

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, July 18, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a recommendation for a Cost-of-Living Adjustment in accordance with Parish Council Resolution;
- B. Approved an amendment to the Personnel Rules of the Classified Service to create Section 20 in Rule IX; revise Section 17 in Rule IX, and revise Section 1.5 and 1.6 in Rule X;
- C. Deferred an amendment to the Pay Plan for the Classified Service to revise the pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the Classified Pay Plan as necessary; and
- D. Cancelled a request to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of June 20, 2023.

Under Old Business:

- A. None

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
 - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
 - 1. Unanimously approved two (2) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 - 1. Deferred the monthly report for June 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, August 22, 2023, 2:00 p.m., West Bank (tentative) and Tuesday, September 19, 2023, 2:00 p.m. (tentative).

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, JULY 18, 2023 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Recommend a Cost-of-Living adjustment in accordance with Parish Council Resolution;
 - B. Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX, revise Section 17 in Rule IX, and revise Section 1.5 and 1.6 in Rule X;
 - C. Amend the Pay Plan for the Classified Service to revise the pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the Classified Pay Plan as necessary; and,
 - D. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).
- IV. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- V. Approval of the Minutes: Meeting of June 20, 2023.
- VI. Old Business:
- VII. New Business:
 - A. Requests for advanced or extended leaves of absence;
 - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
 - C. Approval of the monthly report;
 - D. Meeting(s)/Hearing(s) Dates: Tuesday, August 22, 2023, 2:00 p.m. (tentative) and Tuesday, September 19, 2023, 2:00 p.m. (tentative) meeting dates;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 - 1. Update on Departmental Goals 2023
 - 2. Applicant Matter
- VIII. Adjournment for Review of Appeals

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: COUNCIL RESOLUTION – COST OF LIVING ADJUSTMENT
DATE: 7/11/2023

Councilman Byron Lee submitted a resolution for approval by the Parish Council directing the Administration to include in the 2023 Operating Budget of Jefferson Parish, a 5% Cost of Living Adjustment (COLA). The Personnel Board must recommend any COLA in order for classified employees to receive such adjustments. The Personnel Board will consider and discuss whether or not to recommend a COLA for the classified service.

On motion of **Mr. Lee**, seconded by **Mr. Walker**, the following resolution was offered:

RESOLUTION NO. 142283

A resolution directing the Administration to include in the 2023 Operating Budget of Jefferson Parish, a 5% Cost of Living Adjustment, to be effective on July 1, 2023, upon Personnel Board recommendation. (Parishwide)

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Council of Jefferson Parish, Louisiana acting as the governing authority of said Parish:

SECTION 1. That the Council does hereby direct the Administration to include in the 2023 Operating Budget of Jefferson Parish a 5% Cost of Living Adjustment, to be effective on July 1, 2023, upon Personnel Board recommendation.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 7

NAYS: None

ABSENT: None

The resolution was declared to be adopted on this the **12th day of July, 2023.**

THE FOREGOING IS CERTIFIED
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ
PARISH CLERK

JEFFERSON PARISH COUNCIL

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL AND KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT

SUBJECT: RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED SERVICE

DATE: JULY 6, 2023

CC: CORRESPONDENCE FILE

The Personnel Department is recommending the creation of a section to cover Non-Disciplinary Actions in the Personnel Rules. This recommendation is to address cases in which employees on Worker's Compensation and employees out because of extended medical illness were dismissed under Rule X "Disciplinary Actions". We have worked with the Human Resource Management Department and Law Department to determine appropriate terminology to cover these types of non-disciplinary actions. In addition to the new section, amendments are being recommended to Rule IX, Section 17 and Rule X in order to provide consistency and clarity.

The Personnel Department recommends approval of the provided Personnel Rules amendments.

RULE IX

HOURS OF WORK, LEAVES OF ABSENCE, ABSENCE WITHOUT LEAVE, NON-DISCIPLINARY ACTIONS, RETIREMENTS, AND RESIGNATIONS

Section 17. **VOLUNTARY RETIREMENTS AND RESIGNATIONS**

- 17.1 The voluntary retirement or resignation of an employee in the Classified Service may be submitted orally or in writing, and shall be accomplished upon:
- (a) acceptance by his ~~a~~Appointing ~~a~~Authority, notwithstanding any prospective effective date, or
 - (b) the passing of the effective date and time ~~of resignation~~ specified in the notice of retirement or resignation.
- 17.2 Acceptable evidence of acceptance ~~of resignation~~ may include but shall not be limited to preparation of and signature by the ~~a~~Appointing ~~a~~Authority upon forms prescribed by the Personnel Department for the purpose of recording employee resignations or retirement. The Appointing Authority shall furnish to the employee involved a written confirmation thereof.
- 17.3 Subsequent to its acceptance, an employee may not retract his resignation or retirement except with the written and express approval of the ~~a~~Appointing ~~a~~Authority.
- 17.4 The resignation or retirement of any employee shall not be rescinded subsequent to the effective date of such resignation or retirement.

Section 20. NON-DISCIPLINARY ACTIONS

20.1 When an employee, upon the expiration of the authorized leave period, is unable to perform the essential duties of his position with or without a reasonable accommodation due to a medical reason(s), the Appointing Authority may take action warranted by the circumstances in order to maintain standards of effective service. Non-Disciplinary actions by the Appointing Authority may extend to:

(1) Non-Disciplinary Dismissal

(2) Demotion to any position of an equal or lower class that the Appointing Authority and the Director deem the employee competent to fill.

20.2 An employee may resign or retire in lieu of the non-disciplinary actions noted in 20.1.

20.3 If the employee was eligible, and was subsequently approved, for the usage of Family Medical Leave, then the authorized Family Medical Leave shall be exhausted prior to any non-disciplinary action.

20.4 The Appointing Authority authorizing the non-disciplinary action shall furnish to the employee involved a written notice or confirmation thereof. The written notice or confirmation shall also notify the employee of his right of appeal to the Personnel Board within thirty (30) calendar days of the effective date of the action taken against him, of the address of the Department of Personnel, and of the fact that forms to assist in the filing of an appeal may be obtained from the Department of Personnel. In addition, the Appointing Authority shall forward to the Director of Personnel a copy of the notice of confirmation sent to the employee.

20.5 Non-Disciplinary actions, including resignations and retirement in lieu of non-disciplinary actions, shall not be subject to the two-year reapplication bar, nor shall it exclude such employees from receiving previous service credit under Rule IV, Section 2.4 if the other conditions are met.

RULE X

DISCIPLINARY ACTIONS

Section 1. MAINTAINING STANDARDS OF SERVICE

1.1 When a regular or working test period employee in the classified service is unable or unwilling to perform the duties of his position in a satisfactory manner, or has committed any act to the prejudice of the service, or has neglected to perform any act it was his duty to perform, or otherwise has become subject to corrective action due to causes outlined in Rule VI, Section 3.5, the Appointing Authority shall take action warranted by the circumstances in order to maintain standards of effective service.

Action by the appointing authority may extend to:

(1) Removal from the service;

(2) Acceptance of a voluntary Resignation or Retirement in lieu of discipline;

(3) Reduction in pay to a lower rate in the pay grade for the employee's class of positions;

- (4) Demotion to any position of a lower class that the ~~a~~Appointing ~~a~~Authority and the Director deem the employee is competent to fill;
- (5) Suspension without pay, not exceeding in the aggregate ninety (90) working days in any period of twelve (12) consecutive calendar months;
- (6) Withholding of pay in any amount necessary to offset the cost to the Parish for damages which may have been caused by the employee or for the failure of the employee to return in good condition any Parish equipment or materials which may have been issued to him/her, provided that such withholding shall not reduce the hourly rate below the Federal Minimum Wage or, in an overtime week, shall not exceed a maximum of: employee's regular hourly pay rate-Federal Minimum Wage Rate x 40;
- (7) Reprimand or other less drastic measures of discipline which the appointing authority considers proper.

1.2 In every case of dismissal, suspension, reduction in pay, fine, involuntary ~~retirement action~~, or demotion of an employee in the Classified service, the ~~a~~Appointing ~~a~~Authority responsible for the action shall furnish to the employee involved a written statement of the reasons therefore. The written notice shall also inform the employee of his right of appeal to the Personnel Board within thirty (30) calendar days of the date of the action taken against him, of the address of the Department of Personnel, and of the fact that forms to assist in the filing of an appeal may be obtained from the Department of Personnel. In addition, the ~~a~~Appointing ~~a~~Authority shall forward to the Director of Personnel a copy of the notification sent to the employee. In any case of alleged inability to furnish the required written notice to a disciplined employee, the Personnel Board may require evidence, and shall be the sole judge, of the sufficiency and timeliness of the effort. The Director may review any case of disciplinary action taken against a classified employee, and may, on his own initiative, immediately investigate the circumstances.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: PAY PLAN FOR THE CLASSIFIED SERVICE
DATE: 7/11/2023

The Personnel Board and Department has been working with the Archer Group along with the Budget, Finance, and Human Resources Departments on an update to the Pay Plan for the Classified Service. The Board was provided with the three options with the cost estimations prepared by the Budget Department Director Victor LaRocca (See Attachment). The Personnel Board will consider these options and decide which option, if any, to have the Personnel Department prepare a draft Pay Plan for the Classified Service for further review and public comment.

Jefferson Parish, Louisiana
 Estimated Cost of Classified Pay Plan Scenarios
 January 2024 Implementation
 (Alternate Plan)

		Classified		
		Filled Positions	Vacant Positions	Totals
Scenario 1	Adj to the min	\$ 1,096,545	\$ 2,159,089	\$ 3,255,634
	Compression adj	1,677,598	-	1,677,598
	Benefits	443,870	345,459	789,328
	Total Pay Plan Implementation Costs	3,218,013	2,504,548	5,722,560
	5% Merit	3,115,697	-	3,115,697
	Benefits	498,516	-	498,516
	Total including an Annual Merit	\$ 6,832,225	\$ 2,504,548	\$ 9,336,773

Estimate includes the cost of:

- Bringing employees and vacant positions to the new minimum
- A compression adjustment of \$1,000 for all active employees with 2 or more years of service
- An annual merit increase in accordance with the Personnel Rules (5%)
- Estimated cost of related benefits
- Assumes a January 2024 implementation
- New minimum: \$12.86

		Filled Positions	Vacant Positions	Totals
Scenario 2	Adj to the min	\$ 1,813,467	\$ 2,811,808	\$ 4,625,275
	Compression adj	1,555,934	-	1,555,934
	Benefits	539,113	449,889	989,002
	Total Pay Plan Implementation Costs	3,908,514	3,261,697	7,170,211
	5% Merit	3,133,555	-	3,133,555
	Benefits	501,372	-	501,372
Total including an Annual Merit	\$ 7,543,441	\$ 3,261,697	\$ 10,805,138	

Estimate includes the cost of:

- Estimated costs include the same assumptions as Scenario 1
- Establishes pay grade minimums which are an average of Scenarios 1 and 3
- Pay grades spreads are 55.13% from pay grade min. to max
- New minimum: \$13.39

		Filled Positions	Vacant Positions	Totals
Scenario 3	Adj to the min	\$ 3,385,425	\$ 3,560,297	\$ 6,945,723
	Compression adj	1,325,523	-	1,325,523
	Benefits	753,757	569,655	1,323,412
	Total Pay Plan Implementation Costs	5,464,706	4,129,952	9,594,657
	5% Merit	3,173,801	-	3,173,801
	Benefits	507,808	-	507,808
Total including an Annual Merit	\$ 9,146,315	\$ 4,129,952	\$ 13,276,266	

Estimate includes the cost of:

- Estimated costs include the same assumptions as Scenario 1
- Establishes pay grade minimums focused on \$15.00 per hour
- Pay grades spreads are 55.13% from pay grade min. to max
- New minimum: \$14.50

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, June 20, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. Mr. Corey Junior – Employee from Water Department spoke on the Pay Plan Study and Cost-of-Living Adjustment following Board discussion of those items.

Under Proposals for Board Consideration:

- A. Deferred a request to grant a Cost-of-Living Adjustment in accordance with Parish Council Resolution;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignment and class title for the class of Assistant Parish Clerk;
- C. Canceled a proposal to amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignment for the class of Library Technician; and
- E. Approved two proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of May 16, 2023.

Under Old Business:

- A. Mr. Palmatier provided information on the Parish's cost associated with the new Pay Plan. Also, Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study. (This item was taken out of order and heard after Public Comment Period on the Agenda)
- B. Ms. Hearn reported on R.S. 14:139 concerning the COLA. (This item was taken out of order and heard during the Cost-of-Living Adjustment proposal discussion)
- C. The Board approved the Meeting Minutes from the meeting of March 29, 2023.
- D. The Board approved the Meeting Minutes from the meeting of April 18, 2023.
- E. The Board approved the April 2023 Monthly Report.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
1. None.

- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
 - 1. Unanimously approved one (1) request for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
 - 1. Unanimously approved the monthly report for May 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, July 18, 2023, 2:00 p.m. (tentative) and Tuesday, August 22, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None.
- F. Under Director's Report, the Director:
 - 1. Updated the Board on the investigation involving an external applicant that submitted a fraudulent letter of reference prepared by a Parish employee. The Parish employee was dismissed and is barred from re-applying for two (2) years. Also, the applicant has been barred from re-applying for six (6) months. The Director also informed the Board of a pending investigation concerning an employee who appears to have submitted a GED certificate that is not from an organization approved by the State of Louisiana.

By vote of the Board, the meeting was adjourned for review of appeals.

Respectfully submitted,

John G. Dumas, MPA, SPHR, SHRM-SCP
Personnel Director

Gretna, Louisiana

June 27, 2023

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
JULY 18, 2023**

APPEALS ON HAND AND UNRESOLVED AS OF JUNE 20, 2023:

1. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19, scheduled for hearing on October 5 and 6, hearing continued to December 5 and 6, hearing continued to April 12 and April 13, 2023, hearing continued to May 15, June 19, and June 21, 2023, amended appeal received on April 18, 2023;
2. Docket No. 2023-003, David T. Abadie vs. Department of Parks and Recreation, scheduled for hearing on June 7, 2023, hearing continued to June 29, 2023, order issued on July 11, 2023;
3. Docket No. 2023-005, Paul Babcock vs. Department of Public Works-Parkways, scheduled for hearing on July 6, 2023, order issued on July 11, 2023;
4. Docket No. 2023-006, Darrell McKinnies vs. Department of Jefferson Community Action Programs, scheduled for hearing on August 2, 2023;
5. Docket No. 2023-007, Lashawn P. Camese vs. Department of Public Works-Water, scheduled for hearing on August 15, 2023.

APPEALS RECEIVED SUBSEQUENT TO JUNE 20, 2023:

1. Docket No. 2023-008, Armand Bellanger, Jr. vs. Department of Public Works-Drainage; permanent employee, other;
2. Docket No. 2023-009, Eric P. Marks vs. Department of Public Works-Drainage; permanent employee, dismissed;
3. Docket No. 2023-010, Sandra J. Hill vs. Department of Jefferson Community Action Programs; permanent employee, dismissed.

July 11, 2023

OFFICIAL NOTICE

A public meeting of the Jefferson Parish Personnel Board will be held

TUESDAY, JULY 18, 2023 – 2:00 P.M.

**ROOM 204
1221 ELMWOOD PARK BOULEVARD
JEFFERSON, LOUISIANA**

Prior to the regular business agenda, the Personnel Board will conduct a Public Hearing to consider a proposal to:

- Recommend a Cost-of-Living Adjustment to the Parish Council based on the Parish Council Resolution;
- Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX, revise Section 17 in Rule IX, and revise Section 1.5 and 1.6 in Rule X;
- Amend the Pay Plan for the Classified Service to revise pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the pay plan as necessary; and,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay. Interested parties may obtain information from the Personnel Department, and may attend the meeting.

John G. Dumas, MPA, SPHR, SHRM-SCP
Personnel Director

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), Jefferson Parish will not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASL Certified Interpreters. Should you have any concerns, please contact ADA Coordinator, Office of Citizens Affairs, 1221 Elmwood Park Blvd., Suite 403, Jefferson, LA 70123 (504) 736-6094 or by email: ADA@jeffparish.net.

Any person, who believes he or she has been subject to unlawful discrimination by the Parish or any Parish officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.