



PARISH OF CADDO
Department of Human Resources

CLASSIFIED PERSONNEL
POLICIES, RULES AND REGULATIONS

Proposed Revisions

Updates throughout document

- Change Department of Finance and Human Resources to Department of Human Resources (reference Ord. No. 5892, 8-22-2019)
- Change Director of Finance and Human Resources to Director of Human Resources
- Department Head to Department Director

Section 1 – Administrative Policies

100 Personnel Administration – no changes

101 Definitions

Page 6 – H. Immediate Family – clarify relationships

Page 7 – P. Probationary Period – Add “An employee may not apply for other job opportunities while in their probationary period unless authorized by the Parish Administrator.”

102 Equal Opportunity Employment – no changes

Section 2 – Employment Policies

200 Job Posting – no changes

201 Compensation

Page 12 – B. Promotions and Reclassifications

- Add “an increase of up to a 10% increase or at least \$2.00 per hour, whichever is greater” to encourage employees to apply for promotion, reward employees for the achievement of promotion, and retain talented employees while staying within budget parameters.
- Remove “to the closest matching salary on the new grade” – redundancy, described in 1.b.

Page 13 – H.3. Out of Class Assignment

- Employee must perform the majority of duties associated with the higher classification in order to receive out of class pay.

Page 16 – O. Telecommuting

- New policy providing guidance on temporary telecommuting.

- Temporary telecommuting may be approved the Department Director for temporary circumstances such as business closure, inclement weather, special projects or business travel. Telecommuting arrangements that exceed two weeks must be pre-approved by the Director, HR Director and Assistant Parish Administrator.

202 Attendance – no changes

203 Performance Evaluation – Providing additional detail for the current performance management system.

Page 19 – A. Annual Performance Evaluation

- Remove content regarding the six-month probationary period and incorporate that information in section B.
- Define “one full calendar year” as beginning the position during the first pay period of the year through December 31st.

Page 20 – B. Six-Month Performance Evaluation

- Defines the six-month performance evaluation process for when an employee completes their probationary period.

Page 21 – C. Mid-year Performance Evaluation

- Defines the mid-year performance evaluation process which provides employees with a performance update in July of each year.

Page 21 – D. Performance Feedback

- Defines the practice of providing ongoing performance feedback to employees when improvement is required as well as to acknowledge successful performance.

204 Resignation and Termination

Page 22 – General Procedures

- B. Regarding payout of Vacation Leave to terminating employees. Updating the verbiage to indicate that vacation will be paid out according to the proposed revisions to Vacation Policy #302.
- D. Add “Former employees who had less-than-satisfactory work record will not be considered for rehire or volunteer without approval of the Parish Administrator. This includes employees with a less-than-satisfactory rating on their most recent performance evaluation and/or employees who voluntarily terminated employment with an unresolved performance improvement plan or involuntarily terminated employment as disciplinary action.

205 Layoff – no changes

206 Residency

Page 24 - Include information from ordinance requiring Caddo Parish residency should a classified employee promote into the position of Parish Administrator, Assistant Parish Administrator, Parish Attorney, or Commission Clerk.

(Reference Ord. No. 5375 of 2013)

Section 3 – Benefits

300 Medical Benefits and Group Life Insurance

Page 25 – A. Eligibility

- 2. Change eligibility date for health plan (and life plan) from date of hire to first day of the month following date of hire. This aligns with all benefit plans to include life, dental and vision.
- 12. Clarifies when an employee terminates they can apply for continuation of coverage directly with the life insurance provider.

301 Sick Leave

Remove the limit on how much an employee can accrue and use during active employment. The original limitation implemented in 2018 proved to be a detriment to employee morale.

Page 27 – B. Sick Leave Accrual Limit – Remove accrual limit

Page 28 – (Recordkeeping) C. correct spelling error

Page 29 – D. Donation of Sick Leave

- 3. g. Clarify that employee’s request must be received by HR no later than the deadline.
- 3. h. Clarify that a new employee can donate 8 hours to be able to receive donated time during the current year, but then must donate an additional 8 hours before 12/31 to be eligible to receive donated sick leave during the following year.
- 3. i. Remove “up to 200 additional hours may be granted...” This provision is only for new employees as defined in paragraph 5.

Page 30 – E. Other Sick Leave Details

- 6. Defines if an employee exhausts their sick leave, then they must first use compensatory time first before using accrued vacation time.
- 9. Sick Leave Conversion – Employees hired before 1/1/2007 may convert unused sick leave to years of service credit. Employees hired on or after 1/1/2007 cannot because the Parochial Employees Retirement System modified their eligibility requirement for those employees which would require the employer to remit payment to the retirement system for the actuarial cost of any leave that is converted to retirement credit at the time of retirement or DROP entry. (R.S. 11:1927 E)

- 10. Termination of Employment – reiterate that sick leave balance will not be paid out to terminating employees.

302 Vacation Leave

Remove the limit on how much an employee who was hired on or after 1/1/2007 can accrue and use during active employment and implement a limitation on the number of hours eligible for payout. The original limitation implemented in 2018 proved to be a detriment to employee morale.

Page 32 – B. Vacation Leave Accrual Limit – Remove accrual limit

Page 34 – C. Other Vacation Leave Details

- 11. Vacation Leave Conversion – New
 - Employees hired before 1/1/2007 may convert unused vacation leave to years of service credit. Employees hired on or after 1/1/2007 cannot because the Parochial Employees Retirement System modified their eligibility requirement for those employees which would require the employer to remit payment to the retirement system for the actuarial cost of any leave that is converted to retirement credit at the time of retirement or DROP entry. (R.S. 11:1927 E)
- 12. Vacation Leave Pay Out – New
 - Define how terminating employees who were hired on or after January 1, 2007 will receive pay out of accrued vacation hours not to exceed 520 hours.

303 Holiday Policy

Page 34 – A. Holidays

- 1. f. Add Juneteenth Day (Friday before the 3rd Saturday in June)
- 3. Correct spelling error.

304 Tuition Assistance Program – no changes

305 Employee Assistance Program (EAP) – no changes

306 Cafeteria Plan

Page 40 – General Procedures

- A. Clarify that open enrollment occurs at the same time as open enrollment for group benefits (health, dental, life, vision).
- B. Remove. Paragraph A. defines when open enrollment will occur.
- D. Add that benefits may change when there is a “change in IRS code affecting cafeteria plans” such as the COVID 19 Relief for Cafeteria Plans which temporarily allowed changes like an employee could change their elections outside of open enrollment or qualifying event periods.

307 Parochial Employees Retirement System – no changes

308 Deferred Compensation Plan – no changes

Section 4 – Types of Other Leave

400 Family and Medical Leave (FMLA)

Page 44 – Notice of Leave

- C. 1 – 2 – Update procedure to include third party FMLA administrator.
- C. 4. – Clarify that employees must comply with their department’s call-in procedures and report their absence in a timely manner if at all possible, otherwise delays in processing leave may occur, leave may be denied, and employee may be subjected to disciplinary action, all in accordance with federal FMLA regulations.

Page 45 – Application for Leave

D. Update Application for Leave Procedure to provide detail related to the third-party FMLA administrator.

Page 47 – Failure to Return from Family Medical Leave

- I.2. – Clarify that an extension of leave is considered a personal leave of absence and not FMLA leave.
 - Also update formatting from
- I.2.d. – Change Assistant Parish Attorney to Parish Attorney. Add “or their designees”
- I.2.e. – Add that COBRA continuation of health benefits will be offered should an employee exhaust their FMLA entitlement and is in an unpaid status.

401 Military Leave – no changes

402 Other Leave – no changes

403 Workers’ Compensation

Page 53 – C. Update process for reporting injuries to new procedure which is a paperless process.

Section 5 – Personnel Policies

500 Code of Conduct

Page 57 – G. Prohibited Political Activities – Addition which specifies that employees are ineligible to contribute to the campaign funds or take part in a campaign of any candidate for Caddo Parish Commission. (Reference Ord. No. 4096, 2-20-2003)

501 Code of Governmental Ethics – no changes

502 Grievance Policy – no changes

503 Harassment and Discrimination

E. Training and Education

Page 68 – E. 1. Add annual training requirements

504 Substance and Alcohol Abuse – no changes

505 Discipline and Termination

Page 76 – A. Types of Disciplinary Action – Non-Punitive - Clarify the progressive disciplinary system in place which allows for verbal warnings, written warnings, and performance improvement plans.

506 Information Technology Acceptable Use – no changes

507 Vehicle Use

Page 90 – I. Vehicle Accidents

- Remove paragraph “J. Accident Report Form” to remove requirement of preparing manual accident reports as the process is now automated.
- Remove unnecessary paragraph “K. Accidents” and continue numbering from previous list.

Page 91 - J. Accident Reporting – Add to define steps required in reporting a vehicle accident as it relates to reporting claims to the third-party claims administrator. Paper reports are no longer required.

508 Restricted Duty Program – no changes

509 Accident Review Board – no changes

510 Media Policy

Page 94 - Incorporate existing guidelines into the personnel policy manual

511 Social Media Policy

Page 97 - Incorporate existing guidelines into the personnel policy manual