

CIVIL SERVICE RULES

RULE 1 - AUTHORITY AND PURPOSE

1.01 CIVIL SERVICE RULES PRESCRIBED

In accordance with the provisions of the laws of the Home Rule Charter of the City of Slidell, the Slidell Civil Service Board ("the Board") hereby adopts the following rules and regulations, as amended, for carrying out the purposes of applicable federal, state and local laws. These Civil Service Rules ("Rules") are binding regulations established by the Board that governs the employment terms, Appointment (hiring), Discharge (termination), and other personnel practices and conduct of the City's Classified Employees, ensuring a merit-based, politically neutral and impartial employment environment for the Classified Civil Service System. 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 applicable law including but not limited to the provisions of City Ordinance 2900 (adopted July 13, 1999), assuring the continuance of the Slidell 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. The City and Slidell Police Department retain the sole discretion to exercise managerial and executive functions of their Administration in accordance with the Rules of the Classified Civil Service System, as applicable.

1.03 EMPLOYMENT PRACTICES

No person in the Classified Civil Service System, or seeking admission thereto, shall be Appointed, Involuntarily Demoted or Transferred, removed from any Eligibility or Certification List, Terminated, or in any way favored or discriminated against in his/her employment, opportunity for employment, or compensation based on his/her race, creed, color, religion, sex (including pregnancy, childbirth and related medical conditions), sexual orientation or gender identity, marital status, age, or national origin and ancestry, or because of physical or sensory disabilities, genetic information or health factors crucial to the job, or political affiliations. All personnel must be able to perform the Essential Duties of the Position with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform Essential Duties of the Position, if accommodations can be made without causing the department "undue hardship". The City and Slidell Police Department shall establish and maintain policies and procedures to provide the City of Slidell with a structured and consistent practice of personnel management.

1.04 CIVIL SERVICE RULES STRUCTURE

As used throughout the Rules:

1. The words “shall” or “will” should be interpreted as mandatory and the word “may” as permissive.
2. References to the masculine gender should be interpreted to include the feminine gender and vice versa.
3. “Non-exempt” employees, regardless of Classified or Unclassified status, are those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.
4. Civil Service Rules refer to rules duly approved / adopted by the Slidell Civil Service Board and approved by the Slidell City Council (when prescribed in the Rules as required).
5. Civil Service Rules take precedence over City Policy, if a direct conflict should occur.
6. Unless otherwise required by the context, capitalized words / terms used in these Rules shall be understood to have the special meanings defined in Rule 2 – Definitions.

1.05 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 ACTION means a personnel transaction affecting a change to a person's employment or to a Position.
- 2.02 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.
- 2.03 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 Water Treatment Operators and Inspectors by meeting specific experience and certification requirements. Advancement is not associated with a Promotion as defined in Rule 21.07.
- 2.04 ALLOCATE means to locate or place a Position in the appropriate Classification on the basis of similarity of duties, responsibilities and/or Required Minimum Qualifications, and a designation of a job title.
- 2.05 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).
- 2.06 APPLICANT means a person who has submitted a job application to the City and completes the process to apply for a Position.
- 2.07 APPLICANTS FOR PROMOTION means current employees who meet the Required Minimum Qualifications (indicated in the official Position Description) necessary to take a promotional examination.
- 2.08 APPOINTING AUTHORITY means the Mayor or his/her authorized designee(s) for Municipal personnel; the Chief of Police or his/her authorized designee(s) for Police Department personnel; or the Civil Service Board for the Civil Service Director / (Secretary to the Board). Appointing Authorities have the authority to make Appointments to and Discharges from a Position under their authority. (See City Ordinance 2900.B)
- 2.09 APPOINTMENT - REGULAR means the tendering of an employment offer by an Appointing Authority to a qualified person for a Position in the Classified Civil Service on a permanent basis, and acceptance of same by a person on an applicable Certification List.
- 2.10 BOARD means the Civil Service Board.

- 2.11 **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.
- 2.12 **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.
- 2.13 **CALENDAR DAYS** means a continuous sequence of days including Saturdays, Sundays, holidays, and emergency closings.
- 2.14 **CANDIDATE** means a person who has completed a Civil Service examination and all of the associated requirements to be placed on an Eligibility List.
- 2.15 **CAUSE** means grounds for the City to take Action(s) against an employee, such as a warning, suspension, involuntary demotion, Discharge, or other disciplinary actions due to conduct which impairs the efficient or orderly operation of the public service. (See Rule 16)
- 2.16 **CERTIFICATION LIST** means the official list determined, i.e. “certified” by the Human Resources Director (for entrance opportunities), or Civil Service Director (for promotional opportunities). The Certification List consists of the top five (5) candidates who scored the highest on an applicable Civil Service test Eligibility List and/or evaluation of Required Minimum Qualifications for entrance examinations and/or evaluations, or the top three (3) candidates who achieved the highest Overall Scores on promotional examinations for promotional opportunities. (See Rule 11).
- 2.17 **CHAIRPERSON** means person duly elected to preside over the Slidell Civil Service Board.
- 2.18 **CITY** means the City of Slidell.
- 2.19 **CIVIL SERVICE RULE** means a binding regulation established by the Board in accordance with the City’s Home Rule Charter that governs the employment terms, Appointments (hiring) and Discharge practices and conduct of the City’s employees, ensuring a merit-based, politically neutral and impartial employment environment for the Classified Civil Service System.
- 2.20 **CLASSIFICATION** means a group of positions sufficiently similar in respect of duties and responsibilities so that the same job title may be applied to each position, the same qualifications may be required, and approximately the same pay range may be applied. (See Rule 6)

- 2.21 CLASSIFICATION PLAN means hierarchical list of job classes together with corresponding pay grades (Municipal) or step level pay year (Police Department) from lowest to highest level of value to the City. The plan includes Position Descriptions with Classification specifications described in Position Descriptions that include job title, summary, Essential Duties and Responsibilities, Required Minimum Qualifications, Knowledge, Skills and Abilities and other information specific to a position. (See Rule 6)
- 2.22 CLASSIFIED CIVIL SERVICE SYSTEM means all offices and Positions in the service of the City included under the Civil Service System that governs City personnel practices. (See City Ordinance 2900)
- 2.23 CLASSIFIED EMPLOYEE means a City employee included under the Classified Civil Service System.
- 2.24 CLOSED EXAMINATION means only Classified City Employees are eligible to take the Civil Service examination. (See Rule 8)
- 2.25 CONTINUOUS SERVICE means employment without a Break In Service, except for absences on approved leave or to serve in the armed forces of the United States. (See Rule 2.10)
- 2.26 DEMOTION means a change of an employee's employment status` from a Position in one Job Classification to a different Position allocated to a Job Classification with a lower pay rate.
- 2.27 DEMOTION DUE TO REALLOCATION means the reassignment of an employee from a higher to a lower Job Classification due to a change in the Required Minimum Qualifications of a Job Classification as a result of new state, federal or external agency regulations. (See Rule 21.08.9 and 21.08.10).
- 2.28 DEMOTION IN LIEU OF LAYOFF OR AS A RESULT OF REORGANIZATION means the involuntary Demotion of an employee due to layoff or any forced reduction of staff associated with economic reasons, including reorganization. (See Rule 21.08.7 and 21.08.8) Such Demotion may be at the employee's request with the concurrence of the Appointing Authority. (See Rule 17)
- 2.29 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.
- 2.30 DISCHARGE means Termination from service "for Cause". (See Rule 16)
- 2.31 ELIGIBILITY LIST means a list of names of persons who have passed a Civil Service examination for a specific Classification. (See Rule 10)

- 2.32 ESSENTIAL DUTIES AND RESPONSIBILITIES means the core, critical tasks and obligations that define a Position and are fundamental to its purpose which are vital functions that a person must be able to perform, with or with reasonable accommodations, to be qualified for a Position.
- 2.33 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)
- 2.34 FORMALLY ASSEMBLED EXAMINATION means a standardized and official test used by governments to assess applicants for Positions and determine Eligibility Lists.
- 2.35 HEARINGS (See Rule 5)
- 2.36 HIRE DATE means the date the employee commences employment with the City as recorded on the approved Personnel Action Form.
- 2.37 INVOLUNTARY DEMOTION means the reassignment of an employee from a higher to a lower Classification “for Cause” (See Rule 16 and Rule 21.08).
- 2.38 JOB OR JOB TITLE means the descriptive name for the total collection of tasks, duties and responsibilities assigned to one or more individuals whose Positions have the same nature of work paid within the same pay range.
- 2.39 JOB CORRECTION means the movement of a Position Classification to a higher or lower Position Classification due to external market indicators or movement or a Pay Plan study.
- 2.40 JOB REALLOCATION means a change of Required Minimum Qualifications for a job Classification as a result of new state or federal laws, or external agency regulations or requirements.
- 2.41 JOB RECLASSIFICATION means a substantial change to the duties and/or qualifications of an existing budgeted Position that is requested by the Appointing Authority.
- 2.42 LAYOFF means Discharge from a permanent Position due to lack of funds, lack of work, or abolishment of the Position. (See Rule 17)
- 2.43 LONGEVITY means time in Continuous Service calculated from Hire Date of fulltime position under the Classified Civil Service.
- 2.44 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.

- 2.45 **NON-COMPETITIVE REEMPLOYMENT** means former employees under the Classified Civil Service who resign and are eligible for rehire may be considered for their former positions, or for other lower Position Classification positions, with other internal applicants. Former classified employees will not be required to retest for their former positions unless the Required Minimum Qualifications or Civil Service Open or Closed Examinations have changed since they separated employment. (See Rule 20.04)
- 2.46 **OFFICIAL CITY BULLETIN BOARD** is located at 2045 Second Street facing City Hall, upon which all official notices of the Board shall be posted.
- 2.47 **OPEN EXAMINATION** means an examination open to the public and not limited to applicants from among regular employees of the City. (See Rule 8)
- 2.48 **PAY PLAN** means the official compensation plan governed by Civil Service Rule 21 which is specified in the Municipal Employee Pay Matrix and the Police Employee Pay Matrix, as applicable, that reflects the pay rates by Job Title and annual minimum and maximum pay for each pay grade step (Municipal) or pay step level year (Police). (See Rule 21)
- 2.49 **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 Position Classification.
- 2.50 **PERSONNEL POLICY MANUAL** means the written official policies of the City approved and adopted by the Mayor.
- 2.51 **PERSONS ENTITLED TO HEARING** means any employee who has attained permanent employment status with the City who has been the subject of a disciplinary decision of Discharge, involuntary Demotion for Cause, or Suspension.
- 2.52 **POLICE DEPARTMENT ADMINISTRATIVE AND OPERATIONAL MANUALS** means the official written policies of the City Police Department approved and adopted by the Chief of Police.
- 2.53 **POSITION** means any group of duties and responsibilities in the classified Civil Service requiring the full or part-time employment of one person.
- 2.54 **POSITION DESCRIPTION** means the summary of the most important features of a Job, including Job Title, the general purpose of the Position and nature of the work performed, Essential Duties and Responsibilities, and Required Minimum Qualifications, including education, experience, knowledge, skills and abilities, to perform the Job. Also referred to as a Job or Position Description focused on the job itself and not any specific individual who may fill a Job.
- 2.55 **PREFERENCE** means the candidate receives extra points added to their entrance Civil Service examination final score pursuant to Rules 8.08, 8.09 and 8.10.

- 2.56 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 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)
- 2.57 PROBATIONER means an employee who has Probationary status.
- 2.58 PROMOTION means the reassignment of an employee from a lower Position Classification to a higher Position Classification as a result of Civil Service 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.
- 2.59 PROVISIONAL means the Appointment of a person to a Position in the absence of an appropriate Eligibility or Certification List for the Position Classification. (See Rule 13)
- 2.60 REEMPLOYMENT means Appointment (hiring) of a former regular classified employee pursuant to Rule 20.04.
- 2.61 REINSTATEMENT means mandatory reappointment to a Job in a Position Classification in which status was formerly held after a Break In Service due to Layoff. (See Rule 17)
- 2.62 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)
- 2.63 SENIORITY means the total amount of Continuous Service in a Position or Positions of a specific Position Classification. For purposes of layoff in a lower Position Classification, seniority in such a Classification shall include any service in a higher Position Classification. (See Rules 2.42 and 17)
- 2.64 SUBSTITUTE APPOINTMENT means a temporary Appointment to a Position during the incumbent's authorized leave of absence. (See Rule 13)
- 2.65 SUSPENSION means the temporary removal of an employee from his/her Position. Suspensions may be with or without pay. (See Rule 16)
- 2.66 TEMPORARY means employment which is limited to a specified period or project. (See Rule 13.01)
- 2.67 TERMINATION means ending the employment relationship with the City. (See Rules 16 and 19)

- 2.68 TRANSFER means the change of an employee from one Position to a similar Position in the same Position Classification without Civil Service examination. (See Rule 17)
- 2.69 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 8.08)
- 2.70 VOLUNTARY DEMOTION means an employee who requests a move from a higher Position Classification to a lower Position Classification. Such Demotion may be at the employee's request with the concurrence of the Appointing Authority.

RULE 3 -ADMINISTRATION

3.01 ELECTION OF CHAIRPERSON

At the Regular meeting in November of each year, the Board shall elect one of its members to serve as Chairperson for the next calendar year. The Chairperson shall serve for a term of one year or until a successor is duly elected and qualified. The Chairperson may serve for consecutive terms, as duly elected.

3.02 DUTIES OF THE CHAIRPERSON

The Chairperson shall preside at all meetings of the Board, act as spokesperson for the Board, and is the primary liaison between the Board and the Civil Service Director.

3.03 VICE CHAIRPERSON

At the Regular meeting in November of each year, the Board shall elect one of its members to serve as Vice Chairperson for the next calendar year. The Vice Chairperson shall serve for a term of one year or until a successor is duly elected and qualified. The Vice Chairperson may serve for consecutive terms, as duly elected. The Vice Chairperson shall act as Chairperson during the absence of the Chairperson.

3.04 CIVIL SERVICE BOARD APPOINTMENTS AND VACANCIES

Civil Service Board member appointments are handled in accordance with City of Slidell Home Rule Charter Section 7-08 – Personnel Administration, as amended.

3.05 SECRETARY TO THE BOARD, CIVIL SERVICE DIRECTOR

The Civil Service Director shall serve as Secretary to the Board and shall be appointed by the Board from a list of people qualified to undertake the duties of the position. The Civil Service 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 relating to matters of policy, issues which are subject to Board actions, and necessary amendments to these Rules or adoption of new 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, approve accounts, and generally administer the expenditure of funds appropriate for the operation of the Board and the Civil Service department;
- 7) prepare for promotional 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 people as may be deemed necessary to be selected by the Civil Service Board;
 - e) Review questions relating to the eligibility of candidates for promotion;
 - f) Grade, or have graded, all examination materials, determine scores and establish an Eligibility List of candidates who achieve minimally acceptable scores (see Rule 10) and a Certification List of candidates with the highest scores (see Rule 11);
 - g) Prepare a summary report of promotional examination results for submittal to the Board for reference together with a report on all appeals from the Civil Service Director's rulings or appeals from any part of the examination, if applicable;
- 8) certify the Board's payroll timecards or accounts in accordance with law and submit to Human Resource's Payroll Specialist for processing;
- 9) perform all other functions necessary for the proper operation of the Civil Service Department, implementation and administration 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; and
- 10) perform those duties required of the Civil Service Director as set forth in the Home Rule Charter of the City of Slidell.

3.06 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.

3.07 AMENDMENTS OF RULES AND NON-SUBSTANTIVE CORRECTIONS

- 1) 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 in which a quorum is present. All proposed new Rules and Amendments to these rules shall be introduced in writing and be posted on the Official City Bulletin Board no less than fourteen (14) calendar days before the next Board meeting.
- 2) The Civil Service Director is authorized to make corrections to these Rules for the limited purpose of correcting spelling, grammar, formatting, numbering, clerical, or other non-substantive errors or inconsistencies herein, provided that such corrections do not alter the intent or effect of the provisions as adopted by the Board. Such corrections may be made by the Civil Service Director, as needed, without introduction in writing, posting on the Official City Bulletin Board, or a vote by the Board to adopt or otherwise approve. Any such corrections are subject to review and amendment by the Board in legal session convened.

3.08 EFFECTIVE DATE OF RULES

All Rules and Amendments shall become effective immediately upon their adoption by the Board, or in the case of immaterial edits made by the Civil Service Director, as indicated in Rule 3.07.2, effective immediately upon completion of such Amendments.

3.09 COPIES OF RULES

- 1) 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 each department head of the City and shall be available for free public distribution. Immediately after adoption, a copy shall be maintained in the Civil Service Department office for public inspection.
- 2) A copy of any corrections to these Rules that are completed by the Civil Service Director pursuant to Rule 3.07.2 shall be sent to the Mayor, City Council, Chief of Police, City Attorney and each department head of the City within five (5) business days of completion and shall be available for free public distribution. Immediately after completion, a copy shall be maintained in the Civil Service Department office for public inspection.

RULE 4 - MEETINGS OF THE BOARD

4.01 REGULAR MEETINGS

Regular meetings shall be held at least once every other month. Such meetings shall be held at 6 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, CS 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 PETITION FOR A HEARING

Any person eligible for a Hearing before the Board under Civil Service Rules may petition for a Hearing before the Board. Action to address the petition for a Hearing must begin within sixty (60) calendar days from the day written notification of such petition is received by the Secretary to the Board.

5.02 PETITION FOR HEARING

Such petition shall be in writing and must be signed by the petitioner, and include the petitioner's current mailing address, email address, the ruling / disciplinary decision 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 does not include all of the information indicated above or fails to state specific facts and reasons, or, if in the opinion of the Board, the facts and 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. (See Rule 5.03)

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 Director of his/her decision; (See Rule 8.13), or ten (10) calendar days after the Board receives the report of Examinations. (See Rule 8.14)

5.04 NOTICE

The Board shall set the matter for Hearing, if granted in accordance with Rule 5.02, 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) self-representation or to be represented by legal counsel. For purposes of this rule, "legal counsel" shall mean an attorney licensed to practice law in Louisiana and in good standing or, when a petitioner is eligible under Rule XX of the Supreme Court of Louisiana for law student representation, a law student authorized under said Rule to represent petitioner. A third party who is not legal counsel shall not be entitled to represent petitioner in a hearing. In no event shall:
 - a) an attorney or qualified law student who is a City of Slidell employee represent another City of Slidell employee,
 - b) more than one attorney / qualified law student representing a petitioner be permitted to examine the same witness;
- 2) testify under oath or affirmation;
- 3) subpoena witnesses to testify;
- 4) cross-examine all witnesses appearing against the petitioner;
- 5) impeach any witness appearing before the Board;
- 6) present such affidavits, exhibits and other evidence as the Board deems pertinent to the petition;
- 7) argue the case.

The Appointing Authority shall be entitled to all of 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 legal counsel, at the time and place set for the 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 reason(s) 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

The Appointing Authority and the petitioner shall have the right to submit written 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 Board may conduct investigations, as contained in the Civil Service Rules, and take action on complaints by or against any Classified Employees. For that purpose, the Board may subpoena witnesses, administer oaths / affirmations, 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 Secretary to the Board 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 Civil Service Director 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 witnesses 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 Marshal 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 to the Board may employ the services of the Sheriff of the particular parish/county in which the individual may reside.

5.12 SUBPOENA PROOF OF SERVICE

The Secretary to the Board shall include a “proof of service” page with all subpoenas prepared showing personal or domiciliary service and the date, time, and place of service indicated and signed by the Marshal or Sheriff upon return.

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 Civil Service Rule shall be subject to a citation for contempt, a misdemeanor punishable by a fine not to exceed five-hundred dollars (\$500.00) or sixty (60) days in jail or both. Said decision shall be made by a majority of the Board’s 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 / affirmation shall be subject to a citation for contempt, punishable by a fine not to exceed five-hundred dollars (\$500.00) or sixty (60) days in jail or both, provided, however, that no one shall be required to incriminate him/herself. A majority of the Board’s authorized membership shall be required to vote at a meeting in which a quorum has been established 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 under oath / affirmation 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 for the Board's decision 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 and emailed 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, as determined by the court reporter for the Hearing. Within fifteen (15) calendar days of submission of the estimated cost, the appellant shall pay such estimated cost via certified check or money order(s) paid to the order of the City of Slidell and provided to the Secretary to the Board, and file the appeal with the Twenty-Second Judicial District Court for the Parish of St. Tammany. Upon receipt of such payment, the Secretary to the Board shall prepare a cover letter for the complete transcript of the Hearing record from the court reporter, including all reference information for the appeal filing provided by the appellant (i.e., the appeal name, case number and the court's Division assigned), and file the transcript materials with the court.

RULE 6 - CLASSIFICATION

6.01 CLASSIFICATION PLAN

It is the responsibility of the Civil Service Director, in coordination with the Appointing Authority (and/or applicable Department Director), to prepare new Job Classification specifications (also known as "Job Descriptions") and update existing Job Classification specifications. All such Job Classification specifications shall be subject to the approval of the Civil Service Board, the Mayor (for Municipal), the Chief of Police (for Police Department), and/or their respective designee(s).

Job Classification specifications, also known as Job Descriptions, shall be prepared and maintained by the Civil Service Director for all Job Classifications in the Classified Civil Service System ("Civil Service"). Such specifications, or true copies thereof, shall be open to public inspection and available for free public distribution. Each such Job Classification specification shall describe the Job Classification generally, distinguish it from other Jobs, and give examples of typical Essential Duties and Responsibilities assigned to Positions in the Job Classification. It shall also contain a statement of those Required Minimum Qualifications, not otherwise provided in these Rules, for applicants for Positions in the Job Classification. Any material changes in Job Classification specifications shall be submitted to the Board for review and a vote to approve or reject proposed revisions. Job Descriptions approved by the Board that result in pay increases are contingent upon the availability of funding and shall be submitted to the City Council for consideration and approval before implementation. Any material changes in Job Classification specifications shall be provided to and discussed with the incumbent(s) of that Job Classification, if any.

6.02 REVIEW OF CLASSIFICATION SPECIFICATIONS

In conjunction with the periodic review of the Civil Service Pay Plan ("Pay Plan"), including any Pay Plan Structure changes (see Rule 21), the Civil Service Director shall review Job Classification specifications (Job Descriptions), as applicable, to determine if there is a need for revision of Job Classification specifications based on external market indicators, as determined by the Human Resources Director, or a compensation consulting company, through the results of a compensation survey or findings from other types of market data comparisons. The Civil Service Director, in coordination with the applicable Appointing Authorities, the Mayor (for Municipal Pay Plan), the Chief of Police (for the Police Department Pay Plan) or their designee(s), may request approval of changes by the Board to the Job Classification specifications in conjunction with recommended changes to the respective Pay Plans, as applicable, or for other business reasons determined by the applicable Appointing Authority. Job Descriptions approved by the Board that result in pay increases are contingent upon the availability of funding and shall be submitted to the City Council for consideration and approval before implementation.

Whenever, in the opinion of the Appointing Authority and/or their designee(s), the necessity arises to create a new Job Classification specification, revise or abolish an existing Job Classification specification, or initiate a review of a Job hierarchy, a written request shall be made to the Civil Service Director. The Civil Service Director shall review and assess the

request for the creation, revision or inactivation of a Job Classification, including the review of specific Job Description revision(s) with or without the requirement of Market Comparison results, and shall perform a full Job analysis, if needed. If the Civil Service Director's review or results of a Job analysis supports the action requested by the Appointing Authority, then the Civil Service Director shall present the Job Reclassification, creation, revision or inactivation request to the Board for review and ratification. If the Civil Service Director's review or a full Job analysis does not support the action requested, then the Civil Service Director shall determine the request for Reclassification, creation, revision or inactivation closed and the Appointing Authority shall not request a review of that Job Classification specification for a period of one (1) year, unless a written request is submitted to the Civil Service Director for consideration before the one (1) year period is completed due to special circumstances.

6.03 REVIEW OF CLASSIFICATION ACTION

- 1) If the Appointing Authority or any employee is affected by any Job Classification action (beneficial or adverse), he or she may request the Civil Service Director to review such action. Such request shall be made in writing within thirty (30) calendar days of notification of such revised Job Classification action.
- 2) After notification of the results of such review (see Rule 6.03.1) by the Civil Service Director, 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) business days after the date of notification of the results of such review.

6.04 EFFECT OF CLASSIFICATION CHANGES ON INCUMBENT

- 1) When a Job Reallocation occurs from one Job Classification to a higher level Job Classification, the incumbent may continue in the current Position for a reasonable adjustment period approved by the Appointing Authority, in concurrence with the Civil Service Director and Human Resources Director, but for no more than eighteen (18) months in order to gain eligibility for the Reallocated Position. (See Rule 21.09.2.a)
- 2) When a Job Reallocation occurs from one Job Classification to a lower level Job Classification, the incumbent may choose to accept a Demotion, due to the Job Reallocation, to a lower Job Classification. (See Rule 21.09.2.b)
- 3) When the Title of a Job Classification is changed without a change, or only non-material changes, in Essential Duties and Responsibilities, the incumbent shall have the same pay status in the re-titled Job Classification as held in the former Job Classification. (See Rule 21.09.3.d)

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.

RULE 8 - COMPETITIVE EXAMINATIONS

8.01 PERIODIC EXAMINING PROGRAMS

A periodic review of examination programs may be conducted to ensure relevance, validity, accessibility and compliance with relevant laws and regulations. Updated and/or new examinations may be purchased, with notice to the Civil Service Board for both entrance and promotional examinations, for various skills, knowledge and demonstration of Required Minimum Qualifications. Examining programs are administered efficiently and cost-effectively through entrance exams for job applicants and promotional exams for employees applying for promotional opportunities to establish Eligibility and Certification Lists, as applicable.

8.02 NOTICE OF EXAMINATION

A notice of Formally Assembled Examinations to be administered shall be posted on the Official City Bulletin Board and the City website.

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 City Bulletin Board, or the applicants shall be notified in person, by mail, email, 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 City Bulletin Board and applicants are notified by mail, email, or by telephone. 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 City 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 for entrance into a specific Job Classification or promotional opportunity 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)
 - b) Physical tests of strength, stamina, agility, or dexterity
 - c) Evaluation of education, training, experience, or qualifications, as shown by the application, or by other information submitted, or by the personnel record
 - d) Physical examinations including drug screen
 - e) Interviews covering general qualifications, education, training and/or experience. The purpose of these oral examinations will be to also assess the attitude, and willingness to do the job of the applicant (by the Appointing Authority)
 - f) Structured Oral Examination of knowledge or ability (by the Police Department)
 - g) Psychological tests (for 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 indicate 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 for determination of a Certification List (reference Rule 8.21).

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 Civil Service Director prior to any examination.
- 2) Where an examination consists of two or more parts, the Civil Service Director 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 notice 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 five (5) candidates for entrance exams or the top three (3) candidates for promotional exams.

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. Points shall not 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; or five (5) points for three or more years of service.

A candidate may receive a maximum credit of five (5) points. Points shall not 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 examination results list shall be posted on the Official City Bulletin Board for five (5) business days. Any position vacancy or multiple vacancies within the same Job Classification that require Civil Service examinations of applicants and that remain open for more than sixty (60) days shall require an updated examination results list to be posted no less than every thirty (30 days) thereafter.

8.12 INSPECTION OF RATING STANDARDS AND SCORING KEY

The applicants shall be allowed ten (10) business 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 Civil Service or Human Resources Department to comply with request.

8.13 PROTESTS AGAINST RATINGS TO THE CIVIL SERVICE DIRECTOR

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) business day period following the inspection provided for in Rule 8.12. Upon receipt of a written protest or request for re-scoring or re-rating, a review of the protest shall be made by the Civil Service Director in their capacity as Secretary to the Civil Service 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) business day period, as provided for inspection in Rule 8.12, and the ten (10) business day period provided for protest and review in Rule 8.13, the Civil Service Director shall submit a report on each examination to the Civil Service 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 CIVIL SERVICE BOARD

Any person aggrieved from the ruling of the Civil Service Director may appeal to the Civil Service Board within ten (10) business days after notice of such ruling. Corrections made by the Civil Service Director pursuant to Rule 8.13 or by the Civil Service Board shall not affect any appointment made from a Certification List made prior to the correction(s).

8.16 CORRECTION OF CLERICAL ERRORS

Any clerical error may be corrected by the Civil Service Director upon discovery at any time during the life of the Eligibility List, but no such correction shall affect an appointment from a Certification List made prior to the correction(s).

8.17 RECORD OF EXAMINATION

The Civil Service 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 8.14) 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 or results, except on the Official City Bulletin Board or by announcement to all applicants or candidates equally.

8.20 REAPPLYING AFTER FAILING EXAMINATION

Applicants who fail an examination shall wait three (3) months before retaking the same examination. The three (3) month restriction does not apply to a candidate who takes an examination in a different Job Classification.

8.21 EXAMINATION CERTIFICATION LISTS

- 1) Examinations for promotion shall be competitive among City employees who request consideration and meet minimum requirements. The Appointing Authority shall request a promotion Certification List in writing when the Appointing Authority decides to fill a vacancy. A Certification List shall provide the names of up to three (3) of the highest ranked order of employee applicants determined after examination. The Appointing Authority shall select one (1) of the employees so certified, within ten (10) business days. The Appointing Authority may reject any employee on the list, or all employees on the list, only if there are compelling job related reasons, as provided in writing to and agreed upon by the Civil Service and Human Resources Directors.
- 2) Examinations for selection into a position vacancy shall be competitive among applicants who request consideration and meet minimum requirements. The Appointing Authority shall request a Certification List in writing when the Appointing Authority decides to fill a vacancy. A Certification List shall provide the names of up to five (5) of the highest ranked order of applicants determined after examination. The Appointing Authority shall select one (1) of the employees so certified, within ten (10) business days. The Appointing Authority may reject any applicant on the list, or all applicants on the list, only for compelling job related reasons, as provided in writing to and agreed upon by the Civil Service and Human Resources Directors.
- 3) 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 eligible former classified City employees apply for the position, their current qualifications shall be verified. If a City employee or former classified employee eligible for non-competitive reemployment does not apply or qualify within three (3) business days after the job announcement, the vacancy shall be opened up to the public for applications.

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 Human Resources Director shall issue Eligibility Lists resulting from civil service entrance examinations, and the Civil Service Director shall issue Eligibility Lists resulting from civil service promotional examinations. (See Rule 8)

10.02 ORDER OF NAMES ON ELIGIBILITY LISTS

The names of Applicants who achieve minimally acceptable scores on entrance or promotional examinations shall be placed on an Eligibility List for the applicable Job Classification in order of their scores, which shall include the addition of points applied for veteran's and reserve officer credits, if applicable, and be identified as Tester 1, Tester 2, etc., as assigned and communicated to the Applicants. (See Rule 8)

10.03 TIE SCORES

Whenever two or more Applicants in a multi-part examination have the same final score, priority shall be determined by highest score on the written test part of the examination.

10.04 DISCLOSURE OF NAMES OR PERSONS ON ELIGIBILITY LISTS

An Eligibility List, including an assigned identification of Tester 1, Tester 2, etc., communicated to each individual, is created for all those who achieve minimally acceptable scores on the examination. The names associated with the assigned Tester 1, Tester 2, etc., designations shall be open to public inspection by request submitted to the Human Resources Director for entrance examinations or to the Civil Service Director for promotional examinations. Social Security Numbers shall not be used to identify examinees. Applicants who do not achieve a minimally acceptable score on an entrance or promotional written examination shall be advised of their examination score and ineligibility for continuing in the application or promotional process, as applicable.

10.05 DURATION OF ELIGIBILITY FOR APPLICANTS ON ELIGIBILITY LISTS

- 1) For positions that require the completion of a written examination, an Applicant's eligibility on a list will be in effect for a period of one (1) year from the date of testing. The Applicants ranking may change during the year as other Applicants achieve a higher overall rating. The Civil Service Director may extend an Eligibility List for an additional twelve (12) month period when there are still active Candidates on the list. (See Rule 10.05.3)

- 2) For positions with no written examinations, an Applicant will be placed on a Certification List for the applicable Job Classification position, if all Required Minimum Qualifications are met, for a period of one (1) year from the date of application. The Applicant's ranking may change during the year as other Applicants with greater experience, training or education attain eligibility. The Civil Service Director may extend an Eligibility List for an additional twelve (12) month period when there are still active Applicants on the list. (See Rule 10.05.3)
- 3) The Civil Service Director may extend the period of eligibility and/or certification for all Applicants on a promotional Eligibility List and/or Certification List (See Rule 8) for a twelve (12) month period when there are still active Candidates on the list. Additional extensions may be requested, prior to the expiration of the promotional Eligibility List or Certification List, by the Civil Service Director to the Civil Service Board.
 - a) For promotional examinations (written or practical), as outlined in Rule 8.21, a Candidate's eligibility on an Eligibility List or Certification List will be in effect until the Eligibility and Certification Lists are exhausted or there are changes to the examination requirements that require retesting. An Applicant's ranking may change during the duration of the Eligibility or Certification List as other Candidates achieve higher overall ratings. A Candidate on the list may "stand" on their previous promotional examination 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 Candidate's 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 examination.
 - b) Multi-part promotional examinations will be conducted for the Police Sergeant or Lieutenant Job Classifications as open positions are identified and the Chief of Police requests the promotional process to begin to facilitate selection of Candidates, as needed. Promotional examinations for other Job Classifications (Municipal and/or Police Department) may be established, as needed, by request of Appointing Authority to the Civil Service Director.

10.06 SUSPENSION OF ELIGIBILITY LISTS

The Civil Service Director 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 (See Rule 20.04).

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

The name of any Applicant may be removed from an Eligibility List or Certification 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 Certification List when the particular requirement has been met (See Rules 11 and 2.16);
- 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, if required;
- g) fails to pass the physical fitness tests, if applicable;
- 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 Department 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 current mailing and email addresses with the Human Resources Department, as evidenced by the return of a properly addressed, unclaimed letter, undeliverable email alert message, 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 following the date of the official notice sent via email offering Temporary or Permanent employment. Failure to respond within the prescribed time period shall be deemed a rejection of the offer, and the offer of employment shall be rescinded. (See Rule 20);
- 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) accepts an Appointment to a permanent position through a certification from an Eligibility List for this Job Classification or another Job Classification at the same or higher salary;
- t) is not qualified to perform the duties of the Job Classification based upon a finding by the Appointing Authority in concurrence with the Human Resources Director and the Civil Service Director;
- u) willfully violates any of the provisions of these Rules or any applicable law.

10.08 EFFECTS OF APPEALS

A pending appeal (see Rules 5, 7, and 8) shall not affect the Eligibility List or an Appointment made from a Certification List during a pending appeal. When the appeal is adjudicated, the Civil Service Director, as Secretary to the Board, shall add the name of the appellant to the Eligibility List at the appropriate ranking, if it has been determined by the Board that the appellant is entitled to be on the Eligibility List.

RULE 11 - CERTIFICATION AND APPOINTMENT

11.01 CERTIFICATION FROM ELIGIBILITY LIST

- 1) Upon the Appointing Authority's request for a Certification List to fill a position vacancy (Municipal and Police Department), the Human Resources Department shall provide a Certification List of five (5) persons with the highest scores from the appropriate Eligibility List for entrance examinations of those willing to accept the position.
- 2) The Civil Service Director shall provide a Certification List of three (3) persons with the highest scores from the appropriate Eligibility List for Police Department promotional examinations of those willing to accept the position.
- 3) In the absence of an appropriate Eligibility List, the Appointing Authority may authorize a Provisional Appointment (see Rule 13.02) for a period not to exceed eight (8) months (Municipal or Police Department). An Appointing Authority can request an extension by the Civil Service Director of a Provisional Appointment longer than eight (8) months due to extraordinary circumstances, e.g., to continue to cover a position that is vacant due to the inability attract qualified applicants to create a viable Eligibility and/or Certification List. 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 twelve-month period .

11.02 REINSTATEMENT LISTS

When a Reinstatement List exists for the Job Classification, in which a vacancy exists, it shall be exhausted before any Certification 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 Certification List, that person may be restored to the original position by the Civil Service Director (as 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 an interview, and where the employee now certifies to the Civil Service Director a willingness to accept appointment; or
- 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, or if certified, on the Certification 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 a Temporary Appointment shall not affect his/her certification for permanent employment.

11.05 APPOINTMENT OF CANDIDATES

The Appointing Authority shall appoint a person from the Certification List provided from the names of five (5) persons with the highest scores from the appropriate Eligibility List for entrance examinations, or from the Certification List provided from the names of three (3) persons with the highest scores from the promotional examinations process (Police Department), and who is willing to accept the position. Certification Lists are determined in accordance with these Rules, except as noted in Rule 11.02.

RULE 12 – PROBATION

12.01 PROBATIONARY PERIOD

After initial Appointment from a Certification List, an employee shall serve a complete period of Probation, as indicated in Rule 12.02, before Appointment is complete, except in the case of a Probationer Promotion for which the initial Probationary Period shall continue until completed.

12.02 LENGTH OF PROBATIONARY PERIOD

- 1) For new police officers, who have not completed Peace Officer Standards and Training (P.O.S.T.) prior to Hire, the period of Probation shall be equivalent to fifteen (15) months of full-time service following Appointment from a Certification List to attain Permanent Appointment employment status; for new police officers who have completed Peace Officer Standards and Training and have their certification when hired, and for Corrections Officers and Communications Officers, the period of Probation shall be twelve (12) months of full-time service following Appointment from a Certification List to attain Permanent Appointment employment status.
- 2) For all other employees, the period of Probation shall be equivalent to six (6) months of full-time service following Appointment from a Certification List to attain Permanent Appointment employment status.
- 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 total more than three (3) weeks of absence, or are considered to be excessive according to the Civil Service Director. The Civil Service Director 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.
- 4) The Human Resources Department shall send a reminder notice via an email to the Appointing Authority, or their designee, no less than thirty (30) calendar days prior to the end of the Probationary Period to complete a written performance evaluation of the employee before the end of the Probationary Period.
 - a) The evaluation shall include a recommendation as to whether the employee should continue in the Position.
 - b) Employees shall be allowed to continue in their new Positions, if they receive both a satisfactory evaluation by the end of their initial Probationary Period and their Appointing Authority's, or their designee's, endorsement to continue in their Position.
 - i) Employees who do not receive a satisfactory evaluation shall have their employment with the City terminated.

- 5) If the Classified Employee completes the Probationary Period and the Appointing Authority, or their designee, fails to confirm or reject the employee, such failure to act shall constitute a confirmation of a Permanent Appointment employment status.

12.03 INTERRUPTION OF PROBATIONARY PERIOD

- 1) Whenever the Probationary Period of an employee in a Position in one Job Classification is interrupted due to Appointment to a Position in another Job Classification and the employee returns to the Position in the first Job Classification or remains in the other Position, the initial Probationary Period for the time served during both Appointments shall continue until completed. (See Rule 12.01 and 12.02)
- 2) An absence for active military leave of more than thirty (30) days does not count toward an employee's Probationary Period. Upon return from such an absence, the employee shall resume the initial Probationary Period from the point he/she left and continue to completion. If an employee is on active military leave for thirty (30) days or less, those days will count towards completion of the employee's initial Probationary Period. (See Rule 12.01 and 12.02)

12.04 PROBATIONER DISCHARGE OR DEMOTION

- 1) The Appointing Authority may discharge any Probationer with or without cause at any time prior to the end of their Probationary Period.
- 2) A Probationer may be Demoted for inability to perform satisfactorily the Essential Duties of the Position. (See Rule 16) The Probationer may be allowed eligibility for another Position in a lower Job Classification for which the Appointing Authority deems the Probationer meets the Required Minimum Qualifications.
- 3) A Probationer Demoted to a Job Classification in which the Probationer had not held Permanent status shall have their initial Probationary Period continue to completion. (See Rule 12.01 and 12.02)
- 4) A Probationer is not entitled to a Hearing before the Board under these Rules. (See Rule 5)

12.05 PROBATIONER PROMOTION

- 1) The Appointing Authority may consider any Probationer for Promotion within any Department.
- 2) Upon Promotion into a new Job Classification, the Probationer's initial Probationary Period shall continue to completion. (See Rule 12.01 and 12.02)

12.06 PROBATIONER TRANSFER

- 1) The Appointing Authority may consider any Probationer for a Transfer within any Department.
- 2) Upon Transfer into a new Job Classification, the Probationer's initial Probationary Period shall continue to completion. (See Rule 12.01 and 12.02)

12.07 REINSTATEMENT FROM A REINSTATEMENT LIST

A person who is Reinstated from a Reinstatement List as a Permanent Classified Employee does not have to start a new Probation Period. A person who is Reinstated from a Reinstatement List as a Probationer, shall have their initial Probation Period continue to completion.

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 or subsequent assignment of a certified Candidate who has accepted an Appointment in a Classified Position within a specified Job Classification is a matter of Departmental administration by the Appointing Authority.

14.01.1 - SPECIAL ASSIGNMENTS (POLICE DEPARTMENT)

The Slidell Police Department determines special assignments in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Special assignments are made at the sole discretion of the Chief of Police in accordance with Slidell Police Department policy.

1) The following are considered special assignments and not Promotions:

- a) Special Weapons and Tactics Team member (SWAT)
- b) Investigator
- c) Motorcycle Officer
- d) Bicycle Patrol Officer
- e) Canine Handler
- f) Fatality Crash Investigator
- g) Field Training Officer
- h) Community Relations / Training Officer
- i) School Resource Officer
- j) Remote Pilot
- k) Diver
- l) Honor Guard

14.02- TRANSFERS

An Internal Transfer from one Classified Position to another similar Classified Position within the same Job Classification without Civil Service Examination is a matter of Departmental administration by the Appointing Authority, except as provided in Rule 16.04.3.

A Transfer from one Classified Position to a Classified Position in a different Job Classification and/or Department without Civil Service Examination may be a matter of Departmental administration between two designees of Appointing Authorities, such as in the case of Transfer in Lieu of Layoff (See Rule 17.05), if the Classified Employee meets the Required Minimum Qualifications of the Position, can demonstrate that he/she is capable of satisfactorily performing the Essential Duties and Responsibilities of the Position, and upon acceptance by the receiving designee of the applicable Appointing Authority.

Another Classified Employee may not be displaced as a result of any such Transfers.

1) 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 submit a petition within ten (10) calendar days of the notification of such Transfer for a Hearing before the Civil Service Board. (See Rule 16.04.3) The Board shall have sole discretion in granting a Hearing. (See Rule 5) If a Hearing is granted, and after receiving and considering evidence presented:

a) the Board may affirm the Transfer; or

b) the Board may order immediate Reinstatement of the Classified Employee to the Employee's former Classified Position, if the Board finds the Transfer was made for punitive purposes or 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 the Classified Employee (petitioner), and shall be forthwith enforced by said Appointing Authority. (See Rule 5.19)

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 the Uniformed Services Employment and Reemployment Rights Act (USERRA), provisions of federal and state laws, and City of Slidell Ordinances and policies.

15.03 FAMILY AND MEDICAL LEAVE

The City grants employees leaves of absence consistent with the provisions of the federal Family Medical Leave Act (FMLA). FMLA entitles eligible employees to take unpaid job-protected leave for qualifying family and personal medical reasons for up to twelve (12) work weeks of leave in a 12-month period, with continuation of health insurance coverage under the same terms and conditions, as if the employee had not taken leave.

15.04 BEREAVEMENT LEAVE

The City permits employees to be absent from work on a scheduled and authorized basis, according to City policy, due to a death in their immediate family. The immediate family is restricted to the employee's spouse, brother, stepbrother, sister, stepsister, parent, stepparent, legal guardian, grandparent, step-grandparent, child, stepchild, grandchild, grandparents-in-law, parents-in-law, brothers/sisters-in-law, and their spouses. Bereavement leave requests and administration are handled in accordance with City policy.

15.05 JURY DUTY

The City permits employees to be absent from work on a scheduled and authorized basis to serve as a juror, or be a subpoenaed witness in causes of action involving the City. Jury Duty and subpoenaed witness notifications and administration are handled in accordance with City policy.

15.06 SICK LEAVE AND ANNUAL LEAVE (VACATION WITH PAY)

The City permits eligible part-time and full-time employees to be absent from work on a scheduled and authorized basis for sickness and injury, and for vacation. Sick leave and vacation requests and administration are handled in accordance with City 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 involuntarily 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 Civil Service 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 the Classified Civil Service System, or which may endanger the public;
- f) conviction of a felony or a misdemeanor involving moral turpitude (e.g., immoral, corrupt, depraved, degenerate acts, etc.);
- g) directly or indirectly receiving or soliciting political contributions or campaigning for any party, individual, or municipal political purpose, or violating any political activity prohibitions (See Rule 22);
- h) unauthorized use of City equipment for personal business or pleasure;
- i) resigned to avoid disciplinary action while previously in the Classified Civil Service 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, during an oral interview, or during any part of the hiring Appointment process for a Position. This applies regardless of when the falsehood is discovered after an employee's Hire Date;
- l) using fraud or deception to secure a Job Appointment or Promotion;
- m) using influence or official authority to secure an Appointment for yourself or others as a reward for political services;
- n) violation of City or Department policies, procedures, or standards; or
- o) other activity which impairs any City Department.

16.02 PRE-DISCIPLINARY HEARING - REQUIRED

- 1) An Appointing Authority shall provide and arrange for a pre-disciplinary hearing for a Permanent Classified Employee prior to involuntary Demotion for cause, Suspension, Discharge, being deprived of other privileges, or implementation of other disciplinary action(s). The Appointing Authority shall give the employee three (3) business days' notice of the time and date of the pre-disciplinary hearing and include the charge(s) 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 what information the Appointing Authority should consider, or why disciplinary action should not be taken, or in the case of an immediate Suspension in accordance with 16.02.1.a, should not be continued.
 - a) 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. A follow-up pre-disciplinary hearing shall then be arranged in accordance with Rule 16.02.1.
- 2) At any pre-disciplinary hearing, the employee may be accompanied by a representative of the employee's choosing. The representative need not be Legal Counsel for this type of internal hearing. See Rule 16.04 regarding employee representation allowed for a public Hearing before the Board when applicable.

16.03 DISCIPLINARY DECISION

- 1) Following the pre-disciplinary hearing, the Appointing Authority shall decide the matter and determine a disciplinary decision and action(s) to be taken, as applicable, within ten (10) calendar days.
- 2) If the Appointing Authority, in its sole discretion, determines a disciplinary decision of involuntarily Demotion for cause, Suspension, or Discharge of a Classified Employee, a written notice of the disciplinary decision shall be provided to the employee within ten (10) calendar days, which shall reasonably notify the employee of the reasons for such action. (See Rule 20.03) Such notice shall include the charges against the employee, a general statement of the evidence surrounding the charges, and the time allowed to submit a petition for a Hearing before the Board.

- a) The Appointing Authority shall provide a copy of the disciplinary decision notice to the Civil Service Director for review prior to distribution of the notice to the Classified Employee, and subsequently shall submit evidence showing the employee has been served with the notice of disciplinary decision and action(s) to be taken, either personally or by email and by certified or registered mail addressed to the employee's last known address on file, which the Appointing Authority has confirmed is the employee's current address, along with the date of such service. (See Rule 5)
- 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 a subsequent Hearing before the Board from presenting a more detailed and complete case, including presentation of witnesses and documents not presented at the pre-disciplinary hearing.
- 4) If a petition for a Hearing before the Board is submitted in accordance with Rule 5, and is granted by the Board for an employee appeal of a disciplinary decision indicated in Rule 16.03.2, the Board shall not consider any basis for disciplinary action not previously presented to the employee in writing. (See Rule 16.04 and Rule 5)

16.04 PETITION FOR HEARING BEFORE THE BOARD FOR SPECIFIED DISCIPLINARY DECISIONS

- 1) A letter of counseling, warning and/or reprimand is not a disciplinary action subject to a Civil Service Board Hearing. An employee may submit a written response to any letter of counseling, warning and /or reprimand issued to him/her. 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 Classified Employee to be Discharged, involuntarily Demoted for cause, or Suspended so requests, the employee has the right to submit a written petition for a Hearing before the Board to the Secretary to the Board within ten (10) calendar days of being notified of the disciplinary decision, which the Board shall consider in accordance with Rule 5 - Hearings. If the petition for a Hearing before the Board is subsequently granted, an employee may represent themselves or have Legal Counsel (qualified attorney) representation. A non-legal counsel employee representative may attend a Hearing before the Board, but is not allowed to provide legal advice or representation of an employee at the Hearing. (See Rule 5.05.1)
- 3) If an employee is Transferred, and the Transfer meets the criteria set forth in Rule 14.02.1, the employee may submit a written petition for a Hearing before the Board to the Secretary to the Board within ten (10) calendar days of the notice of such Transfer, and the Board may, at its discretion and in accordance with Rule 5, agree to grant or deny the petition for a Hearing.

16.05 CRIMINAL ACTS

Where the facts alleged in the notice of disciplinary decision constitute a crime and the Classified Employee had petitioned for and was granted a Hearing before the Board 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 any such continuance no later than five (5) business days prior to the scheduled Hearing date. (See Rule 5.07)

16.06 DECISION OF HEARING BEFORE THE BOARD

After considering evidence presented in a Hearing on a Classified Employee's appeal of a qualified disciplinary decision and action(s) to be taken:

- 1) the Board may affirm the Appointing Authority's disciplinary decision and action(s) to be taken; or
- 2) if the Board finds the Appointing Authority's disciplinary decision was not made in good faith for cause, the Board may order immediate Reinstatement of the Classified Employee without any loss of pay; or
- 3) the Board, in lieu of affirming the Appointing Authority's disciplinary decision and action(s) to be taken, as is, may modify the disciplinary decision and action(s) to be taken by directing a Suspension without pay for a given period, and a subsequent restoration to duty, or an involuntary Demotion for cause in Job Classification and pay.
 - a) A vacant Position must be available to involuntarily Demote a Classified Employee to a lower Job Classification, and the action must be handled in accordance with Rule 16.07.1.a.
- 4) The findings of the Civil Service Board shall be certified in writing to the Appointing Authority and the Classified Employee (petitioner), and shall be forthwith enforced by said Appointing Authority. (See Rule 5)

16.07 INVOLUNTARY DEMOTION

- 1) Involuntary Demotion for cause of a Classified Employee to a lower Job Classification is a disciplinary action and must be processed pursuant to Rule 16.02. A vacant Position must be available in order to Demote a Classified Employee.
 - a) If the employee did not have previous standing in the lower Job Classification, such Demotion shall not displace any other Classified 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 Essential Duties of the lower Job Classification and shall require the completion of a Probationary period. Involuntary Demotion is a qualified disciplinary decision and action that allows a Classified Employee to submit a petition for a Hearing before the Board (See Rule 5), unless this disciplinary action was determined by the Board pursuant to Rule 16.06.3.
- 2) A Classified Employee so Demoted shall lose all rights to the higher Job Classification.

16.08 DISCHARGE OF A 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 Human Resources department and the Civil Service Director.

16.09 RESIGNATIONS

- 1) 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.
- 2) A resignation claimed to have been obtained by duress or fraud may be treated by the Board as a notice of Discharge, provided the Classified Employee notified the Board that such resignation was not voluntary and submits a written petition for a Hearing before the Board with the Secretary to the Board within ten (10) calendar days after receiving notice of such resignation. The burden of proof of such fraud or duress shall be on the employee. (See Rule 5)

16.10 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 System pursuant to applicable state law, the City and/or Slidell Police Department, as applicable, shall refer such charges to the Appointing Authority and the Human Resources department for investigation and such action as the Appointing Authority and Human Resources department deems necessary. The written charges filed with the City and/or Slidell Police Department and the results of such investigation shall be provided to the Secretary to the Board for distribution to the Board for review. The person against whom charges are filed shall be notified within five (5) business days of receipt of such charges and may file an answer with the Appointing Authority to such charges within ten (10) calendar days.

A Hearing before the Board on such charges shall not be held unless:

- 1) the Appointing Authority Discharges, involuntarily Demotes for cause, or Suspends such Classified Employee for the reasons stated in the charges, after a pre-disciplinary hearing has been arranged and conducted pursuant to Rule 16.02, and the employee submits a written petition for a Hearing before the Board in accordance with Rule 5; or
- 2) the Board finds the charges, if true, reflects negatively on the integrity of the Classified 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 Classified Civil Service System; or
- 4) the Board determines a Hearing is required to secure compliance with the provisions of the Civil Service Rules.

RULE 17 - LAYOFFS, REINSTATEMENT AND REINSTATEMENT LIST

17.01 LAYOFFS

The Mayor (for Municipal employees) or the Chief of Police (for Police Department employees) may Layoff, Discharge or Demote an employee when necessary due to Reorganization, lack of funds, lack of work, or abolishment of a Classified Position, or for other reasons with or without cause, at their discretion, for Unclassified positions.

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 and Probationary employees shall be the first to be subjected to Layoff.

17.03 LAY OFF OUT OF ORDER

The Mayor (for Municipal employees) or Chief of Police (for Police Department employees) may, out of necessity, Layoff Classified Employees out of the regular order (see Rule 17.02) 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 their respective designees, as applicable, 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 Job Classification for which he/she qualifies, within their Department, provided that there is a vacancy and any Classified Employee so Demoted shall have their salary set in accordance with Rule 21.08.8 for Municipal employees or Rule 21.08.9 for Police Department employees. Classified Employees may apply for and be considered for other lower Job Classifications, if they meet the Required Minimum Qualifications for those Positions. The applicable Reinstatement List will be considered by the Appointing Authority before Certification is made from an Eligibility List, or selection is made from a Certification List. If there is no Break In Service, then 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 Job Classification within the same pay grade (Municipal Pay Plan) or pay step level year (Police Department Pay Plan), if a Classified Employee meets the Required Minimum Qualifications of the Position, can demonstrate that he/she is capable of satisfactorily performing the Essential Duties and Responsibilities of the Position, and upon acceptance by the Appointing 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 level Job Classifications that are vacant. They will be considered with highest priority before other applicants on the applicable Certification List if they meet the Required Minimum Qualifications for the Position. If selected for the vacant Position, he/she will be paid in accordance with Rule 21.07.

17.07 REINSTATEMENT

Reinstatement, after a Break In Service due to Layoff, is a mandatory Reappointment of a former Classified Employee to a Job Classification Position in which status was formerly held. (See 17.08)

17.08 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 Job Classification of a 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 Job Classification of a 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 Job Classification within their department within two (2) 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.

17.09 NAME REMOVED FROM REINSTATEMENT LIST

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 Job Classification or reinstated on a Temporary basis shall remain on the Reinstatement List for the former Job Classification level for two (2) years.

17.10 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 three (3) business 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 Service 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 (2) randomly chosen Board members 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 in writing the employee who submitted the request for a review and the Civil Service Department 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 Municipal Employee Pay Matrix Clerical Employees (72 hour employees) and Field Employees (80 hour employees) with associated Position titles and corresponding pay grades and the Police Employee Pay Matrix (80 hour employees and 72 hour employees) with associated Position titles and corresponding salaries by pay step level years are essential components of the Pay Plan. See Addendum for these Matrixes.

21.02 COST OF LIVING ADJUSTMENTS AND ANNUAL SALARY INCREASES

The Civil Service Director, after consultation with the Mayor or his designee(s), the City Council and the Chief of Police, and conducting such research as may be necessary, shall recommend to the Board any adjustments to The Pay Plans. 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") and annual salary step increases are not guaranteed.
- 2) Employees shall be paid at the appropriate hourly rate using the applicable salary ranges specified in the Pay Matrixes.
 - a. Employees may receive a COLA on July 1 of each year.
 - b. Annual step increase(s) may be awarded if an employee attains a satisfactory or higher performance appraisal.
- 3) Employees who have not attained Classified status by July 1 shall be granted a COLA, if one is awarded, upon attainment.
- 4) All pay increases are contingent upon the availability of funding and shall be submitted to the City Council for consideration and approval before implementation.

21.03 SALARY STRUCTURE ADJUSTMENTS

The Civil Service Director, in collaboration with the Human Resources Director, after conducting such research as may be necessary, shall recommend to the Board:

- 1) A structure adjustment to the Municipal Employee Pay Plan and the Police Employee Pay Plan which shall be determined according to movement in the local markets as analyzed in comparison to other appropriate governmental agencies with 200 – 500 employees within the regions of southern Louisiana and southeastern Mississippi. National markets may be analyzed if no appropriate local governmental agency comparisons are available.
- 2) A structure adjustment shall be proposed at a minimum of every three years and may also be proposed when markets, as described in 21.03 (1), and conditions indicate that salary structure adjustments may otherwise be warranted. Any pay increases due to structure adjustments proposed

are contingent upon the availability of funding and shall be submitted to the City Council for consideration and approval before implementation.

21.04 PAYMENT FOR WORK

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

21.05 PAY PLAN CHANGES

- 1) Proposed changes to either Pay Plan shall be submitted to the Board for consideration at a public meeting.
- 2) The Secretary to the Board shall notify the Mayor, the Chief of Police, 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) On the Municipal Pay Plan: All newly hired Classified Employees shall be compensated at the minimum of the appropriate salary grade, except in circumstances where a new employee offers exceptional qualifications or extraordinary work experience, or where market conditions make it difficult to recruit, compensation may be above the minimum for the range. Contingent upon the availability of funds such starting salary shall not exceed seventeen (17) steps above the entry level for the Position (pursuant to 21.06.3 below).
- 2) On the Police Pay Plan: For each Position there is a range minimum and maximum. Candidates who meet the qualifications of a Position shall be hired at the range minimum, except compensation may be above the minimum for the range, contingent upon the availability of funds, in the following circumstances: where a candidate offers extraordinary qualifications or work experience, market conditions make it difficult to recruit, or a candidate with equivalent qualifications and years of experience can be hired up to pay step level year ten (10). (pursuant to 21.06.4 below).
- 3) On the Police Pay Plan: Candidates who meet the qualifications of a Job Classification Position as a lateral transfer from an external agency can be hired to enter into an equivalent Job Classification, at no higher than pay step level year ten (10), based on full years of experience in an equivalent previous Position.
- 4) A pay rate for hard-to-fill Positions in which market conditions make it difficult to recruit, may be determined by the Civil Service and Human Resources Directors with approvals by the Department Director, Finance Director, Chief Administrative Officer and the Mayor or Chief of Police or their designee, as applicable. The pay rate may be set up to the midpoint for the grade (Municipal Pay Plan) or pay step level year ten (10) (Police Pay Plan) provided that:
 - a. The Position has been unfilled for more than sixty (60) days, or
 - b. The candidate selected has extraordinary qualifications/credentials or experience that exceeds the Required Minimum Qualifications that have been verified and documented as job related, and
 - c. The pay rate does not exceed that of a current employee with similar or greater qualifications/credentials/experience.

21.07 RATE OF PAY UPON PROMOTION

- 1) When an employee (Municipal Pay Plan) is Promoted to a Position in a higher grade, go to the promotion pay grade on the Municipal Employee Pay Matrix and find the Step that is nearest to but not less than the current hourly rate. If the move to the promotion pay grade is less than 4.5%, then move forward three (3) Steps. If the move to the promotion pay grade is more than 4.5% of the current salary, the starting pay shall be set at the minimum salary for the new pay grade in the new Job Classification.
- 2) When an employee (Police Pay Plan) is Promoted between the Job Classifications of Police Officer, Police Sergeant, Police Lieutenant, Police Captain, and Chief Administrative Officer/PIO, the employee starts his/her new Job Classification at the pay step level year coinciding with his/her pay step level year in their previous Job Classification.
- 3) When an employee (Police Pay Plan) is Promoted between the Job Classifications of Corrections Officer, Corrections Sergeant, and Corrections Lieutenant, the employee starts his/her new Job Classification at the pay step level year coinciding with his/her pay step level year in their previous Job Classification.
- 4) When an employee (Police Pay Plan) is Promoted between the Job Classifications of Communications Officer, Communications Sergeant, and Communications Lieutenant, the employee starts his/her new Job Classification at the pay step level year coinciding with his/her pay step pay year in their previous Job Classification.
- 5) Should an employee (Police Pay Plan) in the Corrections Officer or Communications Officer Job Classifications transfer to a Police Officer Job Classification Position, that individual would be entitled to a one-year pay step level credit for every five full years of his/her Corrections Officer or Communications Officer experience. Years of service do not change though pay step level year will change. Example: A Corrections Officer, currently at pay step level year nine (9), is Promoted to Police Officer. Per the job description, every five (5) years of experience with the Slidell Police Department in Corrections or Communications equates to one (1) year of Police Officer experience. This Corrections Officer would be Promoted to a Police Officer year one (1) (second step on the Pay Matrix). This Corrections Officer has ten (10) years of experience, years 0-9 on the Pay Matrix, which equates to two (2) years of experience as a Police Officer, i.e., year one (1) on the Pay Matrix(of Base (year 0) to year 1).
- 6) When an employee (Police Pay Plan) is Promoted between the Job Classifications of Kennel Technician, General Clerk, Animal Control Officer, and Senior Animal Control Officer, for which he/she is qualified, the employee moves up to the pay step level year in the new Job Classification with the pay rate that is closest, but greater than, his/her pay step level year pay rate in their previous Job Classification; however, if the increased amount of that new pay step level year pay rate is less than 4.5% of his/her previous pay step level year pay rate, the employee moves up another three (3) pay step level years in the new Job Classification.
- 7) When an employee (Police Pay Plan) is Promoted between the Job Classifications of Police Clerk, Police Secretary, Administrative Secretary, Secretary to the Chief of Police, Technology Support Specialist, Ops & Systems Manager, Training Coordinator, and School Crossing Guard Supervisor, for which he/she is qualified, the employee moves up to the pay step level year in the new Job Classification with the pay rate that is closest, but greater than, his/her pay step level year pay rate in their previous Job Classification; however, if the increased amount of that new pay step level year pay rate is less than 4.5% of his/her previous pay step level year pay rate, the employee moves up another three (3) pay step level years in the new Job Classification.
- 8) (Police Pay Plan) There is no pay step level year credit given for transfers from the Job Classifications of School Crossing Guard Supervisor or Training Coordinator to any other Job

Classification in the Slidell Police Department. However, pay step level year credit may be granted by the Chief of Police to the same extent as lateral transfer hires, if the transferring employee has equivalent experience.

- 9) Movement from a Job Classification in the Slidell Police Department to another Job Classification in the Slidell Police Department, on the same pay step level year pay rate scale, is a lateral move, not a promotion.

21.08 RATE OF PAY UPON DEMOTION

- 1) When an employee (Municipal Pay Plan) is Demoted to a Position in a lower grade, go to the demotion pay grade on the Municipal Employee Pay Matrix and find the Step that is nearest to but not less than the current pay rate then move backward three (3) Steps. The procedures apply to voluntary and Involuntary Demotions. In the event an employee's pay rate exceeds the highest pay rate in the demotion pay grade, then the pay rate shall be set at the maximum step of the demotion pay grade. Employees Demoted due to disciplinary action(s) shall not apply for a Position in a higher grade for a period of twelve (12) months from the date of their demotion.
- 2) Employees (Police Pay Plan) Demoted due to disciplinary action(s) in accordance with Rules 21.08.2, 21.08.3, 21.08.4, 21.08.5 or 21.08.6 below, shall not apply for a Position in a higher Job Classification for a period of twelve (12) months from the date of demotion. Years of service do not change but pay step level year indicated on the Police Employee Pay Matrix does change, as applicable.
- 3) When an employee (Police Pay Plan) in the Job Classifications of Police Officer, Police Sergeant, Police Lieutenant, Police Captain, and Chief Administrative Officer/PIO is Demoted to a Position in a lower Job Classification, for which he/she is qualified, go to the Police Employee Pay Matrix and find the pay rate in the pay step level year coinciding with, but not greater than, his/her pay rate in the pay step level year in the previous Job Classification to determine the demotion pay rate. In the event an employee's pay rate exceeds the highest pay rate in the lower Job Classification, then the pay rate shall be set at the maximum pay step level year of that demotion Job Classification.
- 4) When an employee (Police Pay Plan) is Demoted between the Job Classifications of Corrections Officer, Corrections Sergeant, and Corrections Lieutenant to a Position in a lower Job Classification, for which he/she is qualified, go to the Police Employee Pay Matrix and find the pay step level year coinciding with, but not greater than, his/her pay step level year in the previous Job Classification to determine the demotion pay rate. In the event an employee's pay rate exceeds the highest pay rate in the lower Job Classification, then the pay rate shall be set at the maximum pay step level year of that demotion Job Classification.
- 5) When an employee (Police Pay Plan) is Demoted between the Job Classifications of Communications Officer, Communications Sergeant, and Communications Lieutenant to a Position in a lower Job Classification, for which he/she is qualified, go to the Police Employee Pay Matrix and find the pay step level year coinciding with, but not greater than, his/her pay step level year in the previous Job Classification to determine the demotion pay rate. In the event an employee's pay rate exceeds the highest pay rate in the lower Job Classification, then the pay rate shall be set at the maximum pay step level year of that demotion Job Classification.
- 6) When an employee (Police Pay Plan) is Demoted between the Job Classifications of Kennel Technician, General Clerk, Animal Control Officer, and Senior Animal Control Officer to a Position in a lower Job Classification, for which he/she is qualified, go to the Police Employee Pay Matrix and find the pay step level year in the demotion Job Classification that is nearest to, but not less than, the current pay rate then move backward three (3) pay step level years to determine the demotion pay rate. In the event an

employee's pay rate exceeds the highest pay rate in the lower Job Classification, then the pay rate shall be set at the maximum pay step level year of that demotion Job Classification.

- 7) When an employee (Police Pay Plan) is Demoted between the Job Classifications of Police Clerk, Police Secretary, Administrative Secretary, Secretary to the Chief of Police, Training Coordinator, Technology Support Specialist, Ops & Systems Manager and School Crossing Guard Supervisor to a Position in a lower Job Classification, for which he/she is qualified, go to the Police Employee Pay Matrix and find the pay step level year in the demotion Job Classification that is nearest to, but not less than, the current pay rate then move backward three (3) pay step level years to determine the demotion pay rate. In the event an employee's pay rate exceeds the highest pay rate in the lower Job Classification, then the pay rate shall be set at the maximum pay step level year of that demotion Job Classification.
- 8) *Demotion in Lieu of Layoff or as a Result of Reorganization: (Municipal Pay Plan)* 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 demotion Job Classification pay grade, the employee shall be moved to the demotion pay grade to the nearest step but not below the current pay rate. In the event an employee's pay rate exceeds the highest pay rate in the demotion pay grade then the pay rate shall be set at the maximum step of the demotion pay grade. The pay rate shall not be less than the minimum of the grade. In this case, the pay rate shall be set to the minimum of the demotion pay grade. If the employee is eligible and selected to return to their former Job Classification, they will return to their former pay rate. If they have received any annual salary step increase(s) in the demotion pay grade, the employee shall be returned to the former Job Classification pay grade to the nearest step but not below the current pay rate.
- 9) *Demotion in Lieu of Layoff or as a Result of Reorganization: (Police Pay Plan)* 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 Position pay ranges of a lower Job Classification, for which he/she is qualified, the employee shall be moved to the nearest pay step level year, but not below the current pay rate. In the event an employee's pay rate exceeds the highest pay rate in the demotion Job Classification, then the pay rate shall be set at the maximum pay step level year of the demotion Job Classification pay range. The pay rate shall not be less than the minimum of the demoted Position. In this case, the pay rate shall be set to the minimum of the demotion Job Classification pay step level year (year zero / base pay rate). If the employee is eligible and selected to return to their former Job Classification, they will return to their former pay rate. If they have received any annual pay step level year increase(s) in the demotion Job Classification, the employee shall be returned to their former Job Classification to their nearest pay step level year but not below the current pay rate.
- 10) *Demotion Due to Reallocation: (Municipal Pay Plan)* The procedures apply to Reallocations that occur as a result of changes to Required Minimum Qualifications of Job Classifications as a result of new state, federal or external agency regulations. The current pay rate of the employee shall be reduced to the demotion Job Classification pay grade on the Municipal Employee Pay Matrix. Find the step that is nearest to the current pay rate than move back three (3) steps. In the event an employee's pay rate exceeds the maximum pay rate in the demotion pay grade, then the pay rate shall be set at the range maximum of the demotion pay grade. An employee who meets the new Required Minimum Qualifications and is selected to return to their former Job Classification will be treated in accordance with Rule 21.07, as applicable.
- 11) *Demotion Due to Reallocation: (Police Pay Plan)* The procedures apply to Reallocations that occur as a result of changes to Required Minimum Qualifications of Job Classifications as a result of new state, federal or external agency regulations. The employee is moved to a Position in a lower Job Classification, for which he/she is qualified, on the Police Employee Pay Matrix. Move over horizontally on the Pay Matrix to find the appropriate demoted Position Job Classification pay step level year according to the Required Minimum Qualifications indicated on the Job Classification Position Description. In the event an employee's pay rate exceeds the maximum pay rate in the demoted Job Classification, then the pay rate shall be set at the pay range maximum, year thirty (30) of the demotion

Job Classification pay step level year. An employee who meets the new Required Minimum Qualifications and is selected to return to their former Job Classification will be treated in accordance with Rule 21.07, as applicable.

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

- 1) A Job or title Correction may occur as the result of a movement due to external market or Pay Plan study findings. New titles may be implemented or abolished. Pay grades (Municipal Pay Plan) or pay step level year (Police Pay Plan) may or may not change either up or down but the duties that the employee has been performing have not changed.
 - a. (Municipal Pay Plan) In the event that an employee's pay rate falls below the pay range of the new Job Classification Position due to a Job Correction, the employee shall be moved to the minimum of the new pay grade.
 - b. (Police Pay Plan) In the event that an employee's pay rate falls below the pay range of the new Job Classification Position due to a Job Correction, the employee shall be moved to the new Job Classification in the appropriate pay step level year according to the Required Minimum Qualifications in the Job Classification Position Description.
 - c. (Municipal Pay Plan) If the employee's pay rate falls within the range minimum and maximum of a new Job Classification pay range, then the employee's pay rate shall be moved to the nearest pay rate but not below their current pay rate.
 - d. (Police Pay Plan) If the employee's pay rate falls within the range minimum and maximum of a new Job Classification pay range, then the employee shall be moved to the appropriate pay step level year in the new Job Classification according to the Required Minimum Qualifications in the Job Classification Position Description.
 - e. (Municipal Pay Plan) If the employee's pay rate is higher than the pay rate maximum in a new Job Classification Position, then the employee shall be moved to the maximum of the new Job Classification pay range.
 - f. (Police Pay Plan) If the employee's pay rate is higher than the pay rate maximum in a new Job Classification Position, then the employee shall be moved to the appropriate pay step level year in the new Job Classification according to the Required Minimum Qualifications in the new Job Classification Position Description.
- 2) Job Reallocation may occur when any of the Required Minimum Qualifications of a Job Classification change as a result of new state or federal laws, or external agency requirements. Such correction may require a change of grade (Municipal Pay Plan) or Job Classification (Police Pay Plan).
 - a. Such Job Reallocation may involve new training or certifications in order for the employee to meet new Required Minimum Qualifications and remain in the Job Classification Position that is corrected to a higher grade (Municipal Pay Plan) or Job Classification (Police Pay Plan), then Rule 21.07, as applicable, shall be applied.
 - b. Such Job Reallocations may involve removing certain Required Minimum Qualifications from the Job Classification, and the job to which the Position is corrected is in a lower grade (Municipal Pay Plan) or Job Classification (Police Pay Plan), then Rule 21.08, as applicable, shall be applied.
 - c. If the Job Correction is to another Job Classification Position in the same pay grade (Municipal Pay Plan), then the affected employee's pay rate 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 (Municipal Pay Plan) for the existing Position, or Job Classification and pay step level year (Police Pay Plan).

- a. If the Job Reclassification involves a higher grade (Municipal Pay Plan) or Job Classification (Police Pay Plan), then the employee's pay rate shall be set in accordance with 21.07, as applicable to the reclassified Job Classification .
 - b. If the Job Reclassification involves a lower pay grade (Municipal Pay Plan) or Job Classification (Police Pay Plan), then the employee's pay rate shall be set in accordance with 21.08, as applicable .
 - c. If the Job Reclassification remains in the same grade (Municipal Pay Plan), or Job Classification (Police Pay Plan), then the employee's pay rate shall not change.
 - d. If the Job Reclassification results in a title change with immaterial changes to duties, as determined by the Civil Service and Human Resources Directors, then the employee's pay rate shall not change.
- 4) Increases in an employee's pay rate due to Job Corrections, Reallocations and/or Reclassifications are contingent upon the availability of funding and shall be submitted to the City Council for consideration and approval before implementation.

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

- 1) (Municipal Pay Plan) In accordance with Rule 13.02 and 13.03 an employee may be assigned a special detail.
- a. In the event that the Special Detail 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's pay rate shall be set in accordance with 21.07, as applicable.
 - b. In the event that the Special Detail assignment is to a Position in the same grade, the employee's pay rate shall not change.
 - c. In the event that the Special Detail assignment is to a Position in a lower grade, the employee's pay rate shall not change.
 - d. In the event that the Special Detail is for a Substitute Appointment to a Position that is open due to a Permanent Employee's authorized leave of absence, 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 from a Substitute Appointment 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 pay rate in the employee's regularly assigned Position.
 - g. Completion of the Special Detail from a Provisional Appointment shall occur in accordance to Rule 13.02 and an employee shall return to their authorized pay rate in the employee's regularly assigned Position.
- 2) (Police Pay Plan) In accordance with Rule 13.02 and 13.03 an employee may be assigned a Special Detail.
- a. In the event that the Special Detail assignment is to a Position with a higher pay rate, or the employee is assuming the additional duties of the Special Detail in addition to their current Position, the employee shall move horizontally on the Police Employee Pay Matrix into the Special Detail Job Classification Position. Years of service do not change though pay step level year may change.
 - b. In the event that the Special Detail assignment is to a Position in the same pay rate, the employee's pay rate shall not change.
 - c. In the event that the Special Detail assignment is to a Position in a lower pay rate, the employee's pay rate shall not change.

- d. In the event that the Special Detail is for a Substitute Appointment to a Position that is open due to a Permanent Employee's authorized leave of absence, 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 from a Substitute Appointment 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 pay rate in the employee's regularly assigned Position.
- g. Completion of the Special Detail from a Provisional Appointment shall occur in accordance to Rule 13.02 and an employee shall return to their authorized pay rate in the employee's regularly assigned Position.

21.11 REEMPLOYMENT OR REINSTATEMENT UPON RETURN FROM MILITARY SERVICE

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, as amended.

21.12 REEMPLOYMENT BASED ON PRIOR SERVICE

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

Time Since Separation	Pay Rate	Vacation Leave	Sick Leave
0 to 6 months	Same Rate Previously Held	Reinstated With "0" Balance; Accrual Based Upon Most Recent Hire Date	Reinstated With "0" Balance; Accrual Based Upon Most Recent Hire Date
6 months – 1 year	Determined according to Rule 21.06	Reinstated With "0" Balance; Accrual Based Upon Most Recent Hire Date	Reinstated With "0" Balance; Accrual 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 and Time-In-Service based upon most recent Hire Date		

ADDENDUM – RULE 21

FY27 Municipal and Police Employee Pay Matrixes Addendum

City of Slidell
Municipal Employee Pay Matrix
Clerical Employees (72 hour employees)

Steps	Grade 1 <i>General Clerk</i>		Grade 2 <i>Accounting Clerk I</i>		Grade 3 <i>Permit Technician</i>		Grade 4 <i>Legal Clerk</i>		Grade 5 <i>Accounting Clerk II</i> <i>Human Resources</i> <i>Assistant</i> <i>Secretary</i>	
1	\$	24,970	\$	26,218	\$	27,529	\$	28,905	\$	30,351
2		25,344		26,611		27,942		29,339		30,806
3		25,724		27,011		28,361		29,779		31,268
4		26,110		27,416		28,786		30,226		31,737
5		26,502		27,827		29,218		30,679		32,213
6		26,899		28,244		29,657		31,139		32,696
7		27,303		28,668		30,101		31,606		33,187
8		27,712		29,098		30,553		32,081		33,685
9		28,128		29,534		31,011		32,562		34,190
10		28,550		29,977		31,476		33,050		34,703
11		28,978		30,427		31,949		33,546		35,223
12		29,413		30,884		32,428		34,049		35,752
13		29,854		31,347		32,914		34,560		36,288
14		30,302		31,817		33,408		35,078		36,832
15		30,756		32,294		33,909		35,604		37,385
16		31,218		32,779		34,418		36,138		37,945
17		31,686		33,270		34,934		36,681		38,515
18		32,161		33,769		35,458		37,231		39,092
19		32,644		34,276		35,990		37,789		39,679
20		33,133		34,790		36,530		38,356		40,274
21		33,630		35,312		37,078		38,931		40,878
22		34,135		35,842		37,634		39,515		41,491
23		34,647		36,379		38,198		40,108		42,114
24		35,167		36,925		38,771		40,710		42,745
25		35,694		37,479		39,353		41,320		43,386
26		36,230		38,041		39,943		41,940		44,037
27		36,773		38,612		40,542		42,569		44,698
28		37,325		39,191		41,150		43,208		45,368
29		37,884		39,779		41,768		43,856		46,049
30		38,453		40,375		42,394		44,514		46,739
31		39,029		40,981		43,030		45,182		47,441
32		39,615		41,596		43,675		45,859		48,152
33		40,209		42,220		44,331		46,547		48,874

City of Slidell
Municipal Employee Pay Matrix
Clerical Employees (72 hour employees)

	Grade 6		Grade 7		Grade 8		Grade 9		Grade 10	
	<i>None</i>		<i>Accounting Clerk III</i> <i>IT Support Specialist I</i> <i>Payroll Specialist</i>		<i>Buyer I</i> <i>Inspector I</i> <i>Sr. Permits Coordinator</i>		<i>Administrative Secretary</i> <i>Sr. Accounts Clerk</i> <i>IT Support Specialist II</i> <i>Human Resources Generalist</i>		<i>Accountant I</i> <i>GIS Analyst</i> <i>Planner I</i>	
Steps										
1	\$	31,868	\$	33,462	\$	35,135	\$	36,891	\$	38,736
2		32,346		33,964		35,662		37,445		39,317
3		32,831		34,473		36,197		38,007		39,907
4		33,324		34,990		36,740		38,577		40,505
5		33,824		35,515		37,291		39,155		41,113
6		34,331		36,048		37,850		39,743		41,730
7		34,846		36,588		38,418		40,339		42,356
8		35,369		37,137		38,994		40,944		42,991
9		35,899		37,694		39,579		41,558		43,636
10		36,438		38,260		40,173		42,181		44,290
11		36,984		38,834		40,775		42,814		44,955
12		37,539		39,416		41,387		43,456		45,629
13		38,102		40,007		42,008		44,108		46,314
14		38,674		40,607		42,638		44,770		47,008
15		39,254		41,217		43,277		45,441		47,713
16		39,843		41,835		43,927		46,123		48,429
17		40,440		42,462		44,585		46,815		49,155
18		41,047		43,099		45,254		47,517		49,893
19		41,663		43,746		45,933		48,230		50,641
20		42,288		44,402		46,622		48,953		51,401
21		42,922		45,068		47,321		49,687		52,172
22		43,566		45,744		48,031		50,433		52,954
23		44,219		46,430		48,752		51,189		53,749
24		44,883		47,127		49,483		51,957		54,555
25		45,556		47,834		50,225		52,736		55,373
26		46,239		48,551		50,979		53,528		56,204
27		46,933		49,279		51,743		54,330		57,047
28		47,637		50,018		52,519		55,145		57,903
29		48,351		50,769		53,307		55,973		58,771
30		49,076		51,530		54,107		56,812		59,653
31		49,813		52,303		54,918		57,664		60,548
32		50,560		53,088		55,742		58,529		61,456
33		51,318		53,884		56,578		59,407		62,378

City of Slidell
Municipal Employee Pay Matrix
Clerical Employees (72 hour employees)

		Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
		<i>Accountant II</i>	<i>Legal Secretary</i>	<i>Inspector II</i>	<i>Engineer I</i>	<i>Human Resources Manager</i>
		<i>Utility Lead Buyer II</i>	<i>Senior Accountant I</i>	<i>Legal Assistant Planner II</i>	<i>Engineer Inspector I Inspector III Mk & Events Coordinator Risk Mgmt. Specialist Utility Billing & Revenue Manager</i>	<i>Engineer Inspector II</i>
		<i>IT Support Specialist III</i>				
Steps						
1	\$	40,673	\$ 42,706	\$ 44,842	\$ 47,084	\$ 49,438
2		41,283	43,347	45,514	47,790	50,180
3		41,902	43,997	46,197	48,507	50,932
4		42,531	44,657	46,890	49,235	51,696
5		43,169	45,327	47,593	49,973	52,472
6		43,816	46,007	48,307	50,723	53,259
7		44,473	46,697	49,032	51,484	54,058
8		45,141	47,398	49,767	52,256	54,869
9		45,818	48,109	50,514	53,040	55,692
10		46,505	48,830	51,272	53,835	56,527
11		47,202	49,563	52,041	54,643	57,375
12		47,911	50,306	52,821	55,462	58,236
13		48,629	51,061	53,614	56,294	59,109
14		49,359	51,827	54,418	57,139	59,996
15		50,099	52,604	55,234	57,996	60,896
16		50,850	53,393	56,063	58,866	61,809
17		51,613	54,194	56,904	59,749	62,736
18		52,387	55,007	57,757	60,645	63,677
19		53,173	55,832	58,624	61,555	64,632
20		53,971	56,669	59,503	62,478	65,602
21		54,780	57,519	60,395	63,415	66,586
22		55,602	58,382	61,301	64,366	67,585
23		56,436	59,258	62,221	65,332	68,599
24		57,283	60,147	63,154	66,312	69,627
25		58,142	61,049	64,101	67,307	70,672
26		59,014	61,965	65,063	68,316	71,732
27		59,899	62,894	66,039	69,341	72,808
28		60,798	63,838	67,030	70,381	73,900
29		61,710	64,795	68,035	71,437	75,009
30		62,635	65,767	69,056	72,508	76,134
31		63,575	66,754	70,091	73,596	77,276
32		64,529	67,755	71,143	74,700	78,435
33		65,496	68,771	72,210	75,820	79,611

City of Slidell
Municipal Employee Pay Matrix
Clerical Employees (72 hour employees)

Steps	Grade 16		Grade 17		Grade 18		Grade 19		Grade 20	
	<i>Civil Service Director</i>		<i>Engineer II</i>		<i>Risk Insurance Manger</i>		<i>Assistant Director of KSB</i>		<i>CBO/CFM</i>	
	<i>Buyer III</i>		<i>Senior Accountant II</i>				<i>Assistant Director of Recreation</i>		<i>Planner III</i>	
	<i>Engineer Inspector III</i>						<i>Grant & Emergency Preparedness Administrator</i>		<i>Internal Auditor</i>	
1	\$	51,910	\$	54,506	\$	57,231	\$	60,092	\$	63,097
2		52,689		55,323		58,089		60,994		64,043
3		53,479		56,153		58,961		61,909		65,004
4		54,281		56,995		59,845		62,837		65,979
5		55,095		57,850		60,743		63,780		66,969
6		55,922		58,718		61,654		64,736		67,973
7		56,761		59,599		62,579		65,708		68,993
8		57,612		60,493		63,517		66,693		70,028
9		58,476		61,400		64,470		67,694		71,078
10		59,353		62,321		65,437		68,709		72,144
11		60,244		63,256		66,419		69,740		73,227
12		61,147		64,205		67,415		70,786		74,325
13		62,065		65,168		68,426		71,847		75,440
14		62,996		66,145		69,453		72,925		76,571
15		63,940		67,137		70,494		74,019		77,720
16		64,900		68,145		71,552		75,129		78,886
17		65,873		69,167		72,625		76,256		80,069
18		66,861		70,204		73,714		77,400		81,270
19		67,864		71,257		74,820		78,561		82,489
20		68,882		72,326		75,942		79,740		83,727
21		69,915		73,411		77,082		80,936		84,982
22		70,964		74,512		78,238		82,150		86,257
23		72,028		75,630		79,411		83,382		87,551
24		73,109		76,764		80,603		84,633		88,864
25		74,205		77,916		81,812		85,902		90,197
26		75,319		79,085		83,039		87,191		91,550
27		76,448		80,271		84,284		88,499		92,923
28		77,595		81,475		85,549		89,826		94,317
29		78,759		82,697		86,832		91,173		95,732
30		79,940		83,937		88,134		92,541		97,168
31		81,140		85,196		89,456		93,929		98,626
32		82,357		86,474		90,798		95,338		100,105
33		83,592		87,772		92,160		96,768		101,607

City of Slidell
Municipal Employee Pay Matrix
Clerical Employees (72 hour employees)

Steps	Grade 21		Grade 22		Grade 23		Grade 24		Grade 25	
	<i>Purchasing Agent</i>		<i>Engineer III</i>		<i>Computer Systems Manager</i>		<i>Assistant Director of Finance</i>		<i>None</i>	
1	\$	66,252	\$	69,564	\$	73,043	\$	76,695	\$	80,529
2		67,246		70,608		74,138		77,845		81,737
3		68,254		71,667		75,250		79,013		82,963
4		69,278		72,742		76,379		80,198		84,208
5		70,317		73,833		77,525		81,401		85,471
6		71,372		74,941		78,688		82,622		86,753
7		72,443		76,065		79,868		83,861		88,054
8		73,529		77,206		81,066		85,119		89,375
9		74,632		78,364		82,282		86,396		90,716
10		75,752		79,539		83,516		87,692		92,077
11		76,888		80,732		84,769		89,007		93,458
12		78,041		81,943		86,040		90,342		94,860
13		79,212		83,172		87,331		91,698		96,282
14		80,400		84,420		88,641		93,073		97,727
15		81,606		85,686		89,971		94,469		99,193
16		82,830		86,972		91,320		95,886		100,681
17		84,073		88,276		92,690		97,324		102,191
18		85,334		89,600		94,080		98,784		103,724
19		86,614		90,944		95,492		100,266		105,279
20		87,913		92,308		96,924		101,770		106,859
21		89,232		93,693		98,378		103,297		108,462
22		90,570		95,099		99,853		104,846		110,088
23		91,929		96,525		101,351		106,419		111,740
24		93,307		97,973		102,872		108,015		113,416
25		94,707		99,442		104,415		109,635		115,117
26		96,128		100,934		105,981		111,280		116,844
27		97,570		102,448		107,571		112,949		118,596
28		99,033		103,985		109,184		114,643		120,375
29		100,519		105,545		110,822		116,363		122,181
30		102,026		107,128		112,484		118,108		124,014
31		103,557		108,735		114,171		119,880		125,874
32		105,110		110,366		115,884		121,678		127,762
33		106,687		112,021		117,622		123,503		129,679

City of Slidell
Municipal Employee Pay Matrix
Clerical Employees (72 hour employees)

Steps	Grade 26		Grade 27 <i>Assistant Director of Engineering</i>		Grade 28		Grade 29		Grade 30	
	<i>None</i>				<i>None</i>		<i>None</i>		<i>None</i>	
1	\$	84,556	\$	88,784	\$	93,223	\$	97,884	\$	102,778
2		85,824		90,115		94,621		99,352		104,320
3		87,112		91,467		96,041		100,843		105,885
4		88,418		92,839		97,481		102,355		107,473
5		89,745		94,232		98,943		103,891		109,085
6		91,091		95,645		100,428		105,449		110,721
7		92,457		97,080		101,934		107,031		112,382
8		93,844		98,536		103,463		108,636		114,068
9		95,252		100,014		105,015		110,266		115,779
10		96,680		101,514		106,590		111,920		117,516
11		98,131		103,037		108,189		113,598		119,278
12		99,603		104,583		109,812		115,302		121,068
13		101,097		106,151		111,459		117,032		122,884
14		102,613		107,744		113,131		118,787		124,727
15		104,152		109,360		114,828		120,569		126,598
16		105,715		111,000		116,550		122,378		128,497
17		107,300		112,665		118,299		124,213		130,424
18		108,910		114,355		120,073		126,077		132,380
19		110,543		116,071		121,874		127,968		134,366
20		112,202		117,812		123,702		129,887		136,382
21		113,885		119,579		125,558		131,836		138,427
22		115,593		121,372		127,441		133,813		140,504
23		117,327		123,193		129,353		135,820		142,611
24		119,087		125,041		131,293		137,858		144,751
25		120,873		126,917		133,262		139,926		146,922
26		122,686		128,820		135,261		142,024		149,126
27		124,526		130,753		137,290		144,155		151,363
28		126,394		132,714		139,350		146,317		153,633
29		128,290		134,705		141,440		148,512		155,937
30		130,214		136,725		143,561		150,740		158,277
31		132,168		138,776		145,715		153,001		160,651
32		134,150		140,858		147,901		155,296		163,060
33		136,162		142,971		150,119		157,625		165,506

City of Slidell
Municipal Employee Pay Matrix
Clerical Employees (72 hour employees)

Steps	Grade 31
	<i>None</i>
1	\$ 107,917
2	109,536
3	111,179
4	112,847
5	114,539
6	116,257
7	118,001
8	119,771
9	121,568
10	123,391
11	125,242
12	127,121
13	129,028
14	130,963
15	132,928
16	134,922
17	136,945
18	139,000
19	141,085
20	143,201
21	145,349
22	147,529
23	149,742
24	151,988
25	154,268
26	156,582
27	158,931
28	161,315
29	163,734
30	166,190
31	168,683
32	171,213
33	173,782

City of Slidell
Municipal Employee Pay Matrix
Field Employees (80 hour employees)

Steps	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5	
	<i>Laborer</i> <i>Operator in Training</i>		<i>Maintenance Technician</i> <i>Treatment Plant</i> <i>Operator I</i>		<i>Vehicle Mechanic</i>		<i>Electrician</i> <i>Lt Duty Equipment</i> <i>Operator</i>		<i>Treatment Plant</i> <i>Operator II</i> <i>Grease Trap Inspector</i> <i>Code Enforcement</i> <i>Officer</i>	
1	\$	24,970	\$	26,218	\$	27,529	\$	28,905	\$	30,351
2		25,344		26,611		27,942		29,339		30,806
3		25,724		27,011		28,361		29,779		31,268
4		26,110		27,416		28,786		30,226		31,737
5		26,502		27,827		29,218		30,679		32,213
6		26,899		28,244		29,657		31,139		32,696
7		27,303		28,668		30,101		31,606		33,187
8		27,712		29,098		30,553		32,081		33,685
9		28,128		29,534		31,011		32,562		34,190
10		28,550		29,977		31,476		33,050		34,703
11		28,978		30,427		31,949		33,546		35,223
12		29,413		30,884		32,428		34,049		35,752
13		29,854		31,347		32,914		34,560		36,288
14		30,302		31,817		33,408		35,078		36,832
15		30,756		32,294		33,909		35,604		37,385
16		31,218		32,779		34,418		36,138		37,945
17		31,686		33,270		34,934		36,681		38,515
18		32,161		33,769		35,458		37,231		39,092
19		32,644		34,276		35,990		37,789		39,679
20		33,133		34,790		36,530		38,356		40,274
21		33,630		35,312		37,078		38,931		40,878
22		34,135		35,842		37,634		39,515		41,491
23		34,647		36,379		38,198		40,108		42,114
24		35,167		36,925		38,771		40,710		42,745
25		35,694		37,479		39,353		41,320		43,386
26		36,230		38,041		39,943		41,940		44,037
27		36,773		38,612		40,542		42,569		44,698
28		37,325		39,191		41,150		43,208		45,368
29		37,884		39,779		41,768		43,856		46,049
30		38,453		40,375		42,394		44,514		46,739
31		39,029		40,981		43,030		45,182		47,441
32		39,615		41,596		43,675		45,859		48,152
33		40,209		42,220		44,331		46,547		48,874

City of Slidell
Municipal Employee Pay Matrix
Field Employees (80 hour employees)

Steps					
	Grade 6 <i>Equipment Operator</i> <i>Pump Mechanic</i> <i>Welder/Fabricator</i>	Grade 7 <i>Facilities Maint. Engineer</i> <i>Sr Vehicle Mechanic</i> <i>Utility Technician</i> <i>Water Well Operator Treatment Technician I</i>	Grade 8 <i>Treatment Plant Operator III</i>	Grade 9 <i>Chemist</i> <i>Cross Connection Specialist</i> <i>Maintenance Electrician</i> <i>Sr Equipment Operator Sr Treatment Plant Operator</i> <i>Water Well Operator Treatment Technician II Utility Line Locator</i>	Grade 10 <i>Heavy Equipment Operator</i> <i>Sr Facilities Maint Engineer</i>
1	\$ 31,868	\$ 33,462	\$ 35,135	\$ 36,891	\$ 38,736
2	32,346	33,964	35,662	37,445	39,317
3	32,831	34,473	36,197	38,007	39,907
4	33,324	34,990	36,740	38,577	40,505
5	33,824	35,515	37,291	39,155	41,113
6	34,331	36,048	37,850	39,743	41,730
7	34,846	36,588	38,418	40,339	42,356
8	35,369	37,137	38,994	40,944	42,991
9	35,899	37,694	39,579	41,558	43,636
10	36,438	38,260	40,173	42,181	44,290
11	36,984	38,834	40,775	42,814	44,955
12	37,539	39,416	41,387	43,456	45,629
13	38,102	40,007	42,008	44,108	46,314
14	38,674	40,607	42,638	44,770	47,008
15	39,254	41,217	43,277	45,441	47,713
16	39,843	41,835	43,927	46,123	48,429
17	40,440	42,462	44,585	46,815	49,155
18	41,047	43,099	45,254	47,517	49,893
19	41,663	43,746	45,933	48,230	50,641
20	42,288	44,402	46,622	48,953	51,401
21	42,922	45,068	47,321	49,687	52,172
22	43,566	45,744	48,031	50,433	52,954
23	44,219	46,430	48,752	51,189	53,749
24	44,883	47,127	49,483	51,957	54,555
25	45,556	47,834	50,225	52,736	55,373
26	46,239	48,551	50,979	53,528	56,204
27	46,933	49,279	51,743	54,330	57,047
28	47,637	50,018	52,519	55,145	57,903
29	48,351	50,769	53,307	55,973	58,771
30	49,076	51,530	54,107	56,812	59,653
31	49,813	52,303	54,918	57,664	60,548
32	50,560	53,088	55,742	58,529	61,456
33	51,318	53,884	56,578	59,407	62,378

City of Slidell
Municipal Employee Pay Matrix
Field Employees (80 hour employees)

Steps	Grade 11 <i>Crew Chief</i> <i>Heavy Equipment</i> <i>Mechanic</i> <i>Senior Electrician</i>		Grade 12 <i>Facilities Manager</i>		Grade 13 <i>Shop Foreman</i>		Grade 14 <i>Chemist II</i>		Grade 15 <i>Chief Electrician</i> <i>Senior Crew Chief</i>	
1	\$	40,673	\$	42,706	\$	44,842	\$	47,084	\$	49,438
2		41,283		43,347		45,514		47,790		50,180
3		41,902		43,997		46,197		48,507		50,932
4		42,531		44,657		46,890		49,235		51,696
5		43,169		45,327		47,593		49,973		52,472
6		43,816		46,007		48,307		50,723		53,259
7		44,473		46,697		49,032		51,484		54,058
8		45,141		47,398		49,767		52,256		54,869
9		45,818		48,109		50,514		53,040		55,692
10		46,505		48,830		51,272		53,835		56,527
11		47,202		49,563		52,041		54,643		57,375
12		47,911		50,306		52,821		55,462		58,236
13		48,629		51,061		53,614		56,294		59,109
14		49,359		51,827		54,418		57,139		59,996
15		50,099		52,604		55,234		57,996		60,896
16		50,850		53,393		56,063		58,866		61,809
17		51,613		54,194		56,904		59,749		62,736
18		52,387		55,007		57,757		60,645		63,677
19		53,173		55,832		58,624		61,555		64,632
20		53,971		56,669		59,503		62,478		65,602
21		54,780		57,519		60,395		63,415		66,586
22		55,602		58,382		61,301		64,366		67,585
23		56,436		59,258		62,221		65,332		68,599
24		57,283		60,147		63,154		66,312		69,627
25		58,142		61,049		64,101		67,307		70,672
26		59,014		61,965		65,063		68,316		71,732
27		59,899		62,894		66,039		69,341		72,808
28		60,798		63,838		67,030		70,381		73,900
29		61,710		64,795		68,035		71,437		75,009
30		62,635		65,767		69,056		72,508		76,134
31		63,575		66,754		70,091		73,596		77,276
32		64,529		67,755		71,143		74,700		78,435
33		65,496		68,771		72,210		75,820		79,611

City of Slidell
Municipal Employee Pay Matrix
Field Employees (80 hour employees)

Steps	Grade 16		Grade 17		Grade 18		Grade 19		Grade 20	
	<i>Facilities Manager DISA</i>		<i>Chief Operator Fleet Manager</i>		<i>None</i>		<i>Assistant Superintendent</i>		<i>None</i>	
1	\$	51,910	\$	54,506	\$	57,231	\$	60,092	\$	63,097
2		52,689		55,323		58,089		60,994		64,043
3		53,479		56,153		58,961		61,909		65,004
4		54,281		56,995		59,845		62,837		65,979
5		55,095		57,850		60,743		63,780		66,969
6		55,922		58,718		61,654		64,736		67,973
7		56,761		59,599		62,579		65,708		68,993
8		57,612		60,493		63,517		66,693		70,028
9		58,476		61,400		64,470		67,694		71,078
10		59,353		62,321		65,437		68,709		72,144
11		60,244		63,256		66,419		69,740		73,227
12		61,147		64,205		67,415		70,786		74,325
13		62,065		65,168		68,426		71,847		75,440
14		62,996		66,145		69,453		72,925		76,571
15		63,940		67,137		70,494		74,019		77,720
16		64,900		68,145		71,552		75,129		78,886
17		65,873		69,167		72,625		76,256		80,069
18		66,861		70,204		73,714		77,400		81,270
19		67,864		71,257		74,820		78,561		82,489
20		68,882		72,326		75,942		79,740		83,727
21		69,915		73,411		77,082		80,936		84,982
22		70,964		74,512		78,238		82,150		86,257
23		72,028		75,630		79,411		83,382		87,551
24		73,109		76,764		80,603		84,633		88,864
25		74,205		77,916		81,812		85,902		90,197
26		75,319		79,085		83,039		87,191		91,550
27		76,448		80,271		84,284		88,499		92,923
28		77,595		81,475		85,549		89,826		94,317
29		78,759		82,697		86,832		91,173		95,732
30		79,940		83,937		88,134		92,541		97,168
31		81,140		85,196		89,456		93,929		98,626
32		82,357		86,474		90,798		95,338		100,105
33		83,592		87,772		92,160		96,768		101,607

City of Slidell
Municipal Employee Pay Matrix
Field Employees (80 hour employees)

Steps	Grade 21 <i>Superintendent</i>	Grade 22 <i>None</i>	Grade 23 <i>None</i>	Grade 24 <i>None</i>	Grade 25 <i>None</i>
1	\$ 66,252	\$ 69,564	\$ 73,043	\$ 76,695	\$ 80,529
2	67,246	70,608	74,138	77,845	81,737
3	68,254	71,667	75,250	79,013	82,963
4	69,278	72,742	76,379	80,198	84,208
5	70,317	73,833	77,525	81,401	85,471
6	71,372	74,941	78,688	82,622	86,753
7	72,443	76,065	79,868	83,861	88,054
8	73,529	77,206	81,066	85,119	89,375
9	74,632	78,364	82,282	86,396	90,716
10	75,752	79,539	83,516	87,692	92,077
11	76,888	80,732	84,769	89,007	93,458
12	78,041	81,943	86,040	90,342	94,860
13	79,212	83,172	87,331	91,698	96,282
14	80,400	84,420	88,641	93,073	97,727
15	81,606	85,686	89,971	94,469	99,193
16	82,830	86,972	91,320	95,886	100,681
17	84,073	88,276	92,690	97,324	102,191
18	85,334	89,600	94,080	98,784	103,724
19	86,614	90,944	95,492	100,266	105,279
20	87,913	92,308	96,924	101,770	106,859
21	89,232	93,693	98,378	103,297	108,462
22	90,570	95,099	99,853	104,846	110,088
23	91,929	96,525	101,351	106,419	111,740
24	93,307	97,973	102,872	108,015	113,416
25	94,707	99,442	104,415	109,635	115,117
26	96,128	100,934	105,981	111,280	116,844
27	97,570	102,448	107,571	112,949	118,596
28	99,033	103,985	109,184	114,643	120,375
29	100,519	105,545	110,822	116,363	122,181
30	102,026	107,128	112,484	118,108	124,014
31	103,557	108,735	114,171	119,880	125,874
32	105,110	110,366	115,884	121,678	127,762
33	106,687	112,021	117,622	123,503	129,679

City of Slidell
Municipal Employee Pay Matrix
Field Employees (80 hour employees)

Steps	Grade 26 <i>None</i>	Grade 27 <i>None</i>	Grade 28 <i>None</i>	Grade 29 <i>None</i>	Grade 30 <i>None</i>
1	\$ 84,556	\$ 88,784	\$ 93,223	\$ 97,884	\$ 102,778
2	85,824	90,115	94,621	99,352	104,320
3	87,112	91,467	96,041	100,843	105,885
4	88,418	92,839	97,481	102,355	107,473
5	89,745	94,232	98,943	103,891	109,085
6	91,091	95,645	100,428	105,449	110,721
7	92,457	97,080	101,934	107,031	112,382
8	93,844	98,536	103,463	108,636	114,068
9	95,252	100,014	105,015	110,266	115,779
10	96,680	101,514	106,590	111,920	117,516
11	98,131	103,037	108,189	113,598	119,278
12	99,603	104,583	109,812	115,302	121,068
13	101,097	106,151	111,459	117,032	122,884
14	102,613	107,744	113,131	118,787	124,727
15	104,152	109,360	114,828	120,569	126,598
16	105,715	111,000	116,550	122,378	128,497
17	107,300	112,665	118,299	124,213	130,424
18	108,910	114,355	120,073	126,077	132,380
19	110,543	116,071	121,874	127,968	134,366
20	112,202	117,812	123,702	129,887	136,382
21	113,885	119,579	125,558	131,836	138,427
22	115,593	121,372	127,441	133,813	140,504
23	117,327	123,193	129,353	135,820	142,611
24	119,087	125,041	131,293	137,858	144,751
25	120,873	126,917	133,262	139,926	146,922
26	122,686	128,820	135,261	142,024	149,126
27	124,526	130,753	137,290	144,155	151,363
28	126,394	132,714	139,350	146,317	153,633
29	128,290	134,705	141,440	148,512	155,937
30	130,214	136,725	143,561	150,740	158,277
31	132,168	138,776	145,715	153,001	160,651
32	134,150	140,858	147,901	155,296	163,060
33	136,162	142,971	150,119	157,625	165,506

City of Slidell
Municipal Employee Pay Matrix
Field Employees (80 hour employees)

Steps	Grade 31	<i>None</i>
1	\$	107,917
2		109,536
3		111,179
4		112,847
5		114,539
6		116,257
7		118,001
8		119,771
9		121,568
10		123,391
11		125,242
12		127,121
13		129,028
14		130,963
15		132,928
16		134,922
17		136,945
18		139,000
19		141,085
20		143,201
21		145,349
22		147,529
23		149,742
24		151,988
25		154,268
26		156,582
27		158,931
28		161,315
29		163,734
30		166,190
31		168,683
32		171,213
33		173,782

City of Slidell
Police Employee Pay Matrix
(72 hour employees)

	<i>Police Clerk</i>	<i>Police Secretary</i>	<i>Administrative Secretary</i>	<i>Secretary to the COP Technology Support Spec.</i>	<i>Ops & Systems Manager</i>
Base Salary	\$	\$	\$	\$	\$
Year 1	27,500	33,750	42,000	45,000	66,000
Year 2	27,913	34,256	42,630	45,675	66,990
Year 3	28,331	34,770	43,269	46,360	67,995
Year 4	28,756	35,292	43,918	47,056	69,015
Year 5	29,187	35,821	44,577	47,761	70,050
Year 6	29,625	36,358	45,246	48,478	71,101
Year 7	30,070	36,904	45,925	49,205	72,167
Year 8	30,521	37,457	46,613	49,943	73,250
Year 9	30,979	38,019	47,313	50,692	74,349
Year 10	31,443	38,589	48,022	51,453	75,464
Year 11	31,915	39,168	48,743	52,224	76,596
Year 12	32,394	39,756	49,474	53,008	77,745
Year 13	32,879	40,352	50,216	53,803	78,911
Year 14	33,373	40,957	50,969	54,610	80,094
Year 15	33,873	41,572	51,734	55,429	81,296
Year 16	34,381	42,195	52,510	56,260	82,515
Year 17	34,897	42,828	53,297	57,104	83,753
Year 18	35,421	43,471	54,097	57,961	85,009
Year 19	35,952	44,123	54,908	58,830	86,284
Year 20	36,491	44,785	55,732	59,713	87,579
Year 21	37,039	45,456	56,568	60,608	88,892
Year 22	37,594	46,138	57,416	61,518	90,226
Year 23	38,158	46,830	58,278	62,440	91,579
Year 24	38,730	47,533	59,152	63,377	92,953
Year 25	39,311	48,246	60,039	64,328	94,347
Year 26	39,901	48,969	60,940	65,293	95,762
Year 27	40,500	49,704	61,854	66,272	97,199
Year 28	41,107	50,450	62,782	67,266	98,657
Year 29	41,724	51,206	63,723	68,275	100,137
Year 30	42,349	51,974	64,679	69,299	101,639
	42,985	52,754	65,649	70,339	103,163

City of Slidell
Police Employee Pay Matrix
(80 hour employees)

	<i>School Crossing Guard Spvr.</i>	<i>Training Coordinator</i>	<i>Police Officer</i>	<i>Police Sergeant</i>	<i>Police Lieutenant</i>
Base					
Salary	\$	\$	\$	\$	\$
Year 1	32,000	35,500	50,000	58,000	66,000
Year 2	32,480	36,033	50,750	58,870	66,990
Year 3	32,967	36,573	51,511	59,753	67,995
Year 4	33,462	37,122	52,284	60,649	69,015
Year 5	33,964	37,678	53,068	61,559	70,050
Year 6	34,473	38,244	53,864	62,482	71,101
Year 7	34,990	38,817	54,672	63,420	72,167
Year 8	35,515	39,399	55,492	64,371	73,250
Year 9	36,048	39,990	56,325	65,337	74,349
Year 10	36,588	40,590	57,169	66,317	75,464
Year 11	37,137	41,199	58,027	67,311	76,596
Year 12	37,694	41,817	58,897	68,321	77,745
Year 13	38,260	42,444	59,781	69,346	78,911
Year 14	38,834	43,081	60,678	70,386	80,094
Year 15	39,416	43,727	61,588	71,442	81,296
Year 16	40,007	44,383	62,512	72,513	82,515
Year 17	40,608	45,049	63,449	73,601	83,753
Year 18	41,217	45,725	64,401	74,705	85,009
Year 19	41,835	46,411	65,367	75,826	86,284
Year 20	42,462	47,107	66,348	76,963	87,579
Year 21	43,099	47,813	67,343	78,118	88,892
Year 22	43,746	48,531	68,353	79,289	90,226
Year 23	44,402	49,259	69,378	80,479	91,579
Year 24	45,068	49,997	70,419	81,686	92,953
Year 25	45,744	50,747	71,475	82,911	94,347
Year 26	46,430	51,509	72,547	84,155	95,762
Year 27	47,127	52,281	73,635	85,417	97,199
Year 28	47,834	53,065	74,740	86,698	98,657
Year 29	48,551	53,861	75,861	87,999	100,137
Year 30	49,279	54,669	76,999	89,319	101,639
	50,019	55,489	78,154	90,659	103,163

City of Slidell
Police Employee Pay Matrix
(80 hour employees)

	<i>Police Captain</i>		<i>Chief Admin./PIO</i>	
Base Salary	\$	75,000	\$	83,873
Year 1		76,125		85,131
Year 2		77,267		86,408
Year 3		78,426		87,704
Year 4		79,602		89,019
Year 5		80,796		90,355
Year 6		82,008		91,710
Year 7		83,238		93,085
Year 8		84,487		94,482
Year 9		85,754		95,899
Year 10		87,041		97,337
Year 11		88,346		98,798
Year 12		89,671		100,279
Year 13		91,016		101,784
Year 14		92,382		103,310
Year 15		93,767		104,860
Year 16		95,174		106,433
Year 17		96,602		108,029
Year 18		98,051		109,650
Year 19		99,521		111,295
Year 20		101,014		112,964
Year 21		102,529		114,659
Year 22		104,067		116,378
Year 23		105,628		118,124
Year 24		107,213		119,896
Year 25		108,821		121,694
Year 26		110,453		123,520
Year 27		112,110		125,373
Year 28		113,792		127,253
Year 29		115,499		129,162
Year 30		117,231		131,099

City of Slidell
Police Employee Pay Matrix
Animal Control
(80 hour employees)

	<i>Kennel Technician</i>		<i>General Clerk</i>		<i>Animal Control Officer</i>		<i>Senior Animal Control Off.</i>	
Base								
Salary	\$	27,500	\$	27,500	\$	31,500	\$	33,750
Year 1		27,913		27,913		31,973		34,256
Year 2		28,331		28,331		32,452		34,770
Year 3		28,756		28,756		32,939		35,292
Year 4		29,187		29,187		33,433		35,821
Year 5		29,625		29,625		33,934		36,358
Year 6		30,070		30,070		34,443		36,904
Year 7		30,521		30,521		34,960		37,457
Year 8		30,979		30,979		35,485		38,019
Year 9		31,443		31,443		36,017		38,589
Year 10		31,915		31,915		36,557		39,168
Year 11		32,394		32,394		37,105		39,756
Year 12		32,879		32,879		37,662		40,352
Year 13		33,373		33,373		38,227		40,957
Year 14		33,873		33,873		38,800		41,572
Year 15		34,381		34,381		39,382		42,195
Year 16		34,897		34,897		39,973		42,828
Year 17		35,421		35,421		40,573		43,471
Year 18		35,952		35,952		41,181		44,123
Year 19		36,491		36,491		41,799		44,785
Year 20		37,039		37,039		42,426		45,456
Year 21		37,594		37,594		43,062		46,138
Year 22		38,158		38,158		43,708		46,830
Year 23		38,730		38,730		44,364		47,533
Year 24		39,311		39,311		45,029		48,246
Year 25		39,901		39,901		45,705		48,969
Year 26		40,500		40,500		46,390		49,704
Year 27		41,107		41,107		47,086		50,450
Year 28		41,724		41,724		47,792		51,206
Year 29		42,349		42,349		48,509		51,974
Year 30		42,985		42,985		49,237		52,754

City of Slidell
Police Employee Pay Matrix
Corrections Officers
(80 hour employees)

	<i>Corrections Officer</i>		<i>Corrections Sgt.</i>		<i>Corrections Lt.</i>	
Base Salary	\$	41,500	\$	46,000	\$	51,000
Year 1		42,123		46,690		51,765
Year 2		42,754		47,390		52,541
Year 3		43,396		48,101		53,330
Year 4		44,047		48,823		54,130
Year 5		44,707		49,555		54,941
Year 6		45,378		50,298		55,766
Year 7		46,059		51,053		56,602
Year 8		46,749		51,819		57,451
Year 9		47,451		52,596		58,313
Year 10		48,162		53,385		59,188
Year 11		48,885		54,186		60,075
Year 12		49,618		54,998		60,977
Year 13		50,362		55,823		61,891
Year 14		51,118		56,661		62,820
Year 15		51,885		57,511		63,762
Year 16		52,663		58,373		64,718
Year 17		53,453		59,249		65,689
Year 18		54,255		60,138		66,674
Year 19		55,068		61,040		67,674
Year 20		55,894		61,955		68,690
Year 21		56,733		62,885		69,720
Year 22		57,584		63,828		70,766
Year 23		58,448		64,785		71,827
Year 24		59,324		65,757		72,905
Year 25		60,214		66,743		73,998
Year 26		61,117		67,745		75,108
Year 27		62,034		68,761		76,235
Year 28		62,965		69,792		77,378
Year 29		63,909		70,839		78,539
Year 30		64,868		71,902		79,717

City of Slidell
Police Employee Pay Matrix
Communications Officers
(80 hour employees)

	<i>Communications Officer</i>		<i>Communications Sgt.</i>		<i>Communications Lt.</i>	
Base Salary	\$	41,500	\$	46,000	\$	51,000
Year 1		42,123		46,690		51,765
Year 2		42,754		47,390		52,541
Year 3		43,396		48,101		53,330
Year 4		44,047		48,823		54,130
Year 5		44,707		49,555		54,941
Year 6		45,378		50,298		55,766
Year 7		46,059		51,053		56,602
Year 8		46,749		51,819		57,451
Year 9		47,451		52,596		58,313
Year 10		48,162		53,385		59,188
Year 11		48,885		54,186		60,075
Year 12		49,618		54,998		60,977
Year 13		50,362		55,823		61,891
Year 14		51,118		56,661		62,820
Year 15		51,885		57,511		63,762
Year 16		52,663		58,373		64,718
Year 17		53,453		59,249		65,689
Year 18		54,255		60,138		66,674
Year 19		55,068		61,040		67,674
Year 20		55,894		61,955		68,690
Year 21		56,733		62,885		69,720
Year 22		57,584		63,828		70,766
Year 23		58,448		64,785		71,827
Year 24		59,324		65,757		72,905
Year 25		60,214		66,743		73,998
Year 26		61,117		67,745		75,108
Year 27		62,034		68,761		76,235
Year 28		62,965		69,792		77,378
Year 29		63,909		70,839		78,539
Year 30		64,868		71,902		79,717

RULE 22 – POLITICAL ACTIVITY PROHIBITIONS

22.01 POLITICAL ACTIVITY DEFINED

As used in this Rule, Political Activity means an effort or action to support or oppose the election of a candidate for political office or to support or oppose a particular political party at the national, state (including non-resident states), or local level.

22.02 POLITICAL ACTIVITY PROHIBITIONS

No member of the Civil Service Board (“Board”), or employee covered under the City of Slidell Classified Civil Service System (“Civil Service System”) shall participate or engage in Political Activity; be a candidate for nomination or election to any public office, or be a member of any national, state (including non-resident states), or local committee of a political party, faction or candidate; make or solicit contributions for any political party, faction or candidate, or take active part in the management of the affairs of a political party, faction, candidate, or any political campaign. The APPEARANCE of giving such support or opposition is also prohibited.

Classified Employees and Board members shall NOT (this is not an all-inclusive list):

- 1) Solicit votes for a political party or candidate
- 2) Contribute or solicit political contributions
- 3) Make public political speeches or statements
- 4) Wear political campaign buttons, ribbons, insignia, logo apparel, etc., in public or at work
- 5) Distribute or publicly display political campaign cards, flyers, buttons, posters, signs, or other informational communications, etc.
- 6) Serve as a member of a political committee or party group
- 7) Address campaign literature or envelopes
- 8) Work or volunteer in political campaign headquarters or offices
- 9) Distribute, sell or solicit the sale of tickets to a political dinner or other gathering, or encourage attendance thereat
- 10) Hold, host or attend any type of political meeting or campaign event in his/her home or other place
- 11) Utilize social media to actively engage, post or otherwise share comments, emojis, videos, links, chats, etc., either for or against a political party or candidate, including on a personal or others’ pages / websites / blogs, etc., or on an official or unofficial media page or website of a candidate for nomination or election to a political office, political party, or faction of a political party

When a Classified Employee or a Board member is in doubt as to the propriety or legality of his/her action(s), he/she should refrain from taking the action.

22.03 POLITICAL ACTIVITY NOT PROHIBITED

Classified Employees or Board members may serve as an election commissioner or official watcher or worker at polling locations; exercise his/her right as a citizen to express his/her opinion privately; and cast his/her vote as he/she desires in any election. Classified Employees or Board members may attend any free function open to the public where all candidates are invited and can speak or present their views. The support of, or opposition to, issues involving bonded indebtedness, tax referenda, or Constitutional or City Charter amendments / ordinances shall not be prohibited activity.

22.04 VIOLATIONS OF POLITICAL ACTIVITY

Violations of any Political Activity prohibitions / restrictions subject the person in violation to a fine of \$500 and to imprisonment for six (6) months, in accordance with Louisiana Civil Service law, as well as loss of his/her Position with the City.

22.05 POLITICAL CONTRIBUTION SOLICITATION OR COERCION

No person shall solicit contributions for political purposes from any Classified Employee or Board member. No person in any capacity of City service (Classified, Unclassified, Appointed, Temporary, etc.) may use or attempt to use his/her Position in the City service to punish or coerce Political Activity of a Classified Employee.

22.06 RESTRICTIONS ON PERSONS WHO WOULD INFLUENCE OR COERCE CLASSIFIED EMPLOYEES TO VIOLATE POLITICAL ACTIVITY PROHIBITIONS

Under the Louisiana Civil Service law, restrictions on persons who would influence or coerce Classified Employee(s) to violate Political Activity prohibitions include, but are not limited to, the following examples:

- 1) No Appointing Authority, or his/her agent, or the supervisor of any employee shall directly or indirectly Demote, Suspend, Discharge, or otherwise discipline any Classified Employee for the purpose of influencing his/her vote, support, or Political Activity.
- 2) No person shall be Appointed or Promoted in, or Demoted or Discharged from, any Position in the Civil Service System, or in any way be either favored or discriminated against with respect to his/her political opinions or affiliations.
- 3) Coercion and/or intimidation, of any kind, of Classified Employees is strictly prohibited.
- 4) Persons who coerce, intimidate, or influence Classified Employees to violate the Political Activity section of the Louisiana Civil Service Law are subject to a fine of \$500 and to imprisonment for six (6) months. If such person is an officer, or employee in the Unclassified service, including in Appointed or Temporary positions, of the City or the State, he/she would forfeit his office or position.

22.07 LOUISIANA STATE CIVIL SERVICE REFERENCES AND INFORMATION

The information provided in Rule 22 does not cover all restrictions or examples of prohibited Political Activity and does not substitute for the detailed guidance regarding Political Activity, as indicated in the Louisiana State Constitution. See Louisiana State Civil Service General Circular Number 2024-042 (Revised 9/18/24), or as subsequently revised, and other information or Frequently Asked Questions (FAQs) by visiting the Publications tab at civilservice.louisiana.gov for the most recent General Circular and other information.