

CIVIL SERVICE RULES

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RULE 1 - AUTHORITY AND PURPOSE

1.01 RULES PRESCRIBED

In accordance with the provisions of the laws of the Home Rule Charter of the City of Slidell, the Civil Service Board of the City of Slidell hereby adopts the following rules and regulations for carrying out the purposes of state and local laws. These rules shall have the force and effect of law.

1.02 PURPOSE

These Rules are prescribed for the purpose of carrying out the provisions of the law including but not limited to the provisions of Ordinance 2900, assuring the continuance of the civil service system, promoting efficiency in the dispatch of public business, selecting and promoting employees on the basis of merit, and assuring fair and impartial treatment for all classified civil service employees.

1.03 EMPLOYMENT PRACTICES

No person in the classified civil service or seeking admission thereto shall be appointed, demoted, removed from eligibility, or terminated, or in any way favored or discriminated against in his/her employment or opportunity for employment because of his/her race, creed, color, religion, sex, marital status, age, national origin, or political affiliations, or because of physical or sensory disabilities. All personnel must be able to perform the essential duties of the position with or without reasonable accommodation.

1.04 SEVERABILITY

If any rule, section, paragraph, sentence, clause or phrase of these Rules is declared unconstitutional, illegal or void for any reason, such decision shall not affect the validity of the remaining portion of these Rules. The Board hereby declares that it would have prescribed and adopted these Rules and each rule, section, paragraph, sentence, clause and phrase hereof irrespective of the fact that any one or more rules, sections, paragraphs, sentences, clauses or phrases be declared unconstitutional, illegal, or void.

RULE 2 - DEFINITIONS

Unless otherwise required by the context, words used in these Rules shall be understood to have the following special meanings:

- 2.01 ACTUAL SERVICE means time under civil service appointment engaged in the performance of the duties of a position or positions including absences with pay and successfully completed probationary time.
- 2.02 ADVANCEMENT means the movement of an employee from a lower job classification to a higher job classification in a career progression. It is an increase in grade for the Police Officers, Corrections Officers and Communications Officers, as a result of meeting service and training requirements for job classifications not requiring a civil service promotional test. It is also an increase in grade for Water Treatment Operators and Inspectors by meeting experience and certification requirements. Advancement is not associated with a Promotion as defined in Rule 21.08.
- 2.03 ALLOCATE means to locate or place a position in the appropriate classification on the basis of similarity of duties and responsibilities or required qualifications.
- 2.04 ANNIVERSARY DATE means July 1. It shall be the date permanent employees receive pay increases when approved by the City Governing Authority. The Anniversary Date is July 1 regardless of Hire Date. (See also Hire Date)
- 2.05 APPLICANT means a person who has submitted a City Job Application and completes the process to apply for a position.
- 2.06 APPLICANTS FOR PROMOTION means current employees who have the required minimum qualifications (the official job description) necessary to take a promotional examination.
- 2.07 APPOINTING AUTHORITY means the Mayor or designee; the Chief of Police or designee for Police Department personnel; or the Civil Service Board for the Secretary to the Board. They have the authority to make appointments to and separations from a position under their authority. (See City Ordinance 2900)
- 2.08 APPOINTMENT - REGULAR means the tendering of an employment offer and acceptance of same by a person on an eligibility list, on a permanent basis.
- 2.09 BOARD means the Civil Service Board.
- 2.10 BREAK IN SERVICE means any interruption in continuous service, except for absences on approved leave or absences to serve in the armed forces of the United States. Reemployment and reinstatement does not make the service continuous. BUSINESS DAY means any day that City departments are open to the public and normal City business is conducted. Normal City business days

are Monday through Friday. Saturdays, Sundays, City holidays, and emergency closings declared by the Mayor are not business days.

- 2.11 CALENDAR DAYS means a continuous sequence of days including Saturdays, Sundays, holidays, and emergency closings.
- 2.12 CANDIDATE means a person who has completed a civil service examination and all of the associated requirements to be placed on an eligibility list..
- 2.13 CAUSE (See Rule 16)
- 2.14 CERTIFICATION LIST means the official list signed i.e. "certified" by the Civil Service Director. The certified list consists of the top three (3) candidates who scored the highest on Civil Service test and/or evaluation of qualifications
- 2.15 CHAIRPERSON means person duly elected to preside over the Civil Service Board.
- 2.16 CITY means the City of Slidell.
- 2.17 CLASSIFICATION means a group of positions sufficiently similar in respect of duties and responsibilities so that the same title may be applied to each position, the same qualifications may be required, and approximately the same salary range may be applied. (See Rule 6)
- 2.18 CLASSIFICATION PLAN means hierarchical list of job classes together with corresponding pay grades from lowest to highest level of value to the City. The plan includes job descriptions that include title, summary, examples of essential tasks, and minimum qualifications. (See Rule 6)
- 2.19 CLASSIFIED CIVIL SERVICE means all offices and positions in the service of the City under civil service. (See City Ordinance 2900)
- 2.20 CLOSED EXAMINATION means only classified City employees are eligible to take the civil service examination. (See Rule 8)
- 2.21 CONTINUOUS SERVICE means employment without break in service except for absences on approved leave or absences to serve in the armed forces of the United States. (See Rule 2.10)
- 2.22 DEMOTION DUE TO REALLOCATION means the reassignment of an employee from a higher to a lower classification due to a change in the minimum requirements of the job classification as a result of new state, federal or external agency regulations. (See Rule 21.09 (4))
- 2.23 DEMOTION IN LIEU OF LAYOFF means the involuntary demotion of an employee due to layoff or any forced reduction of staff associated with economic reasons (See Rule 21.09 (3).) Such demotion may be at the employee's request

with the concurrence of the appointing authority. (See Rule 17)

- 2.24 DEPARTMENT means a major, functional unit of the government of the City of Slidell. Refer to the City Organization Plan in the City Code of Ordinances.
- 2.25 DISCHARGE means termination from service "for cause". (See Rule 16)
- 2.26 ELIGIBILITY LIST means a list of names of persons who have passed a civil service examination for a specific classification. (See Rule 10)
- 2.27 EXAMINATION means the civil service process of testing the physical fitness, mental fitness and qualifications of applicants for positions in a specific classification. (See Rule 8)
- 2.28 HEARING BOARD (See Rule 5)
- 2.29 HIRE DATE means the date the employee commences employment with the City as recorded on the approved Personnel Action Form.
- 2.30 INVOLUNTARY DEMOTION means the reassignment of an employee from a higher to a lower classification "for cause" (See Rule 16 and Rule 21.09 (2).)
- 2.31 JOB CORRECTION means the movement of a job classification to a higher or lower job classification due to external market indicators or movement or a pay plan study.
- 2.32 JOB REALLOCATION means a change of minimum requirements for a job classification as a result of new state, federal laws or external agency regulations.
- 2.33 JOB RECLASSIFICATION means a substantial change to the duties and qualifications of a job classification of an existing position requested by the appointing authority.
- 2.34 LAYOFF means separation from a permanent position due to lack of funds, lack of work, or abolishment of the position. (See Rule 17)
- 2.35 LONGEVITY means time in continuous service calculated from hire date of fulltime classified service. (See Seniority at Rule 2.51)
- 2.36 MERIT PRINCIPLES (of Civil Service) means recruitment, selection, advancement, and increases for classified employees shall be made on the basis of their ability, knowledge, and skills as determined through fair and equitable personnel management methods such as civil service examinations, interviews, performance appraisals, etc.
- 2.37 NON-COMPETITIVE REEMPLOYMENT means former classified employees

who resign and are eligible for rehire may be considered for their former positions, or for other lower classification positions, with other internal applicants. Former classified employees will not be required to retest for their former positions unless the minimum requirements or civil service testing have changed since they separated employment. (See Rule 20.04)

- 2.38 OFFICIAL CITY BULLETIN BOARD is located at 2045 Second Street facing City Hall, upon which all official notices of the Board shall be posted.
- 2.39 OPEN EXAMINATION means an examination open to the public and not limited to applicants from among regular employees of the City. (See Rule 8)
- 2.40 PAY PLAN means a matrix of hourly wages showing pay grades and annual minimum and maximum pay for each pay grade. The Pay Plan also includes Seniority Incentive Pay rates. (See Rule 21)
- 2.41 PERMANENT means continuing for an indefinite period. In reference to employment status, it means the employee has successfully completed a probationary period for a specific classification.
- 2.42 PERSONNEL POLICY MANUAL means the written official policies of the City approved and adopted by the Mayor.
- 2.43 PERSONS ENTITLED TO HEARING means any employee who has attained permanent employment status with the City who has been the subject of discharge, involuntary demotion for cause, or suspension.
- 2.44 POLICE DEPARTMENT ADMINISTRATIVE AND OPERATIONAL MANUALS means the official written policies of the City Police Department approved and adopted by the Chief of Police.
- 2.45 POSITION means any group of duties and responsibilities in the classified civil service requiring the full or part-time employment of one person.
- 2.46 PREFERENCE means the candidate receives extra points added to their entrance civil service examination final score. (See Rule 8)
- 2.47 PROBATION OR PROBATIONARY means the status of an employee during a trial period following an appointment. This trial period is a working test during which an employee is required to demonstrate by performance of the duties physical fitness, and the mental fitness for the position to which the person has been certified and appointed. (See Rule 12)
- 2.48 PROBATIONER means an employee who has probationary status.
- 2.49 PROMOTION means the reassignment of an employee from a lower classification to a higher classification as a result of examination, interview, and prior performance. Such promotion usually means the assumption of substantially expanded duties and responsibilities in an existing position or a new

position.

- 2.50 PROVISIONAL means the appointment of a person to a position in the absence of an appropriate eligibility list for the classification. (See Rule 13)
- 2.51 REEMPLOYMENT means hiring former regular classified employees who separated from City civil service by resignation, except for resignation to avoid disciplinary action.
- 2.52 REINSTATEMENT means mandatory reappointment to a position in a classification in which status was formerly held after a break in service due to layoff. (See Rule 17)
- 2.53 REINSTATEMENT LIST means a list of names of persons laid off from permanent positions arranged in order of their right to reinstatement. (See Rule 17)
- 2.54 SENIORITY means the total amount of continuous service in a position or positions of a specific classification. For purposes of layoff in a lower classification, seniority in such classification shall include any service in a higher classification. (See Rule 2.30)
- 2.55 SUBSTITUTE APPOINTMENT means a temporary appointment to a position during the incumbent's authorized leave of absence. (See Rule 13)
- 2.56 SUSPENSION means the temporary removal of an employee from his/her position. Suspensions may be with or without pay. (See Rule 16)
- 2.57 TEMPORARY means employment which is limited to a specified period or project. (See Rule 13)
- 2.58 TERMINATION means ending the employment relationship with the City. (See Rule 2.25)
- 2.59 TRANSFER means the change of an employee from one position to a similar position in the same classification without examination. (See Rule 17)
- 2.60 VETERAN'S CREDIT means preference in examinations based on military service of one hundred and eighty (180) calendar days or more and a discharge certificate (DD 214) under honorable conditions. (See Rule 8)
- 2.61 VOLUNTARY DEMOTION means an employee who requests a move from a higher job classification to a lower job classification.

RULE 3 -ADMINISTRATION

3.01 ELECTION OF CHAIRPERSON

At the first regular meeting in January of each year, the Board shall elect one of its members to serve as Chairperson. The Chairperson shall serve for a term of one year or until a successor is duly elected and qualified. The Chairperson may not serve for two (2) consecutive terms.

3.02 DUTIES OF THE CHAIRPERSON

The Chairperson shall preside at all meetings of the Board and act as spokesperson for the Board.

3.03 VICE CHAIRPERSON

At the first regular meeting in January of each year, the Board shall elect one of its members to serve as Vice Chairperson. The Vice Chairperson shall serve for a term of one year or until a successor is duly elected and qualified. The Vice Chairperson may not serve for two (2) consecutive terms. The Vice Chairperson shall act as chairperson during the absence of the chairperson.

3.04 SECRETARY TO THE BOARD, CIVIL SERVICE PERSONNEL DIRECTOR

The Civil Service Personnel Director shall serve as Secretary to the Board and shall be appointed by the Board, from a list of persons qualified to undertake the duties of the position. The Civil Service Personnel Director shall perform the following duties:

- 1) be responsible to the Board;
- 2) keep the minutes and other records of the Board and certify to the same when required;
- 3) administer and enforce the provisions of these Rules;
- 4) make recommendations to the Board relative to matters of policy, issues which are subject to Board actions and necessary amendments to these Rules;
- 5) report to the Board from time to time as directed concerning the details of the work to be performed;
- 6) prepare the budget for the Board, approve accounts, and generally administer the expenditure of funds appropriate for the operation of the Board;

- 7) prepare for promotion and applicant testing to include the following duties:
- a) Determine the examinations to be conducted;
 - b) Order appropriate tests from independent firms;
 - c) Prepare and post bulletins announcing examinations;
 - d) Make arrangements for the examinations and make recommendations for the appointment of such experts, special examiners and other persons as may be deemed necessary to be selected by the Civil Service Board;
 - e) Review questions relating to the eligibility of applicants, for hire and also candidates for promotion;
 - f) Grade, or have graded, all written examination papers and establish an eligibility list of successful candidates;
 - g) Prepare a complete report of each examination for submittal to the Board together with a report on all appeals from the Civil Service Personnel Director's rulings or appeals from any part of the examination;
- 8) certify in the name of the Board payrolls or accounts in accordance with law; and
- 9) perform all other functions necessary for the proper implementation of these Rules and the provisions of state and local law relating to civil service and perform such additional duties as may be assigned from time to time by the Board.

3.05 SECRETARY PRO TEMPORE

In the absence of the Secretary, the Board shall appoint a Secretary Pro Tempore to act as Secretary to the Board until the return of the Secretary.

3.06 AMENDMENTS OF RULES

The Board may amend these Rules or adopt new Rules by a majority vote of the authorized membership of the Board at any regular or special meeting of the Board. All proposed new Rules and Amendments to these rules shall be introduced in writing and be posted on the official bulletin board no less than fourteen (14) calendar days before the next Board meeting.

3.07 EFFECTIVE DATE OF RULES

All Rules and Amendments shall become effective immediately upon their adoption by the Board.

3.08 COPIES OF RULES

Within three (3) business days of adoption, a copy of all Rules or Amendments shall be sent to the Mayor, City Council, Chief of Police, City Attorney and to each department head of the City and shall be available for free public distribution. Immediately after adoption, a copy shall be maintained in the office of the Board for public inspection.

RULE 4 - MEETINGS OF THE BOARD

4.01 REGULAR MEETINGS

Regular meetings shall be held at least once each quarter. Such meetings shall be held at 7 pm on the first Wednesday of the month unless same shall be a City, State, or Federal holiday and then meetings shall be held at a time or date designated by the Board.

4.02 ADJOURNED REGULAR MEETINGS

The Board may adjourn any regular or adjourned meeting to a time, date and place specified in the order of adjournment.

4.03 SPECIAL MEETINGS

A special meeting may be ordered at any time by the Chairperson or by any two Board members by delivering written notice of the meeting to each member of the Board. Notification of said meeting, with agenda items, shall be posted on the official City bulletin board not less than twenty-four hours prior to the meeting.

4.04 PLACE OF MEETINGS

All meetings shall be held in the City Council Chambers located in City Hall unless the Board determines at a prior meeting to meet at some other place.

4.05 EMERGENCY MEETINGS

If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the Chairperson of the Board.

4.06 PUBLIC MEETINGS

All meetings of the Board shall be open and public, except as otherwise provided in these Rules and all persons shall be permitted to attend any meetings of the Board except as otherwise provided in Rule 4.07.

4.07 EXECUTIVE SESSIONS

An executive session is limited to matters allowed to be exempted from discussion at open meetings by Louisiana Revised Statute. 42:6.1.

4.08 RULES OF ORDER

Except as otherwise provided herein, Robert's Rules of Order - Newly Revised, shall guide the Board in its proceedings.

4.09 QUORUM

Three members of the Board shall constitute a quorum, and the concurring votes of the entire quorum or a majority of the authorized membership of the Board shall be required for any action.

4.10 REQUEST TO THE BOARD

Requests to the Board shall be in writing. The substance of each request shall be noted in the minutes.

4.11 MINUTES

The Secretary to the Board or the Secretary Pro Tempore shall record in the minutes the time and place of each meeting, the names of the Board members present, all official acts of the Board, and the votes of the Board members. When requested, a Board member's dissent or approval with reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof, certified by the Secretary or the Secretary Pro Tempore, shall be open to public inspection.

4.12 AGENDA FORMAT

CIVIL SERVICE BOARD

MEETING AGENDA

Date

Time

City Council Chambers

-
1. Meeting Called to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Administrative Comments and Reports, CSP Director
 5. Approval of Minutes
 6. Regular Agenda
 7. Adjourn

Note: A consent calendar section may be used when two (2) or more items are scheduled for a vote.

RULE 5 - HEARINGS

5.01 RIGHT TO A HEARING

Any person entitled to a hearing before the Board under these Rules may petition for a hearing before the Board. Action to address the petition for a hearing must begin within sixty (60) calendar days starting from the day written notification is received by the Secretary to the Board.

5.02 PETITION FOR HEARING

Such petition shall be in writing, signed by the petitioner, giving the mailing address, the ruling from which the petitioner appeals, and in plain language and in detail the facts and the reasons upon which the petition is based. A hearing may be denied if the petition fails to state specific facts and reasons or if, in the opinion of the Board, the facts or reasons stated would not entitle the petitioner to any relief. Such denial shall be without prejudice to the filing of an amended petition if the time for requesting a hearing has not expired.

5.03 TIME WITHIN WHICH PETITIONS MUST BE FILED

Unless otherwise provided in these Rules, a petition for hearing before the Board must be filed within the following time limits:

- 1) in the case of a discharge, involuntary demotion for cause, or suspension matter, ten (10) calendar days after sending notice of discharge, involuntary demotion for cause or suspension.
- 2) in the case of a civil service examination, ten (10) calendar days after notification by the Civil Service Personnel Director of his decision; or ten (10) calendar days after the CSB receives the report of examinations. (See Rule 8.12)

5.04 NOTICE

The Board shall set the matter for hearing and shall give the petitioner at least five (5) business days notice in writing of the date and place of such hearing. Similar notice shall be given to the appointing authority.

5.05 RIGHTS OF PETITIONER

When a hearing is granted, the petitioner shall attend, and shall be entitled to:

- 1) be represented by counsel at such hearings;

- 2) testify under oath;
- 3) subpoena witnesses to testify;
- 4) cross-examines all witnesses appearing against the petitioner;
- 5) impeaches any witness before the hearing board;
- 6) presents such affidavits, exhibits and other evidence as the Board deems pertinent to the inquiry;
- 7) argues the case.

The appointing authority shall be entitled to the same rights.

5.06 FAILURE OF PETITIONER TO APPEAR

In all hearings on the petition of an employee, the failure of the petitioning employee to appear in person with or without counsel, at the time and place set for hearing shall be deemed a withdrawal of the petition and consent to the action taken by the appointing authority, unless the Board grants a continuance upon good reason shown.

5.07 REQUESTS FOR CONTINUANCE

Requests for continuance shall be in writing, shall specify the reasons therefore except in extraordinary circumstances; and shall be submitted to the Board no later than five (5) business days prior to the scheduled hearing date.

5.08 PRE-HEARING MOTIONS

This appointing authority and the petitioner shall have the right to submit motions prior to the hearing. Such motions shall deal with preliminary or threshold issues which should be decided prior to the hearing. The Board may hear evidence on any motion. Decisions on motions may be determined by written input from Board members. If the majority of the Board submits written statements either granting or denying a motion the Secretary to the Board shall notify the appointing authority and the petitioner of the decision. The Board shall ratify the decision at its next meeting.

5.09 EVIDENCE

The Civil Service Board may conduct investigations, as contained in the rules, and take action on complaints by or against any classified employees. For that purpose the board may subpoena witnesses, administer oaths, take evidence and require the production of evidence. Hearings shall be informal and need not be conducted according to technical

rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any statutory rule, which might make improper the admission of such evidence over objection in civil actions. The rules of privilege and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

5.10 PREPARING AND SERVING SUBPOENAS

The Board Secretary shall prepare and serve subpoenas and subpoenas duces tecum at the direction of the Board. No subpoena will be issued unless a written request for issuance of subpoenas is received in the office of the Director of Civil Service no later than fifteen (15) calendar days before the date fixed for the hearing. The request for subpoenas shall contain the names of the witnesses, the street addresses at which the witness can be served, and a brief statement of what is intended to be proved by each witness.

5.11 METHOD OF SERVICE OF SUBPOENA

Service of subpoenas shall be made by the Marshall of Slidell City Court and said service may be by personal service or domiciliary service. In the event that the person to be served resides outside of the jurisdiction of the Slidell City Court, then the Secretary may employ the services of the Sheriff of the particular parish/county in which the individual may reside.

5.12 SUBPOENA RETURN

The Secretary of the Board shall prepare a return showing personal or domiciliary service and showing the date, time, and place of service by the Marshall or Sheriff.

5.13 FAILURE TO OBEY SUBPOENA

Anyone guilty of the willful failure or refusal to obey a subpoena or request for evidence under the terms of this Article shall be subject to a citation for contempt, a misdemeanor, punishable by a fine not to exceed \$500.00 or sixty (60) days in jail or both. Said decision shall be made by a majority of its authorized membership who may enforce such action against such person in the Slidell City Court..

5.14 CONTEMPT

Anyone guilty of willful failure or refusal to testify or to answer a question under oath shall be subject to a citation for contempt, punishable by a fine not to exceed \$500.00

(five hundred) or sixty (60) days in jail or both, provided, however, that no one shall be required to incriminate himself. A majority of the authorized membership shall be required to vote in favor of finding the individual guilty of contempt as set out herein above.

5.15 EMPLOYEES SUBPOENAED AS WITNESSES IN APPEALS HEARINGS

Non-exempt employees who are subpoenaed to appear before the Board, , outside of their normal work hours will be paid a sum of thirty dollars (\$30) for each day that they are required to appear. This fee shall not be paid to any employee who is on duty and working for the city during the hours that they are required to appear before the Board.

5.16 SEQUESTRATION

The appointing authority, petitioner, or the Board may request that witnesses be sequestered.

5.17 TESTIMONY OF PETITIONER

In all hearings, the petitioner shall be allowed to testify and may be cross-examined as to any matter relevant to the hearing.

5.18 BURDEN OF PROOF

The appointing authority shall have the burden of proving cause in cases of discharge, involuntary demotion for cause, or suspension.

5.19 FINDINGS AND DECISION

Formal written findings of fact shall be required. The Board shall issue its written decision no later than ten (10) business days after the hearing and shall enter the same in its minutes. Unless the decision provides otherwise, it shall be effective immediately. Notice of the decision shall be mailed promptly to the petitioner and to the appointing authority. Except for the correction of clerical errors, such decision shall be final and conclusive.

5.20 REPORTS OF HEARINGS

A stenographic reporter shall record all hearings.

5.21 APPEAL RIGHTS

The appointing authority and/or the petitioner shall have the right to appeal the decision of the Board. The appeal shall lie direct to the Twenty Second Judicial District Court for the Parish of St. Tammany.

5.22 APPEAL PROCEDURES

The appellant shall, within thirty (30) calendar days of the mailing of the notice of the decision, file a written notice of appeal with the Board. The Secretary to the Board shall then prepare and submit to the appellant an estimated cost of preparing a certified transcript of the entire hearing record. Within fifteen (15) calendar days of submission of the estimated cost the appellant shall pay such estimated cost and file the appeal with the court. Upon such payment the Secretary to the Board shall prepare a complete transcript of the hearing record and file same with the court.

RULE 6 - CLASSIFICATION

6.01 CLASSIFICATION PLAN

See Job Classification Hierarchy Addendum 2.

It is the responsibility of the Civil Service Personnel Director, coordinated with the Department Director, to prepare new classification specifications and update existing classification specifications. All such classification specifications shall be subject to the approval of the Civil Service Board Chair, the Mayor, the Chief of Police, or their respective designee.

Classification specifications, also known as job descriptions, shall be prepared and maintained by the Civil Service Personnel Director for all classifications in civil service. Such specifications, or true copies thereof, shall be open to public inspection and available for free public distribution. Each such job specification shall describe the classification generally, distinguish it from other classifications, and give examples of typical duties assigned to positions in the classification. It shall also contain a statement of those minimum requirements not otherwise provided in these Rules for applicants for positions in the classification. Any material changes in classification specifications shall be sent to the Civil Service Board and to the incumbent(s) of that job classification, if any.

6.02 REVIEW OF ALL CLASSIFICATION SPECIFICATIONS

In conjunction with the annual review of the pay matrix, the Civil Service Personnel Director shall review job specifications to determine if there is a need for revision of classifications based on external market indicators as determined by the compensation survey or as recommended by the compensation consulting company. The Civil Service Personnel Director in coordination with the Department Director, the Mayor, the Chief of Police or their designee may request changes to the classifications in conjunction with the recommended changes to the Pay Matrix.

Whenever, in the opinion of the Department Director, the necessity arises to create a new specification, revise or abolish an existing specification, or initiate a review of a job hierarchy, a written request shall be made to the Director of Civil Service Personnel. The Director of Civil Service Personnel shall perform a job analysis. If the job analysis supports the action requested by the Department Director, then the Director of Civil Service Personnel shall present the reclassification request to the Civil Service Board for ratification. If the job analysis does not support the action requested then the Director of Civil Service Personnel shall determine the reclassification request closed and the Department Director shall not request a review of that classification for a period of one year.

6.03 REVIEW OF CLASSIFICATION ACTION

- 1) If the Appointing Authority or any employee is affected by any classification action, he or she may request the Director of Civil Service Personnel to review such action. Such request shall be made in writing within thirty (30) calendar days of notification of such action.
- 2) After notification of the results of such review, the employee or Appointing Authority so affected may request a review by the Board. Such request shall be made in writing no later than ten (10) calendar days after date of notification of results of review.

6.04 EFFECT OF CLASSIFICATION CHANGES ON INCUMBENT

- 1) When a Job Reallocation occurs from one classification to a higher classification, the incumbent shall continue in the position for a reasonable adjustment period approved by the Appointing Authority but no more than eighteen (18) months (see Rule 21.06 (2), in concurrence with the Director of Civil Service Personnel, to gain eligibility for the reallocated position.
- 2) When a Job Reallocation occurs to a lower classification, the incumbent may choose to accept a demotion due to reallocation, (see Rule 21.09 (4),) in the lower classification.
- 3) When the title of a classification is changed without a change in duties or responsibilities, the incumbent shall have the same status in the re-titled classification as held in the former classification.

RULE 7 -APPLICATIONS AND APPLICANTS

7.01 QUALIFICATIONS OF APPLICANTS

In order to apply for examination, at the time of filing applications:

- 1) An applicant must be eligible to work in the United States, be able to read and write the English language, and pass an examination of basic math skills, if required.
- 2) An applicant must be eighteen (18) years of age to apply for a position with the City (except seasonal workers) and twenty (20) years of age to be admitted to an entrance examination for Police Officer.
- 3) An applicant must file a completed job application form fully, truthfully, and accurately providing all information required. A certification as to the truthfulness and completeness of the information contained in the application and the applicant's signature shall be required on each application.
- 4) An applicant must provide proof of the following:
 - 5) High school diploma/GED certificate, college diploma or transcript;
 - 6) Service discharge document (if claiming veteran's credit); and
 - 7) Proof of eligibility to work in the United States.

7.02 FILING TIME FOR APPLICATION

- 1) Applications must be received at the City Civil Service Personnel office not later than 4:00 p.m. on the last day for filing as posted on the official bulletin board.
- 2) Applications shall be subject to amendment not later than 4:00 p.m. of the last day for filing. The burden of proof of meeting all requirements shall lie with the applicant.
- 3) In case of any dispute as to the time of filing, the Civil Service Personnel official time recorded on the application shall be conclusive.
- 4) The time for filing applications may be extended or reopened by the Secretary to the Board or as ordered by the Board and as the needs of the service require, provided notice is immediately posted on the official bulletin board.

7.03 NON ACCEPTANCE OF APPLICANT

The Secretary to the Board may refuse to accept an application or to examine an applicant or may withhold the name of any person from the eligibility list who:

- a) lacks any of the minimum qualifications set forth in the examination announcement; or fails to present a license, registration, certificate, diploma, or any other required credential;
- b) has not met the medical or physical requirements of the position for which appointment is sought;
- c) has made false statement(s) on the application with regard to any material fact or has practiced or has attempted to practice any deception or fraud on the application or examination to secure eligibility, or appointment or promotion;
- d) uses alcohol, marijuana, narcotics, or any other habit forming drug, liquid or preparation which may affect work performance;
- e) refuses to furnish all information required to complete the application;
- f) fails to be present for fingerprinting;
- g) fails to maintain a current address or telephone number;
- h) fails to respond to notice within the time limit to appear for interview or employment;
- i) is not selected from a certified eligibility list three times;
- j) formerly been in the City classified service in the same or any other type of employment and was removed for cause or resigned to avoid impending disciplinary action. Such rejection shall take into consideration the seriousness of the offense, the date of the offense, and the age of the applicant at the time of the offense;
- k) has used or attempted to use any political pressure to further eligibility or appointment or promotion;
- l) was convicted of a felony, or admitted to criminal activity having a relationship to the position for which application is made provided that conviction of a felony shall automatically disqualify an applicant for any Police Department position. Such rejection shall take into consideration the seriousness of the offense, the date of the offense, and the age of the applicant at the time of the offense;

7.04 NOTICE OF NON ACCEPTANCE

The person against whom action is taken under Rule 7.03 shall be notified promptly of the reason(s). Verbal notice at the time of filing the application shall be sufficient except where written notice is requested. Written notice mailed, postage prepaid, to the address shown on the application shall be effective upon mailing.

7.05 APPEALS

Any person aggrieved by any ruling of the Secretary to the Board concerning an examination, their eligibility or disqualification, or the withholding of their name from certification, may appeal to the Board in writing within ten (10) calendar days after notice of such ruling.

7.06 ADMISSION TO EXAMINATION PENDING APPEAL

The Secretary to the Board shall admit to the examination any individual whose application was not accepted, pending final disposition of the appeal; such admission to be without prejudice.

7.07 APPLICATIONS NOT RETURNED

All applications, when completed and filed, become the property of the City and thereafter may not be returned to the applicant.

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RULE 8 - COMPETITIVE EXAMINATIONS

8.01 PERIODIC EXAMINING PROGRAMS

A periodic examination program may be purchased and administered to establish eligibility lists by the Secretary to the Board with notice to the Board for both entrance and promotional examinations.

8.02 NOTICE OF EXAMINATION

A written notice of each formally assembled examination shall be posted on the official bulletin board by the Secretary to the Board.

8.03 TIME AND PLACE OF EXAMINATION

Whenever applicants are required to appear for an examination, the time and place shall be designated on the official bulletin board or the applicants shall be notified in person, by mail or by telephone.

8.04 POSTPONEMENT OR CANCELLATION OF EXAMINATION

The administration of an examination or any part thereof may be postponed or canceled at any time. Notice of such postponement or cancellation shall be posted on the official bulletin board and mailed or telephoned to the applicants. In an emergency, where time does not permit such notice, an examination may be postponed or canceled or the place of examination changed by posting a notice on the official bulletin board as soon as possible and in a conspicuous location at the place and time originally set for the examination.

8.05 LATE APPLICANTS

Whenever applicants are required to assemble for a test and the examination has started, no applicant will be admitted after the designated time.

8.06 PARTS AND WEIGHTS

Each examination shall consist of one or more parts to which a raw score, rank order or percentage weight shall be assigned. All applicants will take the same standardized test and each applicant will be ranked according to the results of that standardized test with a passing grade being required for further consideration:

- 1) the qualifications and fitness of applicants shall be determined either individually or

in a group or groups by one or more of the following methods:

- a) Written Tests; (includes video portions when applicable) (Civil Service)
 - b) Physical tests of strength, stamina, agility, or dexterity; (Civil Service)
 - c) Evaluation of education, training, experience, or qualifications as shown by the application, or by other information submitted, or by the personnel record; (Civil Service)
 - d) Physical examinations including drug screen. (Civil Service)
 - e) Interviews covering general qualifications, education, training and/or experience. The purpose of these oral examinations will be to assess the attitude, and willingness to do the job of the applicant; (appointing authority)
 - f) Structured Oral Examination of knowledge or ability; (Police Department Requirement)
 - g) Psychological tests (Police department personnel only);
- 2) each portion or subtest of examination must be passed prior to proceeding to the next portion or subtest.
 - 3) the eligibility list shall be the final result of the Civil Service examination process. The rank ordering shall be the sum of points earned using the civil service examination results, experience, and other applicable factors.

8.07 MINIMALLY ACCEPTABLE CIVIL SERVICE EXAMINATION SCORES

- 1) In order to pass, a minimally acceptable score is required. The minimally acceptable score shall be determined by the Director of Civil Service prior to any examination.
- 2) Where an examination consists of two or more parts, the Director of Civil Service may set a minimally acceptable score required in any part of such examination. Any applicant who fails to attain a minimally acceptable score shall not be entitled to take the balance of the exam. The minimally acceptable score required and the part of the exam to which it is applicable shall be stated in the official bulletin or announced at the time of the examination.
- 3) The minimally acceptable score shall be based on the recommendation of the company who provided the examination. For in-house generated tests, the Director may establish the minimally acceptable score to select the top three (3) candidates.

8.08 VETERAN'S CREDIT

- a. A five (5) point credit shall be added to the applicants' final score for all persons

who served honorably for at least one hundred and eighty (180) calendar days in the armed forces of the United States.

- b. The five (5) points shall not be added unless the final score is at least equal to the minimally acceptable score determined for the examination.

A candidate shall receive a maximum credit of 5 points. Points shall not be combined with any service or training credit as outlined in Rule 8.09 and Rule 8.10

8.09 PEACE OFFICER STANDARDS & TRAINING (P.O.S.T.) CREDIT

- a) A five (5) point credit shall be added to the applicants' final score for all persons who have successfully graduated from Level 1 P.O.S.T. training for Police Officers or Level 2 P.O.S.T. training for Corrections officers as recognized by the Louisiana P.O.S.T. Council.
- b) The five (5) points shall not be added unless the final score is at least equal to the minimally acceptable score determined for the examination
- c) P.O.S.T credit shall only be awarded to an applicant if that applicant is applying for a position for which the applicant has been certified.

A candidate shall receive a maximum credit of five (5) points. Not to be combined with any service or training credit as outlined in Rule 8.08 and Rule 8.10

8.10 POLICE RESERVE OFFICER CREDIT

Reserve officers shall receive the following credits upon recommendation of the Chief of Police: three (3) points for one year of service; four (4) points for two years of service; five (5) points for three or more years of service.

A candidate may receive a maximum credit of five (5) points. Not to be combined with any service or training credit as outlined in Rule 8.08 and Rule 8.09

8.11 POSTING OF CIVIL SERVICE EXAMINATION RESULTS

After all the parts of an examination have been completed and scored, the Director of Civil Service shall post the examination results on the official bulletin board.

8.12 INSPECTION OF RATING STANDARDS AND SCORING KEY

The applicants shall be allowed ten (10) calendar days following the posting of the examination results to request the opportunity in writing to inspect the scored answer sheets which are legally available and any rating standards and scoring keys by which

the applicant has been rated. Appropriate arrangements will be made by the Director of Civil Service to comply with request.

8.13 PROTESTS AGAINST RATINGS TO THE SECRETARY TO THE BOARD

If the applicant believes an error has been made in the application of the written test scoring key, or in the rating given on any part of the examination, or that any other error has been made, the applicant may make a protest in writing stating specifically where it is believed errors have been made. Each protest shall give specific authoritative references or opinions of recognized experts where such exist. Protests may not be made after the ten (10) calendar day period following the inspection provided for in Rule 8.11. Upon receipt of a written protest or request for re-scoring or re-rating, a review of the protest shall be made by the Secretary to the Board, who shall review all such protests or requests and recommend to the Board any necessary corrections in grades and ratings.

8.14 REPORT OF EXAMINATION

After the expiration of the ten (10) calendar day period, as provided in Rule 8.11, the ten (10) calendar day period provided in Rule 8.12, and the review, as provided in Rule 8.12, the Secretary to the Board shall submit a report on each examination to the Board. The report shall include applicants' names, grades, and all protests in connection with the examination and the disposition of such protests.

8.15 APPEAL TO BOARD

Any person aggrieved may appeal to the Board from the ruling of the Secretary to the Board within ten (10) calendar days after notice of such ruling. Corrections made by the Secretary to the Board under Rule 8.12 or by the Board shall not affect any appointment made from a certification made prior to the correction.

8.16 CORRECTION OF CLERICAL ERRORS

Any clerical error may be corrected by the Secretary to the Board upon discovery at any time during the life of the eligibility list, but no such correction shall affect an appointment from a certification made prior to the corrections.

8.17 RECORD OF EXAMINATION

The Board shall preserve the following as a record of each examination for at least one year:

- a. the report of examination (as provided in Rule 8.13) containing the names and scores of all applicants on each part of the examination and in the total examination; and

- b. a summary or narrative statement of the examination showing the method of testing used or the general nature of the examination, the weights of the various parts, the time and place each part was given, the minimum scores required, if any, and the names of the examiners.

8.18 OTHER RECORDS OF EXAMINATION

All original records prepared or received in connection with any examination shall be retained for a period of at least one (1) year after the date of issue of the examination results. Such records may then be destroyed if no longer required for administrative purposes.

8.19 EXAMINATIONS TO BE IMPARTIAL

All examinations shall be fair and impartial. No person shall reveal, before the completion of an examination, any information about such examination except in the official bulletin board or by announcement to all applicants or candidates equally.

8.20 REAPPLYING AFTER FAILING EXAMINATION

Applicants who fail shall wait six (6) months before retaking the same examination. The six (6) month restriction does not apply to a candidate who takes an examination in a different job classification.

8.21 PROMOTIONAL EXAMINATION

- 1) Examinations for promotion shall be competitive among City employees who request consideration and meet minimum requirements. The Appointing Authority shall request a promotion eligibility list in writing when the Appointing Authority decides to fill a vacancy. The Civil Service Director shall provide the names of up to three (3) employee applicants in highest rank order. The Appointing Authority shall select one (1) of the employees so certified, within ten (10) business days. The Appointing Authority may reject any employee or all employees on the list only for compelling job related reasons.
- 2) Vacancies shall be available only to classified City employees and former classified employees eligible for non-competitive reemployment for three (3) business days after the job announcement. (Temporary employees are not eligible to apply during the three (3) business days.) If one or more qualified current or former classified City employees apply for the position, their qualifications shall be verified. If a City employee does not apply or qualify, the vacancy shall be opened up to the public for applications.

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RULE 9 - MEDICAL STANDARDS FOR EMPLOYMENT

9.01 MEETING THE MEDICAL STANDARDS

The Secretary to the Board shall require each candidate to meet the general medical standards of the City, as specified in these Rules.

- 1) Police Officers candidates shall meet medical standards, as prescribed by the Chief of Police, and successful completion of psychological and polygraph testing.
- 2) All other candidates under the jurisdiction of the Civil Service Board shall be required to take a complete medical examination. The examination shall include those tests necessary to determine that the applicant is physically and mentally capable of discharging the duties of the position.

9.02 REVIEW OF MEDICAL FINDINGS

Candidates who fail to meet the applicable medical standards shall not be employed.

A candidate who has failed to meet the medical standards may, within ten (10) calendar days after notification of disqualification, request a review upon presentation of written medical evidence to the appointing authority.

9.03 SPECIAL MEDICAL RE-EVALUATION

The appointing authority may require a medical or psychological reevaluation of an employee at any time. Such reevaluation shall be concerned only with the medical conditions related to the satisfactory performance of the required duties or with protecting the health, safety and welfare of the employee or the public.

9.04 PARTIALLY OR FULLY INCAPACITATED EMPLOYEES

Whenever, upon reevaluation, an employee who has previously qualified is found to be unable to perform the duties of the position satisfactorily due to a medical incapacity of a continuing nature:

- 1) The employee may submit a written request to the appointing authority for a voluntary demotion or reassignment to another vacant position for which the employee has the qualifications. The appointing authority may reassign the employee to another vacant position for which the employee is qualified, or may demote the employee to a lower level position for which the employee is qualified, subject to the employee's right to appeal, as provided in these Rules.

- 2) If there is not a suitable position in which the employee can perform satisfactorily, the appointing authority may terminate employment subject to the employee's rights of appeal, as provided in these Rules; said discharge shall be without prejudice as to reemployment should the condition improve, or the employee may request disability retirement as provided by the applicable retirement program.

Any layoff resulting from the reinstatement, demotion, or reassignment of an employee under this Rule will be in accordance with the provisions of the Rule for layoff. (See Rule 17)

RULE 10 - ELIGIBILITY LISTS

10.01 ELIGIBILITY LISTS CREATED

The Director of Civil Service shall issue eligibility lists resulting from civil service examinations, as provided for in Rule 8.06.

10.02 ORDER OF NAMES ON ELIGIBILITY LISTS

The names of applicants who achieve minimally acceptable scores shall be placed on the eligibility list for the classification in order of their grades, including veteran's and reserve officer credits. (See Rule 8)

10.03 TIE SCORES

Whenever two or more applicants in an examination have the same final grade, priority shall be determined by highest grade on the written part of the examination.

10.04 DISCLOSURE OF NAMES OR PERSONS ON ELIGIBILITY LISTS

The eligibility list, including the names of all those who achieve minimally acceptable scores on the examination, shall be open to public inspection. Social Security Numbers shall not be used to identify examinees.

10.05 DURATION OF ELIGIBILITY FOR APPLICANTS ON ELIGIBILITY LISTS

- 1) For positions with scheduled written examination dates an applicant's eligibility on a list will be in effect for a period of one year from the date of testing. The applicants ranking may change during the year as other applicants achieve a higher overall rating. The Director of Civil Service may extend an eligibility listing for an additional twelve month period when there are still active candidates on the list.
- 2) For positions with no written examinations, an applicant's name will be placed on an eligibility list for a position for a period of one year from the date of application. The applicants ranking may change during the year as other applicants with greater experience, training or education attain eligibility. The Director of Civil Service may extend an eligibility listing for an additional twelve month period when there are still active candidates on the list.
- 3) The Director of Civil Service may extend the period of eligibility for all applicants on a promotional list for a twelve (12) month period. Additional extensions may be requested, prior to the expiration of the promotional listing, by the Director of Civil Service to the Civil Service Board. For Promotional examinations (written or practical) as outlined in Rule 8.21, a candidate's eligibility on a list will be in effect until the

eligibility listing is exhausted or there are changes to the examination requirements that require retesting. An applicant's ranking may change during the duration of the eligibility list as other candidates achieve higher overall ratings. A candidate on the list may stand on their Promotional exam scores or may request to test to improve their score, however, if they retest and achieve a lower score, that will become their new score and it will affect their overall ranking. For Promotional examinations with multiple parts the candidates' eligibility ranking is comprised of the scoring of all parts of the examination, therefore, if they wish to achieve a better overall score then they must retake all of the parts of the promotional process. Promotional exams will be given annually for Police Officers.

10.06 SUSPENSION OF ELIGIBILITY LISTS

The Director of Civil Service may suspend an eligibility list for the following reasons.

- 1) The qualification standards for the position for which the list was created have changed.
- 2) A high percentage of applicants on the list are unavailable for hire.
- 3) When an emergency exists as defined in Rule 13.02.
- 4) When, in concurrence with an appointing authority, those on the eligibility list are determined to be less qualified than an internal applicant or a former classified employee requesting non-competitive reemployment.

10.07 REASONS TO WITHHOLD OR REMOVE APPLICANTS FROM AN ELIGIBILITY LIST INCLUDING A CERTIFIED LIST

The name of any applicant may be removed from an eligibility list for any of the reasons in Rule 7.03, or if the applicant:

- a) submits a written request that his/her name be removed;
- b) fails to present a license, registration, certificate, diploma, or any credential required the name of any such applicant may be restored to the certified list when the particular requirement has been met (See Rule 2.15);
- c) has in any manner secured confidential information concerning such examination which might give an unfair advantage over other applicants in the examination;
- d) fails to be present for or fails the appropriate medical examination;
- e) uses alcohol, marijuana, narcotics, or any other habit forming drug, liquid, or preparation to the extent that the use interferes with the efficiency, physical

fitness or precludes the employee from performing the duties of the position;

- f) fails to be present for fingerprinting;
- g) fails to pass the physical fitness tests (Police Department only);
- h) refuses to execute any oath, as prescribed by law;
- i) willfully makes any false statement, certification, mark, grading, or report in regard to any examination for appointment or promotion;
- j) fails to pass the polygraph examination for positions in the Police Department;
- k) fails to pass a pre-employment interview, Structured Oral Interview (Police only) or background investigation;
- l) expresses unwillingness or inability to accept appointment or refuses offer of an appointment without adequate explanation;
- m) fails to maintain a record of a current address with the Board as evidenced by the return of a properly addressed, unclaimed letter, or other evidence;
- n) fails to respond to verbal notice within the time limit to appear for employment or promotional interview;
- o) fails to respond within ten (10) calendar days after the certified mailing of written inquiry regarding availability for permanent employment or request to appear for interview regarding such employment;
- p) fails to be present for duty at the time agreed upon after having accepted an appointment;
- q) is not appointed from an eligibility list after certification three times;
- r) declines permanent appointment, provided however, that the number one (1) applicant on any eligibility list shall have the right to waive a promotional appointment; the waiver of such appointment shall not affect his/her status on the eligibility list except as to the appointment specifically waived. In the event of waiver by the number one (1) applicant, then the number two (2) applicant on an eligibility list shall be deemed, the number one (1) applicant;
- s) is appointed to a permanent position through a certification from an eligibility list for this classification or another classification at the same or higher salary;
- t) is not qualified to perform the duties of the classification based upon a finding by the Board;
- u) willfully violates any of the provisions of these Rules or any applicable law.

10.08 EFFECTS OF APPEALS

Pending appeal (see Rules 6, 7, and 8) shall not affect the eligibility list or an appointment made from a certified list during a pending appeal. When the appeal is terminated, the Secretary to the Board shall add the name of the appellant to the eligibility list at the appropriate place if it has been determined that the appellant is entitled to be on the eligibility list.

RULE 11 - CERTIFICATION AND APPOINTMENT

11.01 CERTIFICATION FROM ELIGIBILITY LIST

Upon the Appointing Authority's request for a certified eligibility list to fill a vacancy, the Director of Civil Service Personnel shall provide the certified names of three (3) persons with the highest scores on the appropriate eligibility list and willing to accept the position. In the absence of an appropriate eligibility list, the Appointing Authority may authorize provisional (see Rule 13) appointment for a period not to exceed four (4) months (six (6) months for Police Officers, Corrections Officers, and Communications Officers). No person shall receive more than one (1) provisional appointment or serve more than the maximum allowable time as a provisional appointee in any one (1) fiscal year.

11.02 PRIORITY LISTS

When a Reinstatement list exists for the classification in which a vacancy exists, it shall be exhausted before any certified eligibility list is used. (See Rule 17)

11.03 RESTORATION TO CERTIFICATION

When a person has been withheld from an eligibility list or from certification or has been removed from the list, that person may be restored to the original position by the Secretary to the Board or by the Board on successful appeal, but only under the following circumstances:

- 1) where the withholding or removal was because the person accepted a permanent appointment with the City and where the person is still in City service;
- 2) where the person has been separated from the position without fault or delinquency on the employee's part, and the good of the City and justice to the employee requires that the employee be restored to the eligibility list to be eligible for certification;
- 3) where the withholding or removal was because of the inability of the employee to accept appointment, or to appear for interview, and where the employee now certifies to the Secretary to the Board a willingness to accept appointment;
- 4) where the withholding or removal was for a reason stated in Rules 7.03 or 10.07 and such reason no longer exists.

11.04 EFFECT OF REMOVAL, WITHHOLDING, OR RESTORATION

The removal or withholding of a name shall automatically advance all of the names

below it on the eligibility list.

Should any person whose name is removed or withheld file an appeal, no permanent appointment shall be made from those names below the name removed while the appeal is pending, unless said appeal cannot be concluded within thirty (30) calendar days. The acceptance or refusal by a candidate of temporary appointment shall not affect his/her certification for permanent employment.

11.05 APPOINTMENT OF CANDIDATES

The Appointing Authority, shall appoint a person from among the three persons highest on the eligibility list who are willing to accept the position and are certified in accordance with these Rules, except as noted in Rule 11.02.

RULE 12 - PROBATION

12.01 PROBATIONARY PERIOD

After initial appointment from an eligibility list, an employee shall serve a complete period of probation, before appointment is complete.

12.02 LENGTH OF PROBATIONARY PERIOD

- 1) For new police officers, who have not completed Peace Officer Standards Training prior to hire the period of probation shall be equivalent to fifteen (15) months of full-time service following permanent appointment from an eligibility list; for new police officers who have completed Peace Officer Standards Training and have their certification when hired, corrections officers and communications officers the period of probation shall be twelve (12) months of full time service following permanent appointment from an eligibility list.
- 2) For all other employees, the period of probation shall be equivalent to six (6) months of full-time service following permanent appointment from an eligibility list.
- 3) Minor absences due to vacations, annual military leave, illnesses, etc., shall not be construed as interrupting the probationary period unless an absence or absences are considered to be excessive. The Secretary to the Board shall approve an appointing authority's request for an extension of the probationary period for a reasonable period depending on specific circumstances for the request. If the employee completes the probationary period and the appointing authority fails to confirm or reject the employee, such failure to act shall constitute a confirmation.
- 4) The Secretary to the Board shall notify the appointing authority in writing no less than thirty (30) calendar days prior to the end of the probationary period.

12.03 INTERRUPTION OF PROBATIONARY PERIOD

Whenever the probationary period of an employee in a position in one classification is interrupted due to appointment to a position in another classification and the employee returns to a position in the first classification, the probationary period for the first appointment shall continue until completed.

12.04 PROBATIONARY DISCHARGE OR DEMOTION

- 1) The appointing authority may discharge any probationer with or without cause.
- 2) A probationer may be demoted for inability to perform satisfactorily the duties of the position (Rule 16). The probationer may be allowed eligibility for another position in

the same classification, for which the appointing authority deems the probationer qualified.

- 3) A probationer demoted to a job classification in which the probationer had not held permanent status shall start a new probationary period.
- 4) A probationer is not entitled to a hearing before the Board under these Rules. (See Rule 5)

12.05 PROBATIONARY PROMOTION

- 1) The appointing authority may consider any probationer for promotion within any department.
- 2) Upon promotion into a new classification the probationer must complete a new probationary period in accordance with the new classification as outlined in 12.02 (1) & (2).

RULE 13-TEMPORARY APPOINTMENTS

13.01 TEMPORARY APPOINTMENTS

A person may be employed in a temporary position only for the duration of the temporary work. If the position is made permanent, it must be filled by appointment on a permanent basis in accordance with Rule 11. A person given a temporary appointment may not be transferred or changed to any other position except on a temporary basis and shall never attain permanent classified status from such appointment. Such temporary employment may continue only so long as the facts justifying a temporary appointment exist. A temporary employee may not serve in a position or combination of different positions for more than one (1) year without the approval of the CSP Director. (See Rule 2.57)

13.02 PROVISIONAL APPOINTMENTS

A provisional appointment without civil service examination may be made when there is no appropriate eligibility list or persons on the list are not available or cannot be contacted and when the Appointing Authority certifies and supports with adequate facts that an emergency exists. Such provisional appointment must be approved by the Director of Civil Service Personnel and the provisional appointee must meet the requirements. Such appointment may continue only until such time as the position can be filled from an eligibility list. A person shall not receive more than one provisional appointment or serve more than four (4) months as a provisional appointee (six (6) months for Police Officers, Corrections Officers, and Communications Officers) in any one (1) fiscal year. (See Rule 2.50)

An emergency exists when:

- 1) life, health or property is in jeopardy; or
- 2) the immediate employment of a currently available applicant is imperative because of extreme recruitment difficulties; or
- 3) the work program of the department will be impaired if the position is left vacant and the work cannot be deferred or reassigned; or
- 4) a vacancy will result in failure to perform legally required functions or to meet deadlines imposed by law.

13.03 SUBSTITUTE APPOINTMENT

The Appointing Authority may make a substitute appointment to any position when a permanent employee is on an authorized leave of absence. During the substitute

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appointment, the employee shall hold the classification title and rate of pay for the classification and position so occupied. (See Rule 21.)

RULE 14 – ASSIGNMENTS AND TRANSFERS

14.01 ASSIGNMENTS

The initial assignment of a certified candidate to a position or the transfer from one position to another position within the job classification is a matter of departmental administration, except as provided in Rule 16. Transfers shall not be used in lieu of proper disciplinary procedures. Upon submission of clear and convincing evidence by an employee that an involuntary transfer has been made for punitive purposes or for purposes unrelated to sound managerial practices, the employee may request a hearing before the Civil Service Board. The Board shall have sole discretion in granting a hearing. If a hearing is granted, and after receiving evidence presented:

- 1) the Board may affirm the transfer; or
- 2) the Board may order immediate reinstatement of the employee to the employee's former position if the Board finds the transfer was not made on the basis of sound managerial practices.

The findings of the Civil Service Board shall be certified in writing to the appointing authority and shall be forthwith enforced by said appointing authority.

RULE 15 - LEAVES OF ABSENCE

15.01 LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay from regular duties for the purpose of recovering from a prolonged illness, an injury, pregnancy, child bearing, education, training or any other reason approved by the appointing authority may be granted by the appointing authority pursuant to policies adopted by the City.

15.02 MILITARY LEAVES OF ABSENCE

Military leaves of absence shall be granted by the appointing authority in accordance with provisions of the laws of Federal and State and City of Slidell Ordinances and policies.

RULE 16 -DISCHARGE, INVOLUNTARY DEMOTION FOR CAUSE, SUSPENSION, OTHER DISCIPLINARY ACTIONS, AND RESIGNATIONS

16.01 CAUSES FOR DISCHARGE, INVOLUNTARY DEMOTION FOR CAUSE, SUSPENSION, AND OTHER DISCIPLINARY ACTIONS

An employee may be discharged or suspended without pay by the appointing authority or demoted or deprived of other privileges for any of the following reasons:

- a) incompetency, inefficiency or inattention to or dereliction of duty;
- b) failure to perform the duties of the position in a satisfactory manner;
- c) dishonesty, intemperance, insubordination, discourteous treatment of the public or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the employee to conduct himself properly; or any willful violation of the provisions of these Rules and City Personnel Policy;
- d) physical or emotional unfitness for the position which the employee holds;
- e) use of alcohol, marijuana, narcotics, or any other habit forming drug, liquid or preparation to such an extent that the use interferes with the efficiency or physical fitness of the employee, or which precludes the employee from properly performing the functions and duties of his/her position under Civil Service;
- f) conviction of a felony or a misdemeanor involving moral turpitude;
- g) directly or indirectly receiving or soliciting political contributions or campaigning for any party or municipal political purpose;
- h) unauthorized use of City equipment for personal business or pleasure;
- i) resigned to avoid disciplinary action while previously in the classified system;
- j) conviction of a felony or misdemeanor within the last seven years or admitted to criminal activity determined to have a direct relationship to the position for which application is made except that conviction of a felony shall automatically disqualify an applicant for any law enforcement officer position. Such rejection shall take into consideration the seriousness of the offense, how recently it occurred, and the age of the applicant at the time of the occurrence;
- k) making a false statement of any material fact on the job application;
- l) using fraud or deception to secure a job appointment or promotion;

- m) using influence or official authority to secure an appointment as a reward for political services;
- n) violation of City or department policies, procedures, or standards; or
- o) other activity which impairs the Department.

16.02 CONDITIONS OF DISCHARGE, INVOLUNTARY DEMOTION FOR CAUSE, SUSPENSION AND OTHER DISCIPLINARY ACTIONS

A permanent employee may be discharged from City service or demoted, or suspended without pay, or deprived of other privileges only after written notification, which shall reasonably notify the employee of the reasons for such action. The employee shall be allowed ten (10) calendar days from the date of being notified either personally or by written notice (See Rule 20.03) to request in writing a hearing before the Board. Such notice of disciplinary action shall state the time allowed for answer and for requesting a hearing before the Board. A copy of such notice and a copy of the reply, if any, must be filed with the Board. The appointing authority shall submit to the Board evidence showing the employee has been served with the notice of disciplinary action, either personally or by certified or registered mail addressed to the employee's last known address and the date of such service.

16.03 HEARING ON REASONS FOR DISCIPLINARY ACTION

- 1) A letter of counseling, warning and/or reprimand is not a disciplinary action subject to a Civil Service Board hearing. The employee may submit a written response to any letter of counseling, warning and /or reprimand issued to him. The response shall be submitted to the author of the letter of counseling, warning and/or reprimand and attached to each copy of the letter of counseling, warning and/or reprimand that is maintained by the City.
- 2) If the permanent employee to be discharged, involuntarily demoted for cause, or suspended so requests, the Board shall proceed with a hearing. A public hearing shall be held whenever a timely request has been filed. (See Rule 5)
- 3) If an employee is transferred, and the transfer meets the criteria set forth in Rule 14.01, the Board may, at its discretion, proceed with a hearing.

16.04 CRIMINAL ACTS

Where the facts alleged in the notice of disciplinary action constitute a crime and the employee has requested a hearing within the time allowed, the employee may request a continuance for a reasonable period to determine whether a criminal charge will be filed or until after termination of the criminal case. The employee must request a

continuance before one business day prior to the hearing date.

16.05 DECISION

After receiving evidence presented in hearing on disciplinary actions:

- 1) the Board may affirm the disciplinary action;
- 2) if the Board finds the disciplinary action was not made in good faith for cause, the Board may order immediate reinstatement of the employee without any loss of pay;
- 3) the Board, in lieu of affirming the disciplinary action, may modify the disciplinary action by directing a suspension without pay for a given period, and a subsequent restoration to duty or an involuntary demotion for cause in classification and pay.

The findings of the Civil Service Board shall be certified in writing to the appointing authority and shall be forthwith enforced by said appointing authority.

16.06 DISCHARGE OF PROBATIONER

An employee who has not yet completed the first probationary period may be discharged by the appointing authority by written notice served on the employee and a copy filed with the Board.

16.07 RESIGNATIONS

Resignations shall be in writing and shall be directed to the appointing authority. A resignation shall be effective on the date designated therein and, if no date is designated, it shall be effective immediately. Once a resignation has been accepted by the appointing authority, it may be withdrawn only with the consent of the appointing authority and within ten (10) calendar days of the effective date. A resignation claimed to have been obtained by duress or fraud may be treated by the Board as a notice of discharge, provided the employee notified the Board that such resignation was not voluntary and demands a hearing within ten (10) calendar days after filing with the Secretary to the Board of a report showing such resignation. The burden of proof of such fraud or duress shall be on the employee.

16.08 CHARGES FILED BY A CITIZEN

When written charges are filed by a citizen or taxpayer of the City against any person in the classified civil service pursuant to applicable state law, the Board shall refer such charges to the appointing authority for investigation and such action as the appointing authority deems necessary. The person against whom charges are filed may file an

answer to such charges. A hearing on such charges shall not be held unless:

- 1) the appointing authority discharges, involuntarily demotes for cause, or suspends such employee for the reasons stated in the charges and the employee requests a hearing in accordance with the Rules; or
- 2) the Board finds the charges, if true, reflects negatively on the integrity of the Civil Service system; or
- 3) the Board finds the charges, if true, show serious violations of the Civil Service provisions of the law or Rules and that a public hearing is desirable to restore confidence in the Civil Service system; or
- 4) is required to secure compliance with the Civil Service provisions.

16.09 PREDISCIPLINARY HEARING - REQUIRED

An appointing authority shall provide and arrange for a Predisciplinary hearing prior to involuntary demotion for cause, suspension, or discharge of a permanent employee. The appointing authority shall give the employee three (3) business days notice of the time and date of the pre-disciplinary hearing. Following the Pre-disciplinary hearing, the appointing authority shall decide on the matter within ten (10) calendar days. Regarding suspensions, the appointing authority may suspend an employee without prior notice and without a pre-disciplinary hearing if the appointing authority believes immediate suspension is in the best interest of the City.

16.10 PREDISCIPLINARY HEARING

- 1) An employee shall be provided, in writing, with a notice of the charge and a reasonable explanation of the appointing authority's evidence. The employee shall be given an opportunity to respond to the charges, orally or in writing, as to why the appointing authority's proposed action should not be taken.
- 2) The employee may have legal counsel or other representation present.
- 3) The appointing authority's notice and explanation of its evidence shall be sufficient to apprise the employee of the basis for the proposed action. This rule, however, shall not be construed to limit the appointing authority at subsequent hearings from presenting a more detailed and complete case, including presentation of witnesses and documents not presented at the Pre-disciplinary hearing.
- 4) Should the appointing authority determine to involuntarily demote for cause, suspend, or discharge an employee following the Pre-disciplinary hearing, written notice of discipline shall be given to the employee. Such notice shall include the charges against the employee and a general statement of the evidence

surrounding the charges within five (5) calendar days. (See Rule 16.09).

- 5) On appeal, the Board shall not consider any basis for disciplinary action not previously presented to the employee.

16.11 DEMOTION

- 1) Involuntary Demotion for cause of a regular classified employee to a lower classification is a disciplinary action and must be processed pursuant to Rule 16.02. A vacant position must be available in order to demote an employee.
- 2) An employee so demoted shall lose all rights to the higher classification.
- 3) If the employee did not have previous standing in the lower classification, such demotion shall not displace any other regular employees or any probationer. The Secretary to the Board shall review the recommendations of the appointing authority as to the ability of such demoted employee to perform the duties of the lower classification and shall require the completion of a probationary period.

RULE 17 -LAYOFFS AND REINSTATEMENT LIST

17.01 LAYOFFS

The Mayor or, for Police Department personnel, the Chief of Police may lay off or demote an employee when necessary due to reorganization, lack of funds, lack of work, or abolishment of the position.

17.02 EMPLOYMENT STATUS AND ORDER OF LAYOFF

Whenever it becomes necessary to reduce the number of employees under the provisions of these rules, such reductions shall be carried out as deemed appropriate by the appointing authority, who shall give primary consideration to performance, and secondary consideration to seniority when making reduction decisions. Temporary employees and probationers shall be the first to be laid off.

17.03 LAY OFF OUT OF ORDER

The Mayor or Chief of Police may, out of necessity, lay off out of the regular order in the interest of efficient operation of the department. Any affected employee shall be given an opportunity to be heard by the Mayor, Chief of Police or the respective designee prior to the layoff.

17.04 DEMOTION IN LIEU OF LAYOFF

At the time of notification of any layoff, classified employees shall be given an opportunity to accept a demotion to the next lower classification within their division; provided, that there is a vacancy and any employee so demoted shall have their salary set in accordance with Rule 21. 09 (3) Classified employees may apply for and be considered for other lower classifications if they meet the eligibility requirements for those positions. The reinstatement list will be considered by the appointing authority before certification is made from an eligibility list. If there is no break in service than all benefits will remain the same.

17.05 TRANSFERS IN LIEU OF LAYOFF

Transfers in lieu of layoff may be made to the same job classification or a different classification within the same grade in the City upon showing that the employee is capable of satisfactorily performing the duties of the position and upon acceptance by the hiring authority. Another classified employee may not be displaced as a result of such transfer. All benefits and salary will remain the same.

17.06 PROMOTION IN LIEU OF LAYOFF

Classified employees who have been notified of layoff may apply for higher job classifications that are vacant. They will be considered if they meet the eligibility requirements for the position. They will be considered in accordance with Rule 20.04 and will be paid in accordance with Rule 21.07

17.07 REINSTATEMENT LIST

The names of persons laid off or demoted in accordance with these Rules shall be entered upon a reinstatement list in inverse order of layoff. Lists from different times for the same classification of position shall be combined into a single list for that department. Such list shall be used by the appointing authority when a vacancy arises in the same or lower classification of position before certification is made from an eligibility list. When a vacancy occurs, the appointing authority shall appoint the person highest on the reinstatement list who is available and who was laid off from a position in the department. Persons reinstated to the same classification within their department within two years will be rehired at the same rate as when they were laid off. All other benefits will be awarded in accordance with the policies in place based on the most recent hire date.

17.08 NAME REMOVED

Names of persons laid off or demoted in lieu of layoff shall be carried on a reinstatement list for two (2) years, except that the names of persons appointed to permanent positions of the same level as that from which they were laid off shall, upon such appointment, be removed from the list. Persons demoted or reinstated in a lower classification or reinstated on a temporary basis shall remain on the list for the higher classification for two (2) years.

17.09 RESTORATION TO REINSTATEMENT LIST

Any person who has been appointed to a permanent position from a reinstatement list and subsequently is separated from service without delinquency or fault on the person's part shall be restored to the reinstatement list. This restoration shall have the effect of extending the time the employee's name is carried on the reinstatement list.

RULE 18 - REPORTS REQUIRED

18.01 REPORTS FROM THE APPOINTING AUTHORITY

The appointing authority shall report within three (3) business days to the Secretary to the Board, by copy of the notice required by these rules every suspension, discharge, reinstatement, layoff, demotion, refusal or failure to accept an appointment on the part of a candidate certified for appointment.

18.02 OTHER REPORTS

The Secretary to the Board may require or request from the appointing authority or the designee other information as necessary for the proper administration of the Civil Service system.

18.03 PERFORMANCE EVALUATION

The appointing authority or designee shall evaluate the comparative efficiency and performance of each employee during the employee's probationary period following an appointment. Written standards for efficient performance of the work shall be used in the evaluation process. The Civil Service Personnel Director shall maintain such evaluations in the employee's personnel record. These evaluations shall be made available for inspection by members of the Board and the employee when requested to do so.

RULE 19 - RETIREMENT AND DISABILITY

19.01 RETIREMENT

Employees of the City who are members of the Municipal Employees Retirement System or Municipal Police Employee's Retirement System shall be subject to the provisions of those systems.

19.02 REINSTATEMENT AFTER DISABILITY RETIREMENT

The Secretary to the Board shall review any report from a retirement system showing that a former employee who is on disability retirement has regained his/her health and the extent to which he/she is employable.

- 1) Upon being satisfied that the employee is physically and mentally competent to perform the duties of the regular classification, the Secretary to the Board shall place the name on the eligibility list for an opening within the employee's former classification.
- 2) The name of an employee who is employable but not fully recovered shall be placed on the most advantageous eligibility list for an equivalent or lower classification. The employee must be competent to perform the duties of the position.
- 3) Service credit acquired previous to retirement shall be continued. Eligibility rights shall not expire as prescribed in the case of layoff.
- 4) Any placement in a classification other than that in which last employed shall not result in a promotion.
- 5) Provisions of this rule shall not apply in the event an employee is discharged from City employment and concurrently applies for and receives disability retirement.

RULE 20 - MISCELLANEOUS

20.01 COMPUTATION OF TIME

In computing any period of time prescribed or allowed by these rules or by any applicable statute, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday or a City holiday, in which event the period runs until the end of the next day which is neither a Saturday, a Sunday nor a City holiday.

20.02 REQUEST FOR EXTENSION OF DEADLINE

Any period of time prescribed by these rules may be extended by the Chairman of the Board, upon written request to the Chairman, and showing extraordinary circumstances. The request for extension of time must be filed with the Secretary to the Board's office prior to the running of the applicable time period.

20.03 EFFECTIVE DATE OF WRITTEN NOTICE

When written notice is required under these rules such notice shall be effective upon mailing with proper postage to the last known address on file in the personnel record.

20.04 REEMPLOYMENT BASED ON PRIOR SERVICE

A former regular classified employee who is eligible for rehire may request non-competitive reemployment to the position which he/she previously occupied within one (1) year from the date of separation. If the position the former employee occupied prior to his/her separation is not vacant, the former employee may, if qualified, request reemployment to a vacant position in a lower classification.

Former classified employees eligible for non-competitive reemployment who request to be considered for a position during the first five (5) days following the job posting shall be considered with all other internal applicants. Former employees who have been separated for longer than one year shall not be eligible for non-competitive reemployment. Those employees shall compete with all other eligible external candidates.

Reemployment is at the sole discretion of the Appointing Authority. Upon selection the former employee must successfully complete a pre-employment drug screen and, if required a pre-employment physical examination. If the requirements for the position have changed since the employee was separated, or new civil service testing has been instituted, then the former classified employee shall also be required to complete the new testing and meet the new requirements to be considered for the position.

Under no circumstances shall a former employee separated from the Classified Civil Service due to delinquency, misconduct or unsatisfactory performance, or to escape possible disciplinary action be eligible for non-competitive reemployment.

20.05 INVESTIGATION OF MISCONDUCT BY CIVIL SERVICE DEPARTMENT INVOLVING EMPLOYMENT PRACTICES.

Any employee participating in the Slidell Civil System who believes that he/she has been discriminated against in his/her employment by the Civil Service Department on the basis of race, religion, color, sex, age, national origin, or health factors not crucial to the job should submit a written request for review to the Civil Service Board within thirty (30) days of the act of discrimination.

The Board Chair will appoint two members chosen randomly to a Review Subcommittee to evaluate the claim of discrimination. Based on its evaluation, the Subcommittee may:

- 1) notify the Board that the claim is unwarranted; or,
- 2) notify the Board that the claim is warranted and that a hearing is in order; or,
- 3) elect to have the Board attorney evaluate the claim and report back to the Board; or,
- 4) Appoint a qualified individual to evaluate the claim and report back to the Board.

The Board Chair shall then notify the employee in writing of the results of the evaluation. If a hearing is in order, the Board Chair shall arrange for the hearing.

RULE 21 – CIVIL SERVICE PAY PLAN

21.01 ESSENTIAL ELEMENTS

The Pay Plan is the official Civil Service Rule that regulates salary compensation paid to classified employees. The Pay Rate Range (addendum 1), position titles and corresponding pay grades (addendum 2), and Seniority Incentive Pay (SIP) (addendum 3) are essential components of the Pay Plan.

21.02 COST OF LIVING ADJUSTMENTS

The Director, after consultation with the Mayor, the City Council and the Chief of Police and after conducting such research as may be necessary, shall recommend to the Board any adjustments to The Pay Plan. The pay rates for the city's classified workforce shall be established in accordance with a system that considers the difference in pay in private business, industry, city, state and federal civil service systems; federal rules, statutes, regulations and judicial decisions; turnover rates and the availability of qualified applicants. The city shall strive to follow the market as the value of jobs change.

- 1) Classified Permanent Full-time and Part-time Employees: Cost of Living Adjustment ("COLA") increases are not guaranteed. All pay increases are dependent on the availability of funding with approval of the City Council
- 2) Employees shall be paid at the appropriate hourly rate using the Pay Rate Range.
 - a) Employees may receive a COLA on July 1 of each year.
- 3) Employees who have not attained classified status by July 1 shall be granted a COLA, if one is awarded, upon attainment.

21.03 SALARY STRUCTURE ADJUSTMENTS

The Director, after conducting such research as may be necessary, shall recommend to the Board:

- 1) The structure adjustment to the pay rate range shall be determined according to movement in the local market as limited to the southern metropolitan areas of Lafayette, Baton Rouge, New Orleans and Slidell, Louisiana and Biloxi, Mississippi.
- 2) The structure adjustment shall be proposed at a minimum of every three years.

21.04 PAYMENT FOR WORK

Payment for work shall be made only after written notice by the Department Director that such payment is authorized. The CSP Director shall insure payment conforms to Civil Service Rules. Payment for work shall be approved/disapproved and certified on official Personnel Action Forms.

21.05 PAY PLAN CHANGES

- 1) Proposed changes to the Pay Plan shall be submitted to the Board for consideration at a public meeting.
- 2) The Secretary to the Board shall notify the Mayor and the City Council and the public of proposed changes in accordance with the Civil Service Rules. Any changes that increase cost to the City shall be submitted to the City Council for consideration and approval before implementation.

21.06 RATES OF PAY IN THE PAY PLAN

- 1) The pay grade for each position shall consist of a range minimum and a range maximum. Except as stated in sections (2) thru (4) of this rule, candidates who meet the minimum qualifications of a position shall be hired at the range minimum. All employees shall be paid at a rate within the range for the grade to which the position is classified, except as stated in section (2) of this rule.
- 2) An Internal Training rate may be utilized when a position cannot be filled due to lack of availability of qualified candidates (i.e. lack of required certification or experience) and the position has been vacant for at least 60 days. The Department Head may choose to hire a candidate who can otherwise perform the duties of the position and train them on the job. The Internal Training rate would be $\frac{1}{2}$ (one-half) of the difference between the employee's current salary and the range minimum for the position they are selected to fill. If the employee's current salary is within the range for the new position then the Internal Training rate will be $\frac{1}{2}$ (one-half) of the promotional increase that the employee would be eligible for. The employee would be required to fully meet the minimum requirements of the position, at the appointing authorities' discretion, but no more than eighteen (18) months from the date of hire in order to remain in the position.
- 3) The External Training rate may be utilized if no qualified internal candidates or external candidates apply for vacant position and the position has been vacant for at least sixty (60) days. The Department Head may choose to hire the external candidate who fulfills most of the minimum requirements for the position and train them on the job. The External Hiring rate would be 7% (seven percent) less than the minimum salary for the position. The employee would be required to fully meet the minimum requirements of the position, at the appointing

authorities' discretion, but no more than eighteen (18) months from the date of hire in order to remain in the position.

- 4) A rate of pay for hard to fill positions or extraordinary qualifications/credentials may be determined by the Department Director, the Director of Civil Service, the Finance Director and the Mayor or Chief of Police or their designee. The rate may be set up to the midpoint for the grade provided that:
 - a. The position has been unfilled for more than sixty (60) days or
 - b. The candidate selected has superior qualifications/credentials or experience that exceeds the minimum qualifications and has been verified and documented as job related and;
 - c. The rate does not exceed that of a current employee with similar qualifications/credentials/experience.

21.07 RATE OF PAY UPON PROMOTION

- 1) When an employee is promoted to a position in a higher grade, the new rate of pay will not exceed the range maximum of the new grade and,
- 2) The new pay rate shall increase by at least 7% (seven percent) but no less than the range minimum.
- 3) An employee shall not be paid below the range minimum for the higher grade except when the employee does not meet the minimum requirements and is being paid in accordance with Rule 21.06 (2) in which case the employee will receive ½ (one-half) of the promotional increase upon accepting the position and will be paid the remaining ½ (one-half) of the increase upon successful completion of the training and achievement of the minimum qualifications.
- 4) A police department employee who is promoted to a ranked position of Lieutenant or Captain shall have their new pay rate set at the approved promotional rate within the respective grade. In no circumstances shall the promoted employee's rate of pay exceed that of an existing ranked officer in the same grade. Upon approval by the City Council the rates will be posted with each Fiscal Year Salary Matrix.

21.08 RATE OF PAY UPON ADVANCEMENT

- 1) Advancement: Employee will receive a 4% (four percent) increase to their current hourly rate and move to the next grade. In the event that the advancement increase does not fall within the range for the new grade the employee will move to the range minimum for the new grade. Note: "Advancement" as defined in this subsection, applies only to police officers, corrections, communications officers, water treatment plant operators, and building inspectors.

A former employee reemployed in a police position which is eligible for advancement will be granted Time-In-Service based on Original hire date minus the period of separation if it is less than six (6) months in length.

21.09 RATE OF PAY UPON DEMOTION

- 1) Voluntary Demotion: The procedures apply to voluntary demotions. The current hourly rate shall be reduced by 7% (seven percent). In the event an employee's hourly rate exceeds the maximum pay rate in the reduction pay grade then the rate of pay shall be set at the range maximum of the reduction pay grade. Employees who request a voluntary demotion shall not apply for a position in a higher grade for a period of twelve (12) months from the date of their demotion.
- 2) Involuntary Demotion for Cause: The procedures apply to involuntary demotions. The current hourly rate shall be reduced by 10% (ten percent). In the event an employee's hourly rate exceeds the highest pay rate in the reduction pay grade then the rate of pay shall be set at the maximum of the reduction pay grade.

An employee who is promoted and fails to perform satisfactorily in the new job class during the training period may be demoted to the job class held prior to promotion, if available and be reduced to the pay rate held prior to that promotion.

- 3) Demotion in lieu layoff: The procedures apply to involuntary demotions due to layoff or any forced reduction of staff associated with economic reasons. For employees whose current pay rate is within the reduction pay range their rate shall remain the same in the new grade unless their current rate exceeds the maximum of the range, in such event, their new rate of pay shall be set at the maximum of the range of the reduction pay grade. If the employee is eligible and selected to return to their former classification, they will return to their former rate of pay unless they have received an annual salary increase, in which case they will retain their current rate of pay.
- 4) Demotion due to reallocation: The procedures apply to reallocations that occur as a result of changes to minimum requirements of job classifications as a result of new state, federal or external agency regulations. The current hourly rate of the employee shall be reduced by 7% (seven percent). In the event an employee's hourly rate exceeds the maximum pay rate in the new pay grade then the rate of pay shall be set at the range maximum of the reduction pay grade. An employee who meets the new minimum requirements and is selected to return to their former job classification will be treated in accordance with Rule 21.07.

21.10 Reemployment or Reinstatement upon Return from Military Service

- 1) Any employee who is absent from a position of employment by reason of service in the uniformed services shall be re-employed or reinstated in accordance with Louisiana Revised Statutes 29:410 and 29:422.

21.11 RATE OF PAY UPON JOB CORRECTION, REALLOCATION, AND/OR RECLASSIFICATION

- 1) Job Market or Title Correction may occur as the result of a movement due to external market or pay plan study. New titles may be implemented or abolished. Pay grades may change either up or down but the duties that the employee has been performing have not changed.
 - a. In the event that an employees' pay rate does not fall within the new grade assignment due to a job correction the employee shall be moved to the minimum if under the pay range and to the maximum if over the pay range.
 - b. If the employee's rate of pay falls within the range minimum and maximum of the new pay range then the employee's rate of pay shall not change.
- 2) Job Reallocation may occur when any of the minimum requirements of a job change as a result of new state, federal laws or external agency requirements. Such correction may require a change of grade for the position.
 - a. Such job reallocation may involve new training or certifications in order for the employee to remain in the position and the job to which the position is corrected is in a higher grade then Rule 21.06 (2) shall be applied.
 - b. Such job reallocations may involve removing certain requirements from the job and the job to which the position is corrected is in a lower grade then Rule 21.09 (4) shall be applied.
 - c. If the job correction is to another position in the same pay grade then the affected employee's pay shall not change.
- 3) Job Reclassification may occur when the appointing authority substantially changes the duties of an existing budgeted position which is currently occupied. Reclassification may require a change to both title and pay grade for the existing position.
 - a. If the job reclassification would involve a higher grade then the employee's rate of pay shall be set in accordance with 21.07.
 - b. If the job reclassification would involve a lower pay grade then the employee's rate of pay shall be set in accordance with 21.09 (3).
 - c. If the job reclassification would be to a position in the same grade then the employee's rate of pay shall not change.

21.12 RATE OF PAY FOR SPECIAL DETAILS RESULTING FROM PROVISIONAL AND SUBSTITUTE APPOINTMENTS

- 1) In accordance with Rule 13.02 and 13.03 an employee may be assigned a special detail.
 - a. In the event that the assignment is to a position with a higher grade, or the employee is assuming the additional duties of the special detail in addition to their current position, the employee shall receive up to a 7% (seven percent) adjustment in pay but not more than the maximum of the new grade or, be adjusted to the minimum of the range for the assigned job if the special detail adjustment does not bring them to the minimum.
 - b. In the event that the assignment is to a position in the same grade, the employee's salary rate shall not change.
 - c. In the event that the assignment is to a position in a lower grade the employee's salary rate shall not change.
 - d. In the event that the special detail is for a substitute appointment then the leave of absence must be 28 days or longer.
 - e. An employee assigned a special detail shall receive all increases due them as though they were in their regularly assigned position.
 - f. Completion of the special detail shall occur when the employee on leave of absence has returned to full duty. Upon completion of the special detail an employee shall return to their authorized rate of pay in the employee's regularly assigned position.

21.13 Reemployment Based on Prior Service

- 1) A former employee reemployed under the provisions listed in Rule 20.04 shall have their rate of pay and benefits set according to the following terms:

Time Since Separation	Rate of Pay	Vacation Leave	Sick Leave	Seniority Incentive Pay
Less than 1 month	Same Rate Previously Held	Reinstated With "0" Balance; Accrual Based Upon Most Recent Hire Date	Reinstated With "0" Balance; Accrue 8 Hours per Month	Time-In-Service Based Upon Most Recent Hire Date
1 to 6 months	Same Rate Previously Held	Reinstated With "0" Balance; Accrual Based Upon Most Recent Hire Date	Reinstated With "0" Balance; Accrue 8 Hours per Month	Time-In-Service Based Upon Most Recent Hire Date
6 months – 1 year	Range minimum	Reinstated With "0" Balance; Accrual Based Upon Most Recent Hire Date	Reinstated With "0" Balance; Accrue 8 Hours per Month	Time-In-Service Based Upon Most Recent Hire Date
Over 1 year	No Right to Non-Competitive Reemployment. If Reemployed, Must Compete Through Civil Service Examination Process and Begin at Step 1; Vacation and Sick Leave Begin with "0" Balance; Accrual Rates, Seniority Incentive Pay and Time-In-Service Based Upon Most Recent Hire Date			

FY 2018

Salary Matrix

GRADE	MINIMUM	1 ST QUARTILE	MIDPOINT	3 RD QUARTILE	MAXIMUM	GRADE
4	\$8.31	\$10.39	\$12.47	\$14.55	\$16.62	4
5	\$9.33	\$11.46	\$13.76	\$16.05	\$18.34	5
6	\$9.82	\$12.28	\$14.73	\$17.19	\$19.64	6
7	\$10.41	\$12.66	\$15.50	\$18.17	\$20.83	7
8	\$11.14	\$13.73	\$16.58	\$19.45	\$22.28	8
9	\$12.68	\$14.74	\$17.85	\$20.96	\$24.07	9
10	\$13.08	\$15.83	\$19.22	\$23.11	\$26.00	10
11	\$13.70	\$17.01	\$20.70	\$24.40	\$28.09	11
12	\$14.25	\$18.21	\$22.16	\$26.12	\$30.07	12
13	\$15.25	\$19.75	\$24.25	\$28.75	\$33.25	13
14	\$16.77	\$21.48	\$26.18	\$30.88	\$36.56	14
15	\$18.44	\$23.98	\$29.51	\$35.05	\$40.57	15
16	\$20.28	\$26.37	\$32.45	\$38.54	\$44.62	16
17	\$22.93	\$29.81	\$36.69	\$43.57	\$50.45	17
18	\$25.91	\$33.69	\$41.46	\$49.23	\$57.00	18

Job Classification Hierarchy	
Job Classification Title	Grade
<i>Non-Exempt</i>	
Helper	4
Museum Assistant	4
Kennel Attendant	4
General Clerk	5
Laborer	5
Operator in Training	5
Police Clerk	5
Accounts Clerk	6
Lineman Service Technician	6
Asst. Supervisor, SCG	7
Maintenance Technician	7
Permit Tech	7
Utility Line Locator	7
Water Treatment Technician	7
Animal Control Officer	8
Communications Officer III	8
Corrections Officer III	8
Data Coordinator	8
Light Duty Equipment Operator - PW	8
Light Duty Equipment Operator - REC	8
Planning Assistant	8
Police Secretary	8
School Crossing Guard Supervisor	8
Secretary	8
Senior Accounts Clerk	8
Sr. Permit Coordinator	8
Treatment Plant Operator I	8
Vehicle Mechanic	8
Code Enforcement Officer	9
Communications Officer II	9
Corrections Peace Officer II	9
Electrician	9
Equipment Operator - PU	9
Human Resources Assistant	9
Property Maintenance Inspector	9

Job Classification Hierarchy	
Job Classification Title	Grade
<i>Non-Exempt</i>	
Training Coordinator	9
Utility Technician	9
Warehouse Specialist	9
Accounting Specialist	10
Administrative Secretary	10
Crime Scene/Evidence Technician	10
Engineering Assistant	10
Grease Trap Inspector	10
Professional Standards Manager	10
Pump Mechanic	10
Senior Vehicle Mechanic	10
Treatment Plant Operator II	10
Accountant	11
Buyer	11
Chemist	11
Communications Officer I	11
Corrections Peace Officer I	11
Horticulturist	11
Secretary to the Chief of Police	11
Senior Electrician	11
Senior Equipment Operator PU	11
Senior Equipment Operator PW	11
Treatment Plant Operator III	11
Welder/Fabricator	11
Code Enforcement Supervisor	12
Crew Chief – GM	12
Crew Chief – PU	12
Crew Chief - PW	12
Crew Chief - REC	12

Job Classification Hierarchy

Job Classification Title	Grade
<i>Non-Exempt</i>	
Facilities Maintenance Engineer	12
GIS Analyst	12
Heavy Equipment Mechanic	12
Inspector I	12
Maintenance Electrician	12
Planner	12
Police Officer 3 rd Class	12
Senior Animal Control Officer	12
Senior Treatment Plant Operator	12
Administrative Assistant	13
Engineering Field Representative	13
Inspector II	13
Intermediate Communications Supervisor	13
Legal Secretary III	13
PC Support Specialist	13
Planner II	13
Police Officer 2 nd Class	13
Sr. Facilities Maintenance Engineer	13
Tech Support Specialist	13
Admin Corrections Peace Officer	14
Chemist II	14
Cross Connection Control Specialist	14
Engineering Inspector	14
GIS Manager	14
Heavy Equipment Operator - PU	14
Heavy Equipment Operator - PW	14
Inspector III	14
Legal Assistant	14
Main Street Manager	14
Media Specialist	14
Police Officer 1 st Class	14
Public Information Officer	14
Sr. Communications Officer	14
Animal Control Supervisor	15

Job Classification Hierarchy	
Job Classification Title	Grade
Non-Exempt	
Assistant Director – Facilities Ops	15
Chief Electrician	15
Chief Operator	15
Engineer	15
Facilities Manager	15
Facilities Manager DISA	15
Planner III	15
Police Sergeant	15
Senior Buyer	15
Senior Crew Chief	15
Shop Foreman	15
Sr. Corrections Peace Officer	15
Asst. Superintendent	16
Assistant Chief Building Official	16
Police Lieutenant	17
Police Captain	18

Job Classification Hierarchy

Job Classification Title	Grade
<i>Exempt</i>	
Risk Management Specialist	13
Marketing & Special Events Coordinator	14
Grants Administrator	15
Human Resources Manager	15
Assistant Director – Parks & Recreation	15
Fleet Manager	15
Senior Accountant	15
Assistant Director – Finance	17
Assistant Director – Engineering	17
Assistant Director – Planning	17
Chief Building Official/CFM	17
Executive Officer/Administrative Assistant to Chief	17
Ops & Systems Manager	17
Purchasing Agent	17
Risk Insurance Manager	17
Superintendent	17
Assistant Director – Public Ops	18
Director of Civil Service	18
Information Systems Manager	18

Seniority Incentive Pay (SIP)

(Calculated at \$36.00 per year after 60 months of service with the City)

Years in Service	Amount
1-4	None
5	\$180
6	\$216
7	\$252
8	\$288
9	\$324
10	\$360
11	\$396
12	\$432
13	\$468
14	\$504
15	\$540
16	\$576
17	\$612
18	\$648
19	\$684
20	\$720
21	\$756
22	\$792
23	\$828
24	\$864
25	\$900
26	\$936
27	\$972
28	\$1008
29	\$1044
30 and up	\$1080