

MINUTES OF THE MEETING OF THE  
CADDO PARISH COMMISSION'S  
PERSONNEL POLICIES & PROCEDURES COMMITTEE  
HELD ON THE 23RD DAY OF SEPTEMBER, 2021

The Caddo Parish Commission met in a Personnel Policies & Procedures Committee Meeting, on the above date, at 2:00 p.m., via Zoom teleconference, with Mr. Hopkins, Chairperson, presiding, and the following members in attendance constituting a quorum: Commissioners Chavez, Hopkins, Jackson, and Johnson (4). ABSENT: Commissioner Chavez (1).

Mr. Johnson gave the invocation, and Mr. Jackson led the Commission in the Pledge of Allegiance.

**CERTIFICATE OF TELECONFERENCE**

WHEREAS, the Governor of the State of Louisiana has declared a statewide Public Health emergency, inclusive of Caddo Parish, in Proclamation Number 25 JBE 2020;

WHEREAS, the Governor, has further extended that declaration via Proclamations Number 158JBE 2020 and Number 159 JBE 2020; and

WHEREAS, R.S. 42:17.1 allows members of political subdivisions to participate in its meeting electronically under certain limited circumstances.

THEREFORE, in accordance with the provisions of R.S. 42:17.1, the presiding officer of the Caddo Parish Commission hereby certifies that this meeting is to address matters that are:

- (a) directly related to the public Commission's response to the Coronavirus Pandemic and are critical to the health, safety, or welfare of the public.
- (b) that if they are delayed will cause curtailment of vital public services or severe economic dislocation and hardship.
- (c) critical to continuation of the business of the Commission and that are not able to be postponed to a meeting held in accordance with the other provisions of Open Meetings Law due to a legal requirement or other deadline that cannot be postponed or delayed by the public body.
- (d) critical or time-sensitive and have been determined by the undersigned should not be delayed;\*

\* Consideration of matters under Paragraph (d) will initially require a two-thirds vote of those members present. (This does not affect the vote necessary for adoption or any motion).

Date: September 22, 2021

/s/Todd Hopkins  
Chair

**NEW BUSINESS**

- The Committee moved onto the first item under New Business: *Proposed revisions to the Caddo Parish Classified Personnel Policies, Rules, & Regulations.*

Mrs. McGee said that the following updates are throughout the document: change Department of Finance & Human Resources Department to Department of Human Resources; change Director of Finance & Human Resources to Director of Human Resources; and change Department Head to Department Director.

She then explained the other changes that were made in the document:

**Section 1—Administrative Policies, Section 101—Definitions**

H. Immediate Family—clarifies relationships

P. Probationary Period

- Add "An employee may not apply for other job opportunities while on their probationary period unless authorized by the Parish Administrator."

Section 2—Employment Policies, Section 201—Compensation

## B. Promotions & 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 the budget parameters.
- Remove “to the closest matching salary on the new grade”.

## 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.

## 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.

## **Section 2—Employment Policies, Section 203—Performance & Evaluation**

### 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 31<sup>st</sup>.

### B. Six-Month Performance Evaluation

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

### C. Mid-Year Performance Evaluation

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

### D. Performance Feedback

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

## **Section 2—Employment Policies, Section 204—Resignation & Termination**

### 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.”

## **Section 2—Employment Policies, Section 206—Residency**

- 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.

## **Section 3—Benefits, Section 300—Medical Benefits & Group Life Insurance**

#### 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.

#### **Section 3—Benefits, Section 301—Sick Leave**

- Remove limit on how much an employee can accrue and use during active employment. The original limitation implemented in 2018 proved detrimental to employee morale.
- B. Sick Leave Accrual Limit—remove accrual limit
- C. Correct Spelling error
- 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 received donated tie during the current year, but then must donate an additional 8 hours before 12/31 to be eligible to receive donated sick leave the during the following year.
  - 3.1. Remove “up to 200 additional hours may be granted...” this provision is only for new employees as defined in Paragraph 5
- 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—Employee 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.
  - 10. Termination of Employment—reiterate that sick leave balance will not be paid out to terminating employees.

#### **Section 3—Benefits, Section 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.
- B. Vacation Accrual Limit—Remove accrual limit
- C. Other Vacation Leave Details
  - 11. Vacation Leave Conversion—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 th 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.
  - 12. Vacation Leave Pay Out—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.

### **Section 3—Benefits, Section 303—Holiday Policy**

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

### **Section 3—Benefits, Section 306—Cafeteria Plan, 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
- 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.

### **Section 3—Benefits, Section 400—Family & Medical Leave (FMLA)**

#### **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.

#### **Application for Leave**

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

#### **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.
- 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.

### **Section 5—Personnel Policies, Section 500—Code of Conduct**

- 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.

### **Section 5—Personnel Policies, Section 503—Harassment & Discrimination**

- E.1. Add annual training requirements

### **Section 5—Personnel Policies, Section 505—Discipline & Termination**

- 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.

### **Section 5—Personnel Policies, Section 507—Vehicle Use**

- 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.

- 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.

**Section 5—Personnel Policies, Section 510—Media Policy**

- Incorporate existing guidelines into the personnel policy manual.

**Section 5—Personnel Policies, Section 511—Social Media Policy**

- Incorporate existing guidelines into the personnel policy manual.

Mr. Burrell talked about health and safety situations. He wanted to know if they were mentioned in this policy. Mrs. McGee explained that the Telecommuting policy was put in place so that employees would adhere to their normal work schedule when they are working from home. He suggested adding something specifically mentioning health and safety situations.

Mr. Burrell also wanted to know how is residency defined. Attorney Frazier explained that

Mr. Johnson mentioned that there was an ordinance regarding a residency requirement for department heads. Mrs. Bryant said that used to be the policy, but it was rescinded to only cover the Parish Administrator, Assistant Parish Administrator, Commission Clerk, and Parish Attorney. Mr. Johnson would like to see department heads added to the policy. Attorney Frazier said that it would need to be done via an ordinance to the full body.

Mr. Burrell referenced when he worked as a City Councilmember, and the department heads did not live in the city limits. He said that many of them did not have loyalty to the City.

Mr. Hopkins pointed out that if the Parish of Caddo only hired Caddo residents, then the pool of employees is smaller.

Mr. Jackson wanted to know if Department Heads have take-home cars. Mrs. Bryant said that some have take-home cars, but not most of them.

It was **moved by Mr. Johnson**, seconded by Mr. Burrell, *to amend Paragraph A in Section 2—Employment Policies, Section 206—Residency to include Department Heads.*

Mrs. Bryant wanted to know if the current department heads are grandfathered in. Mr. Johnson said that they will be.

Mr. Jackson wanted to know if there are currently department heads that live outside of Caddo Parish. Mr. Hopkins said that there are.

At this time, Mr. Johnson's motion carried, as shown by the following roll call votes: AYES: Commissioners Burrell, Jackson, and Johnson (3). NAYS: Commissioner Hopkins (1). ABSENT: Commissioner Chavez (1). ABSTAIN: None (0).

Mr. Hopkins wanted to know if donation of Sick Leave is a requirement for employees. Mrs. McGee said that it is strictly voluntary.

**Amendment by Mr. Jackson**, seconded by Mr. Burrell, *to include the federal elections as a Parish holiday.*

Mr. Jackson explained that there is a national movement to make Election Day as a federal holiday to allow people to get to the polls and vote.

At this time, Mr. Jackson's motion carried, as shown by the following roll call votes: AYES: Commissioners Burrell, Hopkins, Jackson, and Johnson (4). NAYS: None (0). ABSENT: Commissioner Chavez (1). ABSTAIN: None (0).

It was **moved by Mr. Johnson**, seconded by Mr. Burrell, *for the employees to have the option to take President's Day or a floating holiday.*

Mr. Johnson explained that the employees could choose to take either President's Day or New Year's Eve or Christmas Eve or any other floating holiday as a holiday.

Mr. Jackson pointed out that if the employees choose, the Parish technically cannot shut down. He said that Administration would need to know ahead of time for planning purposes. Mrs. Bryant agreed and said logistically, it would be difficult. She also explained that Administration normally asks for Christmas Eve and New Year's Eve for holidays because the State normally has those days off, as well as other agencies, such as the District Attorney's Office, Clerk of Court, etc., are off.

**Amendment by Mr. Johnson**, seconded by Mr. Burrell, *to include Other Official Holidays as Parish Holidays.*

Mr. Hopkins said that Caddo Parish employees have more holidays than any other organization.

At this time, Mr. Johnson's motion carried, as shown by the following roll call votes: AYES: Commissioners Burrell, Jackson, and Johnson (3). NAYS: Commissioner Hopkins (1). ABSENT: Commissioner Chavez (1). ABSTAIN: None (0).

It was **moved by Mr. Burrell**, seconded by Mr. Jackson, *to include health and safety under Telecommuting. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Burrell, Hopkins, Jackson, and Johnson (4). NAYS: None (0). ABSENT: Commissioner Chavez (1). ABSTAIN: None (0).

It was **moved by Mr. Hopkins**, seconded by Mr. Jackson, *to recommend to the full body the revisions to the Caddo Parish Classified Personnel Policies, Rules, & Regulations. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Burrell, Hopkins, Jackson, and Johnson (4). NAYS: None (0). ABSENT: Commissioner Chavez (1). ABSTAIN: None (0).

- *Discussion on updates to the By-Laws.*

Mr. Hopkins said that the updates to the By-Laws are not finished just yet, but will be forthcoming.

There being no further business, the Committee adjourned at 3:00 p.m.

  
Assistant Commission Clerk