by a health care provider.

B. LEAVE PROVISIONS:

1. Qualifying Events:

Eligible employees are entitled to a total of 12 workweeks of leave during a backwards-rolling 12 month period when leave is taken for one or more of the following circumstances:

- a. the birth of a son or daughter of an employee and to care for the child;
- b. the placement of a son or daughter with an employee for adoption or foster care;
- c. to care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition; or
- d. if an employee is unable to perform the functions of the position because of the employee's own serious health condition.

(Note: The leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee).

2. Spouses Working for the Same Employer:

When both spouses work for the Union Parish Police Jury the total leave in any 12-month period for both spouses will be limited to 12 weeks if the leave is taken (1) for the birth, placement or adoption of a child or (2) to care for a parent with a serious health condition.

3. Intermittent or Reduced Schedule Leave:

- a. Employees seeking intermittent or reduced schedule leave based on planned medical treatment will be required to produce medical certification outlining the dates on which treatment is expected and the duration of the treatment.
- b. Employees must also provide 30 days notice, or as much notice as is practicable, of their intentions.

4. Coordination with Other Leave Time:

While on leave under this provision, you will be required to use any other available leave concurrently, including but not necessarily limited to, pregnancy/maternity leave, annual leave, and/or sick leave.

5. Notice Requirement:

Employees are required in the case of foreseeable events (expected birth or placement of a child or planned medical treatment) to provide not less than 30 days notice. If the date of the event justifying leave begins in less than 30 days, employees are required to provide such leave as is practicable.

C. CERTIFICATION:

1. Certification issued by a health care provider is required to support an employee's request for leave due to a serious health condition. "Certification of Physician or Practitioner" forms are available from management.
2. The Police Jury may require the employee to obtain the opinion of a second health care provider designated or approved and paid by the Police Jury. In the event of a conflict between the first and second opinions, the Police Jury may, again at its own expense, obtain a third opinion from a health care provider approved jointly by the Police Jury and the employee. This opinion would be final and binding.
3. The Police Jury may require that the eligible employee obtain subsequent recertifications on a reasonable basis.

D. BENEFIT EXTENSION DURING FAMILY/MEDICAL LEAVE:

1. An employee can continue to participate in the Police Jury's health care plans if the employee pays the premium which will be due on the 1st day of each month. If payment is not received within the thirty (30) day grace period, the coverage will cease.
2. While employees are on Family/Medical leave, they continue to participate in other benefit plans whose premiums are paid by the Police Jury.

E. MILITARY FAMILY LEAVE ENTITLEMENTS:

1. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
2. The Police Jury's Family/Medical Leave policy also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his/her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

PREGNANCY AND MATERNITY LEAVE

A full-time employee may request a maternity leave of absence without pay by submitting such request in writing to the Police Jury. Each employee who desires to request such leave must submit a physician's statement regarding the anticipated delivery date. The judgment of the employee's physician will determine the length of time before delivery that an employee can work. The leave of absence will end within a period not to exceed three months after the date of childbirth. Additional leave time may be allowed if approved for medical reasons by the Police Jury. No later than thirty days after the delivery, the employee will notify the Police Jury, in writing, of her desire to return to work. Lack of such notification will be considered as an automatic termination. Employees, if enrolled in the insurance program, will receive hospitalization benefits during the period of leave provided they continue to pay the required insurance premiums. For the purposes of this Section, the employee may use any accumulated sick leave, annual leave, or Family/Medical leave. In general, pregnancy and childbirth should not differ from any other long-term illness in considering an employee's rights and responsibilities.

LEAVE OF ABSENCE WITHOUT PAY

Application for leave of absence without pay for personal reasons shall be presented in writing to his/her immediate supervisor, stating the time required and the reason. This request may be denied or granted by the appropriate Superintendent. A personal leave of absence without pay shall be granted for a period not to exceed two (2) weeks by the appropriate Superintendent, however, the Jury has the option of extending this leave of absence without pay if it feels the circumstances warrant it but in no case will it be extended beyond a period of six (6) weeks. Request from employee for extensions and also the granting of the extension must be in writing.

No employee shall seek or engage in gainful employment while on leave of absence and violations of this condition shall result in discharge from employment. When an employee does not return to work at the expiration of the period of leave of absence without pay authorized herein, he/she shall be automatically considered as having resigned his position.

NOTIFICATION OF ABSENCE

An employee who is absent from work for any reason is required to personally notify his/her supervisor before the scheduled start of work and provide a reason for his/her absence. When an employee fails to do so the following procedure shall normally be used.

- a. 1st offense results in 3 work days suspension without pay
- b. 2nd offense results in 5 work days suspension without pay

However, at its discretion the Police Jury may elect not to engage in progressive discipline, but instead discharge immediately. Unexcused absence of two or more consecutive work

days without reporting to his/her immediate supervisor will result in dismissal. Excessive non-excused absences will also result in dismissal. If illness is given as a cause of absence, a written statement from the employee's physician is required after a day of absence. All absences must be reported on time reports submitted by all supervisory personnel responsible for submitting payroll and will be recorded on employee's individual time record. An employee absent from work to be gainfully employed (unless on vacation) by another person, company or firm will result in dismissal.

ATTENDANCE

The normal work week of all Parish employees is forty (40) hours. A week as set out in this paragraph means Monday through Saturday. Saturday being included as part of the forty hour work week. Working hours of the Parish employees, office, road, landfill and building custodian, set to begin at 7:30 a.m. and end at 4:00 p.m. with 30 minutes for lunch. The Superintendents are given the authority to make changes to the regular work hours as deemed necessary. Department heads shall establish daily work schedules and maintain daily employee attendance records.

SAFETY

Safety is the responsibility of both supervisory personnel and individual employees. It is their responsibility to make certain that all safety equipment is being used and that all safety procedures and practices are observed. An employee found negligent in equipment operation, resulting either in damage to the equipment or an accident, will be subject to discipline.

The safe performance of all work assignments, without injury, is the Police Jury's primary concern. Only through the determined elimination of the causes of accidents can we reduce frequency of such accidents.

All employees, particularly supervisors, have the responsibility of reporting the existence of any hazardous condition or practice. Supervisors found to be negligent in requiring the use of prescribed safety equipment will be subject to disciplinary action.

Any accident occurring during normal working hours shall be reported to the immediate supervisor at once. The supervisor shall, in turn, notify the appropriate Superintendent or his designee. Upon notification of any accident, the appropriate Superintendent shall complete an accident form which must be forwarded no later than 48 hours after the accident in order that an employee may be covered under Workman's Compensation Insurance. Also, the appropriate Superintendent must follow OSHA guidelines and regulations.

WEAPONS

Union Parish Police Jury employees are prohibited from possessing any firearms and/or weapons (except folding knife 3" or less in length) while on duty or in Union Parish Police Jury buildings.

OUTSIDE EMPLOYMENT

The Parish job shall be considered the employee's PRIMARY occupation, taking precedence over all other occupations. Each employee shall immediately notify his supervisor, in writing, of any "Outside" employment which he may have.

Outside employment, or "moonlighting," is of concern to the employer if it affects job performance adversely. The conflict that can arise may be one of time and interest.

- a. Time - If an employee accepts a part-time job or engages in outside activities that directly conflict with working hours or if outside work prohibits proper rest, the employee's job performance stands to suffer.
- b. Interest - If an employee engages in outside activities that would tend to compromise his judgment or actions, his performance may be impaired.

If, in the opinion of the Police Jury, outside employment is adversely affecting an employee's job performance, he may be asked to refrain from such activities by his immediate supervisor as a condition of employment. Refusal to respond to such a request shall be cause for dismissal.

SUBSTANCE ABUSE POLICY

The purpose of this policy is to provide a safe, healthy and productive workplace for employees, safety for the general public, and to comply with the law. The Union Parish Police Jury is committed to a drug-free/alcohol-free workplace and hereby adopts the following policy against substance abuse.

This policy covers all employees and applicants. The use or possession of alcohol or of any controlled and dangerous substance without a doctor's prescription (hereinafter referred to as CDS) during working hours by any employee of the Union Parish Police Jury, either full-time or temporary, is strictly prohibited. Any person reporting to work while under the influence of alcohol or CDS will be in violation of this policy.

DEFINITIONS

- Alcohol Abuse – A person abuses alcohol if he/she has a positive alcohol test, uses alcohol on Parish premises, or his/her normal faculties are impaired during normal working hours due to consumption of alcohol.
- Parish premises – Parish premises includes Parish-owned and Parish-controlled facilities, Parish-owned, leased, or rented vehicles and equipment, and any time while on Parish business.
- Drug Abuse – A person abuses drugs if he/she has a positive drug test, uses illegal drugs, or his/her normal faculties are impaired due to consumption of illegal drugs.
- Controlled and Dangerous Substances – Any drugs in liquid, solid, inhalant or other form is an illegal drug if it: (a) is not legally obtainable; (b) may be legally obtainable but has not been legally obtained; (c) is being used in a manner or for a purpose other than prescribed or manufactured; or (d) was prescribed for another person. Related drug paraphernalia is also defined as illegal drugs.
- Legal Controlled Substances – Prescription and over-the-counter drugs which have been legally obtain, are being used solely for the purpose for which they were prescribed or manufactured, and are either in the original container or limited to a one-day supply.
- MRO – Medical Review Officer, a licensed physician trained in drugs or abuse and in the legal drugs and foods that may produce a false positive result.

WORK RULES

- A. Legally Controlled Substances (Prescription Drugs) –
- (a) Where medication indicates adverse effects when taken, employees must inform his/her supervisor prior to use on the job. Employees must only possess a reasonable amount of prescription medication.
 - (b) Employees must not consume prescribed drugs more often than as prescribed by the employee's physician.
 - (c) The employees who name appears on the prescription label must not allow any other person to consume the prescribed drugs.
 - (d) All prescription medicine must be in its original container and must be in the employee's name and have the doctor's name and prescription number on the label.
 - (e) Each prescription must not be older than one (1) year of the date issued. (NOTE: The use of drugs/medicine prescribed by a licensed physician for the individual employee is permitted provided that it will not affect work performance).

B. Illegal Controlled and Dangerous Substances –

If an employee reports to work and is suspected, by his supervisor, with reasonable suspicion, of being under the influence of alcohol or CDS, said employee will be taken immediately by his supervisor to a Parish testing facility, where an alcohol and/or drug screen will be administered immediately. Refusal to comply with this test or failure to take a test when scheduled will result in immediate termination.

- (a) If the employee tests .04 and above for alcohol, the employee will be given mandatory suspension without pay for five (5) working days. Penalty for the second offense is immediate termination.
- (b) If the employee tests positive for CDS not taken from a prescription by a licensed physician the employee will be terminated immediately.
- (c) Use of alcohol by an employee of the Union Parish Police Jury during working hours as suspected by his supervisor with reasonable suspicion, or as confirmed by an alcohol test, will result in mandatory suspension without pay for a five (5) day period. The penalty for a second offense is immediate termination.
- (d) Use of CDS without a prescription by a licensed physician by an employee of the Union Parish Police Jury during working hours while on duty, as suspected by his supervisor with reasonable suspicion, or as confirmed by a drug test, will result in immediate termination.
- (e) Any employee who operates a Parish vehicle or Parish-owned mechanical equipment while under the influence of alcohol or a non-prescription CDS, as confirmed by an alcohol and/or drug screen, or as confirmed by arrest and conviction of a charge of driving under the influence of alcohol or CDS, will be terminated immediately.
- (f) Any employee who purchases or transports alcohol in a Parish vehicle during working hours will be suspended for five (5) working days without pay. Penalty for a second offense will be immediate termination.
- (g) Any employee arrested for using CDS without a prescription and/or selling CDS will be immediately suspended without pay until disposition of the charge has been made in court. Any employee convicted of a felony, in using and/or selling CDS will be immediately terminated.
- (h) The Parish may require an employee to submit to an alcohol and/or drug test on the following grounds:
 - (1) Pre-employment;
 - (2) If there is reasonable suspicion;
 - (3) After an accident in which the employee may have been involved;
 - (4) After an injury for which worker's compensation benefits may be claimed; and

- (5) On a random, unannounced basis for safety or security sensitive positions.
- (i) An employee who has a positive test result, refuses to sign authorization and consent forms, or refuses to submit to an alcohol and/or drug test or fails to submit when scheduled violates this policy.

OTHER PROVISIONS

Before hired as an employee of the Union Parish Police Jury, prospective employees will be given a mandatory drug screen, at the expense of the Police Jury. Any person who refuses to submit to such a test or fails to submit when scheduled will not be hired. Any person for whom such test is positive will not be hired.

Although the Police Jury may elect to engage in progressive discipline as described herein, the Police Jury reserves the right to discharge immediately if it believes termination is warranted.

Any employee who is unable to work because of participation in an alcohol and/or drug abuse rehabilitation program will have to exhaust all available paid leave for participation in the program. Determination of his job status will be made by the Secretary-Treasurer, on an individual basis. The employee will be responsible for any expenses beyond what the insurance pays.

CONFIDENTIALITY

Results of all tests are treated as confidential records and will remain the property of the Police Jury.

REPORTING

Any action taken under this policy will be fully documented by a written report filed in the office of the Secretary-Treasurer of the Police Jury.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Police Jury to assure that applications are considered and that employees are treated during employment, without regard to their race, religion, sex, national origin or other protected characteristic. Such policy shall apply to, but is not limited to employment, placement, upgrading, demotion, transfer, recruitment and recruitment advertising, layoff, termination, rates of pay and/or other forms of compensation, employee benefits, training and selection for training, including on-the-job training.

Further, no qualified applicant for employment or employee shall, on the basis of disability, be subjected to discrimination in employment. Reasonable accommodations will at all times be considered and where possible, made in accordance with applicable laws and regulations.

NON-DISCRIMINATION & SEXUAL HARASSMENT POLICY

Sexual Harassment Policy

Adopted by the Union Parish Police Jury effective 3/5/19

It is the Union Parish Police Jury's policy to maintain a working environment free from sexual harassment. The Union Parish Police Jury is committed to discouraging all forms of sexual harassment and remedying any violations. To further this goal, the Union Parish Police Jury has formulated this Sexual Harassment Policy ("Policy"), which defines sexual harassment, sets forth procedures for effectively reporting sexual harassment, explains the Police Jury's investigation process, and outlines annual training and recordkeeping requirements.

Definition

Sexual harassment shall include unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment of any employee by another employee, non-employee volunteer, supervisor, Police Jury member, or any other person with whom the employee may have contact as part of his or her work environment is prohibited.

Sexual harassment may include, but is not limited to:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo;
- Verbal abuse of a sexual nature;
- Talking about one's sexual activity in front of others;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested;
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;

- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment; or
- Attempted or actual rape or sexual assault.

Harassment Reporting Procedures

Any employee who believes he or she has been sexually harassed or has witnessed an act of harassment, should immediately report the incident to his or her immediate supervisor. If the supervisor is unavailable or it would be inappropriate to contact that person, then the employee should report the matter to the Secretary/Treasurer or any other supervisor.

Any supervisor who becomes aware of possible sexual harassment must immediately notify the Secretary/Treasurer, so that the matter can be investigated in a timely manner. If the complaint involves the Secretary/Treasurer, the supervisor should notify the Union Parish Police Jury President.

Investigation and Resolution of Complaints

The Union Parish Police Jury will promptly and thoroughly investigate all complaints of harassment. The scope of the investigation will depend upon the circumstances. The investigation may include interviews with the complainant, the accused, witnesses, or others possessing relevant information. Such persons may also be required to provide written statements. The investigation may also consist of review of any documents or records deemed pertinent to the complaint, or use of any other method deemed appropriate by the investigator. Employees called upon to participate in an investigation must cooperate fully; employees do not have the option of remaining silent or declining to be involved in the investigation.

To the extent possible, the confidentiality of the complainant, accused, and any witnesses will be strictly protected. The investigation will be completed as quickly as possible. Upon completion, the complainant and accused will be notified of the outcome of the investigation.

The Union Parish Police Jury will not tolerate any form of sexual harassment. If an investigation results in a finding that an employee engaged in sexual harassment, appropriate corrective and/or disciplinary action will be taken against the employee, including possible termination.

The Union Parish Police Jury shall maintain a record of each complaint of harassment that includes the outcome of the investigation, any corrective or disciplinary action imposed, and the amount of time it took to resolve the complaint.

Retaliation Prohibited

Employees may raise concerns and make reports of sexual harassment without fear of retaliation. There shall be no retaliation against any employee who, acting in good faith, files a complaint,

cooperates with an investigation of a complaint, or seeks guidance on compliance concerns or questions.

Mandatory Training

All employees shall complete a minimum of one hour of education and training on preventing sexual harassment each calendar year.

Supervisors and any other employees designated by the Union Parish Police Jury to accept or investigate a complaint of sexual harassment shall receive additional education and training each calendar year.

Training may be conducted either in person or via the internet.

The Union Parish Police Jury will maintain employees' training certificates and records on file. These training records shall be public record and available to the public in accordance with the Public Records Law.

Any employee who fails to complete the annual mandatory training requirements will be subject to disciplinary action.

Annual Reporting Requirements

The Union Parish Police Jury will compile an annual report by February 1st of each year, containing information from the previous calendar year. This report shall include:

- The number and percentage of employees and elected Police Jury officials who have completed the mandatory sexual harassment training requirements;
- The number of sexual harassment complaints received;
- The number of complaints which resulted in a finding that sexual harassment occurred;
- The number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- The amount of time it took to resolve each complaint.

These reports shall be public record and available to the public in accordance with the Public Records Law.

Federal and State Laws

Sexual harassment is a form of sex discrimination prohibited by federal and state laws, including Title VII of the Civil Rights Act and the Louisiana Employment Discrimination Law. *See* 42 U.S.C. § 2000e, *et seq.*; La. R.S. 23:301, *et seq.* Employees may obtain additional information regarding sexual harassment from the Equal Employment Opportunity Commission and the Louisiana Commission on Human Rights.

DISCIPLINARY ACTION

Superintendent has the authority to send an employee home for disciplinary action. Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. Formal disciplinary action shall include written reprimand, suspension, reduction in pay, demotion and dismissal. Nothing herein shall prohibit the administration of informal disciplinary action such as oral reprimands. In such formal actions a written notice shall be given the employee which shall include a written description of the deficiency or infraction involved and, except in dismissal cases, a statement of the likely consequences of further unsatisfactory performance and/or conduct.

- a. Written Reprimand. A copy of the reprimand shall be kept in the employee's official personnel file.
- b. Suspension. In the interest of good discipline a department head may suspend an employee without pay for up to thirty (30) calendar days in one calendar year. The suspension shall be noted in the employee's official personnel file.
- c. Dismissal. In the interest of discipline, an employee may be dismissed from the Parish service after review of his case by the Personnel Committee.

At the discretion of management, progressive discipline may not be followed in all cases. If deemed serious enough, a first offense can result in discharge.

GROUNDS FOR DISCIPLINARY ACTION

Employees may be subject to disciplinary action for any of the following offenses:

- a. Being tardy or absent without authorization.
- b. Engaging in horseplay, scuffling, etc.
- c. Performing work without authorization of the supervisor.
- d. Causing loss of material due to carelessness.
- e. Wasting time.
- f. Leaving place of work without permission.
- g. Gambling during working hours.
- h. Violating a safety regulation.
- i. Carelessness affecting personal safety or safety of others.
- j. Threatening, intimidating, coercing or interfering with fellow employees.
- k. Soliciting contributions without approval of Police Jury while on Parish time or premises.
- l. Distributing printed material without approval of Police Jury while on Parish time or premises.

- m. Making false, vicious, or malicious statements.
- n. Failure to follow job instructions.
- o. Misusing, destroying, or damaging property.
- p. Fighting or provoking or instigating a fight.
- q. Reporting for work under the influence of alcohol or drugs or use of such while at work.
- r. Sleeping on the job.
- s. Insubordination.
- t. Falsifying records.
- u. Theft.
- v. Drinking any alcoholic beverage or use of drugs on the job.
- w. Engaging in sabotage.
- x. Immoral conduct or indecency including use of profanity or vulgar language.
- y. Any other misconduct as defined by the Police Jury.

TERMINATION OF EMPLOYMENT

The Superintendent has the authority to use disciplinary action when he deems it necessary. A Supervisor's determination may be overridden by the Police Jury (December 30th, 2024).

REDUCTION IN FORCE

An employee may be laid off because of change in duties or organization or for lack of work or funds. Whenever possible, at least two weeks notice shall be given an employee prior to being laid off. Personnel Committee to meet with the Superintendent to evaluate the work performance, attendance record, over-all attitude toward his job and fellow employees and his seniority with the Parish to determine the employee to be laid off. Person dismissed must be re-evaluated after laid off before being rehired for temporary or full time employment. This re-evaluation can be done at the time of being laid off or at the time of consideration for re-hiring.

ELECTRONIC COMMUNICATION

Computers, computer network system, internet access, voice mail, telephone system, facsimile machines, electronic mail systems, and the equipment and data stored on these systems (collectively referred to as "communications system") are the property of the Police Jury and remain so at all times. All messages and transmissions composed, sent, stored or received on the Police Jury's communication system are and remain the exclusive property of the Police Jury and are not to be considered the private property of the employee. All messages on the communications system are subject to disclosure, including but not limited to, law enforcement or government officials, or to other parties through subpoena or its equivalent.

Even if employees use a password to access the communication system, the confidentiality of any message stored in, created, received, or sent from the Police Jury's communication system still cannot be assured. Use of passwords or other security measures does not in any way diminish the Police Jury's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the Police Jury, as files may need to be accessed by the Police Jury in an employee's absence.

The communication system has been provided by the Police Jury for use in conducting Police Jury business and therefore should be used exclusively for work related tasks. Although it is acknowledged that it may be necessary from time to time for employees to utilize the communications system for personal use, it is strongly discouraged and any personal communications shall be treated in the same manner as all other communication in accordance with this policy. It is expected that good judgment and common sense will be used in limiting the length, frequency, and nature of such personal use. If you abuse your right to use the communication system, it will be taken away from you. In addition, you may be subject to disciplinary action.

All users of the Police Jury's communications system must comply with all software licenses, copyright and intellectual property laws, as well as all other state, federal, or local laws. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your supervisor.

TELEPHONE USE

Under no circumstances should any employee ever "text" while operating a vehicle owned or used by the Police Jury. Also, employees shall not use their cellular phones (or any other type of electronic/recording device) to record others (via video, photo, audio, or otherwise) at the workplace without permission. Employees found to have violated this policy are subject to discharge.

PRIVACY ISSUES IN THE WORKPLACE

An employee has no expectation of privacy in the workplace, on the Police Jury's property, in the Police Jury's vehicles, or otherwise on the Police Jury's time. The Police Jury reserves the right to monitor employees either visually, auditory, or otherwise. While employed with the Police Jury, an employee's workstation (including a Police Jury vehicle) and its contents are subject to inspection at any time by management.

LICENSURE AND REGISTRATION

All employees who perform work that require licensure, registration, or credentialing by the Police Jury or a regulatory agency are held responsible for presenting those credentials during the pre-placement process and for maintaining those credentials after being hired. Failure to maintain credentials, falsification, or misrepresentation of credentials may result in change of position or termination. It is the responsibility of the employee to provide proof of licensure/registration to appropriate Police Jury personnel when received.

SOLICITATION AND DISTRIBUTION OF LITERATURE

In order to ensure efficient operation and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature on Police Jury property. The Police Jury has established rules applicable to all employees governing solicitation, distribution of written material and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor immediately.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed. Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Police Jury property.

CONCLUSION

Remember that wherever you go, you are a representative of the Police Jury. You are urged to project professionalism in all of your activities and to project respect for the Police Jury, your fellow employees, and yourself.

EMPLOYEE REVIEW AND ACCEPTANCE

This is to confirm that I have received, read and understand the Union Parish Personnel Policy (“Personnel Policy”) and agree to abide by the rules and regulations set forth. I understand that this Personnel Policy in no way constitutes a contract and cannot be construed as such, either in whole or part. Furthermore, I understand that the Police Jury reserves the right to change or modify the contents of this Personnel Policy in whole or part at any time and that employees will be notified immediately. I also acknowledge that I have been given a copy of the Union Parish Ethics Policy and Sexual Harassment Policy and I will maintain the yearly requirements for both.

Signature of Employee

Date

Printed Name of Employee

EMPLOYEE CONSENT TO SUBSTANCE ABUSE TESTING

I have received, read, and fully understand the Union Parish Police Jury Personnel Policy's provisions concerning substance abuse. As a condition of employment, I hereby consent to substance abuse testing by the Police Jury at any time. I understand that if I fail a substance abuse test or fail to take a substance abuse test when scheduled, I may be subject to disciplinary action, including, but not limited to termination. Also, I agree to hold harmless the Police Jury and the Police Jury's individual jurors, employees, agents, and representatives from any and all liability on any matter that may arise concerning the substance abuse test. I understand and agree that I am submitting to any substance abuse test of my own free will.

Signature of Employee

Date

Printed Name of Employee

AUTHORIZATION TO WITHHOLD FROM WAGES

I do hereby give my consent and permission for my employer to withhold from my wages any monies owed, including but not limited to any monies owed as a result of me willfully or negligently damaging or breaking goods or works, or willfully or negligently damaging or breaking the property of my employer. I hereby authorize my employer to deduct any monies that I owe from my current or final paycheck, and acknowledge that if the amount contained in my final paycheck is not sufficient to pay the monies owed, I will still be required to pay the balance in full. By signing below, I acknowledge that I understand and agree to all terms of this authorization, and I agree to pay all attorney's fees incurred by my employer as a result of my employer's efforts to recover any monies that I owe.

Signature of Employee

Date

Printed Name of Employee

BACKGROUND CHECK AUTHORIZATION

In processing your employment application or to remain employed, criminal records, credit reports, and other background checks regarding you may be obtained for employment purposes. This inquiry may, by the nature of the data collected in such records, include information as to your character, general reputation, personal characteristics, and mode of living.

I hereby authorize my employer to obtain one or more consumer/investigative reports on me in connection with employment. These reports may include, but are not limited to, information regarding my criminal and civil records, driving record, credit, employment history and performance, or other investigative reports. I understand that this authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested in connection with my employment with my employer.

I hereby release my employer, individual jurors, its officers, employees, and other agents, and all other persons, companies, former employers, schools, and other entities, from any and all liability arising from inquiries by my employer and its agents concerning the above background checks and/or the compilation or use of such reports regarding me.

I acknowledge that I have read carefully the information contained on this form. I certify that all of this information and the information on my application for employment with my employer are true and complete. I further understand that any omission of fact or false or misleading information given by me may result in the withdrawal of my conditional offer of employment, disciplinary action, suspension, or discharge, as applicable.

Signature of Employee

Date

Printed Name of Employee

Please list any other Social Security Numbers that you have used and the years changed.

_____ Year Changed: _____

_____ Year Changed: _____

Please list any felony or misdemeanor criminal convictions, guilty pleas, or pleas of nolo contendere/no contest, deferred prosecutions, prayers for judgment continued, or pending charges (excluding minor traffic violations). Provide date(s), court of jurisdiction, county/parish, and state. Attach another page if necessary.

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