



JEFFERSON PARISH
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

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PARISH PRESIDENT

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Date: January 22, 2020
To: All Employees
From: **CYNTHIA LEE SHENG** *CLS*
PARISH PRESIDENT
Subject: Administrative Management Policies Manual – Update No. 5

Attached is Update No. 5 to the Administrative Management Policies manual. Please note that Policy number 509. Prohibition against Harassment, has been updated to incorporate changes required by Ordinance No. 25709 which created Sections 23-296 to 23-301 of the Code of Ordinances, titled Prevention of Sexual Harassment. Additionally, Section 3. Use of Technologies and Communication Systems, of Policy number 514. Use of Property, Equipment, Vehicles and Information/Communication Resources, has been replaced in its entirety. Additionally, there are several amendments to other existing policies. Please see the section titled "Revisions to the Administrative Management Policies Manual" to track all of the changes in this Update no. 5. The manual is established for the purpose of comprehensively developing, maintaining and communicating the standards, terms and conditions of employee conduct. It is imperative that all parish employees comply with local, state, and federal laws governing employment.

Every employee must, as a condition of employment, thoroughly familiarize themselves with the Administrative Management Policies and strictly comply with them. It is incumbent upon every department director to be well-versed and compliant with all the policies and to ensure that they and all of the departmental supervisors apply these policies and protocols fairly and consistently. The policies and protocols set forth in the Jefferson Parish Administrative Management Policies manual, as updated, supersedes any prior policies or directives previously communicated on the particular subject matter or heading. Directors and supervisors shall be responsible for disseminating changes to these policies.

I hope you will view the Jefferson Parish Administrative Management Policies as an opportunity to foster cooperative employer-employee relationships through established, documented and clearly communicated standards of accountability, performance and conduct. Any questions that you may have regarding any of the policies in this manual may be directed to your department's Human Resource Manager.

I want to take this opportunity to thank you for your daily contribution to making Jefferson Parish a wonderful place to live, work and raise a family.

JEFFERSON PARISH

ADMINISTRATIVE MANAGEMENT POLICIES



Preface

The Jefferson Parish Administrative Management Policies manual is established for the purpose of developing, maintaining and communicating policies to parish government employees. It is intended to ensure compliance with local ordinances governing terms of employment and relevant federal and state employment law. It is also intended to provide for the standards, terms and conditions of employment in a clear and comprehensive manner to maximize efficiency and orderly operation of parish government.

The Jefferson Parish Administrative Management Policies manual is adopted by the Parish President as chief administrative officer of parish government. The Parish President reserves the right to withdraw or amend the policies contained in this document to ensure effective and efficient operation of parish government.

This manual is not to be construed as ***a contract of employment, to create any such contractual obligations for the parish, and does not create or abridge any rights otherwise provided by local, state or federal law.*** Nothing in this manual should be construed as a guaranty of any particular term or condition of employment or of any particular position or otherwise confer the expectation of continued employment.

The Jefferson Parish Administrative Management Policies manual may be viewed in its entirety on the Human Resource Management Department home page of the Parish's intranet site found at: <http://jpnet/home>. It may also be viewed on the Human Resource Management Department's home page of the Parish's internet site found at: <http://www.jeffparish.net>. Employees may view a printed copy which shall be maintained within each department. Employees requiring assistance under the Americans with Disability Act Amendments Act of 2008 (ADAAA) should direct requests to Parish ADA Coordinator at (504) 736-6086.

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100 General Provisions

101 Definitions

The following words, terms and phrases shall have the ascribed meanings, unless defined by local ordinance or in the case where their context or use requires otherwise:

“Administrative Assistants” means chief operating officer, deputy chief operating officer and chief administrative assistants who assist Parish President in the supervision and coordination of duties and obligations imposed upon the Parish President by the Charter.¹

“Authoritative source” means written or verbal directive issued by the Parish President, an appointing authority, director of a department, or a supervisor.

“Appointing Authority” means any agency, board, commission, officer, official or other individual duly empowered to make appointments to positions and to take disciplinary action, including but not limited to termination, in Jefferson Parish Government. (Appointing Authority chart is found in Appendix.)

“Candidate,” sometimes referred to as “prospective employee”,

“Chain of command” refers to the formal line of authority: e.g., supervision and communication by and between employees and supervisors, supervisors and management positions, but not necessarily in order of ascending hierarchal authority.

“Chief Operating Officer” means the chief and deputy chief operating officer to the Parish President.

“Compliance” refers to the Department of Governmental and Ethics Compliance its director/ ethics and compliance officer.

“Compensatory Time” is paid time off from work granted to an employee for working extra hours.

“Department” means any parish department created by parish ordinance and any offices under its control.

“Director” means an officer who is the head of a department created by parish ordinance and appointed by the Parish President, or in the case of Personnel Director, appointed by Personnel Board.²

“Duty” means the obligation of an employee to carry out an assigned task, service, function or responsibility as a consequence of his position or title, or the conduct thereof, or the duration of time an employee is or is to be engaged in his assigned service to the parish.

“Employee” includes each and every individual employed by the parish who is under the supervision and administration of the Parish President, including but not limited to classified employees, unclassified employees, administrative assistants, directors, and officers, whether the employment be full-time or part-time.

¹ JPCO 2-87

² Jefferson Parish Charter 4.03(c)(1)

“Human Resource” refers to the Department of Human Resource Management and its director.

“Lawful order” means any order, directive, policy or instruction given by an authoritative source or given to ensure compliance with federal, state or local law which may be conveyed verbally or in writing.

“Mission” refers to the goal and role of employees as public servants to devote their best effort to do the best job possible the best way possible to meet the needs of the citizens of Jefferson Parish.

“Parish” means Jefferson Parish Government.

“Parish President” means the chief administrative officer of Jefferson Parish.

“Parish Attorney” refers to the Law Department, sometimes identified as the Department of Parish Attorney and assistant parish attorneys or the legal department.

“Policy” refers to uniform, published standards approved by the Parish President and implemented by parish departments which are intended to achieve effective and efficient administration of parish government which is intended to inform and guide an employee with respect to the employee’s role in the mission of parish government; and may take the form of a policy, directive or plan.

“Pre-disciplinary hearing” refers to a meeting between the appointing authority, or designated representative, which may include employee’s supervisor, and a subordinate employee who is alleged to have violated a policy, regulation, rule, performance standard or has otherwise acted or failed to act in a manner to the prejudice of parish employment.

“Substance Use Office” refers generally and specifically to the division within the Department of Human Resource which maintains certain confidential and medical employee information.

“Suspension” means an action taken for disciplinary reasons which places an employee in a temporary status away from work, without duties, and pay. A suspension, regardless of duration, is a serious matter and considered a severe disciplinary action.

“Suspension pending investigation” is not a disciplinary action and is appealable only based upon an allegation of discrimination, pled with specificity as provided under Personnel Rule II, Section 4.3.

“Staff” refers to an employee, more than one employee, or the role or relationship in which an employee participates or shares with another employee.

“State” means State of Louisiana.

“Supervisor” refers to the principal employee who is assigned to provide direction to an employee with respect to the employee’s performance of ordinary, work-related tasks, duties and responsibilities, or another employee who shares in the provision of said direction to an employee, or one or more employees in an employee’s ascending channel of administration.

“Supervisory staff” refers to one or more supervisors and may include appointing authorities, directors and supervisors.

“Supplemental policies” refers to policies which are incorporated herein by reference but which are published separately.

“Unscheduled Absence” means any amount of time absent in a work day that was not previously scheduled and approved by supervisor.

“Workplace” is given the broadest possible meaning and includes by way of example any office, building, facility, or property that is owned, leased or occupied by the parish, or any location at which an employee is acting within the course and scope of employment, effects an operation, function or duty, provides goods or services, or participates with another person in any such activity.

“Work-day” means regular working hours, including lunch periods, clean up time and other breaks.

“Jefferson Parish Code of Ordinance” or “JPCO” refers to the Jefferson Parish Code of Ordinances adopted by the Jefferson Parish Council, maintained by the Jefferson Parish Council Clerk and commonly referred to as the “Municipal Code.”

102 Establishment and Purpose

1. *The Parish President, as chief administrative officer, is empowered to appoint and remove, in accordance with law, all administrative officers and employees of the parish responsible to the Parish President. The Parish President is responsible for the administration and supervision of parish departments, offices, agencies and special districts.*³ (Parish Government Organizational Chart is found in Appendix.)
2. The establishment and periodic amendment of this manual is intended to guide parish government employees in their routine work activities and relationships to ensure effective and efficient parish government. Employees fairly deserve the opportunity to be informed of their duties and responsibilities; to be provided with adequate administrative and supervisory direction; to be informed of their performance levels; and to be treated with dignity and respect at all times.
3. The purpose of this Administrative Management Policies manual is to establish and maintain a uniform system for developing, maintaining and communicating policies to parish government employees which will ensure compliance with local ordinances governing terms of employment; relevant federal and state employment law; and to provide

³ “The Parish President shall be the chief administrative officer of the parish and, as such, responsible to the Parish Council for carrying out policies adopted by the Council and for the administration and supervision of all parish departments, offices, agencies, and special districts. The Parish President shall not be responsible for, nor have authority to administer or supervise, the offices of Sheriff, Clerk of District Court, Tax Assessor, or Coroner, except insofar as Section 4.02 and Section 4.03 of this Charter may be applied validly to those offices.” Jefferson Parish Charter, Article 3, The Parish President, Section 3.03(A), Powers and Duties. “The Parish President shall have the power to appoint and remove, subject to the provisions of this Charter, all administrative officers and employees of the parish responsible to him; or may, at his discretion, authorize the head of a department or office responsible to him to appoint and remove subordinates in such department or office subject to the provisions of this Charter.” Jefferson Parish Charter, Article 3, The Parish President, Section 3.03(B), Powers and Duties.

for the standards, terms and conditions of employment in a clear and comprehensive fashion to maximize the efficiency and orderly operation of parish government.⁴

103 Scope and Effect

1. These policies shall apply to all administrative officers and employees of the parish responsible to the Parish President, whether they be unclassified, employees whose term of employment is at the will of the Parish President, or classified, employees whose term of employment is governed by Personnel Administration and policies of the Personnel Board.⁵
2. These policies shall not be construed so as to restrict the civil rights of employees or interfere with the administration of their private affairs.
3. If any policy or its application to any person or circumstance is found to be in conflict with any parish ordinance governing personnel, then the parish ordinance shall take precedence but such finding shall not be construed to affect any other policy.⁶
4. As may be needed for efficient and effective operations, parish departments may develop, implement and revise specific procedures and departmental rules pertaining to unique operational requirements and their effect upon department employees.
 - 4.1 Departmental rules and procedures must be consistent with the intent of the language and procedures of the policies set forth herein.
 - 4.2 If any conflict arises between the provisions set forth herein and a departmental procedure, these policies shall take precedence.

104 Development and Review of Policies

1. Establishment
The primary responsibility for the development and review of policies contained herein and any related supplemental policies lies with Human Resource Director. Policies should be developed and reviewed in accordance with the below guidelines:
2. Development of Policies; Procedure
 - 2.1 A need for a new policy or to revise a policy is identified by the Parish President or department director. The need is communicated to the Director of Human Resource.
 - 2.2 The Director of Human Resource assesses the need to determine whether a new policy or revision is warranted. This assessment may include but is not limited to defining the problem or situation to be resolved by the policy; determine whether and to what extent the problem may be answered or resolved by existing policies; and assign staff to evaluate the frequency and/or prevalence of the problem.
 - 2.3 If the Director of Human Resource concludes there is a need for a new policy or policy revision, then the Director of Human Resource collects and reviews data from departments, other jurisdictions and literature review of best practices. At the

⁴ Appointment and dismissal of employees in the service of elected officials, other than the Parish President, are made by the elected officials subject to the provisions governing Personnel Administration. Jefferson Parish Charter, Article 4, Administrative Organization, Section 4.03, Personnel Administration.

⁵ Jeff Parish Charter, Article 4.03, Personnel Administration.

⁶ Jefferson Parish Executive Pay Plan, JPCO 13709, as amended; Jefferson Parish Personnel rules of the Classified Service, JPCO 20739; Pay Plan for the Classified Service, JPCO 4074, as amended; JPCO Chapter 23, Personnel.

- conclusion of this process, the Director of Human Resource drafts a policy or policy revision for review and consideration by the Legal Department and Compliance.
- 2.4 Once reviewed by Legal Department and Compliance, the draft, with comments and revisions, shall be presented to the Parish President for consideration and approval.
 - 2.5 All new administrative management policies or policy revisions are subject to approval by the Parish President.
 - 2.6 New or revised policies approved by the Parish President shall be added to the Administrative Management Policies manual or otherwise maintained as a supplemental policy by Human Resource who shall, at that same time, notify all chief administrative assistants and department directors of the new policy or policy revision.
3. Review of Policies
This Administrative Management Policies manual shall be reviewed every two years by the Department of Human Resource in collaboration with the Director of Compliance to ensure continuing currency and relevance in providing guidance to parish government employees.⁷
 4. Revisions of Policies
The most current edition of the Administrative Management Policies manual supersedes all prior editions, manuals, policies or documents, as well as, any prior formal or informal procedure, advisory, guidance, or practice that may conflict with the Administrative Management Policies manual.

105 Application and Interpretation of Policies

1. Application of Policies
The policies contained herein shall be interpreted, applied and enforced by supervisory employees. Rewarding employment relationships result from the open, fair and consistent interaction between employees and those that supervise or manage operations of government.
2. Interpretation of Policies; Generally
Generally, words, terms and phrases contained herein shall be read within their context and shall be construed according to the common and approved usage of the language. Words used in the singular number include the plural and the plural includes the singular. Words used in one gender apply also to the other genders, except as otherwise clearly indicated by the context. The word "shall" is mandatory and the word "may" is permissive.
3. Interpretation of Policies; Specific Instances
Specific questions regarding the interpretation of the policies contained herein shall be made by department directors to the Director of Human Resource. The Director of Human Resource may delegate or assign one or more assistants the responsibility of resolving questions arising from interpretation of policies.

106 Implementation and Compliance with Policies

1. Human Resource is responsible for the dissemination of the Administrative Management Policies manual and any related, supplemental policies (e.g. safety policy manual, substance policy manual, etc.) to new employees and for the initial dissemination of new policies or policy revisions to directors who in turn will disseminate to their employees.
2. Directors are responsible for ensuring that all employees have access to this Administrative Management Policies manual and any related supplemental policies.

⁷See JPCO 2-155.

3. Directors are responsible for implementing policies which responsibility extends to the education and training of employees on new policies and policy revisions.
4. It is the joint responsibility of directors and chief administrative assistants to ensure policies are interpreted, applied and enforced in a fair and consistent manner.
5. All employees shall have access to these Administrative Management Policies manual and related supplemental policies relative to their employment.
6. Employees covered or affected by these policies, and any related supplemental policies, are deemed to have knowledge of and are responsible for compliance with these policies.

200 Employment Practices

201 Recruitment/Selection

1. Interview Procedures
 - 1.1 Establishment

All candidates for employment certified by Personnel Department as qualified for appointment to any vacant position should be interviewed by the appointing authority or designated representative.⁸ No appointing authority may make an offer of employment to any new applicant until such time as the appointing authority has ascertained whether the candidate was previously employed within parish government.
 - 1.2 Purpose
 - To ensure that all qualified candidates are considered for employment.
 - To ensure that departments make well-informed employment selection decisions by verifying candidate's work history and references prior to any offer of employment.
 - To ensure that all appointing authorities check selected candidates' previous employment records with Jefferson Parish prior to making an offer of employment or appointment.
 - To ensure that Jefferson Parish selects and appoints qualified candidates to open positions in a non-discriminatory manner.
 - 1.3 Scope

This process applies to all departments, offices and agencies under the administration of the Parish President, whether the position is classified or un-classified.
 - 1.4 Procedure
 - 1.4.1 Each appointing authority should establish written standard procedures and practices for the selection and appointment of qualified candidates for employment within a department.
 - 1.4.2 These practices shall comply with all personnel rules, fair employment practices, proper interview procedures and, where appropriate, written communications sent to selected and non-selected candidates.
 - 1.4.3 The appointing authority may contact Human Resource for assistance with the interview process, reference checks, notification letters, or related issues.
 - 1.4.4 All candidates must be asked if they have previously worked for Jefferson Parish.
 - 1.4.5 Prior to making an offer of employment, the department employee who performs payroll functions shall run a check through the Parish Payroll System

⁸ NOTE: It is recommended that certified candidates be interviewed by more than one person, preferably a panel of two or more people, and that interviewers reflect and/or represent the diversity of the population of candidates.

to determine whether the candidate has a prior employment history with Jefferson Parish. The check can be accomplished by (1) selecting "Work with Employees" on the Payroll System Main Menu; (2) Pressing F9 to re-sequence; (3) enter employee last name(s). The candidate's name should appear in the list of employees on the screen if the candidate has a prior employment history with Jefferson Parish,

- 1.4.6 If the candidate was previously employed within the parish, the hiring department shall contact Human Resource for information regarding available employment history with Jefferson Parish.
 - 1.4.7 Human Resource will provide the hiring department with available information regarding the candidate's previous employment with Jefferson Parish.
 - 1.4.8 Any employee who retires from Jefferson Parish and who desires to become re-employed must notify their former immediate supervisor and the Personnel Department or Human Resource 30 days prior to the selected date for re-hiring. Jefferson Parish makes no guarantee that a retiree will be re-hired or that they will be returned to their previous position.
 - 1.4.9 The employment selection process may only continue after the hiring department has reviewed all candidates' previous employment information.
 - 1.4.10 Each appointing authority shall make the final employment selection in accordance with these procedures. If the selected candidates are not interviewed by the appointing authority, the appointing authority shall review the recommendation(s) of the Department staff person(s) conducting the interview prior to an offer of employment being made and attempt to meet with the newly recommended candidate before the candidate begins work or during the probationary period.
 - 1.4.11 Any deviation from this procedure may take place only after the appointing authority has informed the appropriate chief administrative assistant of reasons or circumstances which prevent compliance and has received written approval to proceed with hiring.
 - 1.4.12 If candidate is found to have given false information during the hiring process, the candidate may be subject to termination.
2. Appointment to Position/Notification of Selection
- 2.1 The appointing authority shall notify all candidates of their selection or non-selection for employment.
 - 2.2 Candidates selected for employment
Candidates selected for employment shall be given a conditional offer of employment contingent upon satisfying pre-employment conditions.
 - 2.3 Candidates not selected for employment
The appointing authority should also notify all other candidates in writing that they were not selected for the position as follows: "I would like to thank you for your recent interest in working for Jefferson Parish Government. The Department of _____ has reached a decision to hire another qualified candidate. I would encourage you to visit our Personnel Department website at www.jeffparish.net in order for you to continue your pursuit of employment opportunities with Jefferson Parish. I wish you the best of luck in your career endeavors. Respectfully...."
3. Background Checks
- 3.1 Establishment and purpose
The parish may conduct background checks of applicants during the normal employment process. There must be a nexus between the assigned duties and the scope of the background investigation. While conducting a background investigation, the parish may make a preliminary offer to the selected applicant. However, any offer shall be conditional on the results of the background investigation.

- 3.2 Background investigations for prospective, classified employees must be conducted through Personnel. Background investigations for prospective, unclassified employees must be approved by the Director of Human Resource. Subsequent background investigations may be conducted in the same manner if significant changes are made to the job description or duties.
- 3.3 When a background investigation is or may be required, the job advertisement shall include a notice that a background investigation may be required before hire or assignment to the position.
- 3.4 Depending upon the scope of the background investigation, the applicant/employee may be required to sign a release.
- 3.5 The content of the background investigation shall be maintained confidential unless disclosure is otherwise required by state or federal law.
- 3.6 Louisiana Law⁹ requires a criminal history and central registry information check on any prospective or current employee who applies for a position of supervisory or disciplinary authority over children (including but not limited to positions in Parks and Recreation, Juvenile Services and JeffCAP). The hiring Department is required to perform this criminal history and central registry information check. Upon notice of clearance such notice will be placed in the employee's personnel file kept in the department which will establish a record of compliance for this law. Employees covered by this requirement include all full-time, part-time, on-call, classified, unclassified employees who work at a site, or their work requires a visit to a site, with children or who come in direct contact with children.

202 Employment Requirements

1. Medical Examinations/Drug Screening
 - 1.1 Establishment
 - All prospective employees of Jefferson Parish government must undergo a pre-placement physical examination conducted by parish-authorized physician(s) prior to employment with the parish. As much information as possible should be provided in "Part A" of the "Pre-Placement Physical Examination" form as this is the information upon which the physician will rely in developing or "tailoring" the pre-placement physical to the position. The physical examination will be based on the actual physical requirements and duties of the position for which employee is being considered.
 - All such candidates for employment must also undergo a drug screening as outlined in the Jefferson Parish Substance Use Policy, prior to being hired by the parish.
 - All original "Pre-Placement Physical Examination" forms shall be forwarded to the parish authorized physician. No departments shall maintain a copy of any "Pre-Placement Physical Examination" form.
 - 1.2 Purpose

The purpose of the physical is to ensure that all persons hired for work are physically able to perform the duties for the position; to ensure that directors, supervisors, and other pertinent personnel are informed regarding any restrictions on the work or duties of the employee and any necessary accommodation; and qualify employees for the State Second Injury Fund, where necessary.
 - 1.3 Scope

⁹ See LSA-R.S. 46:51.2 Criminal history and central registry information and LSA-R.S. 15:587.1 Provision of information to protect children.

This requirement applies to all departments, offices and agencies under the administration of the Parish President, whether the position is classified or unclassified, and/or all those whose employees are covered by Jefferson Parish insurance carriers.

1.4 Procedure for unclassified employees

1.4.1 Once an appointment is made to an unclassified position, an HR20 form must be completed and submitted through normal routing channels. This is done after a pre-placement physical has been completed and the prospective employee has been approved for hire.

1.4.2 The normal procedure for interviewing of prospective employees for the position will then be followed.

1.4.3 Once a tentative hiring decision is made, the prospective employee must be informed that employment is contingent upon the prospective employee passing a pre-placement physical examination and drug screening.

1.4.4 If the candidate successfully completes the entire pre-placement physical, the Human Resource Management - Substance Use Office will notify the department and a tentative employment date can then be assigned.

1.4.5 All medical records pertaining to the pre-placement physical will be kept in separate, confidential files maintained by the Human Resource Manager – Substance Use Office.

1.4.6 Any appointing authority who has questions or requires assistance with the pre-placement physical exam process shall contact the appropriate Human Resource Manager. All necessary forms and pertinent phone numbers and addresses are available through Human Resource.

1.5 Procedure for classified employees

1.5.1 Once a classified position becomes available, the department must complete and submit a Requisition form in NeoGov. As much information as possible should be provided in the Requisition form; specifically, the essential functions of the position, the physical, environmental and sensory requirements (ergonomics) for the position are required.

1.5.2 The normal procedure for the certification and interviewing of prospective employees for the position will then be followed.

1.5.3 Once a tentative hiring decision is made, the prospective employee must be informed that employment is contingent upon the prospective employee passing a pre-placement physical examination and drug screening.

1.5.4 When the candidate successfully completes the entire pre-placement physical, the Human Resource Manager – Substance Use Office will notify the department and a tentative employment date can then be assigned.

1.5.5 All medical records pertaining to the pre-placement physical will be kept in separate, confidential files maintained by Human Resource Manager – Substance Use Office.

1.5.6 Any appointing authority who has questions or requires assistance with the pre-placement physical exam process shall contact the appropriate Human Resource Manager. All necessary forms and pertinent phone numbers and addresses are available through Human Resource.

2. Department of Transportation (DOT) Safety Sensitive Positions

2.1 Requests for DOT drug and alcohol testing information from previous employer

All persons employed in DOT safety sensitive positions shall provide written consent by signing a Release of Information form. (Release of Information Form is found in Appendix.) Written consent shall be obtained as a condition of employment with parish for any DOT safety sensitive position. The hiring Department is required to submit a request for DOT Drug and Alcohol Testing Information to any previous DOT regulated employer for whom this employee has worked within the three year period prior to their anticipated date of appointment.

- 2.2 As the employer, the parish, through the hiring Department, must obtain and review this information before the employee first performs safety sensitive functions. If this is not feasible, the parish, through the hiring Department, must obtain and review the information as soon as possible. However, the parish must not permit the employee to perform safety sensitive functions after 30 days from the date the employee first performed safety sensitive functions, unless the parish has obtained, or made and documented, a good faith effort to obtain this information. It is the hiring Department's responsibility to track the qualifications of their employees.¹⁰
- 2.3 The Release of Information Form shall be retained by the Department in the employee's personnel file. A copy of the form may be provided to the employee upon request and a copy shall be forwarded to Human Resource Manager – Substance Use Office for review.
- 2.4 Information obtained from "Request for DOT Drug and Alcohol Testing Information from Previous Employer" will be kept in separate, confidential files maintained by Human Resource Manager – Substance Use Office.
3. "E-Verify"/I-9 Form
Within first three (3) days of starting work, the employees is required to complete the employment verification I-9 process through Human Resource.¹¹
4. Driver's License Requirements
 - 4.1 Positions which may require operation of a motor vehicle may only be occupied by individuals who are at least eighteen (18) years of age, possess a valid Louisiana driver's license (to include any required endorsements), and possess an acceptable driving record.
 - A determination of "acceptable" driving record is made based upon reasonable assessment of job duties;
 - A determination that an individual in the classified service does not possess an "acceptable" driving record may only be made by Personnel;
 - A determination that an individual in the unclassified service does not possess an "acceptable" driving record is made by Human Resource;
 - An individual's insurability by a private insurance carrier and/or proof of insurance may be considered.
 - 4.2 If an employee occupies a position which may require operation of a motor vehicle, the employee shall immediately notify the employee's supervisor should the driver's license be suspended, revoked, cancelled, or if the employee becomes disqualified from operating a motor vehicle. It is the responsibility of the supervisor to notify the director, who shall thereafter notify Human Resource in writing of the employee's change in circumstance.
 - 4.3 An employee shall not operate any vehicle in the course and scope of employment with the parish unless the employee possesses a valid Louisiana driver's license and any required endorsements.
 - 4.4 Suspension, revocation or disqualification of driving privileges may be cause for disciplinary action or termination.
 - 4.5 Employees shall maintain a valid commercial driver's license when such license is required.
5. Professional License Requirement
 - 5.1 Positions which require a professional license or certification shall only be occupied by individuals who maintain licensure and/or certification and who remain in good standing with the licensing body.

¹⁰ DOT, United States Department of Transportation. 49 C.F.R. Part 40.

¹¹ JP Resolution 118097; Title IV, Subtitle A, of the Illegal Immigration Reform & Immigrant Responsibility Act of 1996, Pub.L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. §1324a note).

- 5.2 Suspension, revocation or disqualification of professional license shall be cause for disciplinary action or termination.
6. Employee Orientation
Within the first 30 days of employment, the employee shall participate in “New Employee Orientation” program as defined and set forth in Section 206.

203 Nepotism and Fraternization

1. Nepotism and Fraternization
- 1.1 Establishment and purpose
This policy is established in furtherance of local and state law relating to nepotism.¹²
The purpose of this policy is to address the reality or appearance of improper influence, favor, or conflict of interest and issues relating to supervision, safety, confidentiality, and security which may arise when immediate family members, members of the same household, or persons having an intimate relationship are employees of parish.
- 1.2 A member of an employee’s immediate family or the employee’s household or a person with whom a parish employee has an intimate relationship may be considered for employment, may be employed, and/or may be considered for a promotion or position within the parish provided the individual possesses all the skills and qualifications for the position of employment.
- 1.3 Employment within parish government by immediate family members, members of the same household, or persons having an intimate relationship may be limited as follows:
•No member of a department head’s immediate family may be employed to work within the same department;
•No member of a department head’s household may be employed to work within the same department;
•Notwithstanding the above, an employee may continue with employment when a member of the employee’s immediate family, household or person with whom the employee is having an intimate relationship is appointed as a department head, providing the employee has been employed within the department for a period of one year prior to the appointment;
•No supervisor may supervise a member of his/her immediate family, a member of the household, or an individual with whom the supervisor is having an intimate relationship.¹³
2. Definitions
- 2.1 “Immediate family member” includes an employee’s spouse, child (step-children), child’s spouse, sibling, sibling’s spouse, parents (step-parents), grandparents, spouse’s parents, and other blood relatives living or relatives by marriage living in the same household.¹⁴
- 2.2 “Member of household” includes any individual residing in the same home as the employee.
- 2.3 “Intimate relationship” includes relationship where persons are considered dating on a repeated basis, are engaged, cohabitate or consider themselves domestic partners.
3. Changes in Circumstance
Employees who marry or become immediate family members, household members, or enter into an intimate relationship during the term of their parish government employment may continue to serve as long as:

¹²La.R.S. 42:1119, Nepotism.

¹³ See La.R.S. 42:1119; JPCO 23-116.

¹⁴See La.R.S. 42:1102 and JPCO 4074, as amended, Personnel Rules, Definitions.

- One employee does not and could not have authority to supervise, appoint, remove or discipline the other;
 - One employee is not and could not be responsible for auditing the work of the other;
 - Circumstances do not otherwise exist which would create a conflict of interest for either employee.
4. Duty to Report
 - 4.1 All employees have a duty to report when employees marry, become immediate family members, or enter into an intimate relationship when one of the employees involved has the authority to supervise, appoint, remove or discipline the other employee.
 - 4.2 Failure to report may subject the employee to disciplinary action.

204 Separation from Employment

1. Resignation
 - 1.1 An employee desiring to leave parish employment shall normally submit a written resignation to the employee's director or designee at least fourteen calendar days prior to the effective date of the employee's resignation.
 - 1.2 Upon receipt of a notice of resignation, the department director shall forward a written notice to the employee acknowledging the notice of intent to resign and any terms or conditions that need to be satisfied prior to the employee's last day of employment. It is the prerogative of the appointing authority to accept a notice of resignation effective immediately without a two week waiting period.
 - 1.3 Human Resource, in the case of unclassified, executive staff or department director, is responsible for timely completing an HR21 form documenting the date of resignation, and the Louisiana Workforce Commission (LWC) Separation Notice within 72 hours of separation.
 - 1.4 For a classified employee, the department director or designee shall complete a DP11 form and the Louisiana Workforce Commission (LWC) Separation Notice within 72 hours of separation and shall also notify the department payroll clerk of separation.
2. Retirement
 - 2.1 Upon receipt of a notice from an employee of the employee's intent to retire, the department director, in conjunction with Human Resource, shall forward written acknowledgment to the employee indicating Jefferson Parish's acknowledgment of the notice of intent to retire and any terms or conditions that need to be satisfied prior to the employee's last day of employment.
 - 2.2 Human Resource, in the case of unclassified, executive staff or the department director, is responsible for timely completing an HR21 form documenting the date of retirement, and the Louisiana Workforce Commission (LWC) Separation Notice within 72 hours of retirement.
 - 2.3 For a classified employee, the department director or designee shall complete a DP11 form and the Louisiana Workforce Commission (LWC) Separation Notice within 72 hours of retirement and shall also notify the department payroll clerk of separation.
3. Exit Interview
 - 3.1 Establishment

It is the responsibility of each appointing authority or designee to schedule an exit interview with each employee who voluntarily separates from parish employment.
 - 3.2 Purpose

The interview shall be conducted for the purposes of (a) learning the circumstances and reason for which the employee leaves parish employment except in circumstances involving disciplinary termination; (b) documenting via departing employee's own words the reason the employee is leaving parish employment when separation is voluntary; (c) identifying conflicts, disputes or problems which may require corrective

action; (d) documenting positive or negative feedback relative to the employment experience; (e) providing for parish employee security by providing terminated employee with opportunity to voice complaint or identify any employee who may verbalize or otherwise indicate a threat of violence; (f) answering any questions the employee may have regarding final pay, benefits or insurance; and (g) informing employee on employment restrictions post government service.

3.3 Procedure

3.3.1 The appointing authority or designee shall conduct the exit interview utilizing the form prescribed by Human Resource. (Exit Interview Form is found in Appendix.) The form shall be retained by the department in the employee's personnel file. A copy of the form may be provided to the employee upon request and shall be forwarded to Human Resource and Personnel Department for review.

3.3.2 The exit interview shall be conducted in connection with signing any necessary payroll documents, DP-11's, retirement documents, and retrieval of all property in the employee's possession including but not limited to parish identification, keys, parking card, tools, radios, computers, boots, gloves, raincoats, uniforms, beepers, and any other parish items assigned to the employee.

3.3.3 At the conclusion of the exit interview, the employee shall receive and acknowledge in writing the receipt of a "Post Employment" information sheet published by the Louisiana Board of Ethics. (Post-Employment Information Sheet is found in Appendix.)

3.3.4 If exit interview is not practicable, the appointing authority or designee will provide separating employee with Exit Interview Form, to be completed and submitted at employee's convenience, and a copy of Code of Ethics – Post Employment Restrictions (Exit Interview Form and Post Employment Information Sheet are found in Appendix.)

4. Termination

A classified employee is subject to involuntary disciplinary termination from employment as provided by the Personnel Rules. An unclassified employee's term of employment is at the will of the appointing authority.

4.1 For a classified employee, the department director or designee shall complete a DP11 form and the Louisiana Workforce Commission (LWC) Separation Notice within 72 hours of termination and shall also notify the department payroll clerk of termination.

4.2 Human Resource, in the case of unclassified, executive staff or department director, is responsible for timely completing an HR21 form documenting the date of termination, and the Louisiana Workforce Commission (LWC) Separation Notice within 72 hours of termination.

205 Employee Files

1. Personnel File

1.1 An official personnel file shall be maintained for each parish employee. Personnel files are the property of Jefferson Parish and shall be retained in accordance with local, state and federal law. The file's contents include, but are not limited to, application for employment, resume, legal name, mailing address, telephone number, date of birth, social security number, date of hire, job title, assigned work unit, assigned salary, job classification, payroll/personnel actions, commendations, performance appraisals, discipline documentation and actions, training and safety records, termination information, and exit interviews.

- 1.2 Payroll and attendance records shall be maintained on all classified employees in accordance with the Personnel Rules.¹⁵
- 1.3 All employees have an affirmative obligation to keep the parish informed of their current address, telephone numbers and name. All employees have an affirmative obligation to report any changes in address, telephone numbers and name to the employee's director or Human Resource in the case of unclassified, executive employees. The department director or Human Resource, as the case may be, is responsible for timely completing a DP11 or HR21 form documenting changes in address, telephone or name (e.g. marital status).
- 1.4 All employees have an affirmative obligation to immediately report any changes in marital status or dependents to Human Resource.
- 1.5 An employee's personnel file is confidential. Only the employee, the employee's supervisors, Human Resource staff, Personnel and Legal Department shall have access to personnel files. Personnel file materials will be disclosed to the extent required by law.
2. Appointing Authority/Departmental Personnel Files
 - 2.1 Appointing authority and/or directors, as the case may be, shall maintain personnel records in accordance with Personnel Rules, Records.
 - 2.2 Appointing authority and/or directors having questions or needing assistance with the implementation of this policy may contact Human Resource.
 - 2.3 Departmental personnel files are considered confidential and shall be maintained in a locked, secured file cabinet and shall be accessible only by authorized staff.
 - 2.4 An employee may request to review the employee's own personnel file by appointment with an authorized staff person.
 - 2.5 Departmental files shall be considered a part of the employee's official personnel record.
3. Confidential Medical File
 - 3.1 Employee medical records include but are not limited to any information obtained from medical examinations, medical leave, and pre-placement physicals.
 - 3.2 Employee medical records are strictly confidential and shall be maintained in a separate, designated file. This file shall not include any records of pre-placement physicals which are separately maintained.
 - 3.3 Records of pre-placement physical examinations, inquiries, and substance use testing shall be maintained in the Human Resource Management - Substance Use Office. Information obtained from records may be made available only under limited conditions outlined below.
 - 3.4 Information regarding an employee's medical condition or history shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential except that:
 - 3.4.1 Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employees and necessary accommodation;
 - 3.4.2 First Aid and Safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
 - 3.4.3 Governmental officials investigating compliance with the American with Disabilities Act Amendments Act (ADAAA), as amended, shall be provided relevant information upon request.
 - 3.5 Information obtained from "Request for DOT Drug and Alcohol Testing Information from Previous employer" will be maintained in the Human Resource Management-Substance Use Office, available only under limited conditions outlined above.
4. Access

¹⁵ Rule XI, Records.

- 4.1 Necessary steps must be taken to ensure that all employee personnel records do not contain medical information. Each employee must have a separate medical file which must be maintained in a locked, secured file cabinet separate and apart from personnel records.
 - 4.2 Employees are entitled to review their own official personnel or confidential medical file while in the presence of the appointing authority or designated representative. Employee records may not be reproduced, removed, or altered without the consent of Parish Attorney.
 - 4.3 If an employee disagrees with the accuracy or content of the information contained in the employee's personnel file, the employee may file a statement explaining the employee's position regarding the disputed information and request the statement be included in the employee's file.
5. Public Disclosure
 - 5.1 To protect the privacy of employees, no information (except for routine employment verifications as defined below under Employment Verification) from employee's personnel file shall be released to the public without written request for specific information.
 - 5.2 Information in personnel files will not be disclosed if doing so would violate an employee's right to privacy as defined by law, unless disclosure is required by law.
 - 5.3 The decision to release or not release information shall be made by Legal Department in consultation with Human Resource as appropriate.
 - 5.4 If information is released, the affected employee shall be notified and notification shall be documented.
6. Parish Employment Verification
 - 6.1 Department of Accounting – Payroll and Human Resource is authorized to provide employment verification on current and former employees. Department of Accounting – Payroll or Human Resource will verify employment of current or former employees upon request from a prospective employer or financial organization such as a bank, mortgage company or credit bureau.
 - 6.2 Only the employee's name, dates of employment, job title, classification, pay rate and/or pay range will be released.
7. Records Collection and Retention
 - 7.1 Upon the separation of an employee for any reason, all departmental files shall be retained within the department.
 - 7.2 Personnel records shall be retained in accordance with state law. Actual retention practices may be modified by lawsuit, statute, complaint, or to further the orderly administration of parish government.

206 Employee Development

1. Establishment

Employee development is essential to furthering the mission of parish government to provide service, leadership, and vision for the improvement of the quality of life in Jefferson Parish. It is the policy of parish, through Human Resource, to provide for employee development program(s). Human Resource shall be responsible for approving, planning, developing, scheduling, and coordinating all employee development programs. Development is to be achieved in a professional, cost-effective, non-discriminatory manner designed to serve and advance the parish's mission.
2. Purpose of Employee Development Programs
 - 2.1 To retain experienced employees by providing a workplace which supports and promotes employee development through training, educational and enrichment opportunities;

- 2.2 To ensure that employee development is offered and conducted in a fair, professional and non-discriminatory manner;
- 2.3 To ensure that established standards of conduct are met and maintained through mandatory training programs;
- 2.4 To ensure integrity of development programs without redundancy, duplication or inefficient use of resources;
- 2.5 To meet specialized training and development needs of departments and staff.
- 3. Scope

This policy shall not apply to job-related conferences, on-the-job training experience, enrolling in college courses or other continuing education courses, or mandatory continuing education to meet certification or licensing.
- 4. Directed or Approved Training and Development
 - 4.1 Human Resource shall be responsible for developing a procedure for approving, planning, developing, scheduling and coordinating training for parish employees;
 - 4.2 Training programs may be conducted live or on-line;
 - 4.3 Participation in employee training and development activities shall be as directed or approved by the employee's director or designee;
 - 4.4 Each employee has an affirmative obligation to request prior approval for non-directed training and development activities.
- 5. Mandatory Development Programs
 - 5.1 Documentation of participation

Human Resource will develop a procedure to document and maintain documentation of employee attendance and participation in all mandatory development programs as may be appropriate.
 - 5.2 New employee orientation

Human Resource will conduct an orientation for all new employees on matters relating to: the values of Jefferson Parish government employees; the employee's responsibilities under local and state ethics laws; the employee's role in contributing to effective parish government; performance and evaluation standards; promotional opportunities; employee benefits; job safety; and any other matters pertinent to orienting the employee with parish government employment.¹⁶
 - 5.3 Department orientation program
 - 5.3.1 Each department is responsible for conducting an up-to-date formal departmental orientation program for all newly-hired employees beginning within the first week of employment. This orientation shall be in addition to New Employee Orientation.
 - 5.3.2 Procedures for developing and conducting departmental orientation programs are explained and detailed in on-line tutorial "Departmental Orientation Programs" prepared by Human Resource and accessible via intranet.
 - 5.3.3 The objective of the departmental orientation program is to (a) genuinely welcome all new employees and ensure that their introduction to parish employment is positive and informative; (b) to prepare and motivate all new employees to take pride in their employment, to take ownership of their responsibilities, and to provide excellence in public service; (c) to educate all new employees about their department's mission, goals, purpose, responsibilities, operations, and inter-departmental functional relationships to enhance their understanding of the department where they work and their role within their department; (d) to promote a positive picture of the department; (e) to provide important information/resources to help the new employee begin the job and become successful in his/her position; (f) to help new employees feel at ease; (g) to develop in new employees a sense of commitment to parish.

¹⁶ See Section 202 Employment Requirements.

- 5.4 Executive leadership
Individuals appointed or promoted to a position of Administrative Assistant, Director or Parish Attorney must attend executive leadership training. The training shall provide instruction and education on (a) leadership at every level, including time management; (b) discipline and documentation; (c) substance use policy; (d) harassment and discrimination; (e) classified performance review; and (f) basic finance and purchasing procedures.
- 5.5 Basic supervision
All employees promoted or hired for a supervisory position must complete Basic Supervision training, where they receive an introduction to various aspects of workplace management and fair employment practices. Basic Supervision shall provide instruction and education on (a) role of supervisor; (b) supervisor's responsibility as trainer; (c) communication/motivation of employees; (d) discipline/documentation; (e) customer service; (f) drug awareness/substance use policy; (g) employee attendance/absenteeism; (h) workplace safety; (i) performance evaluation; (j) workplace harassment and discrimination .
- 5.6 Annual ethics training
All employees shall receive one hour of approved training on the Louisiana Code of Governmental Ethics.¹⁷
- 5.7 Annual sexual harassment training
All employees shall receive one hour of sexual harassment education and training each year.¹⁸
- 5.8 Annual active shooter preparation and response training
All employees shall view the on-line training class titled, "Active Shooter Preparation and Response."¹⁹
- 5.9 Training on selected employment law and policies
Human Resource shall provide on-line courses and/or regular classroom instruction to all employees in supervisory positions on the following subjects: (a) substance use; (b) techniques of documentation; (c) American with Disabilities Act (ADA), as amended/Family Medical Leave Act (FMLA); (d) Equal Employment Opportunity (EEO).
- 5.10 Biennial training workplace harassment
Human Resource shall offer training on workplace harassment on a regular basis. All employees in supervisory positions shall receive training on workplace harassment at least once every two years.
- 5.11 Specialized training
Specialized training shall be coordinated through Human Resource. The responsibility for assessing and identifying a need for specialized training rests with directors. When a need has been identified, the director shall make written request to Human Resource for specialized training. Human Resource assesses the need and means by which the training may be conducted using the following information which shall be set forth in the written request:
- Purpose for training: description of departmental responsibilities and objectives met by training;
 - Participants: a list of employees who will participate in the training;
 - Content: description of the content and nature of training to be received;
 - Cost: expected or associated cost of training, including but not limited to purchase of materials, fees, and expenses;

¹⁷ La.R.S. 42:1170.

¹⁸ La.R.S. 42:341-345.

¹⁹ Parish President's Directive dated 12/11/2018.

- Location: known or proposed location where specialized training will take place;
- Method of delivery: a description of how the training can be conducted, whether live or via internet, and availability of alternatives.
- Additional information: any additional information which the director feels is critical to assessing the need and means by which training can be accomplished.

5.12 Elective training

Optional training for employees may be made available through Human Resource as needed or requested. Elective training will be offered and participation will be subject to the following:

- Human Resource will announce and/or publish elective training opportunities on a parish-wide basis through memos to directors, e-mail transmissions, notices on department bulletin boards, and on the parish intranet site, Human Resource - Training.
- Participation is subject to director approval.
- All employees wishing to participate must complete and submit a class registration form which has been approved by the employee's director to Human Resource.
- Human Resource will confirm with the employee and director whether the employee is enrolled for the training course via e-mail.
- Once enrollment has been confirmed, the employee is responsible for attending and participating in scheduled training.
- Certificates of completion will be sent to each employee, the department, and Personnel.
- Each department shall account for employees' participation in training and shall maintain a record of participation.

6. Compensation for Participation and Approved Training

6.1 Human Resource directed or approved training

Human Resource shall provide training within the normal work day. No additional compensation or economic benefit will be given for participation in training conducted by or coordinated through Human Resource.

6.2 Other training (not directed or approved by Human Resource)

An employee may be assigned or authorized to attend training which is not directed or approved by Human Resource but which is directly related to employee's position or the operation of the department. Employee shall be considered to be on duty and no leave shall be reported or charged against the employee in compliance with Rule IX, Section 4, Subsection 4.2 of the Personnel Rules of the Classified Service.²⁰

6.2.1 All requirements of parish's Travel and Training Policy must be followed. Parish funded training or professional certification expenses costing \$1,000 or more may be subject to reimbursement. (see Travel and Training Policy on parish's intranet portal under On-Line Forms, Accounting.)

207 Transitional Work Assignments

1. Job Related Injury or Illness

Employees who experience on-the-job injury or job related illness which results in their temporary inability to return to full range of duties in the employee's regular classification should accept transitional work assignments.²¹

²⁰ Rule IX, Section 4, Subsection 4.2 states that when an employee is authorized or assigned to attend a convention, conference, or training program directly related to his own position or to the functions and operations of his department he shall be considered to be on duty and no leave shall be reported for or charged against the employee.

²¹ See also Jefferson Parish Personnel Rules of the Classified Service, Rule IX, Section 15.

2. Unrelated Injury or Illness
Employees who experience an off-the-job injury or illness which results in the inability to return to the full range of duties in the employee's regular classification may *not* be considered for transitional work assignments, but may be eligible to receive a reasonable accommodation in accordance with the ADA.
3. Transitional Work Assignments
 - 3.1 Transitional work assignments will consist of work which is within the restrictions outlined by the employee's health care provider. Such assignments may include, but are not necessarily limited to the following:
 - 3.1.1 Part-time or full-time, with a temporary waiver of certain regular duties (Reasonable Accommodation) in an employee's regular position classification;
 - 3.1.2 Part-time or full-time in another capacity.
 - 3.2 Implementation of transitional work assignments shall be governed by Personnel rules of the Classified Service.²² Employees assigned to transitional work assignments will receive their regular hourly rate of pay for the number of hours worked in the transitional work assignment approved by appointing authority. Transitional work assignment may not exceed 90 days, absent approval by Personnel Board.²³
 - 3.3 A transitional work assignment may be terminated by the appointing authority and/or director, as may be appropriate.
 - 3.4 Refusal to accept transitional work assignments may result in loss of worker's compensation or affected benefits.²⁴
 - 3.5 The appointing authority reserves the right to determine the availability, appropriateness, and continuation of all transitional work assignments.

300 Equal Employment Opportunity – Non Discrimination

301 Equal Employment Opportunity

1. Establishment and Purpose
 - 1.1 Jefferson Parish Government is an equal employment opportunity employer. The parish is committed to hiring, training and promoting into all job levels qualified individuals without regard to race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information or veteran status.
 - 1.2 The purpose of this policy is to ensure equal opportunity for employment within the parish to make clear that employees have the right to work free from discriminatory conduct and retaliation, to define responsibilities for reporting violations of this policy and to establish reporting procedures.
2. Scope and Effect
 - 2.1 Parish will not disadvantage employees or discriminate in compensation or other conditions of employment in violation of this policy and it will administer all personnel matters in accordance herewith.

²² Jefferson Parish Personnel rules of the Classified Service, Rule IX, Section 15.

²³ Jefferson Parish Personnel rules of the Classified Service, Rule IX, Section 15.

²⁴ See Jefferson Parish Personnel Rules of the Classified Service, Rule IX, Section 15.

Transitional work assignments for unclassified is at the discretion of the appointing authority.

- 2.2 Physical capacity requirements relating to minimum standards for employment may be a reasonable selection factor. However, such standards must be reasonably necessary for the specific work to be performed and uniformly applied to all applicants for the particular job category, regardless of age or gender.
 - 2.3 This policy is not intended to prohibit consideration of physical capacity requirements relating to minimum standards for employment. Age, gender or physical requirements may be considered if they constitute a bona fide occupational qualification (BFOQ) necessary for performance of the essential duties of the job.
 - 2.4 Unlawful discrimination and/or discriminatory conduct are strictly prohibited in the workplace and in any work-related setting whether it be directed at an employee, supervisor, or manager and whether it occurs among or between fellow employees, or employee(s) and management.
 - 2.5 Equal employment opportunity as to age applies to persons who are age 40 or older. Federal and state law forbids employment discrimination on the basis of age. It is unlawful to fail or refuse to hire or to terminate an individual or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of the individual's age.
 - 2.6 Equal employment opportunity for persons with disabling conditions includes making reasonable accommodation for a qualified disabled applicant or employee with known disability who would be able to perform the essential duties of the job if such reasonable accommodation was made.
 - 2.7 This policy and the principles of equal employment opportunity also apply to the selection and treatment of independent contractors, persons working within work setting who may be employees of temporary agencies and other persons or entities doing business for or with the parish.
3. Compliance and Responsibility
- 3.1 Compliance
 - 3.1.1 All employees will be subject to corrective administrative or corrective disciplinary action up to and including termination for violation of this policy.
 - 3.1.2 Compliance with this policy shall be promoted through ongoing training and education of employees. This may be accomplished but is not limited to one of the following means (1) display of posters regarding equal opportunity in areas highly visible to employees; (2) Incorporating a statement "Equal Opportunity Employer --M/F/D/V" (Minority/Female/Disabled/Veteran on all advertisements for jobs.
 - 3.2 Department of human resource management
Human Resource is responsible for maintaining records of training and education of policy. Human Resource is responsible for maintaining records of claims for violations of policy by employees reported through the grievance process.
 - 3.3 Employee responsibility
All employees have an affirmative obligation to refrain from conduct which is contrary to this policy. Each employee has an affirmative obligation to thoroughly, impartially and honestly assist in any investigation or complaint of discriminatory conduct. All employees have a right and a responsibility to report conduct which the employee believes to violate this policy. Appointing authority shall take recommended action against employee who is shown to have violated this policy. Retaliation against any individual who files a charge of discrimination; opposes a practice believed to be unlawful discrimination; reports harassment, or assists, testifies or participates in an EEO agency proceeding is strictly prohibited. Any employee who feels the subject of retaliation or reprisal should report this to employee's director or Human Resource.
 - 3.4 Supervisor responsibility
Each supervisor has an affirmative obligation to ensure that discrimination is not practiced in the workplace or in work-related settings and that there is full compliance

with this policy by each employee subject to supervisor's authority. Each supervisor has an affirmative obligation to thoroughly, impartially, and honestly assist in any investigation of complaints of discriminatory conduct. Appointing authority shall take recommended action against any employee who is shown to have violated this policy.

4. Complaint and Reporting Procedure
 - 4.1 Violations of local, state, federal law or this policy will not be tolerated and will constitute just cause for disciplinary action. The parish will promptly and thoroughly investigate every complaint of violation of this policy and appropriate action will be taken.
 - 4.2 Employees may make a complaint to the employee's supervisor and/or to Human Resource through the grievance process.
 - 4.3 Applicants for employment with parish who wish to file a complaint for violations of this policy may make complaint to Personnel.

302 Employees and Applicants with Disabilities

1. Employees and Applicants with Disabilities
 - 1.1 It is the policy of the parish to provide reasonable accommodation to persons, employees, or applicants for employment who qualify as individuals with disabilities under the Americans with Disability Act Amendments Act of 2008 (ADAAA) and Louisiana state law against discrimination.
 - 1.2 This policy does not constitute an express or implied contract and is simply a statement of parish government's commitment to providing reasonable accommodation as appropriate to qualified persons with disabilities.
 - 1.3 The ADAAA prohibits discrimination on the basis of disability against a qualified individual. The ADAAA defines a disability as a physical or mental impairment that substantially limits one or more major life activities; a record (or past history) of such an impairment; or being regarded as having a disability.²⁵
 - 1.4 Louisiana employment discrimination law defines disability in a like manner as the ADAAA.²⁶
 - 1.5 A qualified individual is a person (a) who satisfies the job requirements by educational background, employment experience, skills, licenses or any other qualification standards that are job related; (b) who is able to perform all functions that are essential to the job, with or without reasonable accommodation; and (c) who is able to meet the production and performance standard(s) for the position.
2. Reasonable Accommodation
 - 2.1 A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, and/or enjoy the benefits and privileges of employment. An employer is required to provide reasonable accommodation to an employee or job applicant with a disability who is qualified for a job, unless doing so would cause undue hardship to the employer.
 - 2.2 Qualified individuals with disabilities have the right to request and receive reasonable accommodation in those aspects of employment that are considered necessary to perform the essential functions of the job.
 - 2.3 An interactive process will be initiated when there is a request for an accommodation from an employee or applicant.

²⁵ 42 U.S.C. Section 12101 *et seq*, generally.

²⁶ La.R.S. 23:301-369.

- 2.4 It is the responsibility of Human Resource or designated representative to receive requests for accommodation, participate in the interactive process with the employee or applicant and his or her director, and recommend an appropriate accommodation.
- 2.5 Directors shall document and forward to Human Resource any initial information received from an employee about a potential qualifying disability as well as any request for accommodation, or notification from an employee of the need for "light" or "restricted" duty.
- 3. Notice and Responsibility
 - 3.1 It is the responsibility of the employee or applicant to provide timely notice and documentation on the nature of a disability, work-related restrictions, and if known, the accommodation needed. To comply with Title II of the Genetic Information Nondiscrimination Act (GINA), the parish asks that the employee or applicant not provide any genetic information when providing notice and documentation on the nature of a disability, work-related restrictions, and requested accommodation.
 - 3.2 Those who fail to provide such information necessary to make a determination concerning reasonable accommodation may forfeit their eligibility for reasonable accommodation.
 - 3.3 Jefferson Parish assumes no obligation to create vacant positions; to offer reassignment to promotional positions; to waive job qualifications or essential functions in the accommodation process; to make any other non-reasonable accommodation; or to make any accommodation that would create undue hardship for the parish.

303 Reasonable Accommodations for Religious Observances and Practices

- 1. Establishment and Purpose
 - 1.1 The parish respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the parish's business.
- 2. Requesting a Religious Accommodation
 - 2.1 An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with the parish's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request to the appropriate Human Resource Manager for the accommodation. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.
 - 2.2 If a director or supervisor receives any information or documentation from an employee about a potential qualifying religious accommodation they must forward the information received to Human Resource.
 - 2.3 An interactive process will be initiated when there is a request for an accommodation from an employee or applicant.
 - 2.4 It is the responsibility of Human Resource or designated representative to receive requests for accommodation, participate in the interactive process with the employee or applicant and his or her director, and recommend an appropriate accommodation.
- 3. Providing Religious Accommodation
 - 3.1 The Human Resource Manager will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on the parish's operations. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety or uniform requirements, or for other aspects of employment. Depending on the type of conflict and suggested

- accommodation, the Human Resource Manager may confer with employee's appointing authority and with the Human Resource Director.
- 3.2 The Human Resource Manager and employee will meet to discuss the request and decision on an accommodation. If employee accepts the proposed religious accommodation, the employee's immediate supervisor will implement the decision. If employee rejects the proposed accommodation, he or she may appeal following the parish's general grievance policy and procedure.
 - 3.3 Those who fail to provide such information necessary to make a determination concerning reasonable accommodation may forfeit their eligibility for religious accommodation.
 - 3.4 Jefferson Parish assumes no obligation to create vacant positions; to offer reassignment to promotional positions; to waive job qualifications or essential functions in the accommodation process; to make any other non-reasonable accommodation; or to make any accommodation that would create undue hardship for the parish.

400 Employment Compensation and Work Schedule

401 Compensation and Pay Plan

1. Establishment and Purpose
Compensation and pay plan for parish employees is as established by ordinance under the Executive Pay Plan for unclassified employees and under the Jefferson Parish Classified Service administered by the Department of Personnel under the direction of the Personnel Board. This policy is established in furtherance of the functions of the chief administrative officer and to clarify terms and conditions of employment not otherwise provided by ordinance or law.²⁷
2. Scope; Employee Responsibility
All employees, and particularly payroll clerks, staff assigned accounting functions, directors and the like, have an affirmative obligation to ensure that employees are compensated accurately and that such compensation is accurately processed through the parish Financial Management System.

402 Hours of Work and Work Schedule

1. Establishment
Hours of work for classified employees are as provided by the Personnel Rules. Hours of work for unclassified employees are as provided by the Executive Pay Plan. The needs of the citizens of Jefferson are met by various work schedules in place throughout the parish which vary from department to department depending upon the responsibilities and duties undertaken. This policy is established to provide guidance on setting and keeping work schedules as well as accounting for employee time and absence from work.²⁸
2. Scope

²⁷ Jefferson Parish Personnel, Rule III and IX, JPCO 474; Jefferson Parish Executive Pay Plan, Section XVIII, JPCO 13709

²⁸ Jefferson Parish Charter Section 4.03

This policy applies to classified employees. Unclassified employees work schedule is governed by the Executive Pay Plan which provides that employees are expected to work whenever and whatever hours are required to satisfy the needs of service but not less than thirty-five (35) hours per week.²⁹ Full-time employees working in departments utilizing a flexible schedule shall be regularly scheduled at least seventy (70) working hours per pay period. A person employed to work on a regular schedule of less than thirty-five (35) hours per week shall be considered a part-time employee for purposes of pay administration.

3. Workweek

The standard workweek is seven (7) consecutive calendar days beginning at 12:01 a.m. on the first day and ending at 12:00 midnight on the seventh consecutive calendar day thereafter. Each department has an affirmative obligation to correctly and accurately report regular time.

4. Work Schedule(s)

4.1 Regular work schedule

4.1.1 A normal work schedule for full-time employees consists of not less than thirty-five (35) hours each workweek exclusive of "lunch" period(s).

4.1.2 A regular work schedule is Monday through Friday, 8:30 a.m. until 4:30 p.m.

4.1.3 Departments may set work hours and hours may be rearranged, adjusted or staggered as needed to meet hours of operation, office hours, special project assignments, meeting requirements, operational concerns, and emergency situations.

4.2 Stand-by duty and on-call duty

4.2.1 All employees may be called back/called-in to work in situations as may be deemed appropriate.

4.2.2 The decision to call an employee back to work may be made by the director or supervisor, as the situation may dictate.

4.2.3 Employees in some departments may be required to render stand-by duty or be on-call outside of regular working hours; and while on stand-by or on-call, shall be available and ready for communication with the appropriate authority.³⁰

4.3 Emergency work schedule

All employees are subject to call 24 hours a day, 7 days a week, unless exempted, in case of a declared emergency. Employees are required to contact their department when a hurricane, bad storm, or emergency poses a threat to Jefferson Parish. Certain employees may be designated "Essential Duty Personnel." ("Designation as Essential Workforce Directive" is found in Appendix.)

4.4 Make-up time

The parish is not obligated to allow provisions for make-up time. However, an employee, on occasion, may be permitted to work a different schedule due to an approved absence from the job in order to ensure completion of job duties. The schedule change must be approved by the employee's immediate supervisor. Moreover, permitting a schedule change for the purposes of completing job assignments due to an approved absence should not be a permanent change and should not take the place of the employee's normal regular work schedule.

4.5 Time Keeping and Reporting

In order to ensure compliance with the Fair Labor Standards Act, every department must accurately report employee time and attendance. It is further required that each employee maintain regular and reliable attendance and that all classified employees' time and attendance must be accurately reported and documented through a time

²⁹ Jefferson Parish Executive Pay Plan, Section XVIII, JPCO 13709.

³⁰ Personnel Rules 4, Section 5, 5.6.

clock (Kronos), time card or time sheet. All classified employees must accurately report time worked.

4.5.1 **Time clock/Kronos:** If the department utilizes a time clock, time cards, or Kronos, the employee himself/herself must “punch-in” and “punch-out” each work day, and recording must accurately reflect actual hours worked. It is prohibited for anyone to report time worked or request time off in time clock/Kronos for someone other than himself/herself.

4.5.2 **Time Sheet:** If the department does not have time clock, time cards or Kronos, employees must complete a Jefferson Parish Employee Time Report for each pay period. This form may be found on the Employee Intranet Portal, see Departmental Pages under Payroll. Time Report must be printed and signed by employee at the end of each pay period.

4.5.3 No other time keeping systems are permitted unless specifically used to meet particular needs of department and are approved by the Directors of Human Resource and Accounting (Payroll).

4.5.4 Unclassified employees will use the Jefferson Parish Payroll Attestation to report hours worked for each pay period.

5. Rest and Meal Periods

5.1 Rest and meal periods shall be in accordance with applicable law and determined by each department.

5.2 Rest and meal periods shall be scheduled by the employee’s supervisor, and employees shall abide by the schedule.

5.3 Employees shall be relieved of work duties while at lunch. If the employee is required to work or interrupt lunch break, the employee shall be compensated accordingly.

5.4 Meal periods are not provided on paid-time unless an on-duty meal period is provided or required as part of the employee’s regular work schedule.

6. Overtime

6.1 Per the Fair Labor Standards Act (FLSA), overtime pay is provided for “non-exempt” employees.

6.2 Employees in positions defined as FLSA “exempt” may not be entitled to receive overtime pay.³¹

6.3 Employees in positions defined as FLSA “non-exempt” are entitled to receive compensation at a rate of time and one-half for hours worked in excess of forty (40) hours in a workweek. Employees may be compensated monetarily as provided by local ordinance or by compensatory time under such terms and conditions which are compliant with the FLSA.

6.4 No employee shall work overtime unless directed or as otherwise previously approved.

6.5 Overtime hours worked without approval and/or approval of overtime without proper authorization shall be regarded as a violation of this policy and may subject the violator(s) to disciplinary action.

6.6 Each department has an affirmative obligation to correctly and accurately report overtime hours.

6.7 “Non-exempt” employees who work overtime will record such hours on their time sheet or time record rounded to the nearest quarter of the hour.

6.8 Supervisors are required to verify overtime prior to information being submitted to payroll clerk.

7. Compensatory Time

7.1 Establishment and purpose

This policy is established as a supplement to and to ensure compliance with FLSA and local ordinances governing overtime. The purpose of this policy is to provide standard for use of overtime compensation with paid time off.

³¹ Jefferson Parish Personnel Rule IV, Section 5.1.

7.2 Policy for non-exempt employees

It is the policy of the parish that non-exempt status employees who work in excess of 40 hours in the standard work week shall be compensated for such overtime at the rate of one-and one-half (1-1/2) times the regular hourly compensation for any and all work required and/or authorized in excess of forty (40) hours in any one work week, as required by the FLSA. Non-exempt employees may be compensated for overtime worked in the form of overtime wages or compensatory time at the rate of time and one-half.

7.3 Policy for exempt employees

It is the policy of this parish that exempt employees who work in excess of 40 hours in the standard work week shall not be entitled to compensation for such overtime except and unless the appointing authority may approve compensatory time. In times of declared emergency, the Parish President may prescribe other methods of overtime compensation for exempt employees.

7.4 Accrued compensatory time

Employees who have accrued compensatory time balances must use this compensatory time while in their current employing department. Accrued compensatory time is not transferable between different departments, offices, divisions or taxing districts. In the event an employee transfers from one department to another, all compensatory time must be used by or paid out to the transferring employee unless the appointing authority of the receiving department agrees to transfer of compensatory time.

7.5 Director responsibility

- The director is responsible for establishing a system to accurately authorize and record compensatory time. All authorized accrued compensatory time should be reported in the parish payroll system.
- Directors should utilize compensatory time only when their budgets allow for it, and only if they can grant the employee's time to use the accrued compensatory time up to the maximum 10 workday carryover provision allowance (70 or 80 hours of compensatory time).
- Department appointing authority must advise and receive consent from their supervising CAA, if applicable, prior to the acceptance of new budgetary obligations in the form of compensatory time brought into the department by the transferring employee.
- Departments must notify employees if compensatory time is to be used in lieu of paid time.
- Departments should look at alternative flexible methods of scheduling work, adjusting hours within work week in order to meet needs of service while controlling overtime.

7.6 Employee responsibility

- All employees are responsible for working as directed in an efficient and effective manner to meet department service obligations.
- If an employee has accrued compensatory time, it is the responsibility of the employee to request use of the compensatory time and receive approval for use of compensatory time before any time is taken away from work.
- All use of compensatory time requires director approval.
- Compensatory time should be used in the quarter it is earned.
- In all cases in which compensatory cannot be used in the quarter, employees may not carry more than 10 workdays of compensatory time from one calendar year to the next.
- Employees will be paid for unused compensatory time in excess of 10 days at the end of a calendar year.

403 Attendance, Leave and Absence

1. Establishment
2. Scope

Personnel Rules govern the use of leave by classified employees. This includes but is not limited to use of Annual, Sick, Civil, Military, Funeral, Holiday, Leave Without Pay, Absence Without Leave (AWOL), Special Leave of Absence, and Family and Medical Leave. Executive Pay Plan governs the use of leave by unclassified employees. This includes but is not be limited to use of Annual, Sick, Civil, Military, Funeral, Holiday, Leave Without Pay, Absence Without Leave (AWOL), and Family and Medical Leave.
3. Attendance
 - 3.1 Except as may be protected by applicable law, employees shall maintain a pattern of regular and reliable attendance.
 - 3.2 Employees shall report to duty in accordance with the rules regarding hours of work, holidays and leaves of absence.
 - 3.3 Employees shall report ready for work in a timely manner. Employees reporting to work are expected to be on the job site at the time designated by the employee's work schedule, ready to begin work and shall normally remain on duty until the end of their shift or completion of their scheduled work day.
Full-time employees shall perform a full day's work every day of work.
4. Notification to Supervisor Required; Tardiness
 - 4.1 No employee shall be late in reporting to or be absent from work for any reason other than those specified in these rules and regulations without making prior arrangements with the employee's supervisor. Unless such arrangements are made, an employee, who for any reason fails to report to work in a timely manner, or leaves the work site for any reason, shall immediately notify the employee's supervisor of the reason for the absence or tardiness per departmental protocol.
 - 4.2 All employees have affirmative obligation to report any tardiness to the employee's immediate supervisor and, at that same time, provide an explanation as to the cause for the tardiness. Communicating with co-employees or others does not relieve the employee of the affirmative obligation to report the tardiness to the employee's supervisor and provide an explanation.
 - 4.3 All tardiness shall be documented.
 - 4.4 Occasional tardiness may be unavoidable, ie. in cases of bad weather or other conditions beyond the employee's control, and may be excused but must be documented.
 - 4.5 Continued or frequent tardiness is inexcusable and may lead to disciplinary action.
 - 4.6 An appointing authority may deem an employee Absent Without Leave from duty in increments of 15 minutes for tardiness which shall be properly documented and reported.
5. Absence
 - 5.1 Absence charges
Authorized absence shall be accounted and reported on appropriate leave form, whether sick or annual, etc.
 - 5.2 Unauthorized Absence
An unauthorized absence from duty shall be considered an absence without leave approval. An absence from duty without leave approval shall normally be treated as Absent Without Leave (AWOL). Disciplinary action may be taken for any incident of Absence Without Leave.
6. Abandonment of Position

- 6.1 After five consecutive scheduled work days of unauthorized absence and/or the employee's failure to contact the employee's supervisor as provided herein, the employee shall be considered to have abandoned the employee's position.³²
- 6.2 Abandonment of position shall be considered a constructive resignation from employment with parish.

7. Usage of Sick Leave

Usage of Sick Leave for classified employees is governed by Personnel Rule IX, Section 3.

7.1 In support of sick leave usage, employee shall furnish supervisor with notice of the need for and cause of absence from work and, where appropriate, a prognosis. Notice shall be in writing and shall be furnished in advance or, if advance notice is not possible, as soon as reasonably practical, but in no case later than ten (10) calendar days after the onset of sick leave.

(a) If the amount of sick leave taken amounts to five (5) or more consecutive working days, the employee shall as soon as reasonably practical and in no case later than ten (10) calendar days after the onset of the sick leave, file with his supervisor a written statement by a registered physician or other acceptable authority certifying that the employee was ill and unable to work during the period of sick leave of absence, and/or;

(b) If there is a reasonable doubt as to the validity of an employee's claim for consecutive sick leave, the appointing authority may require written evidence of illness by giving the employee written notice of the need therefore.

See Personnel Rule IX, Section 3, Subsection 3.5 for full text of rule.

7.2 Unscheduled Absences and Occurrences

All employees will be allowed five (5) individual occurrences of unscheduled absences of no more than a total of thirteen (13) days of approved sick leave not verified by a doctor's certificate in a leave year. Any employee using unscheduled sick leave in excess of five (5) occurrences or approved sick leave over thirteen (13) days in a leave year shall submit a written statement by a registered physician or other acceptable authority certifying that the employee or the employee's immediate family member was ill and, therefore, the employee was unable to work during the period of sick leave of absence. Failure to provide a certificate from a registered physician or other acceptable authority shall result in the absence being an unauthorized leave of absence without pay and could result in other disciplinary actions. This does not apply to employees on approved Family Medical Leave.

7.2.1 Occurrence – defined

Any amount of time absent in a work day that was not previously scheduled and approved by supervisor and includes consecutive days pertaining to the same illness or event.

404 Unearned Compensation

1. Establishment

Unearned compensation is a prohibited donation of public funds.³³ It is the policy of this parish to timely recover unearned compensation once discovered in a reasonable manner. Unearned compensation includes but is not limited to overpayment of wages, miscalculations of leave, and erroneous refunds of deductions.³⁴

³² Jefferson Parish Personnel Rule IX, Section 13.

³³ La.Const. Article VII, Section 14.

³⁴ While La.R.S. 42:460 concerning recoupment of overpayments pertains to state employees, the statutes are used as a guideline for local agencies to recover overpayments. La.R.S. 42:460 makes no reference to authorization by an employee. Recoupment of an overpayment is

2. Purpose
The purpose of this policy is to mandate the establishment of internal controls designed to prevent overpayment and to establish procedures for the recoupment of overpayments.
3. Scope
This policy applies to all employees, whether the position is classified or unclassified, as well as all separated employees.
4. Definitions
For purposes of this policy, the following words shall have the following meaning:
 - “Deduction” any voluntary/involuntary reduction in gross pay (e.g. health insurance, taxes)
 - “Direct Deposit Reversal” a formal request to a financial institution which received compensation for an employee to return funds deposited into the employee’s account
 - “Gaining department” the department to which the overpaid employee is transferring
 - “Losing department:” the department from which the overpaid employee is terminating/separating
 - “Net pay:” the amount of compensation due to the employee after withholding all voluntary and involuntary deductions from his wage/compensation earned
 - “Overpayment” the amount of excess compensation paid to an employee in error
 - “Recoupment” the act of recovering unearned compensation paid to an employee in error
 - “Separated employee” an individual who was formerly an employee of the parish but who no longer is employed by the parish
 - “Wage” the payment to an employee for services rendered
5. Procedure
 - 5.1 Verification of receipt of policy
All newly hired employees must sign a document verifying acknowledgement of the Parish Administrative Management Policies which explains the conditions to be met by employees. The applicant acknowledges his/her receipt and understanding of this policy, and that if he/she is overpaid, the parish will follow the process set forth herein for the recoupment of overpayments.
 - 5.2 Notification
An employee shall be notified immediately (verbally or in written or electronic form) if and when Accounting determines that an overpayment has been made. If the initial notification is verbal, it must be followed with a written confirmation. The written confirmation to the employee shall include the following:
 - Pay date(s) on which the overpayment occurred;
 - Amount of overpayment;
 - Reason that overpayment occurred;
 - Plan of action for recoupment of overpayment;
 - Employee options for reimbursement of overpayment, as appropriate;
 - Procedure employee should use if disputing any aspect of the overpayment; and
 - Instructions on how to locate this policy.
 Prior to a deduction actually being made from the employee’s future pay, the employee must agree that an overpayment occurred and agree to the plan for recoupment, either by express consent or implied consent. Express consent occurs when the employee responds to written notification, either verbally or in writing, and advises that he agrees that he has been overpaid and he agrees with the parish plan of action for the recoupment. Implied consent is when the employee does not respond to the written notification within 10 working days. This implies that the employee agrees that he has been overpaid and agrees with the plan of action for the recoupment, thus implying his/her consent to the recoupment of funds. If the employee disputes the claim of

distinguishable from those payroll deductions contemplated by La.R.S. 42:456 which do require prior authorization by an employee. Op.Atty.Gen. No. 7-0080 (Dec. 14, 2007).

overpayment, deduction will not begin until a resolution to the dispute has been reached.

5.3 Recoupment of overpayment

The amount to be recouped from any one paycheck cannot cause the employee's bi-weekly gross hourly wage to fall below the federal minimum wage without specific written approval from the employee.

5.3.1 From current employees

Should an overpayment be discovered for a current parish employee, the procedures outlined above will be followed by the parish. Repayment options will include:

- Direct deposit reversal; or
- One-time deduction from a subsequent paycheck; or
- Payment plan. Recurring deductions can be established for a period not to exceed 12 months. Any exceptions to the 12 month period must be approved by the Chief Operating Officer and the appointing authority; or
- Personal payment from employee (e.g. check or money order). Prior approval for this method of payment must be obtained from the Accounting Director.

If an employee who has been overpaid is separating from the parish, every effort shall be made to have the procedure completed such that the amount of the overpayment may be withheld from the employee's final paycheck. If the full amount is not recovered in the final payment, the parish shall follow the guidelines set forth below.

5.3.2 From separated employees

Employees separated from the parish will be notified by the Accounting Director of any overpayments according to the guidelines outlined above. Further, the written notice will include a demand for payment and should include the following repayment options:

5.3.2.1 One-time personal payment from employee (e.g. check or money order); or

5.3.2.2 Payment plan. The employee may submit multiple payments as agreed upon and the period of recoupment may not exceed 12 months. Payment plans exceeding 12 months must have prior approval from the Chief Operating Officer and the appointing authority.

Should Accounting be unable to recover the overpayments from a separated employee and with the approval of the appointing authority, Accounting will turn the matter over to the Parish Attorney for legal action.

5.4 Dispute

The parish will make every effort to ensure that an employee's pay is correct. However, any employee who believes he/she has been improperly paid (overpaid or underpaid) or has had funds withheld from his paycheck inappropriately, should bring this to the attention of his supervisor and/or his appointing authority and the Accounting, Payroll Division immediately upon discovery of the error. It is recommended that employees review their pay statements as early as Thursday of the pay week to determine if pay is as expected.

6. Responsibilities

6.1 Employees

Upon learning of an overpayment or possible overpayment, an employee has an obligation to take the following action:

- Notify employee's supervisor and/or director; and
- Notify Accounting; and
- Notify payroll clerk for employee's department; and
- Cooperate with the parish to recoup the overpayment through a repayment plan.

- 6.2 Directors
Directors are responsible for ensuring compliance with the policy which shall extend but not be limited to the following:
- Educate and train all employees on this policy;
 - Develop, maintain and follow internal procedures which ensure that an employee's time is entered and reported correctly;
 - Notify the Department of Accounting, Payroll Division and Human Resource in writing of any reported overpayment or possible overpayment;
 - Notify the Department of Accounting, Payroll Division and Human Resource in writing of pending separation, whether by termination or resignation, and/or transfers of employment;
 - Notify affected employee and employee's supervisor and coordinate with Accounting and Human Resource to establish a repayment plan as soon as practicable;
 - Hold all managers and supervisors responsible and accountable to this policy.
- 6.3 Managers/Supervisors
- Comply with policy as instructed by director;
 - Notify supervisor and/or Accounting and Human Resource when supervisor becomes aware of or suspects that an overpayment has been made;
 - Assist and cooperate in establishing repayment plan.
- 6.4 Payroll clerks
- Follow all procedures to ensure the accurate input of employee's time;
 - Notify director and Accounting, Payroll Officer, when clerk believes that an employee has been paid incorrectly;
 - Notify director of any problem with timekeeping process.
- 6.5 Accounting department
- Ensure that all personnel actions affecting pay are processed accurately and in accordance with pay rules for the various types of employees and officials served by the parish;
 - Notify an employee when the employee has been overpaid and explain how the overpayment occurred;
 - Work with the employee in establishing a repayment plan;
 - Provide written notice to employee when the employee was given verbal notice by department;
 - Ensure compliance with procedures as procedures relate to direct deposit reversals, transferring funds received between departments, and reporting of accounts receivables.
- 6.6 Parish attorney
Parish Attorney is responsible for taking appropriate legal action to recover overpayments when so requested by Accounting and/or upon recommendation of the appointing authority.
7. Requests for Exceptions
Requests from the employee for exceptions to this policy shall be submitted to the appointing authority and Accounting. All exceptions shall be approved by Chief Operating Officer and appointing authority. Written request for exception shall include:
- Name and title of the employee making the request for exception;
 - Department in which employee works;
 - Brief description of circumstances creating overpayments;
 - Explanation and supporting documentation of reasons the employee believes that some or all of the overpayment should not be recovered or why the money recovered should be repaid to the employee.
8. Questions
Questions regarding this policy should be directed to Human Resource.
9. Penalties

Any employee found to have violated this policy will be subject to disciplinary action as set forth in Section 502 Maintaining Standards of Effective Service. For purposes of this section, "any employee" shall include:

- Any employee who benefited from an overpayment;
- Any payroll clerk who knowingly failed to take corrective action upon notice of an overpayment, or who knew or should have known an overpayment occurred;
- Any director who knowingly failed to take corrective action upon notice of an overpayment; or who knew or should have known an overpayment occurred;
- Any Accounting employee who knowingly failed to take corrective action upon notice of an overpayment or who knew or should have known an overpayment occurred.

500 Employee Responsibilities, Performance and Conduct

501 General Provisions

1. Establishment and Purpose
 - 1.1 It is essential to ensuring the orderly operation and effectiveness of parish government to maintain a clear description of duties, obligations and expectations that pertain to the desired conduct of all parish employees. Every employee has the right and obligation to know what is required of them as employees by way of their conduct whether it is expected, permissive, or prohibited, and whether such conduct occurs in the workplace or during off-hours should such conduct materially impose upon the integrity of parish government.
 - 1.2 The purpose of this section is to establish guidelines and requirements for an employee to follow, the collective accomplishment of which (a) advances the mission of parish government, (b) provides for a work environment marked by cooperation and mutual respect, and (c) supports consistent and trustworthy decision making.
2. Scope

The provisions of this section are not intended to be definitive of every action or behavior required of an employee or, otherwise, of every undesirable act or failure to act that offends the provisions of this section. Each and every provision shall be given a genuine construction, with reference to the purpose of the provision.
3. Employee Information
 - 3.1 All employees have an affirmative obligation to keep the parish informed of their current address, telephone numbers and name. All employees have an affirmative obligation to report any changes in address, telephone number, and name to the employee's director or Human Resource in the case of unclassified, executive employees.
 - 3.2 All employees have an affirmative obligation to report any changes in marital status or dependents to Human Resource.
 - 3.3 All employees have an affirmative duty to update information referenced in a timely manner and as soon as practical.
4. Employee Values

Employee values serve as a framework to guide our daily action and decisions. Shared values are commitments that guide our professional interactions, govern the way we treat others and inspire a dedication to superior public services, high ethical standards and indisputable integrity. The core values for all employees of parish government are:

Public First

We hold foremost that it is a high honor and distinct privilege to serve the citizens of Jefferson Parish, and recognize that the respect of the public can never be anticipated if not first earned.

Pursuit of Excellence

Our success will be measured by our productivity and getting the job done right the first time as cost-effectively as possible is our goal. Each day we strive to work smarter and more successfully.

Positive Response to Change

An effective government organization must evolve to meet continuing economic, social and institutional challenges. We welcome the developing demands and expectations of the public with creative thinking, innovation and more efficient processes.

Respect for the Individual

We honor the dignity, individuality and rights of all persons. Our interaction with others is marked by honest, direct and relevant communication, and we show respect for diversity and personal and professional differences.

Community Mindedness

We realize that our work impacts the community in which we reside, and many times, beyond such. Both as individuals and team members, we will strive to make our communities better places to live, work and learn.

5. Work-related Decisions

Work-related decisions made by an employee shall be void of any unfairness, unreasonableness and impropriety, or the appearance thereof. Accordingly, an employee shall strive at all times to make work-related decisions that are lawful, ethical and in compliance with relevant policies. Whenever appropriate, an employee should rely on the "STAR" method to make work-related decisions: Stop, Think & Act Responsibly. Employees are obligated to cooperate with regard to internal investigations; to advise their supervisors of progress or problems in their assigned duties; and to promptly communicate any occurrences that may change or alter the smooth and effective operations of the department.

6. Conformance to Law

An employee shall conform to and abide by the law of the United States of America and its sovereignties whenever present therein, and the State of Louisiana and its political subdivisions whenever present therein. Employee shall be truthful and accurate in conduct, both orally and in writing. As used in this Section, the term "law" shall mean each and every applicable code, regulation, statute, rule and ordinance whether it be federal, state or local.

7. Conduct Unbecoming an Employee

As an employee, one shall act dutifully, responsibly and professionally at all times as not to reflect unfavorably upon one's self or the parish. Unbecoming conduct refers to conduct by an employee which tends to:

- bring parish government into disrepute or public embarrassment;
- discredit one's self in one's role as an employee;
- impair the operational effectiveness of parish government or its staff;
- adversely affect the morale of staff; or
- reasonably be expected to damage the public's respect, confidence or trust of parish government.

8. Courtesy

8.1 All employees shall at all times be polite and forthcoming and maintain a temperate demeanor in the employee's interaction with others.

- 8.2 No employee shall make use of coarse, hostile, profane or insolent language, whether it is verbal, written or communicated by depiction, signal or gesture while acting in the course and scope of employment.
- 8.3 No employee shall communicate any biased, derogatory or prejudicial comment or personal opinion or belief that is related to race, color, gender, age, national origin, religion, politics, marital status, familial status, mental or physical disability, sexual orientation, gender identity, genetic information, veteran status, or any other personal characteristic while in the course and scope of employment or any other occasion or circumstance which may bring parish government into disrepute, public embarrassment or may otherwise reflect poorly upon the individual as a parish government employee.
- 8.4 All employees shall demonstrate by their words and actions their commitment to excellent customer service. Employees are to serve all customers, both internal and external, in a positive and respectful manner.
- 9. Use of Official Title/Position
 - 9.1 "Official title/position" may include but is not limited to the identification card, badge, insignia, patch, official title or position, or any other tangible or intangible thing by which it can be construed that the parish government is being interjected. It is the purpose of this Section to limit the use of an employee's official title/position to matters within the course and scope of employment.
 - 9.2 No employee shall directly or indirectly participate in or allow any form of solicitation or demand wherein use is made of an official title/position without proper approval and authorization.
 - 9.3 No employee shall use or permit use of an official title/position for personal or financial gain or the benefit of an individual or group of individuals.³⁵
 - 9.4 No employee shall seek or receive any form of reward, remuneration, compensation, or privilege whether tangible or intangible for the performance of the duties and responsibilities associated with or arising out of parish employment.³⁶
 - 9.5 No employee shall use or attempt to use an official title/position for the purpose of avoiding the consequence of an unlawful act.
 - 9.6 No employee may use any parish government office, building, facility or property as the employee's address for personal reasons, including by way of example employee's driver's license, vehicle registration, other personal papers or legal instruments.
- 10. Parish Identification Card
 - 10.1 All employees shall possess and display the parish identification card issued by parish government whenever the employee is in the course, scope or performance of assigned duties, tasks and responsibilities, except whenever the display of such may be adverse to the conduct of a specific duty or task or may pose a risk to the safety of an employee.
 - 10.2 Identification cards shall be displayed in manner which facilitates easy viewing and ready recognition especially during the course, scope and performance of duty which necessitates the interaction with any non-employee of parish government.
- 11. Recommending Person Who Performs Services for Compensation

An employee, in his capacity as an employee, shall not furnish or recommend to anyone the name of a person or business offering to furnish any product or service for profit, and shall not furnish or recommend to anyone the name of a person or entity desiring to purchase a product or service. Employees may serve on technical evaluation committees, financial advisory committees, or other authorized review committees, and make recommendations relative to contracted services.

³⁵ See La.R.S. 42:1116 and 42:1117.

³⁶ See La.R.S. 42:1111, Payment from nonpublic source.

502 Maintaining Standards of Effective Service

1. Establishment

The parish is committed to enforcing a system of corrective discipline that is critical to the overall enforcement of policies, rules and regulations. Corrective disciplinary action will be taken when an employee is unwilling or unable to perform the duties of the employee's position in a satisfactory manner, has engaged in prohibited conduct, violated the provisions of this manual, neglected to perform any action, or has otherwise become subject to corrective action. The parish hereby provides notice to all employees that discipline may be imposed for substandard performance, unacceptable or prohibited conduct or as otherwise appropriate. "Corrective action" is defined to include but not be limited to an oral warning, written reprimand, fine or restitution, suspension, denial of salary increase, demotion (reduction in pay) and termination.

2. Purpose

The purpose of this policy is to address serious incidents of misconduct, wrongful acts, repeated violations of policies, regulations, rules, or unacceptable performance of any employee and to provide a procedure for corrective disciplinary action, including suspensions.

2.1 Supervisors are to counsel or critique in a private setting whenever possible. Under urgent circumstances that require immediate action, a supervisor may need to publicly correct performance or behavior; this should be followed up with a private meeting. In every situation possible, counselling and criticism should remain positive in an attempt to redirect the employee's behavior.

3. Scope

This policy applies to all appointed, classified, unclassified, full-time, and part-time employees under the administrative authority of the Parish President. The authority to administer corrective action resides with the appointing authorities. This policy is not intended to create or confer any interest in employment of position beyond that which is established pursuant to the parish home rule charter and the Personnel Rules of the Classified Service.

4. Fines or Restitution

4.1 Establishment

All employees who are entrusted with or charged with the use of parish property and equipment have an affirmative obligation to use, maintain, and protect the equipment from loss or damage. Employees will be held responsible for damage to or loss of parish property. If damage or loss occurs, the employee(s) entrusted with the care and custody of the property may be required to pay restitution for the repair or replacement of the damaged property, or alternatively, may be fined whether such damage or loss is the result of willful neglect, recklessness, negligence or accident.

4.2 Purpose

The purpose of this policy is to provide a uniform, corrective policy as it relates to damage to all parish vehicles, equipment and property; to provide a fair, reasonable policy which encourages employees to be cautious and protective of parish property and equipment; and to provide a reasonable measure by which the parish may recover for the damage or loss to parish property and equipment by employees.

4.3 Scope

This policy applies to all employees of the classified service. This policy does not preclude the parish from pursuing any other remedy available by law to recover for property loss or damage from an individual who ceases to be in the classified service. This policy does not preclude seeking recovery whether by way of fine or restitution, or other appropriate action, against an un-classified employee of the parish.

- 4.4 Definition
- “Vehicles” includes by way of example only any parish owned car, van, sports-utility, truck, trailer.
- “Heavy-equipment” includes but is not limited to tractors, fork-lifts, riding lawn mowers, cranes, and all attachments and accessories essential or related to use.
- “Small motorized equipment” includes motorized or push lawn mowers, weed-eaters, ground tillers, power-washers, post-hole diggers, jack hammers, disk-sanders, and all attachments and accessories essential or related to use.
- “Power tools” includes any tool powered by electricity or battery such as saws of all kind, drills, hand-held sanders, compressors, and all attachments and accessories related to use.
- “Hand-held tools” includes any hand held tool which is not powered by electricity or battery, such as hammers, saws, drills, and the like.
- “Electronics” includes but is not limited to computers, projectors, radio, cell-phones, and cameras.
- 4.5 Supervisor responsibility
- Each supervisor has an affirmative obligation to ensure that parish equipment is only used by employees in furtherance of their job duties. Further, each supervisor has an affirmative obligation to ensure that property which is entrusted to and used by employees in the furtherance of the employee’s job duties is returned and its use unimpaired by damage. Any loss or damage to parish property by an employee shall be documented and reported to the appointing authority before the end of the current shift for appropriate action.
- 4.6 Appointing authority responsibility
- Appointing authority shall receive any reports of damage or loss to parish property and shall take appropriate action in accordance with this policy.
- 4.7 Procedure
- Disciplinary action will be determined by the appointing authority who shall consider the information provided by and recommendations of the employee’s supervisor. A pre-disciplinary hearing shall be scheduled and conducted in accordance with this policy prior to reaching a final decision regarding disciplinary action. An order to pay a fine or restitution is considered disciplinary action under the Personnel Rules of the Classified Service. Any order to pay a fine or restitution must comply with this policy and the Personnel Rules of the Classified Service.³⁷
- 4.8 Determining Amount - Fines or restitution
- 4.8.1 Fines
- For damage or loss of property the replacement or repair of which exceeds \$1000 but is less than \$5000, the employee may be ordered to pay a fine up to 50% the value of the property or repair or \$1000.
 - For damage or loss of property the replacement or repair of which exceeds \$5000, the employee may be ordered to pay a fine up to 25% the value of the property or repair or \$2500.
- 4.8.2 Restitution
- For damage or loss of property the replacement or repair of which is less than \$1000, the employee shall be ordered to pay reasonable restitution. In determining restitution, the value of the property or the cost of repair shall be considered but is not determinative. In the case of repair, restitution shall not exceed the actual cost of repair. In case of replacement, the cost of replacement shall be considered. Other factors which may be considered are date property was first acquired, wear-tear on property prior to being lost or damaged, whether equipment technology is considered obsolete.

³⁷ Jefferson Parish Personnel, Rule X, Section 1.

- 4.9 Payment of fine or restitution

The procedure for payment of fines or restitution shall be the same procedure specified for Recoupment of Overpayment. No action shall be made to secure payment of fine or restitution until all delays for appeal to the Personnel Board have expired, and the disciplinary action is considered final.
- 5. Pre-Disciplinary Hearings
 - 5.1 Establishment; definition

It is the policy of the parish to afford employees a "Pre-Disciplinary" hearing before formal action is taken for violations of policy, rule or regulation; substandard performance; unacceptable or prohibited conduct; or commission of some act to the prejudice of service.

"Pre-disciplinary" hearing is defined as a meeting between the appointing authority and a subordinate employee who is alleged to have violated a policy, regulation, rule, performance standard or has otherwise acted or failed to act in a manner to the prejudice of parish employment.
 - 5.2 Purpose

The purpose of "Pre-Disciplinary" hearing is to provide notice to an employee of allegations of violations of policy, rule, regulation or performance standard by the appointing authority before disciplinary action, as defined by the Personnel rules of the Classified Services, is taken.
 - 5.3 Scope

This policy applies only to parish employees in classified service. Every employee of the classified service shall be offered the opportunity to participate in a pre-disciplinary hearing before an employee is (1) terminated; (2) suspended; (3) subjected to a reduction in pay; (4) demoted; (5) involuntary retirement; (6) fined or ordered to pay restitution. This policy does not apply to un-classified employees whose term of employment is at-the-will of the appointing authority.
 - 5.4 Appointing authority responsibility
 - 5.4.1 Pre-disciplinary hearings may only be conducted by an appointing authority.
 - 5.4.2 It is the primary responsibility of the appointing authority to conduct a pre-disciplinary hearing with an employee prior to taking any formal disciplinary action which may give rise to an appeal under the parish Personnel Rules of the Classified Service.
 - 5.4.3 Appointing authority is responsible for preparing and providing written notice to the employee of the pre-disciplinary hearing.
 - 5.4.4 Human Resource shall be contacted and assist in conducting a pre-disciplinary hearing for the employee upon a determination that formal disciplinary action may be warranted.
 - 5.5 Human Resource responsibility
 - 5.5.1 Human Resource shall attend all pre-disciplinary hearings for the purpose of facilitating and verifying that the department has adhered to this policy and that the employee is given an opportunity to present information in favor of employment or opposition to any disciplinary action.
 - 5.5.2 Human Resource shall assist the appointing authority in preparing notice of pre-disciplinary hearing to the employee.
 - 5.6 Notice
 - 5.6.1 The employee shall be given notice of the pre-disciplinary hearing reasonably in advance of the scheduled hearing; either; (1) by hand in writing, except in exigent circumstances notice may then be oral; or (2) by mail, U.S. mail, postmarked five (5) calendar days in advance of scheduled hearing.
 - 5.6.2 The notice shall (1) state the date, time and place of pre-disciplinary hearing; (2) describe the conduct, action or inaction, which gives rise to the pre-disciplinary hearing; (3) describe of information or facts which is the basis for

the hearing; (4) refer to the policy, law, regulation, rule or performance standard which has been violated; (5) inform the employee that the employee will have an opportunity to respond to the information and facts presented and to present information and facts; (6) inform the employee that formal disciplinary action may be taken based upon information provided and findings reached following the pre-disciplinary hearing.

5.7 Procedure

The pre-disciplinary hearing shall be documented:

5.7.1 The pre-disciplinary hearing shall be documented. The documentation shall include but is not limited to the following:

- Date, time, place and duration of hearing;
- Copy of notice of pre-disciplinary hearing;
- Description facts and/or copy of evidence presented during the hearing that tend to establish the conduct, action or inaction, on the part of the employee which is a violation of a policy, law, regulation, rule or performance standard which has been violated;
- Description of facts and/or copy of evidence presented during the hearing by the employee that tend to establish the employee did not engage in conduct, action or inaction, which is a violation of a policy, law, regulation, rule or performance standard;
- Documentation that the employee was provided an uninterrupted opportunity to present any facts or evidence which tend to establish that the employee did not engage in conduct, action or inaction, which is a violation of a policy, law, regulation, rule or performance standard.

5.7.2 A digital recorder is preferred but not required for purposes of documenting hearing. If a digital recorder is used, the employee must be notified and the recording must begin with a statement that the hearing is being taped.

6. Suspensions

A suspension is an enforced leave of absence without pay of an employee for disciplinary purposes. Serious incidents of misconduct, wrongful acts, or repeated violations of rules or regulations by an employee may result in corrective disciplinary action, including suspension. However, no suspensions of less than one (1) day shall be initiated.

7. Suspension Pending Investigation

An employee may be verbally suspended pending investigation when appointing authority has reason to believe employee has engaged in conduct which, if confirmed, would warrant disciplinary action and employee's continued presence at work during an investigation would be contrary to the best interests of the Parish. A suspension pending investigation is not a disciplinary action.³⁸

503 Reporting and Performance of Duty

1. Reporting for Duty

1.1 An employee shall report for duty at the time and place specified by the employee's supervisor, and be physically and mentally fit to accomplish assigned duties, tasks and responsibilities in a manner consistent with this section.

1.2 An employee shall report for duty attired, groomed and giving an appearance that is consistent with the provisions of herein and as per department protocol.

2. Performance of Duty

2.1 Licensure and proficiency

³⁸ See Personnel Rule X, Section 3.

An employee shall maintain licensure and a proficiency level sufficient to properly perform assigned duties, tasks and responsibilities as set forth in or contemplated by the position, and, accordingly, shall perform such assigned duties and tasks and responsibilities properly. Unsatisfactory performance by an employee may be evidenced by non-exclusive identifiers:

- Unwillingness or inability to perform any assigned duty, task or responsibility;
- Failure to maintain licensure or conform to work standards established for the employee's position;
- Absence from the workplace without proper authorization;
- Repeated poor performance evaluations;
- Repeated disciplinary actions or documented counseling sessions;
- Insubordinate behavior;
- Refusing to follow or ignoring proper instructions or directives of supervisor;
- Failing to notify proper authority of any irregular or improper acts that may discredit the service of the parish;
- Making false records or statements of any kind;
- Disruptive or other inappropriate behavior or conduct in the workplace.

2.2 Appropriate action

An employee shall be responsible for action taken and/or action which was not taken as may be appropriate under the circumstances. An employee cannot avoid responsibility by attempting to shift the burden of such responsibility to another.

2.3 Carrying out assigned duties

An employee shall carry out assigned duties, tasks and responsibilities in a prudent manner void of negligence. Negligence exists whenever the conduct of an employee amounts to a gross deviation below the standard of care expected to be maintained by a reasonably prudent person under like circumstances.

2.4 Compliance with policies

An employee shall adhere strictly to the policies, directives, procedures, practices, and standards of service for parish government employees.

3. Neglect of Duty

3.1 An employee, without proper authorization, shall not be absent from the assigned workplace or fail to perform assigned duties, tasks and responsibilities.

3.2 An employee shall remain awake and alert while on-duty or, if unable to do so, shall report promptly to the employee's supervisor, who shall determine the proper course of action.

3.3 An employee with supervisory responsibility is in neglect of duty whenever he fails to properly supervise subordinates, or when his action relating to discipline fails to conform with these or other applicable rules.

3.4 The following acts or omissions of acts, although not complete, are considered neglect of duty:

3.4.1 Failing to recommend or take proper and necessary action against employee violating these rules.

3.4.2 Failing to make a written report in cases of violation.

3.4.3 Failing to comply with instructions, oral or written, from supervisor or other proper source.

3.4.4 Failing to take necessary safety precautions so as to insure that injury to self or others, or to property, equipment or vehicles, shall not occur through carelessness or neglect.

4. Notification of Illness, Injury, Failure to Report or Leave of Work Site

4.1 Illness, injury, failure to report or leave of work site, notification

4.1.1 An employee is obliged to notify the employee's supervisor, or otherwise ensure the supervisor is apprised, that the employee will be unable to report for duty for any reason, in particular due to illness, injury, failure to report, or

leave of work site. The employee shall reasonably apprise the supervisor of the nature of the illness/injury, where the employee will be recovering, and when the employee expects to return to work.

- 4.1.2 Any changes in situation shall be promptly reported to the supervisor by the employee as soon as possible but no later than the end of the current shift.
- 4.2 An employee taken ill or injured while on-duty shall immediately report such to the employee's supervisor and comply with the provisions of other relevant policies, directives and plans.
- 4.3 An employee shall not feign or attempt to perpetrate deception of illness or injury to another person as to the genuine nature of the employee's physical condition.
- 4.4 When an employee is required to undergo a medical examination by a Parish physician at Parish expense, as provided in Personnel Rule IX, Section 14, the Appointing Authority or designee shall be responsible for the transportation of employee from the worksite to and from the Parish physician's clinic.
5. Off-Duty Conduct
 - 5.1 Certain types of off-duty conduct and/or activities by employees which may reasonably be expected to damage the public's respect, confidence or trust of the parish government represents the potential of material concern to parish.
 - 5.2 Employees who engage in or are associated with illegal, harmful or destructive conduct which by its very nature discredits one's self in one's role as a parish government employee or brings parish government into disrepute or public embarrassment may be subject to disciplinary action.³⁹

504 Media Communications Policy

1. Establishment

An employee shall not publically publish, or allow to be published his or her statement concerning official parish business without direction from the Office of Public Information. An employee shall not knowingly appear in the employee's official capacity or give the appearance of acting in the employee's official capacity, for example appearing in parish uniform, before cameras without prior approval.
2. Purpose

The purpose of this policy is to set forth guidelines and procedures for responding to inquiries and requests for information or interviews from members of the media and/or for public appearances of employees acting in their official capacity.
3. Scope

This policy applies to all administrative officers and employees of the parish responsible to the Parish President, whether they are unclassified or classified employees.
4. Policy

Jefferson Parish has an established Office of Public Information which operates under direction of an appointed Public Information Officer who is authorized by the Parish President to receive and respond to requests for information and interviews from members of the media and to communicate directly with members of the media. Requests for information, interviews or public appearances by employees shall be directed to the Office of Public Information for response and/or direction. No press releases are to be issued unless reviewed and approved by the Office of Public Information.

³⁹ An employee convicted of a misdemeanor may be terminated, in accordance with civil service rules and other applicable law, after considering the facts and circumstances surrounding the offense and it's relation to the nature of the employee's job. La. Atty. Gen. Op. No. 11-0218 (Feb. 7, 2012).

5. Procedure
 - 5.1 Receipt of request for information, interview or public appearance

Upon receipt of a request for information, interview or public appearance by media or upon being contacted by a member of the media, the parish employee shall inform the media representative that requests for information, interviews or public appearances are answered by the Office of Public Information. At that time, the employee shall provide the name and contact number of the Public Information Officer.
 - 5.2 Public information officer, responsibilities
 - Be available to respond to requests by media and keep local media informed of contact information.
 - Assess and determine whether an inquiry or request for information is one of particular importance, such as one involving a potential controversy or legal dispute. If the inquiry or request is one of particular importance, then the Public Information Officer is to notify the Parish President, Parish Attorney, affected department and supervising chief administrative officer before releasing information or responding to inquiry.
 - Once a decision is made by the Public Information Officer as to the appropriate response and course of action, the Public Information Officer shall contact the departmental director and supervising chief administrative officer and notify or instruct individuals how the request or inquiry will be answered.
 - If an on camera appearance is requested in connection with an interview, the Public Information Officer will determine the appropriate parish representative to appear on camera in consultation with the Parish President or designated representative. Unless otherwise instructed by the Public Information Officer, the time and place for the interview shall be coordinated through the Public Information Officer.
 - 5.3 Director responsibilities
 - Direct requests to Public Information Officer and provide contact information for Public Information Officer upon receiving requests, including but not limited to incidents where the media may appear without prior notice at a particular work site or job.
 - Seek to obtain contact information from media representative, if available, and subject of requests. Promptly provide information to Public Information Officer for response and direction.
 - Alert the Public Information Officer if the requests may involve a matter of particular importance and the relevant history or facts.
 - Be available to Public Information Officer before, during and after regular work hours by telephone or other means of communication to assist in coordinating response and providing answers to request.
 - Refrain from making any public statement or appearance unless expressly authorized.
 - 5.4 Employee responsibilities
 - Inform media that all requests for information, interview or public appearance are received and answered by Public Information Office.
 - Direct requests to immediate supervisor who shall immediately direct requests to department director.
 - Seek to obtain contact information from media representative, if available, and subject of requests. Promptly provide information to immediate supervisor.
 - Refrain from making any public statement or appearance unless expressly authorized.

505 Secondary Employment

1. Establishment

An employee's job position and job duties to the parish shall be considered the employee's primary occupation, taking precedence over all other occupations.

2. Purpose
The purpose of this policy is to provide guidelines and boundaries to ensure that secondary or supplemental employment outside of the parish does not interfere with the employee's obligations to the parish and performance of duties. Further, it is the purpose of this policy to ensure that secondary or supplemental employment does not conflict with the employee's position with the parish, obligations to the parish, or performance of duties associated with parish employment.
3. Scope
This policy applies to all administrative officers and employees of the parish responsible to the Parish President, whether they are unclassified or classified employees.
4. Limitations on Secondary or Supplemental Employment
 - 4.1 No employee shall engage in secondary or supplemental employment or otherwise receive compensation from any person or business entity that is a prohibited source under the Code of Governmental Ethics.⁴⁰
 - 4.2 No employee shall utilize parish property or equipment in furtherance of or in connection with secondary or supplemental employment, including but not limited to vehicles, office space, computer/data processing, hardware, software, terminals, telecommunications equipment and services.)
 - 4.3 No employee shall engage in secondary or supplemental employment activities while on duty in his/her primary employment with the parish.
 - 4.4 No employee shall represent himself/herself as a parish employee while engaged in outside employment.
 - 4.5 Unclassified employees
Secondary or supplemental employment of unclassified persons is as set forth in the Executive Pay Plan, Article XIX, except as otherwise provided by the Parish President for those unclassified persons who are under the administrative supervision of the Parish President.⁴¹
 - 4.6 Classified employees
Classified employee may not have secondary or supplemental employment outside of the parish in the following cases:
 - It is the opinion of the department director that outside employment by one or all employees directly or indirectly impairs operational efficiency or effectiveness of department.
 - Secondary or supplemental employment work schedule conflicts with or interferes with employee's ability to comply with parish work schedule, including regular, on-call, stand-by or emergency schedule.
 - Secondary or supplemental employment otherwise impairs an employee's ability to safely and effectively perform duties of parish employment.
 - Secondary or supplemental employment compromises or tends to compromise employee's judgment or actions relative to employee's obligations to the parish or otherwise casts the parish in an unfavorable light.
5. Procedure
 - 5.1 An employee has affirmative obligation to disclose secondary or supplemental employment to the employee's supervisor on the form prescribed by Human Resource. (Secondary Employment, Notice and Request for Approval Form, Part G, is found in Appendix).
 - 5.2 If in the exercise of supervisory discretion a director instructs an employee that no secondary or supplemental employment is permitted, then the employee is obliged to

⁴⁰ La.R.S. 42:1111 *et seq.*

⁴¹ Executive Pay Plan, Ordinance 13709, as amended, Article XIX.

- discontinue engaging in secondary or supplemental employment as a condition of continued employment with the parish.
- 5.3 The director may advise employees by departmental policy or by copy to employee(s) of Secondary Employment, Notice and Request for Approval Form indicating status of "APPROVED" or "DECLINED." (Secondary Employment, Notice and Request for Approval Form, Part G, is found in Appendix.)
 - 5.4 In the case of notice to an affected employee, the employee shall confirm receipt of decision by signing form where indicated. (Secondary Employment, Notice and Request for Approval Form, Part G is found in Appendix.) A copy of which shall become part of personnel file maintained within the department.

506 Attire, Appearance and Grooming

1. Establishment
Every parish government employee shall meet and keep fundamental standards for work attire, professional appearance and suitable grooming appropriate to personal interaction with the public and in order to reflect and ensure the operational effectiveness of parish government.
2. Purpose
It is the purpose of this section to define standards that guide and direct employees with respect to acceptable and prohibited workplace attire, appearance and grooming.
3. Interpretation and Application of Provisions
 - 3.1 The provisions of this Section are not intended to be definitive of all modes of dress, material expressions of individuality, forms of attire, appearance and grooming. Rather, the provisions shall be applied to ensure that the attire, appearance and grooming of an employee does not contribute to an unsafe, unhealthy, nonproductive, unprofessional, or disruptive work environment.
 - 3.2 These provisions are subject to reasonable interpretation by supervisory staff who may affix the relevance of any provision herein with respect to any circumstance, condition or situation whenever essential to ensuring operational effectiveness for parish government employees.
4. Compliance with Provisions
Each director shall be responsible for the enforcement of the provisions of this Section with respect to the attire, appearance and grooming of employees with the departments under their supervision. Any action taken by a director under this Section shall be solely for the purpose of preserving a work environment that is safe, healthy, professional, and productive while, at the same time, reasonably accommodating diversity, individuality and personal differences. To ensure fairness and consistency throughout parish government, a director may consult Human Resource on questions relating to the appropriateness of an employee's attire, appearance or grooming. Human Resource should also be consulted if an employee requests an exception to a policy in the form of an accommodation due to a disability or sincerely held religious belief so that the appropriate interactive process can begin.
5. General Provisions
 - 5.1 Chief administrative assistants shall monitor departments for the purpose of assessing respective compliance with the provisions of this Section.
 - 5.2 Human Resource shall notify the appropriate director whenever an incident or breach of policy is detected. The director, in consultation with the director's chief administrative assistant, shall take such action to resolve the matter within the department.
 - 5.3 A director may rely upon Human Resource or employee's supervisory staff to take necessary, informal action with respect to the inappropriateness of the employee's attire, appearance or grooming.

- 5.3.1 "Informal action" refers to the conduct and documentation of any action intended to correct the subject deficiency which does not constitute formal disciplinary action under Jefferson Parish Classified Service; e.g., counseling or letter of instruction.
- 5.3.2 "Preferred voluntary action" refers to immediate action on the part of the employee which, in the sole opinion of the supervisory staff, sufficiently resolves issue, ie. covering body ink, removing piercing, adding, covering or removing questionable articles of clothing.
- 5.3.3 "Patently offensive" refers to the visual or olfactory properties of an item or substance that (1) an average person applying contemporary community standards would find such to be extraordinarily objectionable, derogatory or repulsive, and (2) may contribute to an unsafe, unhealthy, nonproductive or disruptive work environment. An odor or scent is patently offensive whenever it tends to adversely impact the health of any person in the workplace (e.g., triggering an ailment relating to (1) respiration, such as allergic asthma, non-allergic asthma, reactive airway dysfunction syndrome (RADS); (2) neurology, such as headaches, migraine headaches, nausea, dizziness and mental confusion; (3) skin, such as hives, irritation and sensitization; or (4) eyes, such as irritation, tearing and inflammation). Departmental managers may require employees to limit or eliminate natural or artificial scents that could be distracting, annoying, or unhealthy to others.
- 5.3.4 An employee whose absence from the workplace is necessitated in order for the employee to comply with this policy shall take leave. A failure to comply which necessitates an employee's absence is present whenever the employee's attire, appearance or grooming likely will contribute to an unsafe, unhealthy, nonproductive, unprofessional or disruptive work environment if the employee remains in the workplace.
- 5.4 An employee shall always be neat and clean in person and dress, and while on duty, shall be attired and equipped according to the nature of the employee's duties and job conditions. Clothing shall fit properly and be free of tears, rips or stains. Employees shall not be permitted to work with visible clothing, jewelry or other accessories, or tattoos or other forms of body art containing words, messages, or pictures that are patently offensive or harassing in any way.
- 5.5 It is the policy of the parish that the clothing and overall appearance of employees must be appropriate business attire. Employees who work around machinery and equipment must observe sound safety regulations, including the wearing of appropriate articles of clothing (shoes, goggles, hard-hats, and so forth). Employees are required to follow departmental regulations concerning uniforms.
- 5.6 It is the responsibility of each department through its director to develop a uniform and/or dress code appropriate to job descriptions and parish issued directives relative to uniforms.

507 Ethics and Professional Standards

1. Establishment and Purpose

As trusted stewards of the parish's future, all employees shall put the public first and strive to provide the highest level of service across all aspects of our government. This policy is established in furtherance of local and state law relating to ethics standards of conduct, to ensure that public employment is not used for private gain, and to ensure that parish business is conducted in a manner that is free from any conflicts of interest, improper influence, favor, partiality or bias. The purpose of this section is to identify Jefferson Parish Standards of Ethical Conduct, to address actual and potential conflicts of interest that may arise, to

establish guidelines and requirements for an employee to follow and to provide related responsibilities and procedures to ensure public confidence in the integrity of parish government.

2. Definitions

“Agency” means any department, division, office, agency, authority, commission, board, committee or other instrumentality of the parish.

“Agency Head” means the executive or administrative officer of any agency.

“Conflict of Interest” means any matter, relationship or circumstance that creates a risk that professional judgment, conduct or actions may be compromised due to competing interests.

“Controlling Interest” means any ownership interest or beneficial interest in a trust held by or on behalf of an employee or an immediate family member, individually or collectively, that exceeds 25%.

“Immediate Family” means an employee’s spouse, child (step-children), child’s spouse, sibling, sibling’s spouse, parents (step-parents), grandparents, spouse’s parents and other blood relatives living or relatives by marriage living in the same household.

“Participate” means to take part in, to have or share responsibility for any action within the parish organization, through approval, disapproval, decision, recommendation, rendering advice, investigation or the failure to act or perform.

“Political Activity” means an effort to support or oppose the election of a candidate for political office.

“Prohibited Source” means (1) a vendor or any other person, business or other entity that has or is seeking to obtain a contractual, business or other financial relationship with the employee’s agency; (2) a person, business or other entity that conducts operations or activities that are regulated by the employee’s agency; (3) a person, business or other entity with a substantial economic interest that may be affected by the performance or nonperformance of the employee’s official duties; or (4) a person, business or other entity seeking, for compensation, to influence legislation by the employee’s agency.

“Service” means the performance of work, duties, or responsibilities, or the leasing, rental, or sale of movable or immovable property.

“Substantial Economic Interest” means an economic interest which is of greater benefit to an employee or other person than to a general class or group of persons except: (1) his salary/compensation, position or rank associated with public employment; (2) his interest as a member of the general public.

“Thing of Economic Value” means money or any other thing, tangible or intangible, having economic value.

“Transaction” means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case or other such matter.

3. Generally

All parish employees are required to comply with the provisions of local and state law concerning ethics and professional standards for public employees. Employees of Jefferson Parish are required to adhere to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101 et seq. Violation of the Louisiana Code of Governmental Ethics may result in discipline up to and including termination, as outlined in the governing law, as well as the imposition of fines and penalties as outlined in the Louisiana Code of Governmental Ethics. For questions or to report potential violations, please contact the Compliance and Ethics Officer for the Parish of Jefferson.

3.1 Ethics training compliance

Public servants are required to complete a one (1) hour ethics education/training course no later than December 31 of each year of public service. The ethics training requirement may be met by completing an on-line training module offered by the Louisiana Board of Ethics Administration or by attending an approved training session (DVD or live presentation). The annual ethics training requirement is mandatory. It is

the individual responsibility of every parish employee to comply with the annual ethics training requirement.

3.2 Ethics training coordinators

Each Department Director shall designate at least one staff member to serve as the Ethics Training Coordinator for department employees. The Ethics Training Coordinator shall be the employee liaison for the Department of Governmental Ethics and Compliance and shall ensure that all notices, reminders and other communications related to ethics training compliance be distributed to all department employees. The Ethics Training Coordinator shall register department employees for scheduled training sessions, as necessary. The Ethics Training Coordinator shall collect a Certificate of Completion issued by the Louisiana Board of Ethics from each department employee who completes the online training module throughout each year. The Ethics Training Coordinator shall keep records of attendance and completion and provide compliance documentation to the Department of Governmental Ethics and Compliance on a regular basis.

3.3 Ethics training compliance records

A Certificate of Completion issued by the Louisiana Board of Ethics is provided to each individual who completes the online training module on the Louisiana Board of Ethics Administration website (www.ethics.la.gov). A copy of the Certificate of Completion shall be documentation of compliance with the annual ethics training requirement. Certificates of Completion must be provided to the Ethics Training Coordinator who shall provide copies of all certificates to the Department of Governmental and Ethics Compliance (ethics4jp@jeffparish.net) on or before December 31 of each year. The Department of Governmental and Ethics Compliance shall track, monitor and maintain ethics training compliance records and provide annual compliance reports to the Administration. The failure of any employee to comply with the mandatory ethics training requirement is a violation of this Section and the Louisiana Code of Governmental Ethics.

3.4 Personal financial disclosure

Unclassified employees are required to disclose personal financial disclosure information on a prescribed form to be submitted to the Parish Attorney during each year of public service.⁴²

4. Standards

The minimum standards set forth below apply to all parish employees. All employees are expected to adhere to high ethical standards and to demonstrate honesty, integrity and a good faith effort to uphold the spirit and intent of the core values of *Public First, Pursuit of Excellence, Positive Response to Change, Respect for the Individual and Community Mindedness*. These core values serve as a framework to guide our daily action and decisions.

4.1 Abuse of office

No public employee shall use the power of his office or position, directly or indirectly, in a manner intended to induce or coerce any person to provide himself or any other person with anything of economic value.⁴³

No public servant may use the authority of his office to compel or coerce any person to engage in political activity.⁴⁴

4.2 Economic interests

⁴² JPCO Sec. 23-145 *et. seq.*

⁴³ JPCO, Sec. 23-113; La. R.S. 42: 1116

⁴⁴ JPCO, Sec. 23-113; La. R.S. 42: 1116

The personal economic interests of employees must be kept separate and apart from the public interests of parish business, to the extent possible, to prevent conflicts of interest, whether actual or apparent, or the appearance of any other impropriety.

4.2.1. Prohibited compensation for services to the parish

An employee may not receive anything of economic value, other than his normal compensation and benefits provided by the parish, for the performance of his official job duties and responsibilities or any service rendered to the parish. No gift, tip, gratuity, bonus or any other thing of economic value offered by any one may be accepted or received by a parish employee for the performance or nonperformance of his job duties or because of his status as a public employee.⁴⁵

4.2.2 Prohibited compensation for services to others

4.2.2.1 An employee may not receive compensation or any other thing of economic value for secondary employment or other services rendered to any person or business entity that is considered a prohibited source under the Code of Governmental Ethics.⁴⁶

4.2.2.2 An employee may not receive compensation or any other thing of economic value for secondary employment or services performed for any nonpublic source if such services are also within the course of his official duties.⁴⁷

4.2.3 Prohibited financial interests and transactions

No employee nor his immediate family member or any business or other legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract or other transaction under the supervision or jurisdiction of the employee's agency.⁴⁸

4.2.4 Prohibited participation in certain transactions

An employee must perform his job duties and conduct all official business free from any personal interest in economic gain or favor.

4.2.4.1 An employee shall not participate in any transaction involving the parish in which he has a personal substantial economic interest that he may reasonably be expected to know.⁴⁹

4.2.4.2 An employee shall not participate in any transaction involving the parish in which his immediate family member or a legal entity in which he serves as an officer, director, trustee, partner, or employee has a substantial economic interest that he may reasonably be expected to know or when otherwise prohibited under the Code of Governmental Ethics.⁵⁰

4.2.5 Gifts

No employee may solicit or receive, directly or indirectly, anything of economic value as a gift or gratuity from any person, business, entity or officer, director, agent or employee of any person, business or entity if the employee knows or reasonably should know the person, business or entity: (1) has or is seeking

⁴⁵ JPCO, Sec. 23-110(a); La. R.S. 42: 1111A

⁴⁶ JPCO, Sec. 23-110; La. R.S. 42:1111(C)

⁴⁷ JPCO, Sec. 23-110; La. R.S. 42:1111(C)

⁴⁸ La. R.S. 42: 1113

⁴⁹ JPCO, Sec. 23-109(a); La. R.S. 42: 1112

⁵⁰ JPCO, Sec. 23-109(a); La. R.S. 42: 1112

to obtain contractual or other business or financial relationships with the employee's agency; (2) is seeking, for compensation, to influence the passage or defeat of legislation by the employee's agency; (3) conducts operations or activities that are regulated by the employee's agency; or (4) has substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duty.⁵¹

4.2.6 Gifts - exceptions

4.2.6.1 *Promotional Items:* An employee may accept a small item that is permanently marked with a company or business logo and has no substantial resale value.

4.2.6.2 *Food, Drink and Entertainment:* An employee may receive food, drink, reasonable transportation and entertainment that is incident thereto if the employee is the personal guest of the giver, the food and drink is consumed in the presence of the giver and the monetary value of the food and drink does not exceed \$61 per employee on any occasion.

4.2.6.3 *Personal Gifts Exchanged by Coworkers:* An employee may voluntarily give or receive a personal gift having minimal value to or from another employee to honor a birthday, holiday, retirement or other special occasion.

4.2.7 Post-Employment restrictions

4.2.7.1 No employee serving as an agency head or in a supervisory position⁵², for a period of two years following termination of service, shall assist any person, business or other entity for compensation in any transaction or in any appearance in connection with any transaction involving his former agency.⁵³

4.2.7.2 No employee serving as an agency head or in a supervisory position⁵⁴, for a period of two years following termination of service, shall render any contractual services to or for their former agency.⁵⁵

4.2.7.3 No employee, for a period of two years following termination of service, shall assist any person, business or other entity for compensation in any transaction involving his former agency and in which he participated during his parish employment.⁵⁶

4.2.7.4 No employee, for a period of two years following termination of service, shall render any service on a contractual basis that he performed during his parish employment.⁵⁷

5. Reporting and Disclosure – Freedom from Reprisal

Any employee who reports information which the employee reasonably believes is a violation of this section or any ordinance, statute, policy or other ethics standards provision shall be free from discipline or reprisal for reporting any such acts of alleged impropriety.⁵⁸ Any agency head with knowledge of any facts or circumstances of a possible ethics code violation

⁵¹ JPCO, Sec. 23-112; La. R.S. 42:1115

⁵² JPCO Sec. 23-114(a)

⁵³ La. R.S. 42:1121A

⁵⁴ JPCO Sec. 23-114(a)

⁵⁵ La. R.S. 42:1121A

⁵⁶ La. R.S. 42:1121B

⁵⁷ La. R.S. 42:1121B

⁵⁸ La. R.S. 42:1169

under the jurisdiction of the Louisiana Board of Ethics Administration has an affirmative duty to provide a confidential report to the Louisiana Board of Ethics Administration.⁵⁹

508 Workplace Violence

1. Establishment and Purpose
Violence in the workplace will not be tolerated in any form. The purpose of this policy is to establish guidelines and procedures which support a safe and secure workplace.
2. Scope
 - 2.1 This policy applies to all parish employees, whether classified or unclassified.
 - 2.2 Workplace violence includes any physical or verbal behavior that endangers or harms another employee, contractor, vendor or citizen or that a reasonable person would perceive to constitute threat of harm.
 - 2.3 Acts of violence may occur between fellow employees.
 - 2.4 Acts of violence may also occur between employees and others while the employees are in the course and scope of their parish employment which includes, but is not limited to, citizens, contractors and vendors. This policy, by extension, also applies to interaction between employees and these persons.
3. Definitions
 - 3.1 "Assault" means an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.
 - 3.2 "Battery" means the intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another.
 - 3.3 "Credible threat" means a statement or action that would cause a reasonable person to fear for the person's safety or the safety of another and does, in fact, cause such fear.
 - 3.4 "Dangerous weapon" means any knives including, but not limited to, any fixed blade knife, switch blade knife; guns of any kind; metal knuckles; biological contaminants; explosives; or any other object not designed as a weapon but used to inflict or threaten bodily harm.
 - 3.5 "Domestic violence" means abusive behavior that is physical, sexual, psychological or economic.
4. Prohibited Conduct
The following is a non-exclusive list of prohibited conduct:
 - Actions or behavior resulting in physical assault or battery against a person or property which may or may not include the use of a dangerous weapon;
 - No employee shall be permitted to carry a gun or other dangerous weapon on Jefferson Parish property or in a Jefferson Parish owned vehicle with the exception of law enforcement/security staff who are Louisiana Post Certified Law Enforcement Officers.
 - Threatening behavior or verbal abuse that occurs in the work setting;
 - Any physical altercation, hitting, pushing, shoving, holding/restraining, spitting on, blocking movement of another person, coercion, horseplay, intimidation, stalking, distracting, shouting or in any way interfering with another employee, contractor, vendor or citizen;
 - Verbal or written threats communicated directly or indirectly that a reasonable person would perceive as intimidation or that otherwise cause fear of physical or emotional harm;

⁵⁹ La. R.S. 42:1161

- Use of parish e-mail, telephones or radios to communicate threats or engage in intimidating behavior;
 - Inappropriate verbal or physical behavior that would cause a reasonable person to feel unsafe, such as obscene phone calls, angry outbursts, throwing objects, or oral or written expressions of hostility, including discussion of the use of dangerous weapons, even in a joking manner;
 - Intimidating presence and/or harassment of any kind;
 - Behavior that suggests a propensity toward violence, including aggressive speech or action, sabotage or threats of sabotage, or repeated refusal to follow policies or procedures;
 - Domestic violence introduced into the workplace in the form of assaults, threats or other actions by outside parties with whom employees have relationships and that occur at the workplace.
5. Employee Responsibility
 - 5.1 Every employee is responsible for conducting himself in a courteous, civil and respectful manner toward all persons.
 - 5.2 All employees have an obligation to adhere to this policy by refraining from any conduct that violates this policy;
 - 5.3 Every employee has an affirmative obligation to assist the parish in ensuring a violence-free work environment;
 - 5.4 Any parish employee who reasonably believes the words or actions of another employee, contractor, vendor or citizen constitutes a violation of this policy has the responsibility to immediately report such behavior to immediate supervisor, director of department or Human Resource Manager.
 - 5.5 In the event of an immediate threat or danger, employees should not confront the threatening party. In such case, employees should immediately retreat and call 9-1-1 if appropriate. Any use of force by an employee to protect person or parish property should be reported to immediate supervisor and Human Resource as soon as possible.
 6. Threats of Domestic Violence at Work
 - 6.1 Any employee who is a victim of domestic violence shall report behavior that threatens the employee at work.
 - 6.2 Reports may be made to the employee's supervisor, director, or Human Resource. The parish will work with the employee through the employee's supervisor and/or director to implement reasonable measures designed to enhance the employee's safety and security at work while endeavoring to maintain the employee's privacy, but the parish cannot guarantee privacy.
 7. Supervisor Responsibility
 - 7.1 Each supervisor has a responsibility to assist in maintaining a workplace that is free from workplace violence and to promptly address any problems encountered in an appropriate manner.
 - 7.2 Supervisors must discuss this policy with current and new employees and ensure that employees are informed of this policy, have an opportunity to ask questions regarding this policy, and are aware that they are not to engage in or endure violence in the workplace.
 - 7.3 Supervisors have the responsibility to promptly address issues of workplace violence; to thoroughly and impartially assist in investigating complaints of workplace violence; and to take, recommend or carry out appropriate action against any employee who is proven to be in violation of this policy. Supervisors are to report all complaints of workplace violence to their Human Resource Manager; to take all complaints of workplace violence seriously; and to treat these matters confidentially.
 - 7.4 Supervisors who allow or tolerate workplace violence are considered to be in violation of this policy.
 8. Investigation of Reports of Workplace Violence
 - 8.1 All threats of violence must be taken seriously.

- 8.2 Supervisors, directors and Human Resource personnel and other parish staff who may receive reports of workplace violence or observe such behavior directly have the responsibility to take prompt action to see that an investigation is initiated.
- 8.3 An employee who has been threatened or assaulted by another at the workplace shall immediately report the situation to the employee's immediate supervisor unless the employee has a legitimate reason for not reporting the incident to the employee's immediate supervisor.
- 8.4 Upon receipt of a report of workplace violence, the supervisor to whom the incident is reported will immediately notify Human Resource and the appointing authority.
- 8.5 Incidents which present no immediate danger should be promptly handled by supervisors as follows:
 - Employees involved in incident should be separated and isolated until the employees are interviewed or statements taken;
 - Employees who witnessed incident should be identified and separated from incident until such time as their statements are taken;
 - All actions should be documented and statements taken;
 - The director should be notified.
- 8.6 Incidents which present an immediate danger should be promptly handled by supervisors as follows:
 - Contact building security or local police (9-1-1);
 - Take reasonable measures to warn others or secure the area to protect other employees from danger;
 - Order those presenting an immediate danger to leave;
 - Do not attempt to physically remove an individual;
 - Document all conduct, actions and statements;
 - Notify supervisor or director as soon as practicable.
9. Reprisal and Retaliation
 - 9.1 Any employee, who, in good faith, reports an alleged incident of workplace violence will not be subject to reprisal or retaliation of any kind.
 - 9.2 Retaliation against employees who report acts of workplace violence is strictly prohibited. Instances of retaliation will be investigated and appropriate disciplinary action taken against the actor, which may include termination and/or referral to the appropriate civil or criminal authorities.
 - 9.3 Any employee who feels the subject of retaliation or reprisal should report this to employee's director or Human Resource.
 - 9.4 Any employee who is found to have knowingly made false accusation of workplace violence or retaliation may be subject to disciplinary action up to and including termination.

509 Prohibition against Harassment

1. Establishment

It is the intent of the parish to provide and maintain a workplace free from all types and forms of harassment, including but not limited to initiating, directing, engaging or participating in verbal or physical conduct that denigrates, shows hostility, insults, or involves offending acts such as epithets, slurs, negative stereotyping, humiliation, or posting, distributing, creating, or displaying written or graphic materials which serve to offend or harass an individual or group of individuals based upon age, race, color, religion, national origin, mental or physical ability, sexual orientation, gender, gender identity, genetic information, pregnancy, or veteran status. Further, it is the intent of the parish to treat all employees equally and fairly regardless of their marital status, sexual orientation or gender identity.
2. Purpose

The purpose of this policy is to ensure parish employees do not have to endure harassment by any other parish employee, or non-employee engaged in business with the parish, and to provide for a workplace which is conducive to efficient, productive public service free from any harassing conduct or behavior. The purpose is also to provide corrective consequences where employees may seek relief from all forms of workplace harassment.

3. Scope

3.1 The scope of this policy extends to behavior which may violate state, federal or local law, but is not limited to such behavior and extends to any harassing behavior as defined below.

3.2 Workplace harassment may manifest itself in the form of conduct which violates state, federal and/or local law;

3.3 Workplace harassment may also manifest itself in the form of conduct which is not conducive to creating a work environment marked by courtesy, civility and respect.

4. Definitions

4.1 "Harassment" is defined as unwelcome verbal, physical or other conduct that is derogatory or shows hostility toward an individual for any reason, including the individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical ability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status *and* which has the purpose or effect:

- of creating an intimidating, hostile, abusive or offensive work environment;
- of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment and employment-related opportunities.

4.2 "Sexual harassment" is defined as unwanted sexual advances, requests for sexual favors, and other sexually oriented verbal, visual or physical conduct where and when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

5. Prohibited Conduct

5.1 Verbal or physical conduct

The following represents a non-exclusive list of conduct which is prohibited by this policy:

- The use of insults, innuendos, repeated requests for dates, suggestive comments, sexual propositions, threats or slurs for any reason, including an individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status;
- Humor, jokes, pranks or other banter about sex, anatomy or gender specific traits, suggestive or insulting sounds ("catcalls" or "kissing" noises), leering, obscene gestures, and sexually suggestive body gestures, including negative stereotyping, which relates to or is derogatory or shows hostility based on an individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status;

- Unwelcome physical touching or contact, such as pinching, kissing, grabbing, patting, hugging, brushing the body, or any coerced sexual act or actual assault.

5.2 Written or graphic material

The following represents a non-exclusive list of conduct which is prohibited by this policy:

- Text/Electronic – electronically sending messages with sexual content, including pictures and video, the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, internet/on-line postings, blogs, instant messages and social network sites). Sending, displaying or disseminating inappropriate jokes or other written or graphic material via e mail, the internet or by fax, or downloading this material from the internet.
 - Material including but not limited to posters, signs, pin-ups or slogans, viewing pornographic materials or websites, that is disparaging or displays hostility on the basis of a race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status and is placed on walls or elsewhere in the employer’s premises or circulated in the workplace;
 - Material that is reasonably deemed to be sexually provocative or stimulating and is placed on walls or elsewhere in the employer’s premises or circulated in the workplace;
- 5.3 Although severe and overt forms of sexual harassment may be readily apparent, some sexual harassment is subtle and varies depending on interpretation and perception. Review of sexual harassment allegations are subject to the standard of what offends a “reasonable person.”
6. Employee Responsibility
- 6.1 Every employee is responsible for conducting himself in a courteous, civil and respectful manner toward all persons.
 - 6.2 All employees have an obligation to adhere to this policy by refraining from any conduct that violates this policy, including interactions on social media.
 - 6.3 Every employee is required to assist the parish in ensuring a work environment free of harassment.
 - 6.4 Any parish employee who reasonably believes the words or actions of another employee, violates this policy has the responsibility to immediately report such behavior to immediate supervisor, director of department or Human Resource Manager.
 - 6.5 Any affected employee may respond to the harassment in the following manner:
 - Politely but firmly tell the offending individual to stop the harassing conduct, and report the conduct to the employee’s supervisor;
 - Report the matter to the director of the department or Human Resource; and
 - File a grievance report.
7. Supervisor Responsibility
- 7.1 Each supervisor has a responsibility to assist in maintaining a workplace that is free from workplace harassment and needs to promptly address any problems encountered in an appropriate manner:
 - Supervisors must take immediate action to stop and prevent harassment where they know or have reason to know that it is occurring;
 - Tacit approval of harassment is prohibited; for example, permitting laughing, treating a situation as a joke, failing to take action or advising an employee not to complain;
 - Supervisors are responsible for ensuring that notes; comments, posters and other materials on walls, bulletin boards or elsewhere in the workplace that are derogatory or show hostility are removed.
 - 7.2 Supervisors must discuss this policy with current and new employees and assure that employees are informed of this policy, have an opportunity to ask questions regarding this policy, and are aware that they are not to engage in or endure harassment in the workplace.
 - 7.3 Supervisors have the responsibility to promptly address issues of harassment; to thoroughly and impartially assist in investigating complaints of harassment; and to take, recommend or carry out appropriate action against any employee who is proven

- to be in violation of this policy. Supervisors are to report all complaints of harassment to their Human Resource Manager and to take all complaints of harassment seriously.
- 7.4 Every effort should be made to treat matters as confidential. However, supervisors must inform complainant that strict confidentiality may not be feasible.
 - 7.5 Supervisors who allow or tolerate harassment in the workplace are considered to be violating this policy.
 - 7.6 If during the course of investigation, the investigator determines that the allegation or complaint of sexual harassment was reported to a management/supervisory level employee, and that management/supervisory employee failed to promptly report the allegation or complaint to their Human Resource Manager or Appointing Authority, the Appointing Authority shall investigate and take appropriate action against the management/supervisory employee, to include disciplinary action.
8. Procedure
 - 8.1 All threats of harassment must be taken seriously when received.
 - 8.2 Supervisors, directors and Human Resource personnel and other parish staff who may receive reports of workplace harassment or observe such behavior directly have the responsibility to take prompt action to see that an investigation is initiated.
 - 8.3 An employee who has been harassed by another at the workplace shall immediately report the situation to the employee's immediate supervisor unless the employee has a legitimate reason for not reporting the incident to the employee's immediate supervisor. If the employee has a legitimate reason for not reporting the incident to the employee's supervisor, the incident shall be reported to the employee's director and Human Resource.
 - 8.4 Upon receipt of a report of workplace harassment, the supervisor to whom the incident is reported will notify director and Human Resource.
 - 8.5 Incidents should be promptly handled by supervisors as follows:
 - 8.5.1 Affected or involved employees should be counseled as appropriate.
 - 8.5.2 Counseling should be documented;
 - 8.5.3 Notify director and Human Resource.
 - 8.5.4 All reasonable measures shall be undertaken to ensure privacy and confidentiality of corrective action.
 9. Review of Complaint
 - 9.1 All complaints must be thoroughly and promptly investigated.
 - 9.2 Human Resource shall be responsible for conducting the investigation and submitting a report and recommended action to the appointing authority and/or director.
 - 9.3 The Human Resource Manager or Parish Attorney, or his designee, shall initiate a fair, complete and impartial investigation of the complaint as promptly as possible. The objective is to ensure that the investigation is conducted discreetly preserving confidentiality to the extent that the needs of the investigation will permit. It shall be the Parish's objective to complete all investigations within sixty (60) days unless compelling circumstances require additional time. A written statement of the complaint which is to include date(s) the incident(s) occurred, name(s) of individual(s) involved, name(s) of witnesses and a detailed description of the incident(s) constitutes the initiation of the sixty (60) day investigative period. Employees also have the right to file a complaint with the Equal Employment Opportunity Commission (EEOC), the Louisiana Human Rights Commission, or pursue other legal action in addition to their rights hereunder. The EEOC provides employees three hundred (300) days to file an official complaint.
 - 9.4 Individual making the complaint and the accused shall be notified of the results of the investigation.
 - 9.5 In the event the person making the complaint is not satisfied with the report or results of the investigation, the person making the complaint may request the issue be addressed by appointing authority or chief administrative assistant.

- 9.6 The chief administrative assistant shall review the report and action to be taken and shall issue a determination in response to the person making the complaint. The chief administrative assistant may affirm the report and action or make amendments to the report or the action to be taken.
- 9.7 The chief administrative assistant's review shall be a final determination of the recommended responsive or corrective action.
10. Retaliation
 - 10.1 Any employee who, in good faith, reports harassing conduct or participates in an investigation will not be subject to reprisal or retaliation of any kind.
 - 10.2 Retaliation against an employee who brings a complaint of harassment, reports an allegation of sexual harassment on behalf of another, or participates in an investigation of a harassment complaint is prohibited and may result in disciplinary action. Similarly, allegations or complaints of sexual harassment that have been determined to be fabricated, knowingly false, or otherwise baseless shall require the Appointing Authority to impose disciplinary action against the complainant found to have filed the improper complaint, as well as any other employees that participated in the false allegation or complaint.
 - 10.3 Any employee who feels to be the subject of retaliation or reprisal should report this to the employee's director or Human Resource.

510 Political Activity

1. Prohibited Conduct
 - 1.1 All employees shall abide by Part II of the Code of Ordinances, Section 23-17, Political activities of parish employees.
 - 1.2 All employees whose term of employment is governed by "Personnel Administration" (Classified Service) Jefferson Parish Department of Personnel shall abide by and are responsible for knowing the Personnel Rules of the Classified Service, Rule XV, Prohibitions Against Political Activity.
2. Candidates for Public Office
An employee shall immediately resign or forfeit employment with the parish upon qualifying as a candidate for any public elective office *or* engaging in fund raising, directly or indirectly, to support a candidacy for public elective office whichever of the two events occurs first.
3. Use of Parish Property and Resources Prohibited
Use of parish owned-properties or facilities or parish owned equipment or supplies for factional political purposes, meetings, or furtherance of factional political interests, is prohibited. Any employee violating this policy is subject to the appropriate disciplinary action.

511 Drugs, Alcohol and Tobacco

1. "Drugs" refers to any controlled dangerous substance as defined in R.S. 40:961(7), or controlled substance analogue as defined in R.S. 40:961(8).
2. "Alcohol" refers to any alcoholic beverages as defined in R.S. 26:241(1).
3. No employee shall use, consume or be under the influence of any drugs while in the workplace, while on-duty, or otherwise in the course and scope of employment except and unless such is a medication prescribed by a licensed medical practitioner pursuant to the employee's treatment by said licensed medical practitioner and used in a manner consistent with said prescription.

4. No employee shall report to work under the influence of any medication, prescribed or over-the-counter, which may impair the employee's ability to safely perform employee's duties as per the parish *Substance Use Policy Manual*.
5. An employee's use of drugs other than in the dosage prescribed by his licensed medical practitioner may subject the employee to all applicable provisions of the Jefferson Parish Substance Use Policy.
6. No employee shall use or be under the influence of alcohol at any level of blood alcohol content in the workplace, while on-duty, otherwise in the course and scope of employment and/or prior to or during the operation of a parish owned motor vehicle or motorized equipment.
7. No employee shall frequent or visit any bar, lounge, pub, saloon or tavern which is permitted to sell and serve alcohol during the work day and/or while acting in the course and scope of assigned duties except and unless such is within the course and scope of the employees job description and assigned duties. An employee is not prohibited from purchasing food, absent any purchase or consumption of alcohol, during the employee's authorized lunch break from an establishment which is permitted sell alcohol to patrons.
8. The use of any tobacco product in the workplace by an employee is prohibited except in any area designated for such use.
9. The parish is a smoke-free workplace and as such the use of smokeless cigarettes is prohibited in parish facilities.

512 Gambling

1. The parish does not permit gambling in any form by its employees during work days. This policy includes the selling of lottery tickets, sports pools, dice, and other games of chance.
2. A work day is defined herein as regular and over-time working hours, including lunch periods, clean up time, and other breaks.
3. No employee shall frequent or visit any casino, racetrack, or off-track wagering facility during the work day and/or while acting in the course and scope of assigned duties except and unless such is within the course and scope of the employee's job description and assigned duties.
4. Where lawful and appropriate, participation in games of chance which support charitable organizations may be permitted only after receiving written approval by Parish President or the Parish President's designee.
5. Violation of this policy will be just cause for disciplinary action.

513 Conviction and Arrests for Certain Crimes – Duty to Report

1. Conviction and Arrests of Certain Crimes
 - 1.1 Conviction and arrests of certain crimes may have a direct effect on an employee's ability to perform the employee's regular assigned duties.
 - 1.2 The degree to which the arrest or conviction of a crime has on an employee's ability to perform the employee's regular duties would include but not be limited to (a) the nexus between the type of crime and the employee's regular duties; (b) the impact of any conditions of release, diversion, conviction, post-conviction orders placed on the employee's ability to fully perform job duties.
 - 1.3 A determination of whether an employee's ability to perform job duties has been impaired by an arrest or conviction for certain crimes shall be made by the appointing authority in consultation with Human Resource.

- 1.4 Employees who are no longer able to perform job duties because of an arrest or conviction of certain crimes may be subject to disciplinary action.
2. Duty to Report
 - 2.1 All employees have a duty to report certain arrest and convictions to the employees' appointing authority immediately or as soon as reasonably practicable, but in no event later than 24 hours.
 - 2.2 Any arrest for a felony offense shall be reported.
 - 2.3 Any arrest for battery or Driving While Intoxicated (DWI) shall be reported.
3. Failure to Report

Any employee who fails to comply with the reporting requirements of this policy may be subject to disciplinary action.⁶⁰

514 Use of Property, Equipment, Vehicles and Information/Communication Resources

1. Use of Property, Equipment or Vehicles
 - 1.1. Employees are expected to provide for the care and safekeeping of parish property and to use parish property, equipment and vehicles for the primary purpose of performing their job duties. Parish property includes, but is not limited to vehicles, phones, fax machines, computers, cameras, copiers, keys, shop tools, pagers, equipment, buildings, facilities and miscellaneous office supplies.
 - 1.2. The purpose of this policy is to ensure that all property, equipment and vehicles maintained by the parish are kept in the best possible working condition and to ensure proper use of such property, equipment and vehicles.
 - 1.3. All employees must maintain their work environment in an orderly fashion and follow all parish rules to ensure property, equipment and vehicles are used and maintained properly. The Department of Central Garage may establish additional policies and procedures regarding the purchase, maintenance and repair of parish owned equipment or vehicles.
 - 1.4. Employee must immediately report any damage to property, equipment or vehicles to supervisor or department director by no later than the end of the current shift.
 - 1.5. Any employee who has been found to have neglected or misused parish property, equipment or vehicles will be subject to disciplinary action up to and including termination. If an employee's action or inaction or misuse of parish property, equipment or vehicle results in damage to the item, the parish reserves the right to require the employee to pay all or part of the cost to repair or replace as set forth under Section 502 Maintaining Standards of Effective Service, subsection 4. Fines or Restitution. Misappropriation of parish property is grounds for immediate termination and possible criminal action.
 - 1.6. Employees who are issued keys and/or combinations have the responsibility to insure the integrity of the parish's key and lock system. This system includes, but is not limited to: buildings, facilities, vehicles, safes, vaults, keys, access cards, and combinations.
 - 1.6.1. In order to maintain the safety and security of all parish property, vehicles, buildings and equipment, any lost keys or access cards must be reported immediately to the department director.
 - 1.7. Employees who are issued fuel cards have the responsibility to insure the integrity of the card. In order to maintain the safety and security of parish fuel cards, any lost or stolen cards must be reported immediately to the department director.

⁶⁰ Jefferson Parish Personnel , Rule X, Section 2, Termination for conviction of a felony

- 1.8. Upon separation from employment, employees are to return all parish property, equipment and vehicles no later than their last working day.
 - 1.9. Parish property, equipment and vehicles are not to be used for private purposes or other business purposes not related to the business affairs of the parish.
 - 1.10 Pursuant to state law (La R.S. 49:121), all parish vehicles, except those of elected officials must be properly marked and identified. Any employee assigned a vehicle that is not properly marked will be required to bring the vehicle to the Department of Central Garage for a decal and vehicle assignment number.
2. Use of Parish Owned Vehicles
- 2.1 Only parish employees receiving written authorization from appointing authority shall be allowed to operate or travel in a parish owned vehicle. Each department is responsible for establishing an internal procedure for recordkeeping of each vehicle to be done on a daily basis, including driver's name and must keep this record on file and readily accessible.
 - 2.2 Parish owned vehicles are to be operated in accord with federal, state and local laws as well as the parish safety manual and the parish substance use policy.
 - 2.3 It shall be the responsibility of appointing authority to determine which employees, if any, shall have take-home privileges of parish owned vehicle, as dictated by business necessity. Employees assigned a vehicle to take home are not to use vehicle for private purposes other than transportation to and from work. Employees who reside outside of Jefferson Parish are not permitted to use a parish owned vehicle to travel to and from their residence.
 - 2.4 Picking up hitchhikers and giving rides to strangers are prohibited when operating a parish owned vehicle. Only authorized personnel and those on official parish business are permitted to ride in parish vehicles, except in cases of emergency.
 - 2.5 Employees receiving a monthly car allowance are not eligible to use a parish owned vehicle.
 - 2.6 In addition to requirements set forth herein, all safety, maintenance, and licensing requirements are to be strictly adhered to.
 - 2.7 Licensing requirements
 - 2.7.1 No employee may operate a parish owned vehicle without having in his possession the appropriate state driver's license required in performance of his duties.
 - 2.7.2 No parish vehicle will be driven by an employee on a hardship license resulting from a Driving While Intoxicated (DWI), or similar, violation. Employees are required to immediately report this type of situation to their appointing authority. Employees must immediately notify their appointing authority if their license is suspended, revoked, or cancelled, or if they are disqualified from driving.
 - 2.7.3 Employees operating parish owned vehicles must immediately notify their appointing authority if they are involved in an accident or receive a law enforcement ticket.
 - 2.7.4 If a valid driver's license is required in performance of required job duties, the parish will verify employees driving record annually. This requirement applies to all departments, offices and agencies under the administration of the Parish President, whether the position is classified or unclassified.
 - 2.7.4.1 Procedure for verification of annual driving record – Human Resource, Safety Division, shall perform the annual driving records verification with the Louisiana Office of Motor Vehicles for all classified and unclassified employees. Human Resource, Safety Division, shall follow the instructions established by the Louisiana Office of Motor

Vehicles to perform annual driving records checks including the use of the Office of Motor Vehicle Driver History Record Request Application Form.

- 2.7.5 If employee's driving history record is returned showing a suspension, revocation, disqualification of driving privileges, DWI conviction, or at-fault accidents which have not been previously disclosed to the parish and addressed by the appointing authority, then the unacceptable driving history may be cause for disciplinary action including termination.
- 2.8 Post-accident drug and alcohol testing
 - 2.8.1 Any employee who is involved in an accident during the course and scope of their employment is subject to post-accident testing. An employee is subject to substance testing following an accident if he is in a safety sensitive position or if the employee is party to an accident which results in damage to property or equipment, or personal injury to the employee or others involved in the accident where such injury requires the attention of a physician or other licensed medical specialist. See the Jefferson Parish Substance Use Policy for specific information.
- 2.9 Parish owned vehicles may be used for out of state travel only if authorized by the COO, or designee, prior to departure. If a parish owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost effective means of travel must be readily available.
- 2.10 Security of parish owned vehicles
 - 2.10.1 All vehicles shall be kept in a secure place when not in use.
 - 2.10.2 Parish is not responsible for articles or personal items of the employee left in a parish owned vehicle.
 - 2.10.3 All safeguards should be taken to protect parish owned vehicles; *i.e.*, locking of doors, securing equipment, etc.
- 2.11 Required documents
 - Documents which must be kept in parish owned vehicles include: proof of insurance; memorandum regarding automobile liability self-insurance coverage; registration; and copy of parish's accident report form to be completed after an accident.
- 3. Use of Technologies and Communication Systems
 - 3.1 Establishment
 - This policy is established to govern access and usage of parish technology and communications systems administered by or under supervision of Electronic Information System Department ("EIS"), including but not limited to the parish computers, servers, networks, applications, software, electronic mail system, intranet, internet access, voice systems, and related services. This policy is also established to define expectations regarding usage and/or access to parish technology and communication systems and to provide for related responsibilities.
 - 3.2 Purpose
 - The purpose of this policy is to provide strict guidelines regarding the use of parish technology and communication systems, to provide strict guidelines regarding computers, storage devices and/or mobile devices, which may be used to access the parish network or is otherwise supported by the parish network. Information technology resources are limited, and shall be used judiciously and with consideration for the rights and needs of others. Activities that jeopardize the integrity of the system; consume an unreasonable share of resources; infringe upon the privacy of other users; or threaten the actual or perceived safety of others; or that are illegal are PROHIBITED.
 - 3.3 Scope

The scope of this policy extends to the access and usage of parish technology and communication systems whether it is through parish owned equipment or personal devices that access our network.

3.4 Policy definitions

“Electronic mail” or “e-mail” means any message or communication which is sent or received through the parish network or by parish Internet access and includes any electronic data, images, or attachments to the message or communication.

“Internet” means an open computer network which connects computers and other computer networks and organizational computer facilities world-wide through which communications may be made and resources gathered and shared.

“Mobile devices” means a small, hand-held computing device typically having a display screen with touch input and/or a miniature keyboard with an operating system, the capability to run certain software applications.

“Parish network” means the computers and computing hardware devices that are linked together through communication channels maintained by the parish to facilitate communication and resource-sharing within parish government and includes parish electronic mail system and parish intranet.

“Parish intranet” is the restricted network accessible by parish computers through which certain information and resources are shared within parish government.

“Parish technology and communication system” means the parish network and the computer hardware and software acquired and maintained by the parish which supports use of technology by the parish through computers, mobile computing devices, printers, scanners and other supported equipment.

3.5 Ownership and access to technology and communication; no expectation of privacy

- Parish technology and communications systems are for the effective and efficient operation of government and uses related to parish employment.
- All forms of data created, entered, shared, transmitted, received or stored using parish technology and communication systems is considered parish property and is subject to being monitored, viewed, or released- except as may otherwise be prohibited by state or federal privacy laws.
- Employees should assume that all forms of data created, entered, shared, transmitted, received or stored using Parish technology communication system will be monitored and viewed. Employees using parish technology and communication systems to create, access, share, transmit or receive data or information that would otherwise be subject to any claim of confidentiality or privilege from disclosure hereby waives the right to assert such claim of confidentiality or privilege from disclosure.
- Parish has licensed the use of certain commercial software application programs for parish purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software in a manner which does not comply with applicable licensing agreement or otherwise violates the terms of the license agreement.

3.6 Electronic mail and electronic mail tampering

- Parish e-mail is to be used solely for communications and responding to inquiries related to the efficient and effective operation of government and job-related duties. All e-mails shall conform with parish format: (1) background shall be stark white with black or blue lettering throughout; (2) font size shall not exceed 14pt; (3) electronic signatures may be inserted; (4) contact information may be inserted which may include your name, job title, department, address, phone numbers; (5) personalized stationary and colored backgrounds are not allowed nor are logos, emoticons, images, philosophies, personal message statements, or quotations.
- Transmission or receipt of e-mails for strictly personal reasons is considered a misuse and abuse of parish technology and communication system.

- Employees shall refrain from using non-Jefferson Parish email accounts to conduct parish business.
- E-mail messages received shall not be altered without the sender's permission nor shall messages be altered and forwarded to another user and/or unauthorized attachments placed on another's e-mail without the individual's permission.
- Auto-Forwarding emails outside of the Jefferson Parish network is prohibited.

3.7 Internet usage and browsing

Internet access is restricted to uses which further effective and efficient operation of government, to provide enhanced service of the highest quality, and to support other direct job-related purposes. Internet access is a parish resource which is provided as a tool for employees to engage in necessary research, professional development and work-related communications. Internet access for personal purposes or reasons unrelated to parish employment and job duties shall be minimal and only with supervisor approval.

3.8 Prohibited uses of technology and communication systems

The following is a non-exclusive list of **prohibited** uses of the parish technology and communication systems:

- Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access;
- Using or accessing restricted parish computer resources or systems without or beyond one's level of authorization;
- Attempting to access, or accessing another user's accounts, private files, e-mail messages, or intercepting network communication without the owner's permission except as appropriate to your job duties and in accordance with legitimate parish purposes;
- Downloading files from the Internet or other devices receiving, or sending, files as attachments to e-mails which are unrelated to the efficient and effective operation of parish or job duties;
- Creating, or participating in, communications with derogatory or inflammatory remarks about an individual's race, age, gender, disability, religion, national origin, physical attributes, sexual preferences, political beliefs is prohibited.
- Causing congestion, disruption, disablement, alteration, or impairment through misuse of parish technology and communication systems;
- Circumventing, violating, or subverting system or network security measures, or exploiting flaws in same, or attempting to do so;
- Attaching any device to the Parish network without the express permission of EIS staff. This includes (but is not limited to) wireless access points such as the hubs, switches, routers, printers, protocol analyzers, personal computers & tablets;
- Installing and/or distributing software on parish computer without verifiable license;
- Installing and/or distributing software on parish computers that is legally or illegally licensed to user but not licensed to parish;
- Installing or reconfiguring hardware or software on parish computers or network without proper authorization from EIS;
- Using systems to solicit or sell products or services that are unrelated to parish business;
- Accessing networks, servers, drives, folders, other user accounts, or files to which the employee has not been granted access or authorization from the appropriate authority;
- Making unauthorized copies of parish files, information or data in any format, whether photographic, audio, etc.;
- Destroying, deleting, erasing or concealing parish files or other data, or otherwise making such files or data unavailable or inaccessible to the parish or to another authorized user of the parish system;
- Misrepresenting oneself or the parish through use of parish technology and communication systems; •Propagating any virus, worm, Trojan horse, or other program or code designed to disrupt, disable, impair, or otherwise harm either parish technology and communication systems or those of any individual computer;

- Using abusive, profane, threatening, discriminatory or otherwise objectionable language through use of parish technology and communication systems;
- Accessing personal email accounts;
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail (“spam”);
- Sending, receiving (without reporting) or accessing offensive materials, including but not limited to sexually explicit materials or materials whose content would otherwise be considered discriminatory or harassing;
- Engaging in unlawful or malicious activities;
- Engaging in recreational games, gambling or wagering activity through use of parish technology and communication systems;
- Defeating or attempting to defeat security restrictions governing use of parish technology and communication systems;
- Engaging in political or partisan activity;
- Maintaining, organizing, or participating in non-work related Web logs (“blogs”), Web journals, “chat rooms”, social media sites.
- Accessing social media sites inconsistent with social media policy 515.

3.9 Streaming Media

Streaming media permitted for business purposes is defined as “content deemed necessary to fulfill employee job duties and responsibilities.”

Reasonable access to streaming media is permitted so long as it does not interfere with employee productivity (as defined by employee supervisors and these Administrative Policies), distract or impede the productivity of others, or consume an inordinate amount of system or network resources. However, EIS maintains the right at any time to block access to streaming media/programs—on a per-individual or parishwide basis—that do not involve legitimate business purposes. Streaming media is dependent on bandwidth availability.

Where possible, employees should use headphones when accessing streaming audio to avoid creating undue noise burdens upon coworkers.

Access to offensive or inappropriate streaming media content (any published or broadcast content that is likely to be upsetting, insulting, or objectionable to a reasonable person) is prohibited on all parish systems/networks at all times.

3.10 Network File Services and Storage

Information Services provides centralized network file storage, sharing and backup services to individuals, groups and departments across the Parish. The file servers are designed to provide users with secure, backed-up redundant storage for data and files. Storing files and data on a computer's local hard drive or desktop is prohibited. Loss of data on non-network storage is the employee's responsibility and likely unrecoverable.

Personal files, photos, music, and/or videos are prohibited and will immediately be deleted by EIS staff upon discovery.

3.11 Responsibilities

3.11.1 EIS responsibility

EIS continuously monitors department and employee use and access to parish technology and communication systems, including but not limited to accessing and monitoring individual's use of computer equipment, IP voice telephony systems, electronic mail, and internet access.

3.11.2 Employee responsibility

All employees are responsible for:

- Reading, understanding, and abiding by this policy and its provisions;
- Using parish technology and communication in a manner consistent with this policy and shall refrain from engaging in any conduct which compromises the integrity of parish technology and communication systems or otherwise violates this Administrative Management Policy;
- The content of all text, audio, or images that they write, store, retrieve, or transmit through the Parish's electronic systems;

- Choosing a secure password and changing the password in accordance with the password policy;
- Protecting and preserving security by keeping confidential passwords in accordance with the password policy;
- Logging off, or locking any parish computer and/or network device each time it is unattended;
- Refraining from leaving computer unattended without enabling proper security;
- Refraining from powering down a computer, unless told to do so by EIS;
- Reporting abuse of parish technology and communication systems to appropriate supervisor;
- Reporting information which indicates systems' security has been breached or compromised or the integrity of the system is otherwise compromised, including by way of example only a misappropriated password, incident computer viruses, and malicious campaigns targeting parish employees or equipment intended to unlawfully access or damage the network.
- Successfully completing all required IT related training assigned by EIS

3.11.3 Supervisor responsibility

- Monitoring and ensuring compliance by employees;
- Determine, approve or deny requests for use and access to parish technology and communication systems based upon departmental needs, needs for services; employee job-duties, potential for misuse or abuse of systems;
- Review employee authorization and access to parish technology and communication systems upon change of employee classification or position;
- Notify and confirm with EIS that employee access to parish technology and communication systems is terminated upon termination of employment or altered pending employee transfer, promotion or demotion ;
- Receiving reports from employees of abuse or misuse of parish technology and communication systems;
- Receiving information from employees that systems' security has been breached or otherwise compromised, including reports of viruses and computer crashes;
- Reporting abuse or misuse of parish technology and communication systems and breaches or compromises in systems' security to EIS;
- Taking appropriate disciplinary action.

4.0 Acquisition of Technology/ Communication System Resources

At no time shall any employee install software or hardware on parish information technology resources or devices. Installation of, or altering Parish software or hardware shall only be done by, or with the approval of EIS. No hardware or software will be acquired with the proper Data Processing Advisory Committee (DPAC) approval. EIS will not support unapproved software or hardware.

5.0 Wireless Access

Depending on availability of bandwidth, EIS provides WiFi access at several Parish facilities. There are two primary WiFi networks described below. There is no expectation of privacy while connected to any Jefferson Parish wired or wireless network. All usage can be monitored by EIS.

- JeffParish-Secure – This network can only be accessed by parish owned laptops and tablets that are on our jeffparish.net domain. Users will select JeffParish-Secure and their devices will automatically authenticate to the WiFi network. Users will have the same level of access as if they are physically connected to the network.
- JeffParish-Public – This will be for employees and guests. It will give users access to the internet only. To authenticate, users will select JeffParish-Public from the list of wireless networks and enter the password. Next, users will agree to the terms to finalize their connection. The password can be shared with

anyone who wants to join JeffParish-Public. By policy, domain computers will not be able to join this network.

515 Social Media Policy

1. **Establishment**

The parish understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This requirement applies to all departments, offices and agencies under the administration of the Parish President, whether the position is classified or unclassified.
2. **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity Web site, Web bulletin board or a chat room, whether or not associated or affiliated with the parish, as well as any other form of electronic communication including but not limited to Facebook, Twitter, Tumblr, Flickr, Instagram, etc. The same principles and guidelines found in Jefferson Parish's Administrative Management Policies manual and the Values of Jefferson Parish Government Employees apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects citizens, suppliers, people who work on behalf of Jefferson Parish or Jefferson Parish's legitimate business interests may result in disciplinary action up to and including termination.
3. **Know and Follow the Rules**

Carefully read these guidelines as well as the Administrative Management Policies manual including but not limited to the sections on Workplace Violence and Prohibition against Harassment, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
4. **Be Respectful and Considerate**

Always be fair and courteous to fellow employees, members of the public, suppliers or people who work on behalf of parish. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisor or by utilizing our Grievance Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, members of the public, suppliers or people who work on behalf of parish, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of age, disability, equal pay, genetic information, harassment, national origin, race, religion, retaliation, sex, sexual orientation, gender identity, and sexual harassment or any other status protected by law or parish policy.
5. **Be Honest and Accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

- Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about parish, fellow employees, members of the public, suppliers or people working on behalf of parish.
6. Post Only Appropriate and Respectful Content
 - 6.1 Maintain the confidentiality of private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
 - 6.2 Do not create a link from your blog, website or other social networking site to a parish website without identifying yourself as a parish employee.
 - 6.3 Make clear that you are speaking for yourself and expressing your personal opinions only. Never represent yourself as a spokesperson for parish. If parish is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of parish, fellow employees, members of the public, suppliers or people working on behalf of parish. If you do publish a blog or post online related to the work you do or subjects associated with parish, make it clear that you are not speaking on behalf of parish. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Jefferson Parish."
 7. Using Social Media at Work
Do not use social media while on work time or on equipment provided by parish, unless it is work-related as authorized by your manager or consistent with the Use of Property, Equipment, Vehicles and Information/Communication Resources Policy. Do not use Jefferson Parish email addresses to register on social networks, blogs or other online tools utilized for personal use.
 8. Retaliation is Prohibited
Parish prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
 9. Media Contacts
Employees should not speak to the media on parish's behalf without contacting the Office of Public Information. All media inquiries should be directed to them as stated in Administrative Management Policy 504 Media Communications Policy.
 10. For more information, if you have questions or need further guidance, please contact your Human Resource Manager.

600 Employee Evaluation and Protection

601 Employee Evaluation

(Reserved for future)

602 Grievance Policy Procedures

1. Establishment
The Administration of Jefferson Parish Government is committed to providing an employee forum through which all classified employees may voice dissatisfaction and complaints relative to their work with the parish. Further, it is the policy of the parish that no employee will be penalized or discriminated against for using the Grievance Program or should they fear any form of retaliation.

2. Purpose
 - 2.1 To establish a fair and consistent manner for handling employee complaints;
 - 2.2 To provide all classified employees with a means of recourse when they feel they have not been treated fairly or in accordance with parish or departmental policy.
3. Scope
 - 3.1 This policy applies to all classified probationary and permanent status employees of parish government. It is the responsibility of each appointing authority and all supervisory personnel to ensure that employee grievances are handled within the parameters set forth in this policy. Failure by supervisory personnel to comply with this program negatively reflects on job performance and may result in corrective disciplinary action taken against the supervisor.
 - 3.2 It should be noted that matters pertaining to the rights and discretion of the Parish Administration and the Parish Council concerning departmental reorganization and employees therein are not grievable.
 - 3.3 Under no circumstances will an employee's job security, status, working conditions, or relationship with management be jeopardized because a complaint has been appealed to a higher level of management. Any employee who files a grievance is expected to comply with all work rules and policies pending the resolution of a grievance, unless they are unlawful or present imminent danger.
 - 3.4 If any doubt exists as to whether a particular dispute or complaint is grievable, the grievance/complaint may be taken up through the Grievance Program in order to resolve doubt. However, the filing of a grievance will not interrupt or suspend the timelines of filing an appeal with the Jefferson Parish Personnel Board. In order to avoid losing his/her right to appeal, the employee must file an appeal within thirty (30) days of the action taken against him/her.
4. Definitions

Since classified employees of the parish also have a right to appeal certain actions to the Jefferson Parish Personnel Board, it will be necessary to begin by differentiating between those matters that are grievable through the Grievance Program and those that are appealable to the Personnel Board.

 - 4.1 A "Grievance" is a complaint or dissatisfaction expressed by an employee when he/she believes, rightly or wrongly, that he/she has not been treated fairly or in accordance with parish or departmental policy. The following is a list of examples and is not all inclusive:
 - 1) Working conditions;
 - 2) Safety hazards or concerns;
 - 3) Sexual harassment or other forms of harassment;
 - 4) Alleged violations of department and/or parish policy;
 - 5) Abuse of discretion by supervisor;
 - 6) Work-related disputes with fellow employees;
 - 7) All forms of discrimination which may not be directly related to employee actions.
 - 4.2 The following is a list of actions which are Appealable to the Personnel Board and are not grievable through this Grievance Program:
 - 1.) Suspension;
 - 2.) Dismissal;
 - 3.) Lay-off;
 - 4.) Reduction in pay;
 - 5.) Demotion;
 - 6.) Fine;
 - 7.) Matters of specific allegations of discrimination directly related to merit employment actions;
 - 8.) Unsatisfactory service ratings resulting in appealable actions;

- 9.) Untimely service ratings;
- 10.) Involuntary leave;
- 11.) Absence Without Leave (AWOL);
- 12.) Actions taken by the Personnel Department, such as job reclassification.

5. Procedure

NOTE: The following is an exception to the 6 Step process. Under certain specific circumstances a grievance/complaint may be brought directly to the Department of Human Resource Management. When cases involve allegations of illegal or prohibited acts or activities, such as sexual harassment, discriminatory employment practices, theft, or threats of physical harm, an employee may contact their Department's Human Resource Manager or the Director of Human Resource Management at 736-6175. The Human Resource Manager will make a determination concerning the best method to resolve the complaint no later than 24 hours following receipt of the complaint.

(See also Section 5.6.8 of this policy if the grievance is directed toward a department director or Appointing Authority.)

Other than those specific circumstances that involve illegal or prohibited activities as described above, the following list briefly outlines the six steps that must be followed in the grievance process until the step at which grievance is resolved:

STEP 1: Employee discusses grievance/complaint with supervisor.

STEP 2: Employee fills out Employee Grievance Form and returns it to supervisor for a response and emails a copy to Human Resources at JPHumanResources@jeffparish.net. (Grievance Form is found in Appendix or may be accessed via the Parish's intranet portal.) **If the immediate supervisor is the object of the grievance, the employee may present the EGF to the next higher level supervisor or the department director.**

STEP 3: Supervisor offers solution to grievance/complaint in writing and discusses with the employee.

STEP 4: The employee indicates in writing whether he accepts, in which case the process stops as the grievance is resolved, or does not accept the supervisor's solution.

STEP 5: The director discusses the grievance/complaint and provides a written solution.

STEP 6: The employee indicates in writing whether he accepts, in which case the process stops as the grievance is resolved, or does not accept the director's solution.

A detailed explanation of the steps in the Grievance Process follows:

5.1. **Step One: Oral Discussion**

5.1.1 Step 1: Employee discusses grievance/complaint with supervisor, within (10) ten working days from the occurrence of the action which prompted the problem/complaint.

5.1.2 The immediate supervisor must conduct a meeting with the complaining employee **within (5) five working days** from his/her notification of grievance/complaint. At this meeting the immediate supervisor should allow enough time and privacy to facilitate an open and frank discussion. The

employee should be provided the opportunity to present grievance/complaint. A sincere attempt should be made by both parties to resolve the grievance/complaint at this level.

- 5.1.3 At the conclusion of the meeting between the employee and immediate supervisor, if the grievance/complaint has been resolved, the matter is concluded.
- If complaint/ problem is resolved, process stops.
 - If complaint/problem is not resolved, proceed to Step 2.

5.2. **Step Two: Employee Grievance Form – Top Section (Grievance Form is found in Appendix or may be accessed via the Parish’s intranet portal.)**

5.2.1 If the grievance/complaint has not been resolved to the mutual satisfaction of both parties at the Step 1 meeting, the employee may formalize the grievance/complaint in writing and continue the process by completing the Employee Grievance Form (EGF).

5.2.2 Employee completes top section of the EGF, which must include a specific suggested solution, and gives it to supervisor for a response. This form must be completed and submitted within (5) five working days from the conclusion of the initial Step 1 meeting where the grievance/complaint was verbally discussed with supervisor.

5.2.2.1 If, at any step in the process, the deadline for a response has passed and no response or explanation has been issued, the grieving employee, the immediate supervisor, or the department director should contact the Department of Human Resource Management to request that someone check on its progress. Time periods specified may be amended based upon mutual consent from all parties.

5.2.3. In completing the form, the employee should include sufficient facts, times, dates, and details in order to clearly describe the grievance/complaint. This will assist in identifying the issues to be addressed.

5.2.4 The relief or solution sought by the employee must be limited to conditions which directly affect the employee. (For example, the employee “may not” request that some form of disciplinary action be taken against a co-worker or supervisor. The employee “may,” for example, request that a particular practice that is offensive be discontinued or amended.) Employees who have the same grievance/complaint (i.e., a problem working condition, etc.), may file a grievance jointly by having the employees who wish to be parties to the grievance sign the grievance form.

5.2.5 The only matters that may be introduced at any step in the grievance process will be those contained on EGF.

5.2.6 When grievances are directed toward an appointing authority or department director, the Director of the Department of Human Resource Management may be a fact finder along with a designated Human Resource Manager to facilitate discussion and resolve the grievance/complaint. If grievance/complaint is not resolved, the Director of Human Resource Management will conduct interviews with the particular appointing authority or department director. In the case of a grievance directed toward a member of the Executive Staff, the Parish Attorney, or designee, will act as Fact Finder and handle the investigation. Accordingly, in such cases, the final resolution will be signed and issued by the Parish Chief Operating Officer or Deputy Chief Operating Officer.

5.3. **Step Three: Supervisor Solution**

5.3.1 When the immediate supervisor receives the completed EGF, the supervisor must review it and complete the Supervisory Response section of the form,

indicating proposed resolution. The immediate supervisor must provide a written solution in response and review it with the employee within (5) five working days of receipt of the EGF. During this review, the grieving employee must complete the Employee's Response section of the EGF.

5.4. **Step Four: Employee Accepts/Does Not Accept Solution**

- 5.4.1 During the review with the supervisor, the employee indicates in writing whether he accepts or does not accept the supervisor's solution.
- If solution accepted, process stops and copies of grievance form (Form EGF) are distributed.
 - If solution not accepted, proceed to Step 5.
- 5.4.2 If the grievance is resolved at Step 4, this concludes the grievance process, and the EGF paperwork is immediately disbursed by the immediate supervisor who provided the resolution as follows:
- The original remains in the department;
 - One copy goes to the employee;
 - One copy goes to Human Resources;
 - One copy goes to the Director of the department where the grievance originated.
- 5.4.3 When the grieving employee does not accept the written resolution offered at Step 3 and signs the "Employee's Response" section of the EGF requesting the grievance to be continued to the department director, the immediate supervisor involved in Step 3 has (1) one working day to deliver the original EGF to department director.

5.5. **Step Five: Director's Solution**

- 5.5.1 The supervisor has (1) one working day to deliver the original Form EGF to the Director. The Director discusses the grievance/complaint with the employee and investigates within (10) ten working days from receipt of the Form EGF. The Director, or designee, provides a written solution and meets with the employee to discuss.
- 5.5.2 The department director, or designee, should investigate the matter, gather all facts, and make a sincere attempt to resolve the grievance to mutual satisfaction.
- 5.5.3 The department director, or designee, is responsible for completion of the Directors Response section of the EGF, and for providing this response to the grieving employee.
- 5.5.4 The grieving employee has (5) five working days to accept the solution offered, or to request the grievance be continued to the sixth step of the process. The grieving employee must complete the "Employee's Response" section and return the EGF to the department director, or designee, within this (5) five day period.

5.6. **Step Six: Employee Accepts/Does Not Accept Director's Solution**

- 5.6.1: The employee indicates in writing whether he accepts or does not accept the Director's solution.
- If solution accepted, process stops and copies of grievance form distributed.
 - If solution not accepted, Director immediately forwards grievance to Human Resource Management for review and possible investigation.
- 5.6.2 If the employee accepts the department director's or designee's resolution, this concludes the grievance process, and the EGF paperwork is immediately disbursed as follows:

- The original remains in the department;
 - One copy goes to the employee;
 - One copy goes to Human Resources;
 - One copy goes to the Director of the department where the grievance originated.
- 5.6.3 If the grievance is not resolved, the department director or designee is responsible for forwarding the original EGF to the Department of Human Resource Management. This task must be completed within (1) one working day from date department director receives EGF back from the grieving employee.
- 5.6.4 Upon receipt of the EGF from the department director, the Human Resource Director will have the grievance logged-in; review the grievance/complaint for subject matter and completeness; assign a Fact Finder; and an investigation into the matter will begin.
- 5.6.5 The Fact Finder may meet with the grieving employee, the supervisor, witnesses, (and/or others who have some knowledge of the circumstances which are being grieved), and, if necessary, the department director. After the Fact Finder determines that all relevant information has been gathered, a concise report of the facts and findings of the case will be prepared and submitted to the Director of Human Resource Management.
- 5.6.6 A formal binding resolution will be issued by the Director of Human Resource Management within five (5) working days after the completion of the fact-finding inquiries. All affected parties will take necessary action to ensure the resolution is implemented and adhered to.
- 5.6.7 The Department of Human Resource Management reserves the right to suspend the grievance process at any step if the grievant simultaneously seeks a resolution through other means (i.e., EEOC, appeal, notice of intent to file a lawsuit, or filing of a lawsuit).
- 5.6.8 The Administration is committed to this grievance resolution program, and therefore it is expected that supervisory and managerial personnel will be supportive and responsive.

Appendices

The following forms referenced in the appendices can be accessed using the following links:

B. Exit Interview Form -Online Forms > HR Forms

<https://jpnet.jeffparish.net/home/Forms>

C. Post-Employment Information Sheet – Louisiana Ethics Administration website

<http://ethics.la.gov/Pub/InfoSheets/PostEmploymentRev2-09.pdf>

D. Request for DOT Drug & Alcohol Testing From Previous Employer Form

<https://jpnet.jeffparish.net/onlineforms/Human%20Resource%20Management/SubstanceUse/ReleaseOfInformationForm.pdf>

F & G. Essential Workforce Exemptions

<https://jpnet.jeffparish.net/home/DeptHRMEssentialDuty>

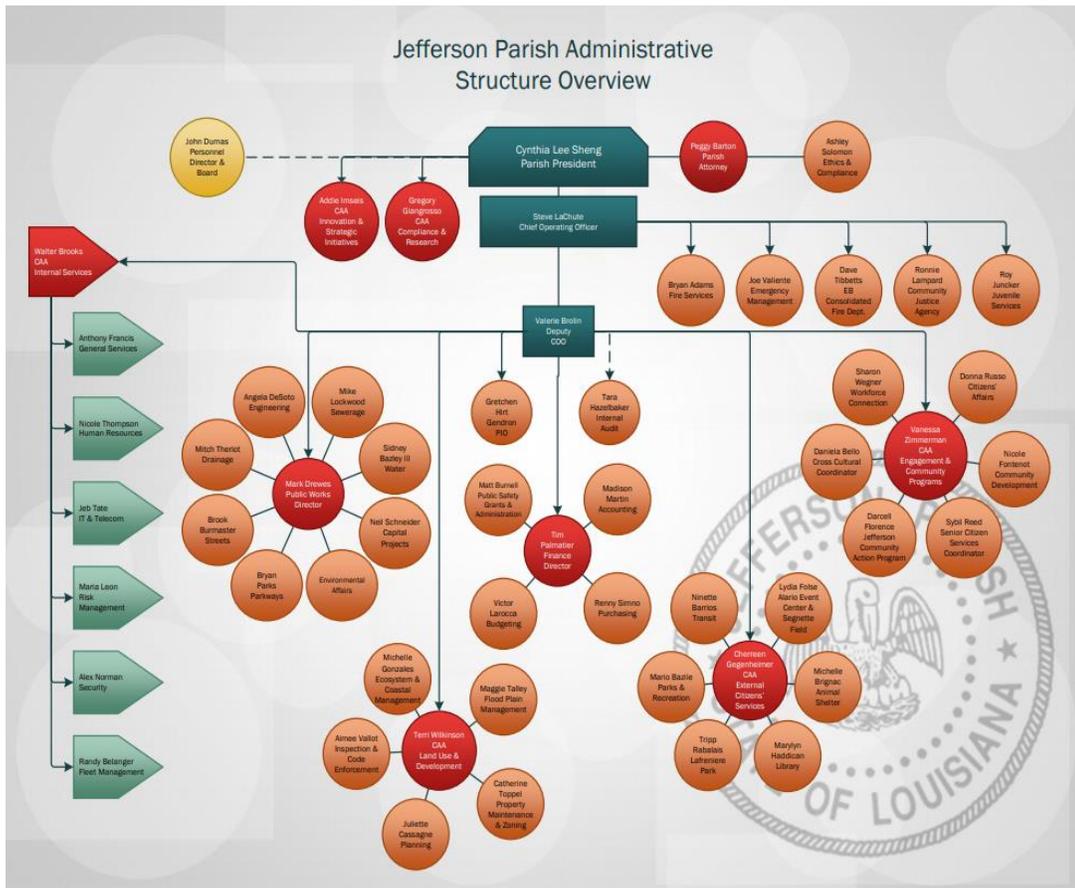
H. Secondary Employment Form

<https://jpnet.jeffparish.net/onlineforms/Human%20Resource%20Management/HRForms/SecondaryEmploymentForm.pdf>

I. Employee Grievance Form

<https://jpnet.jeffparish.net/onlineforms/Human%20Resource%20Management/HRForms/EmployeeGrievanceForm042419.pdf>

A. Parish Government Organizational Chart



B. Exit Interview Form

Jefferson Parish Exit Interview Form

Employee Information

Employee Name: _____ Date: _____
 Department: _____ Position: _____
 Date hired: _____ Date of Separation: _____

Employee Informed of Restrictions

Code of Ethics, Post Employment Information (See Appendix D) Removing parish property Damaging, destroying parish property or documents

Employee Returned To Parish

Building Keys Car keys, equipment keys Parish ID/Access Cards
 Equipment and tools Computer, software, radios Credit cards
 Parking passes: Other: _____

Reasons for Leaving (To be completed by employee)

Reasons for leaving: _____ Describe the main reason you are leaving parish employment.

Job Satisfaction: _____ Described what you enjoyed most about your job and what you enjoyed least.

Supervisors: _____ Describe whether you received adequate supervision by responding to below.

	Almost Always	Usually	Sometimes	Never
Responsive to complaints and concerns				
Was generally fair				
Clearly communicated expectations and assignments				
Provided coaching and training				
Recognized accomplishments				

Ethics: 1. Did you receive training on Code of Governmental Ethics? ___ Yes ___ No.
 2. Do you have knowledge of any unethical conduct or practices engaged in by parish employees? ___ Yes ___ No If yes, please describe. _____

Acknowledgement of Post Employment Restrictions' Receipt of Warning

By signing this form, you confirm that you have been informed of the above restrictions regarding separation from parish employment, including but not limited to Code of Ethics -- Post Employment Restrictions. You confirm that you have returned or arranged for the return of all parish property including but not limited to computers, software, equipment, tools, vehicles, credit cards, keys, parking passes, work orders, other parish documents in your possession. You confirm the accuracy of the response to questions provided above.

Employee Signature Date

Interviewer's Signature Date

Interviewer's Name Interviewer's Position □

C. "Post-Employment" Information Sheet



POST EMPLOYMENT

A summary of the post employment restrictions contained in
Louisiana's Code of Governmental Ethics

Louisiana Board of Ethics
P.O. Box 4368
Baton Rouge, LA 70821



Revised: February 2009 Information Sheet #5

The provisions restricting post employment options for public servants are found in §1121 of Louisiana's Code of Governmental Ethics. (LSA-R.S. 42:1101 et seq.) Generally there is a two year waiting period before a former public servant can render services relating to his former state agency to or for another. The purpose of this information sheet is to outline the post employment restrictions which exist as to public servants and to highlight some common misconceptions and related issues regarding §1121 of the Code.

AGENCY HEADS AND ELECTED OFFICIALS

- No former agency head or elected official shall, for a period of two years following the termination of his public service, assist another person, for compensation, in a transaction or in an appearance in connection with a transaction, involving his former agency.

AND

- No former agency head or elected official shall render any service on a contractual basis to or for his former agency for two years following the termination of his public service.

"Agency Head" is defined by §1102(3) of the Code as "the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency."



Example #1: You are the director of a state agency. You are about to retire from state service and accept a position as a consultant with a company which is regulated by your state agency. Once you retire, may you represent your new employer in connection with an issue which comes before your former state agency?

Answer: No. Because you classify as an agency head, once you terminate your public service, you are strictly prohibited by §1121A(1) of the Code for a period of two years, from assisting another person for compensation, in connection with any appearance involving a transaction before your former agency. Representing your new employer on an issue before your former agency would classify as an appearance in connection with a transaction. You may perform other services for the company that do not involve your former agency.

Example #2: You were the director of a state agency. Two months ago you terminated your public service as the agency head. Now your former agency approaches you about rendering computer services to the agency. You did not render any computer services while you were employed as the agency head of this state agency. May you provide the computer services?



Answer: No. Because you were the agency head, you would be prohibited for a period of two full years following the termination of your public service, from rendering any service to your former agency on a contractual basis. It does not matter that the services you would render are not the same type of services that you provided to the agency while you were employed there. You are permitted to be rehired, but you may not be contracted to perform any service for your former agency.

- No former member of a board or commission shall, for a period of two years following the termination of his public service, contract with, be employed in any capacity by, or be appointed to any position by his former board or commission.



Example #3: You are an appointed member of a parish water board. The executive director of the board is retiring. The board would like you to resign and accept the executive director position. May you?

Answer: No. Your former water board may not appoint you to any position for a period of two years following the termination of your board membership.

NOTE: Police juries, parish or municipal councils, selectmen, boards of aldermen, school boards and like bodies have been interpreted to be included within the meaning of “boards and commissions” for purposes of Section 1121A(2) of the Code. The Board has said that a collective group of people who act as one body and who share responsibility for the actions of the group as a whole, may classify as a board or commission.

OTHER PUBLIC EMPLOYEES

- No former public employee shall, for a period of two years following the termination of his public employment, assist another person, for compensation, in a transaction or in an appearance in connection with a transaction in which the former public employee participated* at any time during his public employment and which involves his former public employer.

AND

- No former public employee shall, for a period of two years following the termination of his public employment, render on a contractual basis to or for the agency with which he was formerly employed, any service he rendered to the agency during his public employment.

Example #4: Six months ago, you were employed by the city government as a personnel director, however, you did not classify as an agency head. You have ceased your public employment and now want to contract with the city to provide maintenance services. May you do this without violating the Ethics Code?



Answer: Yes. Because the services you would provide on a contractual

basis with the city are not services you had previously provided while employed by the city, you would not be prohibited by §1121B of the Code from entering into such a contract. Further, the maintenance department would appear to be a separate agency from the Personnel Department.

Example #5: You recently retired from a state agency where your official duties included reviewing applications for grant monies administered by your agency. For purposes of the Code, you were not an agency head in your agency. Now a person who has submitted applications in the past for grant monies administered by your agency wants to hire you to handle all of the paperwork for all of his grant applications involving your former agency. May you accept this employment opportunity?



Answer: Because you are not any agency head, the answer depends on your level of involvement with the applications. If the applications for grant monies your potential employer wants you to handle were in the process of being handled by your office when you retired, then you would be prohibited by §1121B of the Code from assisting the potential employer in the completion of those applications. However, if the potential employer is submitting new applications for grant monies, then these applications are new transactions in which you did not participate while still employed by your former agency, therefore, you would not be prohibited by §1121B of the Code from assisting the potential employer in the submittal of these new applications.

OTHERS RESTRICTED

- No legal entity in which the former public servant is an officer, director, trustee, partner or employee shall, for a period of two years following the termination of the public servant's service, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which the former public servant participated* at any time during his public service and which involves the agency with which he was formerly employed or in which he formerly held office.



Example #6: You just left your public position with a state agency where you reviewed applications for various permits. You now own Consulting Firm, Inc. which aids companies in the preparation and submission of applications for various permits to various state agencies. ABC Company, Inc. is a potential client which currently has an application pending before your former state agency and you had begun reviewing that application before you left public service. May your company, Consulting Firm, Inc., assist ABC Company, Inc. in finalizing its application with your former agency?

Answer: According to §1121C, your company would be prohibited from being hired by ABC Company, Inc. for such a task. Because you began reviewing the ABC Company, Inc. application while still employed by the state agency, your new company would be prohibited from rendering any compensated service to ABC Company, Inc. which deals with that application. If your company was to provide compensated services to ABC Company, Inc. concerning a different application, then no violation of this section would appear to occur.

COMMON MISCONCEPTIONS AND RELATED ISSUES

A common misconception concerning §1121 of the Code is that if you classified as an agency head in your former public agency, then you may provide contractual services to your former agency as long as the services to be rendered are not the same services nor are they related to the services you provided as the agency head. This is simply not the case. Agency heads are strictly prohibited from rendering any contractual services to their former agency for a two-year period. Other former public employees do not have such a strict restriction.



Another common misconception surrounding §1121 of the Code is that if as a public employee you did not have direct involvement in a specific matter while employed by your former agency, then once you leave public service, you may provide services relating to that matter to a private employer. This is not entirely true. Former public employees are prohibited from rendering services to a private employer in connection with a transaction in which they participated* while employed by their former agency.

* §1102(15) of the Code defines "participate" to mean:

To take part in or to have or share responsibility for action of a governmental entity or a proceeding, personally, as a public servant of the governmental entity, through approval, disapproval, decision, recommendation, the rendering of advice, investigation or the failure to act or perform a duty.

Therefore, actual "hands on" involvement is not the only means by which a public employee may be considered to have "participated" in a certain transaction. Questions to ask yourself: Did you make any recommendations as to the matter? Did your department have any supervision over the matter? Who had ultimate responsibility for the matter? The answers to these questions will help you determine if you participated in a particular circumstance.



The Board encourages public servants to seek advice from the Board as to how the law applies to their specific situation(s) by writing and requesting an advisory opinion. Advisory opinions are not issued as to past conduct, but can provide crucial advice on how to avoid problems in the future. If you wish to obtain an advisory opinion, please send your request to the address provided at the beginning of this fact sheet. You may call our staff which is available to provide informal advice over the telephone at (225) 219-5600 or toll free 1-800-842-6630.

The Board has a web site located at: www.ethics.state.la.us



This information sheet is only a summary of the financial disclosure provisions contained in §1121 of the Code of Governmental Ethics. If interpretations of this information sheet conflict with the provisions of the Code, the Code will control.

D. Request for DOT Drug and Alcohol Testing From Previous Employer Form

Release of Information Form – 49 CFR Part 40 Drug and Alcohol Testing

Section I. To be completed by the new employer, signed by the employee, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

I-A.

New Employer Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A.

In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing ~

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES NO
2. Did the employee have verified positive drug tests? YES NO
3. Did the employee refuse to be tested? YES NO
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES NO
5. Did a previous employer report a drug and alcohol rule violation to you? YES NO
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process?
N/A YES NO

NOTE: If you answered "YES" to item 5, you must provide the previous employer's report. If you answered "YES" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

II-B.

Name of person providing information in Section II-A: _____

Title: _____ Phone #: _____ Date: _____

E. Essential Workforce Directive



JEFFERSON PARISH

Office of the Parish President

Cynthia Lee Sheng

Parish President

To: Designated Employee

From: Cynthia Lee Sheng *CLS*
Parish President

Date: *5/11/20*

Re: Designation of Essential Workforce Policy

Pursuant to the provisions set forth in the Louisiana Homeland Security and Emergency Assistance and Disaster Act, you are designated as an Essential Workforce Employee. As such, in the event of an emergency you are not subject to a mandatory evacuation order, and, whenever directed by the Parish President or his designee, should report for duty and remain on duty until properly relieved.

As used in this policy, the term "emergency" means the actual or threatened condition which has been, or may be, created by a disaster. A "disaster" results from natural or man-made events which cause loss of life, injury, and property damage including, but not limited to, natural disasters such as hurricanes, tornados, storms, floods, high winds, other weather related events and man-made disasters including, but not limited to, nuclear power plant issues, hazardous materials, oil spills, acts of terrorism, and other events.

Requests for an exemption from Essential Workforce Status, due to medical reasons, are to be sent in a sealed envelope to the Director of Human Resource Management. A medical exemption form is to be used for this request.

Requests for exemption from Essential Workforce Status, due to a cause other than medical, are to be sent in a sealed envelope to your department director. A non-medical exemption form is to be used for this request.

In accordance with Personnel Rule IV, Section 5, when you are required to remain on Parish premise on duty for 24 hours or more, bona fide meal periods and uninterrupted sleeping periods (of at least five (5) hours, but not more than eight (8) hours) in adequate sleeping facilities will not be credited as hours worked.

Any questions or clarification of this policy should be directed to your supervisor.

Thank you for your service to the citizens of Jefferson Parish.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd – Suite 1002 – Jefferson, LA 70123 – PO Box 10242- Jefferson, LA 70181-0242
Office 504.736.6400 – Fax 504.736.6658
General Government Building – 200 Derbigny St – Suite 6100 – Gretna, LA 70053 – PO Box 9 – Gretna, LA 70054
Office 504.364.2700 – Fax 504.364.2828
Website: www.jeffparish.net

F. Essential Workforce Exemption: Medical Form



JEFFERSON PARISH
Office of the Parish President

Cynthia Lee Sheng
Parish President

Request for exemption from Essential Workforce status due to personal medical reason

Please use this form to report any physical limitation or medical condition that will prevent you from reporting for duty as contemplated by the Designation as Essential Workforce Policy dated _____.

Job Title _____ Department _____

Name _____

Address _____

Home Phone _____ Cell Phone _____

Please give a detailed explanation of your situation that supports your request for exemption from essential workforce status. Please have the diagnosing or treating physician provide separate and additional supporting documentation of the physical limitation or medical exemption request. The supporting physician documentation must include the legible and complete name of the physician along with the address of practice (the office location) and a contact phone number.

You may be interviewed personally and/or asked to provide additional information in support of this request for exemption from essential workforce status.

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE

DATE

___ Employee: Please place an "X" here if supporting physician documentation is attached.

Return in a sealed envelope to the Director of Human Resource Management.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd – Suite 1002 – Jefferson, LA 70123 – PO Box 10242- Jefferson, LA 70181-0242
Office 504.736.6400 – Fax 504.736.6638
General Government Building – 200 Derbigny St – Suite 6100 – Gretna, LA 70053 – PO Box 9 – Gretna, LA 70054
Office 504.364.2700 – Fax 504.364.2828
Website: www.jeffparish.net

G. Essential Workforce Exemption: Other Form



JEFFERSON PARISH

Office of the Parish President

Cynthia Lee Sheng

Parish President

Request for exemption from Essential Workforce status – cause other than medical

Please use this form to report any limitation, other than medically related, that will prevent you from reporting for duty as contemplated by the Designation as Essential Workforce Policy dated _____

Job Title _____ Department _____

Name _____

Address _____

Home Phone _____ Cell Phone _____

Please give a detailed explanation of your situation that supports your request for exemption from essential workforce status. Please include supporting documentation to verify your request for exemption from essential workforce status. The supporting documentation must include legible and complete information. Please include the name, address and phone number of persons that may verify the information submitted.

You may be interviewed personally and/or asked to provide additional information in support of this request for exemption from essential workforce status.

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE

DATE

___ Employee: Please place an "X" here if supporting documentation is attached.

Return in a sealed envelope to your Department's Chief Administrative Assistant or the Parish Attorney.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd – Suite 1002 – Jefferson, LA 70123 – PO Box 10242- Jefferson, LA 70181-0242
Office 504.736.6400 – Fax 504.736.6638
General Government Building – 200 Derbigny St – Suite 6100 – Gretna, LA 70053 – PO Box 9 – Gretna, LA 70054
Office 504.364.2700 – Fax 504.364.2828
Website: www.jeffparish.net

H. Secondary Employment Form

Jefferson Parish Secondary Employment Notice and Request for Approval		Date: _____
Part A: Employee Information		
Employee Name: _____	Supervisor Name: _____	
Employee Number: _____	Date of Hire: _____	
Part B: Parish Employment Information		
Department: _____	Position: _____	
Work Days: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Regular Hours/Shift: _____		
Description of parish job duties, areas of regulation, and/or supervision: _____		
Part C: Other Employment Information		
Employer Name: _____	Supervisor Name: _____	
Employer Address: _____	Employer Telephone: _____	
Position: _____	Date of Hire: _____	
Work Days: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Regular Hours/Shift: _____		
Description of area of business, location of job, job duties: _____		
Part D: Employee Attestation and Acknowledgement		
<input type="checkbox"/> Other employment will not violate the Louisiana Code of Governmental Ethics or create a conflict of interest. <input type="checkbox"/> Other employment will not impair operational efficiency or effectiveness of parish department. <input type="checkbox"/> Other employment will not conflict or interfere with parish work schedule, regular, on-call, stand-by, emergency. <input type="checkbox"/> Other employment will not compromise or tend to compromise employee's judgment or actions relative to employees obligations to the parish. <input type="checkbox"/> Other employment will not result in use of parish property or equipment, including by way of example vehicles, office space, computers, telecommunication systems. <input type="checkbox"/> Other employment will not cast the parish in unfavorable light or otherwise mislead public relative to employee's duties and responsibilities to the parish.		
<i>By checking the above boxes and signing below, I acknowledge that I have been made aware of the parish policy regarding secondary employment. I understand it is my responsibility to comply with the policy, and failure to comply may result in disciplinary action. I know that I have an obligation to keep current the information provided on this form.</i>		
_____ Employee Signature	_____ Date	
Part E: Confirmation of Decision		
Status: <input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED	_____ Supervisor Signature	_____ Date
Copy of decision received: _____	_____ Employee Signature	_____ Date

I. Employee Grievance Form

Jefferson Parish
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
Employee Grievance Form (EGF)

Step 1 - Meeting: Employee discusses complaint/problem with supervisor on _____ (date).

Step 2: Employee completes EGF – within 5 working days of Step 1 meeting.

Name (PRINT) _____ Work Phone _____
Department _____ Position Title _____
Immediate Supervisor's Name & Work Phone _____

The **complaint/problem** first occurred on _____ (date), and I notified my supervisor about it on _____ (date).
My description of complaint/problem: _____

The solution I suggest: (You may not suggest that disciplinary action be taken against another employee.)

I understand that only matters contained in this grievance may be discussed at any step in this grievance procedure. I understand that the final resolution will be binding. After signing and dating, I will scan and email a copy of EGF to JPHumanResources@jeffparish.net. I will present the original EGF within 5 working days of Step 1 meeting either to my supervisor or to my Director, if my supervisor is the object of my complaint.

DATE EMPLOYEE'S SIGNATURE

Step 3: Supervisory Response – within 5 working days.

Date Received: _____ Date first aware of employee's problem/grievance: _____

Supervisor's Name: _____ Work Phone: _____
SOLUTION OFFERED:

DATE SUPERVISOR'S SIGNATURE

Page 1 of 2

Jefferson Parish
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
Employee Grievance Form (EGF)

Step 4: Employee Response - within 1 working day.

I **ACCEPT** THE SOLUTION OFFERED – Concludes grievance process; copies distributed as below.

I **DO NOT ACCEPT** THE SOLUTION AND WISH TO CONTINUE MY REQUEST TO THE DIRECTOR – Supervisor delivers to Director,

DATE EMPLOYEE'S SIGNATURE

Step 5: Director's Response – within 10 working days.

Director: _____ Date grievance received: _____

Decision/Solution offered:

DATE DIRECTOR'S SIGNATURE

Step 6: Employee's Response – within 5 working days.

I **ACCEPT** THE SOLUTION OFFERED - Concludes grievance process; copies distributed as below.

I **DO NOT ACCEPT** THE SOLUTION AND WISH TO CONTINUE MY GRIEVANCE TO HUMAN RESOURCE MANAGEMENT. – Director delivers grievance to Human Resource Management; Director of Human Resource Management will review, investigate, and deliver a binding resolution.

DATE EMPLOYEE'S SIGNATURE

Original grievance and copies to be distributed by employee's department as follows:

ORIGINAL= Department file **CC**= Employee **CC**= Human Resource Management **CC**= Department Director

Supplemental Policies

- A. Substance Use Policy Manual

<http://www.jeffparish.net/modules/showdocument.aspx?documentid=174>

- B. Employee Safety Manual

<http://jpnet/home/DepartmentPages/HumanResourceManagement/employeesafetymanual.pdf>

Revisions to the Administrative Management Policies Manual

Section 101: Definitions

Amended 8/11/2017; Pre-disciplinary Hearing.

Added 8/11/2017; Suspension Pending Investigation.

Amended 3/13/2019; Substance Use Office.

Policy 104: Development and Review of Policies

Amended 4/30/2014; Section 3. Review of policies.

Added 4/30/2014; Section 4. Revisions of policies.

Policy 106: Implementation and Compliance with Policies

Amended 7/31/2015; Section 1.

Amended 8/11/2017; Section 2. Appointment to Position/Notification of Selection; Subsection 2.2 Candidates selected for employment.

Amended 8/11/2017; Section 2. Appointment to Position/Notification of Selection; Subsection 2.3. Candidates not selected for employment.

Policy 201: Recruitment/Selection

Amended 7/31/2015; Section 1. Interview Procedures; Subsection 1.1 Establishment.

Amended 7/31/2015; Section 1.4. Procedure, Section 1.4.1.

Added 7/31/2015; Section 1.4. Procedure, Section 1.4.11.

Amended 7/31/2015; Section 2. Appointment to Position/Notification of Selection, Subsection 2.3. Candidates not selected for employment.

Amended 8/11/2017; Section 1. Interview Procedures; Subsection 1.4 Procedure; 1.4.2.

Amended 8/11/2017; Section 1. Interview Procedures; Subsection 1.4 Procedure; 1.4.8.

Amended 8/11/2017; Section 1. Interview Procedures; Subsection.2. Appointment to Position/Notification of Selection; 2.2.

Amended 8/11/2017; Section 1. Interview Procedures; Subsection 2. Appointment to Position/Notification of Selection; 2.3.

Amended 8/11/2017; Section 1. Interview Procedures; Subsection 3. Background Checks; 3.6.

Policy 202: Employment Requirements

Amended 4/30/2014; Section 1. Medical Examinations/Drug Screening; Subsection 1.4. Procedure for Unclassified Employees; 1.4.4.

Amended 4/30/2014; Section 1. Medical Examinations/Drug Screening; Subsection 1.5. Procedure for Classified Employees; 1.5.4.

Amended 4/30/2014; Section 2. Department of Transportation (DOT) Safety sensitive positions.

Amended 7/31/2015; Section 1. Medical Examinations/Drug Screening; Subsection 1.1 Establishment.

Amended 7/31/2015; Section 1. Medical Examinations/Drug Screening; Subsection 1.4. Procedure for Unclassified Employees; Subsection 1.4.1.

Amended 7/31/2015; Section 1. Medical Examinations/Drug Screening; Subsection 1.5 Procedure for Classified Employees.

Amended 7/31/2015; Section 4. Driver's License Requirements.

Amended 8/11/2017; Section 1. Medical Examinations/Drug Screening; Subsection 1.2 Purpose.

Amended 8/11/2017; Section 1. Medical Examinations/Drug Screening; Subsection 1.5 Procedure for classified employees; 1.5.1.

Policy 203: Nepotism and Fraternalization

Amended 7/31/2015; Section 4. Duty to report.

Amended 8/11/2017; Section 1. Establishment and purpose; Subsection 1.3.

Policy 204: Separation from Employment

Amended 4/30/2014; Section 1.2.

Amended 7/31/2015; Section 2.2.

Amended 8/11/2017; Section 1. Registration; Subsection 1.3.

Amended 8/11/2017; Section 1. Registration; Subsection 1.4.

Amended 8/11/2017; Section 2. Retirement; Subsection 2.2.

Amended 8/11/2017; Section 2. Retirement; Subsection 2.3.

Amended 8/11/2017; Section 4. Termination; Subsection 4.1.

Amended 8/11/2017; Section 4. Termination; Subsection 4.2.

Policy 205: Employee Files

Amended 7/31/2015; Section 3. Confidential Medical File, Subsection 3.3.

Amended 7/31/2015; Section 3. Confidential Medical File, Subsection 3.4.3.

Amended 7/31/2015; Section 3. Confidential Medical File, Subsection 3.5.

Amended 8/11/2017; Section 4. Access; Subsection 4.2.

Amended 8/11/2017; Section 6. Parish Employment Verification; Subsection 6.1.

Policy 206: Employee Development

Amended 7/31/2015; Section 5. Mandatory Development Programs, Subsection 5.4 Executive Leadership.

Amended 7/31/2015; Section 5. Mandatory Development Programs, Subsection 5.11 Elective Training.

Amended 7/31/2015; Section 6. Compensation for Participation and approved training, Subsection 6.2.

Amended 8/11/2017; Section 5. Mandatory Development Programs; Subsection 5.8.

Amended 8/11/2017; Section 5. Mandatory Development Programs; Subsection 5.11.

Amended 8/11/2017; Section 6. Compensation for Participation and Approved Training; Subsection 6.2.

Amended 3/13/2019; Section 5. Mandatory Development Programs; Subsection 5.5 Basic Supervision.

Amended 3/13/2019; Section 5. Mandatory Development Programs; Subsection 5.11
Specialized Training.

Policy 207: Transitional Work Assignments

Amended 7/31/2015; Section 2. Unrelated injury or illness.

Added 7/31/2015; Section 3. Transitional work assignments, Subsection 3.5.

Amended 8/11/2017; Section 1. Job Related Injury or Illness.

Amended 8/11/2017; Section 3. Transitional Work Assignments; Subsection 3.2.

Policy 301: Equal Employment Opportunity

Amended 7/31/2015; Section 1. Establishment and purpose; Subsection 1.2.

Amended 7/31/2015; Section 2. Scope and effect; Subsection 2.4.

Amended 7/31/2015; Section 2. Scope and effect; Subsection 2.5.

Amended 7/31/2015; Section 2. Scope and effect; Subsection 2.6.

Amended 7/31/2015; Section 3. Compliance and responsibility; Subsection 3.1. Compliance,
3.1.2.

Amended 7/31/2015; Section 3. Compliance and responsibility; Subsection 3.2.

Amended 7/31/2015; Section 3. Compliance and responsibility; Subsection 3.3. Employee
responsibility.

Amended 7/31/2015; Section 3. Compliance and responsibility; Subsection 3.4. Supervisor
responsibility.

Amended 7/31/2015; Section 4. Complaint and reporting procedure; Subsection 4.2.

Amended 7/31/2015; Section 4. Complaint and reporting procedure; Subsection 4.3.

Policy 302: Employees and Applicants with Disabilities

Amended 7/31/2015; Section 1. Employees and applicants with disabilities; Subsection 1.3.

Amended 7/31/2015; Section 1. Employees and applicants with disabilities; Subsection 1.5.

Amended 7/31/2015; Section 2. Reasonable accommodation; Subsection 2.1.

Amended 7/31/2015; Section 3. Notice and responsibility; Subsection 3.1.

Amended 7/31/2015; Section 3. Notice and responsibility; Subsection 3.2.

Amended 7/31/2015; Section 3. Notice and responsibility; Subsection 3.3.

Amended 8/11/2017; Section 1 Employees and applicants with disabilities; Subsection 2.1.

Amended 8/11/2017; Section 1 Employees and applicants with disabilities; Subsection 2.4.

Policy 303: Reasonable Accommodations for Religious Observances and Practices

Added 8/11/2017; Policy 303 Reasonable Accommodations for Religious Observances and Practices; Sections 1 through 3.

Policy 402: Hours of Work and Work Schedule

Amended 7/31/2015; Section 2. Scope.

Amended 7/31/2015; Section 7. Compensatory Time; Subsection 7.2.

Amended 8/11/2017; Section 4. Work Schedule(s); Subsection 4.4.

Added 8/11/2017; Section 4. Work Schedule(s); Subsection 4.5.

Amended 3/13/2019; Section 2. Scope.

Amended 3/13/2019; Section 4. Work Schedule(s); Subsection 4.5.1.

Policy 403: Attendance, Leave and Absence

Amended 4/30/2014; Section 4. Notification to Supervisor Required; Tardiness; Subsection 4.1.

Amended 7/31/2015; Section 6. Abandonment of Position; Subsection 6.2.

Amended 8/11/2017; Section 7. Tardiness Usage of Sick Leave.

Policy 404: Unearned Compensation

Amended 8/11/2017; Section 9. Penalties.

Policy 501: General Provisions

Amended 4/30/2014; Section 5. Work-related decisions.

Amended 4/30/2014; Section 6. Conformance to law.

Added 4/30/2014; Section 8. Courtesy; Subsection 8.4.

Added 7/31/2015; Section 11. Recommending Person Who Performs Services for Compensation.

Policy 502: Maintaining Standards of Effective Service

Amended 4/30/2014; Section 3. Scope.

Amended 4/30/2014; Section 4. Fines or Restitution; Subsection 4.5.

Amended 4/30/2014; Section 5. Pre-Disciplinary Hearings; Subsection 5.1. Establishment; definition.

Amended 4/30/2014; Section 5. Pre-Disciplinary Hearings; Subsection 5.2. Purpose.

Amended 4/30/2014; Section 5. Pre-Disciplinary Hearings; Subsection 5.4. Appointing authority responsibility; 5.4.1.

Amended 4/30/2014; Section 5. Pre-Disciplinary Hearings; Subsection 5.6. Notice: 5.6.1.

Amended 4/30/2014; Section 5. Pre-Disciplinary Hearings; Subsection 5.7. Procedure; 5.7.1

Amended 7/31/2015; Section 1. Establishment.

Amended 7/31/2015; Section 4. Fines or Restitution; Subsection 4.3. Scope.

Added 7/31/2015; Section 6. Disciplinary Suspensions.

Amended 8/11/2017; Section 2. Purpose.

Added 8/11/2017; Section 2. Purpose; Subsection 2.1.

Amended 8/11/2017; Section 3. Scope.

Amended 8/11/2017; Section 4.8. Determining Amount – Fines or restitution.

Amended 8/11/2017; Section 6. Suspensions.

Added 8/11/2017; Section 7. Suspension Pending Investigation.

Amended 3/13/2019; Section 3. Scope.

Amended 3/13/2019; Section 4. Fines or Restitution; Subsection 4.5 Supervisors Responsibility.

Amended 3/13/2019; Section 5. Pre-Disciplinary Hearings; Subsection 5.1 Establishment; definition.

Amended 3/13/2019; Section 5. Pre-Disciplinary Hearings; Subsection 5.2 Purpose.

Policy 503: Reporting and Performance of Duty

Amended 4/30/2014; Section 2. Performance of duty; Subsection 2.1.

Amended 4/30/2014; Section 4. Notification of illness, injury, failure to report or leave of work site; Subsection 4.1.1

Amended 7/31/2015; Section 2. Performance of duty; Subsection 2.1.

Added 7/31/2015; Section 3. Neglect of duty; Subsection 3.3.

Added 7/31/2015; Section 3. Neglect of duty; Subsection 3.4.

Amended 7/31/2015; Section 4. Notification of illness, injury, failure to report or leave of work site; Subsection 4.2.

Amended 3/13/2019; Section 4. Notification of Illness, Injury, Failure to Report or Leave of Work Site; Subsection 4.1.2.

Amended 3/13/2019; Section 4. Notification of Illness, Injury, Failure to Report or Leave of Work Site; Subsection 4.4.

Policy 505: Secondary Employment

Amended 4/30/2014; Section 4. Limitations on Secondary or Supplemental Employment; Subsection 4.1.

Amended 4/30/2014; Section 4. Limitations on Secondary or Supplemental Employment; Subsection 4.6. Classified Employees.

Amended 7/31/2015; Section 4. Limitations on Secondary or Supplemental Employment; Subsection 4.6. Classified Employees.

Amended 8/11/2017; Section 6. Penalty (deleted).

Amended 3/13/2019; Section 5. Procedure; Subsection 5.1.

Amended 3/13/2019; Section 5. Procedure; Subsection 5.3.

Policy 506: Attire, Appearance and Grooming

Amended 7/31/2015; Section 5. General Provisions; Subsection 5.6.

Amended 8/11/2017; Section 3. Interpretation and Application of Provisions; Subsection 3.1.

Amended 8/11/2017; Section 4. Compliance with Provisions.

Amended 8/11/2017; Section 5. General Provisions; Subsection 5.3.3.

Amended 8/11/2017; Section 5. General Provisions; Subsection 5.3.4.

Amended 8/11/2017; Section 5. General Provisions; Subsection 5.4.

Policy 507: Ethics and Professional Standards

Added 8/11/2017; Policy 507 Ethics and Professional Standards, Sections 1 through 5.

Amended 3/13/2019; Section 3. Generally.

Policy 508: Workplace Violence

Amended 7/31/2015; Section 4. Prohibited conduct.

Amended 8/11/2017; Section 2. Scope; Subsection 2.1.

Amended 8/11/2017; Section 2. Scope; Subsection 2.3.

Amended 8/11/2017; Section 3. Definitions; Subsection 3.1.

Amended 8/11/2017; Section 3. Definitions; Subsection 3.2.

Amended 8/11/2017; Section 3. Definitions; Subsection 3.3.

Amended 8/11/2017; Section 4. Prohibited Conduct.

Amended 8/11/2017; Section 6. Threats of Domestic Violence at Work; Subsection 6.2.

Amended 8/11/2017; Section 7. Supervisory Responsibility; Subsection 7.1.

Amended 8/11/2017; Section 7. Supervisory Responsibility; Subsection 7.2.

Amended 8/11/2017; Section 7. Supervisory Responsibility; Subsection 7.4.

Amended 8/11/2017; Section 8. Investigation of Reports of Workplace Violence; Subsection 8.1.

Amended 8/11/2017; Section 8. Investigation of Reports of Workplace Violence; Subsection 8.5.

Amended 3/13/2019; Section 4. Prohibited Conduct.

Policy 509: Prohibition against Harassment

Amended 7/31/2015; Section 4. Definitions, Subsection 4.1.

Amended 7/31/2015; Section 4. Definitions, Subsection 5.1 Verbal or physical conduct.

Amended 8/11/2017; Section 1. Establishment.

Amended 8/11/2017; Section 2. Purpose.

Amended 8/11/2017; Section 4. Definitions; Subsection 4.1.

Amended 8/11/2017; Section 5. Prohibited Conduct; Subsection 5.1.

Amended 8/11/2017; Section 5. Prohibited Conduct; Subsection 5.2.

Amended 8/11/2017; Section 6. Employee Responsibility; Subsection 6.2.

Amended 8/11/2017; Section 7. Supervisor Responsibility; Subsection 7.1.

Amended 8/11/2017; Section 8. Procedures; Subsection 8.1.

Amended 8/11/2017; Section 8. Procedures; Subsection 8.3.

Amended 8/11/2017; Section 10. Reprisal; Subsection 10.1.

Amended 3/13/2019; Section 4. Definitions.

Amended 3/13/2019; Section 5. Prohibited Conduct; Subsection 5.1 Verbal or physical conduct.

Amended 3/13/2019; Section 5. Prohibited Conduct; Subsection 5.2 Written or graphic material.

Amended 3/13/2019; Section 5. Prohibited Conduct; Subsection 5.3.

Amended 3/13/2019; Section 7. Supervisor Responsibility; Subsection 7.1.

Amended 3/13/2019; Section 7. Supervisor Responsibility; Subsection 7.6.

Amended 3/13/2019; Section 8. Procedure; Subsection 8.4.

Amended 3/13/2019; Section 8. Procedure; Subsection 8.5.

Amended 3/13/2019; Section 9. Review of Complaint; Subsection 9.3.

Amended 3/13/2019; Section 9. Review of Complaint; Subsection 9.5.

Amended 3/13/2019; Section 10. Retaliation; Subsection 10.2.

Amended 3/13/2019; Section 10. Retaliation; Subsection 10.3.

Amended 3/13/2019; Section 10. Retaliation; Subsection 10.4.

Policy 510: Political Activity

Amended 4/30/2014; Section 3. Use of property.

Amended 3/13/2019; Section 3. Use of Parish Property and Resources Prohibited; Subsection 3.

Policy 511: Drugs, Alcohol and Tobacco

Added 4/30/2014; Subsection 9.

Policy 513: Conviction and Arrests for Certain Crimes – Duty to Report

Amended 7/31/2015; Section 2. Duty to report; Subsection 2.1.

Amended 7/31/2015; Section 2. Duty to report; Subsection 2.3.

Policy 514: Use of Equipment, Vehicles and Information/Communication Resources

Amended 4/30/2014; Section 2. Duty to report; Subsection 2.6. Electronic Mail and Electronic Mail Tampering.

Amended 4/30/2014; Section 2. Duty to report; Subsection 2.8.

Amended 10/17/2014; Section 2. Use Technologies and Communication Systems; Subsection 2.1. Establishment.

Added 7/31/2015; Section 1. Use of Property, Equipment or Vehicles.

Amended 7/31/2015; Section 3. Use of Technologies and Communications Systems; Subsection 3.8.

Amended 7/31/2015; Section 3. Use of Technologies and Communications Systems; Subsection 3.9.2.

Amended 3/13/2019; Section 1. Use of Property, Equipment or Vehicles; Subsection 1.1.

Amended 3/13/2019; Section 1. Use of Property, Equipment or Vehicles; Subsection 1.4.

Amended 3/13/2019; Section 1. Use of Property, Equipment or Vehicles; Subsection 1.5.

Amended 3/13/2019; Section 2. Use of Parish Owned Vehicles; Subsection 2.8 Post-accident drug and alcohol testing.

Amended 3/13/2019; Section 3. Use of Technologies and Communication Systems.

Policy 515: Social Media Policy

Added 7/31/2015; Policy 514 Social Media Policy, Sections 1 through 10.

Amended 8/11/2017; Section 2. Guidelines.

Amended 8/11/2017; Section 3. Know and Follow the Rules.

Amended 8/11/2017; Section 4. Be Respectful and Considerate.

Amended 8/11/2017; Section 6. Post Only Appropriate and Respectful Content; Subsection 6.3.

Amended 8/11/2017; Section 9. Media Contacts.

Policy 602: Grievance Policy Procedures

Amended 4/30/2014; Section 4. Definitions; Subsection 4.1.

Amended 7/31/2015; Section 5. Procedure.

Amended 8/11/2017; Section 5. Procedure; Subsection 5.2.2.1 (moved from former number 5.6.7).

Amended 3/13/2019; Section 5. Procedure.