

PUBLIC NOTICE - Notice Is Hereby Given That the Tangipahoa Parish Council Will Meet in **Regular Session** on Monday, November 25, 2019 Immediately Following the Public Hearing Held At 5:30 PM At Tangipahoa Parish Government Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985) 748-3211

PUBLIC HEARING - Notice Is Hereby Given That a Public Hearing Will Be Held by The Tangipahoa Parish Council on Monday, November 25, 2019 at 5:30 PM At Tangipahoa Parish Government Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211, on the following: None

**Tangipahoa Parish Council
Tangipahoa Parish Government Building
206 East Mulberry Street, Amite, LA 70422
Regular Meeting Immediately Following Public Hearing
November 25, 2019**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE *(All Veterans and active military, please render the proper salute)*

ROLL CALL

CELL PHONES - *Please Mute or Turn Off*

ADOPTION OF MINUTES- Regular meeting dated November 12, 2019

PUBLIC INPUT - *Anyone Wishing to Address Agenda Items Which Were Not on Public Hearing*

PARISH PRESIDENT'S REPORT

1. Approval of 2020 Section 8 Payment Standards
2. Approval of Change Order No. 4, Club Deluxe Road Project
3. Approval of Substantial Completion of the Village of Tangipahoa Lift Station and Wastewater Treatment Facility Replacement- Greenbriar Digging Service, LP
4. Financial Report

REGULAR BUSINESS

5. Entergy Update by Phillip May, President and CEO - Entergy Louisiana
6. Introduction of T.P. Ordinance No. 19-54- An ordinance amending T.P. Ordinance No. 19-31- Adoption of operating and capital outlay budgets of the Tangipahoa Parish Council-President Government for fiscal year 2019
7. Introduction of T.P. Ordinance No. 19-55- An ordinance amending Tangipahoa Parish Subdivision Regulations on various requirements and allowing those requirements to become development regulations for codification
8. Introduction of T.P. Ordinance No. 19-56- An ordinance adopting the Tangipahoa Parish Government Employee Handbook
9. Introduction of T.P. Ordinance No. 19-57- Adoption of the 2020 budget of the Tangipahoa Parish Convention and Visitors Bureau
10. Introduction of T.P. Ordinance No. 19-58- - An ordinance adopting the 2020 operating budget of the Tangipahoa Parish Library Board of Control
11. Introduction of T.P. Ordinance No. 19-59- An ordinance amending the 2019 budget of the Tangipahoa Parish Convention and Visitors Bureau
12. Introduction of T.P. Ordinance No. 19-60-A variance to TP Ordinance No. 11-56 to allow for approval of a two-family duplex on one platted lot of record that is adjacent to a lot of record under same ownership, including partnership LLC for Lot 2 of Schillage Partition. (Old Baton Rouge Highway)
13. Introduction of T.P. Ordinance No. 19-61-A variance to TP Ordinance No. 11-08 at 14256 East Blackcat Road to allow for an Automobile Impound Facility with no storage of vehicles to construct a 6-foot fence in line with State regulation and provide a site plan in lieu of a survey.

BEER, WINE, AND LIQUOR PERMITS

LEGAL MATTERS

COUNCILMEN'S PRIVILEGES

ADJOURN

Kristen Pecararo
Clerk of Council

Daily Star
Please Publish November 21, 2019

Posted @ T.P. Courthouse Annex November 21, 2019

In Accordance with the Americans with Disabilities Act, If You Need Special Assistance, please contact Kristen Pecararo at 985-748-2290 describing the Assistance that is necessary.



POST OFFICE BOX 12
AMITE, LOUISIANA 70422

OFFICE (985) 748-8474
FAX (985) 748-6309

To: Mr. Robby Miller, Parish President
Parish Council Members

From: Tonya Mabry

Date: November 6, 2019

Ref: 2020-Section 8 Payment Standards

These are the new payment standards as required by HUD that will be implemented by the Tangipahoa Parish Government Section 8 Housing Choice Voucher Program effective January 1, 2020 for Tangipahoa Parish. Please review these amounts and adopt into your minutes.

BEDROOM SIZE	NEW AMOUNT
Efficiency	734
1	738
2	958
3	1085
4	1180

Thank You



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**To: Mr. Robby Miller, Parish President
Parish Council Members**

From: Tonya Mabry

Date: November 6, 2019

Ref: 2020-Section 8 Payment Standards

These are the new payment standards as required by HUD that will be implemented by the Tangipahoa Parish Government Housing Choice Voucher Program for Washington Parish effective January 1, 2020. Please review these amounts and adopt into your minutes.

BEDROOM SIZE	NEW AMOUNT
Efficiency	634
1	686
2	781
3	1073
4	1149

TANGIPAHOA PARISH GOVERNMENT

CHANGE ORDER

CHANGE ORDER NO. 4

DATE: November 15, 2019

PROJECT NUMBER AND DESCRIPTION: Club Deluxe Road Overlay and Widening
CDBG No. 53PARA2101
HMGP No. 1603-105-0011

CONTRACTOR: Beverly Construction Co., LLC
 ADDRESS: 1215 River Road
Bridge City, LA 70094

ITEM NO.	ITEM	UNIT	UNIT PRICE	REVISED		ORIGINAL	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT
RW-4	Removal of Pavement (Concrete or Asphaltic) (Up to 12" Thick)	Sq. Yd.	\$9.00	4,297	\$38,673.00	3,065	\$27,585.00
RW-5	Removal of Chain Link Fence and Gates	Lin. Ft.	\$5.80	0	\$0.00	1,595	\$9,251.00
RW-6	Asphaltic Surface Treatment of Class II Base Course	Sq. Yd.	\$3.80	26,479.50	\$100,622.10	40,300	\$153,140.00
RW-8	Embankment	Cu. Yd.	\$18.00	28,088	\$505,584.00	26,853	\$483,354.00
RW-9	Non-Plastic Embankment	Cu. Yd.	\$23.00	106.90	\$2,458.70	1,000	\$23,000.00
RW-10	Geotextile Fabric	Sq. Yd.	\$1.50	2,157	\$3,235.50	1,500	\$2,250.00
RW-12	Portland Cement Concrete Pavement (8.5" Thick)	Sq. Yd.	\$88.00	283.50	\$24,948.00	350	\$30,800.00
RW-13	Portland Cement Concrete Pavement (6" Thick)	Sq. Yd.	\$62.00	1,206.50	\$74,803.00	655	\$40,610.00
RW-14	Superpave Asphaltic Concrete (Leveling Course)	Tons	\$66.00	2,678.69	\$176,793.54	2,679.69	\$176,859.54
RW-15	Superpave Asphaltic Concrete (Binder Course)	Tons	\$67.00	13,710.46	\$918,600.82	13,835	\$926,945.00
RW-18	Traffic Maintenance Aggregate	Cu. Yd.	\$57.00	1,742.26	\$99,308.82	2,500	\$142,500.00
RW-30	Portland Cement Concrete Curb and Gutter	Lin. Ft.	\$19.50	1,833	\$35,743.50	2,270	\$44,265.00
RW-31	Portland Cement Concrete Curb	Lin. Ft.	\$10.00	460	\$4,600.00	320	\$3,200.00
A-RW-12	Superpave Asphaltic Concrete (Wearing Course)	Tons	\$88.00	397.62	\$34,990.56	383	\$33,704.00
X-024	Asphalt Tie-In at Arnolds Creek Bridge	Lump	\$39,330.00	1.00	\$39,330.00	0.00	\$0.00
X-025	Erosion Control Matting and Hydroseeding	Lump	\$19,291.25	1.00	\$19,291.25	0.00	\$0.00
X-026	Guard Rail Foundation Modifications at 72-Inch Cross Drains	Lump	\$18,480.75	1.00	\$18,480.75	0.00	\$0.00
TOTAL					\$2,097,463.54		\$2,097,463.54

AMOUNT OVER / UNDER RUN \$0.00

EXPLANATION OF CHANGE ORDER: Item Nos. RW-4 thru RW-6, RW-8 thru RW-10, RW-12 thru RW-15, RW-18, RW-30, RW-31 and A-RW-12: Quantity adjustment to reflect actual quantities installed or anticipated to be needed.

Item No. X-024: Add item to grind down the concrete of the existing west bridge approach slab and to mill and overlay asphalt paving on the west

side of the Arnolds Creek Bridge as requested by the Parish to provide a smooth transition at the bridge.

Item No. X-025: Add item for the additional costs incurred to provide erosion control matting along the roadway embankment slopes on both sides of the roadway between the Fun Farm driveway and the bridge over Arnolds Creek and for hydroseeding within the project limits in lieu of seeding and fertilizing.

Item No. X-026: Add item to modify the guard rail foundation over the 72-inch cross drains. Due to adjustments to the subsurface drainage system that were necessitated by the conflicts caused by private utility company facility relocations, cover over the 72-inch cross drains was significantly reduced in turn reducing available guard rail post embedment. A concrete foundation slab was required and guard rail posts had to be modified to provide pc to provide required post anchorage.

This Change Order includes not only all direct costs of the Contractor such as labor, material, job overhead and profit mark-up but also includes any costs, modifications or changes in the sequence of the Work to be performed, delays, rescheduling, disruptions, extended direct or general overhead, acceleration, any escalation including but not limited to escalation in material or wages, and any other impact costs and any extensions of time to the Contract Times related to the changes herein. It is further understood and agreed that the amounts and any additional time included in this Change Order are hereby accepted on behalf of the Contractor, its subcontractors and suppliers as full and final compensation from the Owner for all extended field and home office overhead costs for those items, and that neither the Contractor nor its subcontractors or suppliers shall seek any additional compensation of any kind or any additional extensions of the Contract Time from the Owner for the changes included herein, for the additional work specifically added by this Change Order.

RECOMMENDED BY: LINFIELD, HUNTER & JUNIUS, INC.

Engineer

DATE: _____

APPROVED BY: BEVERLY CONSTRUCTION CO., LLC

Contractor

DATE: _____

Director

DATE: _____

CERTIFICATE OF SUBSTANTIAL COMPLETION

Tangipahoa Parish Police Jury
Proposed Wastewater Treatment
Facility Improvements
PES Project No. 16-13-02

Pontchartrain Engineers & Surveyors, Inc.
174 South Sixth Street
Ponchatoula, LA 7454

TO: Tangipahoa Parish Police Jury
12626 Jackson Street
Tangipahoa, LA 70465

CONTRACTOR: Greenbriar Digging Service, LP
CONTRACT FOR: Village of Tangipahoa
Lift Station & Wastewater Treatment Facility
Replacement
CONTRACT DATE: February 19, 2019

DATE OF ISSUANCE: October 22, 2019

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as October 22, 2019 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below. (See Attached)

DEFINITION OF DATE AS SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Engineer when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Engineer, is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

Pontchartrain Engineers & Surveyors, Inc.
ENGINEER

BY  DATE 10-23-19

The Contractor will complete or correct the Work on the list of items attached hereto within 45 days from the above Date of Substantial Completion.

Greenbriar Digging Service, LP
CONTRACTOR

BY  DATE 10/23/19

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 p.m. (TIME) on October 22, 2019 (DATE).

Tangipahoa Parish Police Jury
OWNER

BY _____ DATE _____

T.P. Ordinance No. 19-55

AN ORDINANCE AMENDING TANGIPAOHA PARISH SUBDIVISION REGULATIONS ON VARIOUS REQUIREMENTS AND ALLOWING THOSE REQUIREMENTS TO BECOME DEVELOPMENT REGULATIONS FOR CODIFICATION.

BE IT ORDAINED by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana that the Tangipahoa Parish Development Regulations for Residential Subdivisions be hereby amended to allow for codified standards:

Repeal T.P. Ord No. 06-10, recognizing Coving Design standards as no longer included as a residential subdivision design.

Remove wording from T.P. Ord No. 06-78, "Any subdivision with egress and ingress on a State Highway must submit a permit application to LA D.O.T.D. This application must include the total subdivision even if it is to be constructed in Phases. The approved permit must be presented with the Final Plans. The Tangipahoa Parish Planning Commission is hereby given authority to delay for not more than fifty (50) days or deny approval of plans for subdivisions, apartment complexes, condominiums, mobile home parks, town homes when the capacity or configuration of the parish road which must serve as access to the subdivision, apartment complex, condominiums, mobile home park or town homes does not meet the design standards for "Local Roads and Streets" as set by LA D.O.T.D. This determination will be made by the Parish Engineer in consultation with the Developer and his Consulting Engineer within. Within 30 days. This determination will be valid for 6 months. Any subdivision consisting of fifty (50) acres or more and must use a parish road for access which has less than eighteen feet (18") wide riding surface and less than fifty feet (50) wide right-of-way must have lots consisting of one (1.0) acre or more." **As T.P. Ord 19-46 amends the requirements for Transportation Study and/or Traffic Analysis requirements for developments.**

Standards Approval Procedure for Phased Development –

Revise current regulations book under Procedures for Preliminary Approval 7) to read, "A total overall conceptual design layout is to be submitted for the entire proposed development that includes all phases for development. If subdivision is to be divided into phases, all potential phases must be shown. No construction activities may begin until Final Approval is received.

Revise current regulations book under Procedures for Preliminary Approval 10) to read "Preliminary Approval shall expire if Final Approval is not given by the Planning Commission within twelve (12) months of receiving Preliminary Approval. The entire development or specific phases may be brought forward for Final Approval. All documents required in a Final Approval Application as per regulations at time of submission must be provided to the Planning Commission for the development or phase(s) being requested for Final Approval."

Revise current regulations book under Procedures for Final Approval 4) to read, "Final Approval may be requested for the entire development or submitted by phases. Once Approval is granted, construction of infrastructure may begin for what was submitted and approved. Any subdivision infrastructure improvements not completed within five (5) years of receiving Final Approval must be resubmitted for new approval and shall meet all current infrastructure standards at the time of new request.

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this 9th day of December, 2019 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Kristen Pecararo
Clerk of Council
Tangipahoa Parish Council

Lionell Wells
Chairman
Tangipahoa Parish Council

INTRODUCED: November 25, 2019

PUBLISHED: December 5, 2019 HAMMOND DAILY STAR -
OFFICIAL JOURNAL

ADOPTED: December 9, 2019

DELIVERED TO PRESIDENT: _____ day of December, 2019 at

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of December, 2019 at

T. P. RESOLUTION NO. _____

RESOLUTION OF TANGIPAHOA PARISH COUNCIL ADOPTING TANGIPAHOA PARISH GOVERNMENT
EMPLOYEE HANDBOOK

WHEREAS the Board of Commissioners of Tangipahoa Parish, Louisiana believe it to be in the best interest of the Parish to adopt an Employee Handbook for Tangipahoa Parish; and
WHEREAS the said Board of Commissioners believes that such Employee Handbook may accomplish the following purposes:

1. Inform employees as to their rights, duties, and obligations in relation to each other and their employer.
2. Inform Department Heads and other Supervisors of their obligations toward the employees and their right to respect, loyalty, and obedience from the employees.
3. Encourage Parish employees and Officials to serve in a courteous, efficient, and professional manner.
4. Encourage public service as a career.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Tangipahoa Parish, that the attached Employee Handbook is hereby adopted as the Official Employee Handbook for Tangipahoa Parish Government.

BE IT FURTHER RESOLVED that the aforesaid Employee Handbook is intended to provide guidelines governing public service by Tangipahoa Parish Government employees and is not a contract.

That any policies, procedures, rules or resolutions that are contrary to the attached Manual are superseded by the current Manual.

That if there is a conflict between the terms of this Handbook and State or Federal Laws or Regulations, the Laws and Regulations shall be followed.

If any provision of the Handbook or the application of the provisions is deemed invalid or void, the remainder of the policies and procedures shall remain in force to the extent they are not invalid and void.

WHEREAS this Resolution shall become effective immediately upon signature of the Parish President.

On motion by _____ and Seconded by _____, the

Foregoing resolution was hereby declared adopted on this _____ day of November, 2019 by the

following roll-call vote:

Tangipahoa Parish Government



— EMPLOYEE HANDBOOK —

RECEIPT AND ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK

I have received and reviewed a copy of the Tangipahoa Parish employee handbook. I understand that I am responsible for reading, understanding, and adhering to the policies contained in the handbook.

I understand that this handbook is not an employment contract, and is not to be construed, under any circumstances, as a promise or guarantee of continued employment. I understand that by my acceptance of employment with the Parish, I recognize that the employment relationship is at will and may be terminated by me or the Parish at any time.

I understand that no member of management, other than the Parish President, has the authority to enter in any agreement for employment or benefits for any period of time, or to make any agreement contrary to the foregoing. I further understand that any policies, procedures and benefits discussed in this handbook may be changed by the Parish at any time, without notice.

I understand that as a Tangipahoa Parish employee, I may be given Parish property for use during my employment, including equipment, laptop computers, keys, proximity cards, and the like. Should my employment with Tangipahoa Parish terminate, I understand that I am responsible for returning any and all Parish property, upon collection of my final paycheck. If for any reason I do not return Parish property, I agree that Tangipahoa Parish may deduct the value of such items from my final paycheck.

DATE

SIGNATURE

PRINT NAME

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APPENDIX A	Safety Sensitive and Public Trust Positions
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APPENDIX C	Leave Request Form
APPENDIX D	Disciplinary Flow Chart
APPENDIX E	Disciplinary Action Form
APPENDIX F	Secondary Employment Approval Request form

Welcome Parish Employee,

On behalf of everyone at Tangipahoa Parish Government, I welcome you. It is our hope and prayer you will experience much success. We know each employee contributes directly to the Parish's growth and success. Your commitment to serve your community will give us pride in having you on our team.

As part of #Team Tangipahoa, you are expected to contribute your talents and energies to improve the services we provide and the Parish overall. It is our goal to create an environment that provides opportunities for you to grow in your career.

The Tangipahoa Parish Government does not enter into employment contracts with employees. All employment at Tangipahoa Parish Government is "at will" employment. Employees will have fair and equal opportunities and benefits regardless of age, sex, color, race, national origin, religion or disability and will receive fair and equal treatment.

This handbook was developed to describe some of the expectations of our employees and to outline policies, programs, and benefits available to eligible employees. Employees should read the handbook as soon as possible because it will answer many questions about employment with Tangipahoa Parish.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome and best wishes for a fulfilling career!

Sincerely,

Robby Miller, President
Tangipahoa Parish

PURPOSE OF THIS HANDBOOK

This handbook has been prepared to inform you about the Parish's history, philosophy, employment practices and policies, as well as the benefits provided to you as a valued employee and the conduct expected of you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. For it is through our person-to-person interactions that we can better know one another, express our views, and work together in a harmonious relationship. We hope this manual will help you feel comfortable with us. We depend on you, and your success is our success. Please do not hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Tangipahoa Parish a good place to work.

We ask that you read this handbook carefully and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with the Parish and our policies. Tangipahoa Parish's policies, benefits and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when revisions are made, you will be informed of updated version.

We have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders.

NOTICE

The policies in this handbook are to be considered guidelines. Parish policies and procedures included in this handbook do not constitute a contract with employees, nor do they promise continued employment. The Parish reserves the legal right to recruit, select, direct, discipline and discharge employees and exercise full discretion over the organization's policies, procedures, and performance of work. Tangipahoa Parish, at its option, may change, delete, suspend or discontinue any part or parts of this manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee.

No one other than the Parish President and Parish Council may alter or modify any of the policies in this handbook. No statement or promise by an employee, supervisor, manager, assistant director, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in the Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that section.

This handbook replaces (supersedes) all other previous handbooks.

CODE OF EMPLOYER-EMPLOYEE RELATIONS

Tangipahoa Parish implements fair and effective personnel policies and requires all employees to support the organization's best interests.

Tangipahoa Parish is committed to a mutually rewarding and direct relationship with its employees. Thus, Tangipahoa Parish attempts to:

- Provide equal employment opportunities and treatment regardless of race, religion, color, sex, age, national origin, or disability;
- Establish reasonable hours of work based on the Parish's needs
- Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
- Be receptive to constructive suggestions about job duties, working conditions, or personnel policies; and
- Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or department head.

Tangipahoa Parish, as part of its commitment to providing citizens with excellent products and services and to creating a productive work environment, expects all employees to:

- Deal with citizens and vendors in a professional manner;
- Represent Tangipahoa Parish in a positive and ethical manner;
- Perform assigned tasks in an efficient manner;
- Be punctual;
- Demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
- Follow the policies and procedures implemented by Tangipahoa Parish

Management retains the sole discretion to exercise all managerial functions, including the rights to:

- Dismiss, assign, supervise, and discipline employees;
- Determine and change starting times, quitting times, and shifts;
- Transfer employees within departments or into other departments;
- Determine and change methods by which its operations are to be carried out,
- Determine and change the nature, location, services rendered, quantity, and continued operation of the municipality; and
- Assign duties to employees in accordance with Tangipahoa Parish's needs and requirements and to carry out all ordinary administrative and management functions.

ORGANIZATION DESCRIPTION

Section I.-01

The Tangipahoa Parish Home Rule Charter Commission has proposed, and the electors have adopted this, their home rule charter, under the authority of Article VI, Section 5, of the Louisiana Constitution of 1974, hereinafter referred to as “constitution.” The Parish of Tangipahoa is therefore a local governmental subdivision which operates under a home rule charter and, subject to said charter, is authorized as hereinafter provided to exercise any power and perform any function necessary, requisite or proper for the management of its local affairs.

Section 1-02. Form of Government

The plan of government provided by this home rule charter shall be known as the “council-president” form of government. It shall consist of an elected council which shall be called the Tangipahoa Parish Council and shall constitute the legislative branch of government and an elected president who shall be the chief executive officer and head of the executive branch.

Section 2-01 A. Composition, Qualifications and Election

The legislative power of the parish government shall be vested in a council consisting of ten (10) members elected for four (4) year terms from districts described in Section 8-10 (Election of Officials), one from and by the qualified electors in each district.

Section 3-01. Executive Authority.

The president shall be the chief executive officer of the Parish government and shall exercise general executive and administrative authority over all departments, offices and agencies of the Parish government, except as otherwise provided by this charter.

Our goal, like all governmental entities, is to provide services to the general public.

1.0 EMPLOYMENT POLICIES AND PRACTICES

1.1 BACKGROUND CHECKS

Tangipahoa Parish believes that hiring qualified individuals to fill positions contributes to the overall success of the organization. Background checks serve as an important part of the selection process. Therefore, a background check, including a criminal history check, may be conducted on new hires and may be also conducted on employees changing positions including promotions, demotions, details, reassignments, and transfers.

After a conditional job offer has been made, Tangipahoa Parish may conduct a job-related background check in accordance with Fair Credit Reporting Act (FCRA) guidelines. A comprehensive background check may consist of prior employment verification, professional reference checks, criminal record check, driving record check, sexual offender search, social security number verification and where appropriate, education verification, and professional licensure/certification verification.

1.2 CONFLICTS OF INTEREST and ETHICS

Tangipahoa Parish prohibits its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of Tangipahoa Parish. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some examples:

- Employees are expected to represent Tangipahoa Parish in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor.
- Employees may not, directly or indirectly whether on or off the job, engage in any conduct that is disruptive or damaging to the Parish.
- Employees and their immediate family may not accept anything of economic value (i.e. money or any other thing having economic value) as prohibited by the Louisiana Code of Governmental Ethics (R.S. 42:1111 – 1121) from any person or firm doing, or seeking to do, business with the Parish. For purposes of this policy, “immediate family” includes the employee’s children, spouses of children, brothers, sisters, spouses of his brothers and sisters, parents, spouse, and the parents of his spouse as defined by the Louisiana Code of Governmental Ethics (R.S. 42:1102).
- Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative or any entity in connection with any transaction or business that Tangipahoa Parish may have.

Any conflict of potential conflict of interest must be disclosed to the Tangipahoa Parish Administration. Failure to do so may result in discipline, up to and including termination.

Tangipahoa Parish conducts its business fairly, impartially, and in an ethical and proper manner and in compliance with all laws and regulations.

- Tangipahoa Parish is committed to conducting business with integrity underlying all relationships, including those with citizens, customers, suppliers, and communities, and among employees. The highest standards of ethical business conduct are required of Tangipahoa Parish employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the Parish's honesty, impartiality, or reputation or otherwise cause embarrassment to the Parish. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:
 - Using public office or public position for private gain
 - Giving preferential treatment to any person or entity
 - Losing impartiality
 - Adversely affecting the confidence of the public in the integrity of Tangipahoa Parish

Every employee has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with the policy. Retaliation against employees who use Parish mechanisms to raise genuine concerns will not be tolerated.

The Human Resources Department is responsible for providing policy guidance and issuing guidance to assist employees in complying with the Parish's expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees. Managers are responsible for supporting their implementation and monitoring compliance.

Furthermore, Louisiana Ethics Administration Program website includes additional information on issued opinions, forms, required disclosures, campaign finance, and training. Pursuant to ethics.la.gov.

Actions to be Taken:

- Tangipahoa Parish President has a responsibility to report possible Ethics Code violations to the Louisiana Board of Ethics, pursuant to R.S. 42:1161(A). He is also required to cooperate in connections with any investigation or hearing which is conducted by the Ethics Board.

System to Monitor:

- The Parish President shall constantly screen all employees under his/her supervision to ascertain that such employees are needed to perform the work of the agency and shall promptly take the necessary steps to reduce the number of the employees of the agency to a sufficient or satisfactory number required.
- Complaints received from the public and from within the entity should be taken seriously and investigated by an appropriate level of management. The investigative procedures should be fair and thorough, and any corrective action taken should be in accordance

with policy.

Annual Attestation:

- Each official and employee takes a mandatory ethics class required by the Louisiana Ethics Administration. Also, all new hires are required to sign a document that he/she received the Ethics Policy.

1.3 EMPLOYEE CLASSIFICATIONS

Tangipahoa Parish classifies employees as full-time, part-time, or temporary and as exempt or non-exempt for the purposes of compensation administration.

Employees generally may be categorized as follows:

- A full-time employee is an individual who is normally scheduled to work a 32 to 40-hour workweek and is hired for an undetermined period. A full-time employee may be classified as either exempt or nonexempt.
- A part-time employee is an individual who is normally scheduled to work less than 28 hours in a normal workweek as defined above and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.
- A temporary employee generally is an individual who is hired either part-time or full time for a specified, limited period. A temporary employee may be classified as either exempt or nonexempt.
- A non-exempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and is typically paid either on an hourly or salary basis.
- An exempt employee is not subject to the provisions of the FLSA and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive, and professional employees, and certain highly skilled computer professionals.

1.4 DISABILITY – REASONABLE ACCOMODATION

Tangipahoa Parish does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to physical or mental disability. When the Parish becomes aware of any disability which prevents otherwise qualified applicant or employee from performing a job, it will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions, or privileges of employment because of a disability. An accommodation which creates an undue hardship on the Parish, or which endangers health or safety is not a reasonable accommodation. Tangipahoa Parish will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or an employee with a disability who requires reasonable accommodation may inform management or his or her immediate supervisor of the nature of the disability and the accommodation required in writing.

Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release information to anyone who does not have the right or need to know.

(Reference: Policy and Procedure Manual – American Disability Act)

1.5 - EMPLOYMENT OF RELATIVES (NEPOTISM) Purpose

The purpose of this policy is to prevent situations which create an ineffective, non-productive work environment arising from a conflict of interest or an appearance of a conflict of interest, or favoritism.

Definition

Nepotism - preference in employment or promotion on the basis of family relationship rather than on the basis of merit.

Policy

A familial relationship among employees can create an actual, or at least a potential, conflict of interest in the employment setting, especially where one relative supervises another relative. In order to minimize potential problems, actual or perceived conflicts associated with the employment of relatives, it is the policy of Tangipahoa Parish to limit the employment of relatives as defined herein. This extends to practices that involve but not limited to employee hiring, promotion, retention, demotion, transfer, wages, and leave requests.

No individual may be hired within a department if that individual is related in the following fashion to another employee who is within his/her line of supervision:

- Child, spouse of child, brother, sister, spouse of brother or sister, parent, spouse, grandparent, grandchild

For the purpose of this policy, the term "relative" shall apply to those established by blood, marriage adoptions, other legal relationships, and any other member of the employee's or applicant's household.

Employees who marry or become members of the same household may continue employment as long as there is not:

- (a) A direct or indirect supervisor/subordinate relationship between the employees; or
- (b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the Parish would attempt to find a suitable position within the Parish to which one of the affected employees may transfer. If accommodations of

this nature are not feasible, the employees will first be permitted to determine which of them will resign. If no agreement between the employees can be reached within sixty (60) days, the Parish will decide which of the employees will be terminated.

If there is a situation where an action of the Parish, such as a reduction in force, results in an involuntary circumstance where two relatives or members of the same household have a reporting relationship, one of the employees will be reassigned within sixty (60) days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

The Parish reserves the right to apply this policy to situations where an actual conflict or potential for conflict arises because of the relationship between employees, even if there is no supervisory relationship involved. In these situations, the Parish will reassign one of the employees within sixty (60) days.

(Reference: Policy and Procedure Manual – Ethics Nepotism – Code LA Revised Statute #42.1119)

Applicability

This policy is applicable to all employees of the Parish.

This policy is further applicable to all types of appointments, regular and temporary; including promotions, demotions, transfers, and all other methods of filling vacancies.

Responsibility

The hiring supervisor is responsible for assuring that applicants are not related in a prohibitive fashion to current employees in their respective areas, prior to requesting the appointment of the applicant. Department Heads are responsible for monitoring changes in employee reporting relations after initial hire to ensure policy compliance. Employees are responsible for alerting their supervisor immediately of any changes or relationships applicable to this policy.

Exceptions

The current employment status of individuals employed prior to the effective date of this policy shall not be affected; however, future movement between departments and divisions of the Parish may be affected. For example, movement to a position within a department as the supervisor or subordinate of a relative of the above-listed degree will be prohibited.

Nothing in this policy shall interfere with the rights of employees to displace other employees as a result of layoff regardless of the position being affected.

Requests for exceptions to this policy shall be justified, documented and submitted to the Chief Administrative Officer for consideration.

Questions regarding this policy should be directed to the Department of Human Resources

1.6 RESPECTFUL WORKPLACE

Tangipahoa Parish Government is firmly committed to ensuring a positive and professional working environment in which all people are treated with respect and dignity.

We believe in a proactive approach to workplace respect and are committed to providing employees with a healthy and safe workplace, free from physical or psychological bullying, harassment, and violence. A respectful work environment is a place where employees are actively living by our core values.

This policy prohibits all forms of bullying, harassment and violence (hereinafter, referred to as a violation of “respect”) by any Tangipahoa Parish Government’s employee.

Violations of respect will be investigated and if substantiated will be dealt with expeditiously. To support the objective of providing all employees with a healthy safe workplace, it is required that managers, supervisors and workers take preventative action to ensure that risks to individual’s health and safety due to violations of respect are eliminated or reported.

DEFINITIONS

Bullying – is interpersonal hostility that is deliberate, repeated and sufficiently severe as to harm the targeted person’s health, safety or economic status. It is driven by the perpetrator’s (bully’s) need to control another individual, not by a legitimate business need.

Violence – whether at a worksite or work related means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. These acts include threats, menacing or threatening behavior and all types of physical or verbal assaults. Employees are encouraged to seek resolution of the incident. Investigations will be conducted with as much confidentiality as can practicably be afforded. Investigators will advise workers involved through the course of the investigation that discretion is an important part of the process.

Harassment – occurs when a worker is subjected to unwelcome verbal or physical conduct because of:

- race, gender, place of origin
- age, mental or physical disability,
- religious, ancestry, marital status,
- beliefs, sexual orientation, source of income,
- color, family status of that person or of any other person

1.7 EQUAL EMPLOYMENT OPPORTUNITY / ANTI-HARASSMENT, INCLUDING SEXUAL HARASSMENT

Equal employment opportunities are provided to all employees and applicants for employment without regard to race, religion, sex, national origin, age, disability, or other legally protected characteristic. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, and training.

Tangipahoa Parish Government's believe that our employees are the primary means by which the goals and objectives of the organization will be met. All employees of the Tangipahoa Parish Government must understand its position on harassment. By the definition above, harassment is any unwanted physical or verbal conduct or action prohibited by law by someone in the workplace that creates an intimidating hostile, or offensive work environment, including discrimination and sexual harassment.

This policy strictly prohibits any form of discrimination or unlawful harassment, including sexual harassment, based on an individual's sex, race, age, disability, religion, national origin, or any other legally protected characteristic.

Unlawful harassment consists of unwelcome statements or actions that interfere with an individual's work performance or creates an intimidating, hostile or offensive work environment based on sex, race, religion, national origin, disability, or other legally protected characteristic.

Examples include, but are not limited to:

- derogatory comments, jokes, slurs,
- drawings or publications, material distributed through electronic media, or items posted on walls or bulletin boards based on sex, race, religion, national origin, disability, or other legally protected characteristic.

With respect to sexual harassment, the following is prohibited:

Unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct where:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment; or
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

Examples of sexual harassment may include, but are not limited to:

- unwanted physical contact: touching, brushing the body, coerced sexual activity, assault
- language of a sexual nature including comments about a person's physical attributes
- unwelcome questions or conversations about sexual activity
- jokes, remarks, or innuendoes that have a sexual content or sexual connotation
- sexual flirtations and propositions; repeatedly asking for a date after the person has expressed disinterest
- leering or staring
- blocking a person's path or whistling
- obscene gestures
- the display of sexual objects

- the circulation or display of pornographic or sexually explicit pictures, drawings, articles, material distributed through electronic media, or posted on walls or bulletin boards.

If an employee experiences any job-related harassment based on sex, race, national origin, disability, or any other factor prohibited by federal, state, or local statute, or if he believes that he has been treated in an unlawful, discriminatory manner, he should immediately report the matter to the head of the department or to the Director of Human Resources who will undertake a prompt and thorough investigation. All complaints of harassment will be kept confidential to the maximum extent possible.

Violation of this policy will not be tolerated. If it is determined that inappropriate conduct has occurred, Tangipahoa Parish will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending employee. All employees are expected to cooperate with an investigation of any type of harassment. Failure to do so may lead to discipline, including termination. Information provided by an individual will be treated as confidential and only provided to those who have the need for the information, or when it is required in the course of investigating the complaint. False information provided in the course of an investigation may lead to discipline, including discharge. Employees accused of harassment may be suspended (with or without pay) pending the outcome of the investigation. Employees who claim to have been harassed may be given time off under the leave policy.

Tangipahoa Parish's employees are prohibited from harassing suppliers, vendors, clients, or visitors. An employee who violates this policy will be subject to discipline, up to and including termination of employment.

Tangipahoa Parish prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. An employee who submits a complaint in good faith, even where the complaint cannot be proven, has not violated this policy. Any employee found to have falsified a complaint of harassment or knowingly provided false information regarding a complaint will be subject to discipline, up to and including termination.

This policy applies to all conduct by any supervisor, manager, coworker, subordinate, vendor, client, or customer that affects an employee's work environment. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Furthermore, employees are responsible for respecting the rights of their co-workers.

(Reference: Policy and Procedure Manual – Civil Rights Act)

1.8 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about Parish government, and prepared for his position. New employee orientation is conducted by a Human Resources representative and includes an overview of the Parish government, benefits, policies and procedures; and the new hire processing. The

new employee's supervisor completes a new hire checklist and introduces the new hire to staff, reviews the job description and scope of the position, discusses important departmental policies and procedures, and helps the new employee get started on specific functions.

1.9 INTRODUCTORY PERIOD

For New Employees and Re-hired Employees

New employees and re-hired employees with a break in service of more than three (3) months are subject to an introductory period of two (2) months, beginning on their first day of work and ending in two (2) months. This is to give the new/rehired employee and the Parish an opportunity to evaluate the employee's interest in the job and his ability to perform the work. The Parish uses the introductory period to evaluate the employee's capabilities, work habits, and overall performance. During the introductory period, the employee and supervisor should meet periodically to discuss the employee's performance. The immediate supervisor of the new employee will complete the new employee supervisor checklist within the two (2) weeks of hire. Topics to be covered should include, but are not limited to, job performance, job duties, level of skill to perform the job, attendance and disciplinary issues.

If at any time during the introductory period, the supervisor determines the employee is unsuitable for the job, the supervisor may recommend that the introductory period be extended an additional thirty (30) days not to exceed ninety (90) days or the employment be terminated. Employees who are dismissed during their introductory period shall have no right to grievance procedures.

If a new employee has excused absences from work for longer than five (5) working days during the introductory period, the Parish may extend the introductory period for the amount of time equal to the days missed if applicable, in order to properly evaluate the employee.

Neither completion of the introductory period nor continuation of employment after the introductory period entitles an employee to remain employed by the Parish for any definite period of time.

A new employee must have successfully completed his introductory period before requesting a transfer to another position or department. In the event that an employee is promoted while still in his introductory, the employee shall be given credit for the completed portion of the introductory. The remaining balance of the introductory period will be completed in the new position.

For Newly Promoted and Transferred Employees

All regular employees who have been promoted or transferred to a new position are subject to an introductory period of two (2) months upon assumption of the new position. Upon completion of this introductory period, the employee will be given a performance evaluation.

The Parish recognizes that the responsibilities and requirements of a higher-level position may not prove suitable to a particular employee as determined by the performance results of the promoted employee. In the event a promotion or transfer assignment is found unsuitable by either the employee or by the Parish, consideration may be given to allow the promoted or transferred employee to return to a former or comparable position for which the Parish deems the employee possess demonstrated skills, knowledge, ability and interest at the rate of pay for that position. The employee shall not retain the pay of the higher position. If no such position is available, the employee may be terminated and given consideration for the first vacancy within ninety (90) days for which the Parish deems the employee may be qualified. If the employee is reinstated to his former position or comparable position, the employee shall not be made to serve a new introductory period.

Neither completion of the introductory period nor continuation of employment after the introductory period by any employee entitles employee to remain employed by the Parish for any definite period of time.

1.10 LEAVES OF ABSENCE

Family and Medical Leave Act (FMLA) Leave

Employees must apply for Family and Medical Leave Act (FMLA) Leave. An Employee does not automatically rollover into FMLA Leave.

The federal Family & Medical Leave Act of 1993 (FMLA) as amended, requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy.

In addition to FMLA leave, you may also be eligible for leave under a similar state law. To find out about the availability of state leave, please contact Tangipahoa Parish Government Human Resource Department.

Eligibility for FMLA Leave

Employees are eligible for FMLA leave if they:

1. Have worked for the company for at least 12 months;
2. Have worked at least 1,250 hours for the company during the 12 calendar months immediately preceding the request for leave; *and*
3. Are employed at a work site that has 50 or more employees within a 75-mile radius.

The 12 months of service need not be consecutive. Employment before a break in service of 7 years or more will not be counted, unless the break in service was caused by the employee's USERRA-covered service obligation, or there was a written agreement that the employer intended to rehire the employee after the break in service.

Employees with any questions about their eligibility for FMLA leave should contact Tangipahoa Parish Government Human Resource Department for more information.

Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth; *or*
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

Married couples. In cases where a married couple is employed by the same company, the two spouses together may take a *combined total* of 12 weeks' leave during any 12-month period for reasons 1 and 2, or to care for the same individual pursuant to reason 3.

Military Family Leave

There are two types of Military Family Leave available.

1. Qualifying exigency leave. Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member or member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

For Regular Armed Forces members, "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country (outside of the United States, the District of Columbia, or any territory or possession of the United States, including international waters).

For a member of the Reserve components of the Armed Forces (members of the National Guard and Reserves), "covered active duty or call to covered active duty status" means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

Qualifying exigencies may include:

- Short-notice deployment (seven or less calendar days)
- Attending certain military events and related activities
- Childcare or school activities
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the military member (up to 15 calendar days of leave, dependent on orders)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered military member's covered active duty status, and to address issues arising from death of military member)

- Attending to parental care needs arising from covered active duty or call to duty (arrange for alternative care for a parent of a military member, provide urgent or immediate care, admit or transfer to a care facility, or attend non-routine caregiver meetings with care facility staff)
- Other activities arising out of the military member's covered active duty or call to active duty and agreed upon by the company and the employee.

2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from a serious injury or illness, as defined by FMLA's regulations.

For a current member of the Armed Forces, including a member of the National Guard or Reserves, the member must be undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.

For a covered veteran, he or she must be undergoing medical treatment, recuperation or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

An eligible employee must begin leave to care for a covered veteran within five years of the veteran's active duty service, but the single 12-month period may extend beyond the five-year period.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

Pay, Benefits, and Protections During FMLA Leave

Leave is unpaid. Family medical leave is unpaid leave (although employees may be eligible for short- or long-term disability payments benefits under those insurance plans) if leave is taken because of an employee's own serious health condition.

Substitution of paid time off for unpaid FMLA leave. Family and medical leave and sick leave will run concurrently. An employee must use any accrued sick leave for all or parts of any family and medical leave until sick leave is exhausted.

Unpaid FMLA Leave

An employee on unpaid FMLA Leave will not accrue sick leave nor will the employee be paid for holidays.

Paid FMLA Leave

Paid FMLA Leave- occurs when an employee **uses** their **accrued sick and vacation leave** to replace the working hours missed due to being on FMLA Leave.

An employee on paid FMLA Leave will accrue sick leave and will be paid holidays. The substitution of accrued earned leave for unpaid leave time does not extend the 12-week leave period.

Medical and other benefits. During an approved family medical leave, TPG will maintain the employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family medical leave, TPG's payroll department will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium through a check or money order from a monthly invoice issued by the payroll department.

An employee's healthcare coverage will cease if the employee's premium payment is more than 30 days late. If the payment is more than 15 days late, the payroll department will send the employee a letter to this effect. If the Payroll department does not receive the co-payment within 15 days after the date of that letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the Tangipahoa Parish Government for the cost of the premiums paid by the Tangipahoa Parish Government for maintaining coverage during the unpaid leave.

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

The Tangipahoa Parish Government will continue to pay any benefits during leave periods.

Return to job at end of FMLA leave. Upon return from FMLA leave, eligible employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Employee Responsibilities When Requesting FMLA Leave

If the need to use FMLA leave is foreseeable, the employee must give the company at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

Requests for FMLA leave must be submitted to Human Resources using the Request for Family/Medical Leave form available from Human Resources or on the Intranet.

If the need for leave is not foreseeable, employees are required to provide as much notice as practicable regarding the facts of the particular case. An employee requiring unforeseeable

(extraordinary circumstances) leave, must call his or her direct supervisor and provide sufficient information regarding the employee's need for leave to support a request for FMLA. It generally it is practicable for an employee to provide notice of leave within one business day.

When submitting a request for leave, the employee must provide sufficient information for the Parish to determine, if the leave might qualify as FMLA leave. In addition, the employee also provides information on the anticipated date when the leave would start as well as the duration of the leave. *Calling in "sick" is not sufficient.* Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform HR if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also will be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

When an employee requests leave, HR will inform the employee whether he or she is eligible under the FMLA. If the employee is eligible for FMLA leave, the employee will be given a written notice that includes details on any additional information he or she will be required to provide. If the employee is not eligible under the FMLA, HR will provide the employee with a written notice indicating the reason for ineligibility.

If leave will be designated as FMLA-protected, the company will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's 12- or 26-week entitlement.

Medical Certification

If the employee is requesting leave because of the employee's own or a covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. Employees may obtain Medical Certification forms from the Human Resources department. When the employee requests leave, HR will notify the employee of the requirement for medical certification from their physician and when it is due (no more than 15 days after leave is requested). If the employee provides at least 30 days' notice of medical leave, he or she should also provide the medical certification from physician before leave begins.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The company, at its expense, may require an examination by a second healthcare provider designated by Human Resources Department, if it reasonably doubts the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, HR, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

The Parish may require subsequent medical recertification. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided. Employees may also be required to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required.

Reporting While on Leave

If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee must contact TPG HR on the first and third Tuesday of each month regarding the status of the condition and his or her intention to return to work. In addition, the employee must give notice as soon as practicable (within 2 business days, if feasible) if the dates of the leave change, are extended, or were unknown initially.

Exemption for Highly Compensated Employees

Highly compensated employees (i.e., highest-paid 10 percent of employees at a worksite or within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Parish. (This fact-specific determination will be made by the company on a case-by-case basis.) HR will notify employees if they qualify as "highly compensated" employees if the Parish intends to deny reinstatement, and of employees' rights in such instances.

Intermittent and Reduced-Schedule Leave

Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary. If leave is unpaid, the Parish will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-schedule leave, the Parish may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits

1.11 MEDICAL EXAMINATIONS

Tangipahoa Parish may require applicants to whom a conditional offer of employment has been extended, and current employees, to undergo medical examinations whenever management determines that these are necessary for the safe operation of the organization and or job-related as consistent with business necessity.

Successful applicants for employment may be required as a condition of employment to take a medical examination to establish their fitness to perform the job task for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.

Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a particular disability, or has a questionable ability to perform essential functions due to a medical condition.

Employees are encouraged, but not required, unless it is determined to be a condition of employment, to have physical examinations periodically during their employment. Employees are encouraged, but not required, to participate in wellness programs.

Employees requesting to use non-approved physician for CDLs will only be reimbursed at the Tangipahoa Parish Government rate. Tangipahoa Parish Government reserves the right to request an additional physical performed by an authorized health care facility.

Medical examinations required by Tangipahoa Parish will be paid for by the Parish and will be performed by a physician or licensed medical facility designated or approved by Tangipahoa Parish Government. Medical examinations paid for by Tangipahoa Parish are the property of the Parish, and the examination records will be treated as confidential and kept in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, or persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.

Employees, in safety sensitive positions and/or operates a parish vehicle, who need to use prescription or nonprescription legal drugs while at work must report this requirement to their supervisor if the use might impair their ability to perform the job safely. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their job safely while taking prescription or nonprescription legal drugs. In the event reporting use of prescription or non-prescription drugs does not occur, disciplinary actions may occur if impairment causes inability to perform job safely.

1.12 PERFORMANCE EVALUATIONS

It is the policy of the Parish to evaluate employee performance on a continuous basis and to do so more formally at periodic intervals. The purpose of these more formal evaluations is to allow supervisors and employees to communicate concerning the employee's job-related behaviors compared to behaviors that are desired and expected, assess the employee's strengths and weaknesses in a constructive manner, make plans for improvement, and set goals and objectives for the period ahead. Evaluation functions are to be properly completed in as uniform, fair, and objective a manner.

Supervisors may conduct informal performance reviews and coaching sessions more often if they choose; however, formal performance evaluations are due upon the following occasions:

By the end of the first two (2) months of employment for new hires and re-hires; and at the end of the first two (2) months in a new position for newly promoted or transferred employees; if the introductory period exceeds an additional thirty (30) days, a new evaluation must be completed prior to regular employment.

Evaluations are done on the employee's anniversary date and turned into HR by the 3rd Friday of November annually.

Employees will be given the opportunity to examine the evaluation and make written comments about any aspect of it. Information derived from the performance evaluations may be considered by management when making decisions affecting training, promotion, transfer, or continued employment.

Annual evaluations will be used to determine merit pay increase as per the Salary Plan.
(Reference: Appendix B)
(Reference: Policy and Procedure Manual – Salary Plan)

1.13 TERMINATION OF EMPLOYMENT

Tangipahoa Parish may terminate employment because of an employee's resignation, discharge, retirement, a reduction in the workforce, non-performance, employee misconduct, or for just cause. Discharge can be for any reason not prohibited by law.

Employees are requested to give written notice of their intent to resign including the anticipated date of resignation. The following guidelines are suggested:

Department Heads and managerial employees should give four (4) weeks' notice and; All other employees should give at least two (2) weeks' notice.

Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the supervisor during that time due to extreme circumstances such as serious illness, the employee should contact or have someone on his behalf contact the Parish as soon as practicable. The Parish will determine if the voluntary resignation will be upheld, or in the case of a serious health condition, if the employee is eligible for FMLA Leave.

The Human Resources Department or designee is responsible for notifying terminating employees who are covered by Tangipahoa Parish's group health plan of their right to continue coverage in that plan under the Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage requirements.

1.14 DECEASED EMPLOYEE

It is the policy of Tangipahoa Parish Government to offer the spouse and/or immediate family of the deceased employee, all reasonable assistance necessary to complete their final affairs. If an employee has any question or concerns regarding this process, please contact Human Resources (HR) Department.

1.15 HOURS OF WORK

Tangipahoa Parish establishes the time and duration of working hours as required by workload and workflow, customer service needs, and the efficient management of employees.

The normal workweek is Monday through Friday, with pay periods beginning at 12:01 a.m. on Saturday, and ending at midnight on Friday of the following week and consisting of forty (40) hours. The normal workday will consist of eight hours of work including three (3) paid 20-minute rest periods.

Each employee's scheduled work hours will be determined by his Department Head. The Department Head, or the Department Head's designee, will inform employees of their daily work schedule, including rest periods, and of any changes that are considered necessary or desirable by the Parish.

Department Heads may schedule overtime or extra shifts. Supervisors will assign overtime as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or Department Head. For the purposes of overtime compensation, only hours physically worked (cannot be on leave) in excess of forty (40) hours during a work week will be counted toward the overtime calculation.

Employees' attendance at lectures, meetings, and training programs will be considered hours of work. Therefore, these hours will be compensated time, if management requires and authorizes attendance.

1.16 EXIT INTERVIEWS

In a voluntary separation situation, management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about Tangipahoa Parish. During the exit interview, the employee is encouraged to express their work experience freely. The intention of this exit interview is to provide insights for possible improvements. All information will be kept confidential as is reasonably possible and will in no way affect any reference information that the Parish may provide to another employer about the employee.

1.17 REHIRES

A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is less than 3 months, in which case the employee will retain accumulated seniority. Length of service for the purposes of benefits is governed by the terms of each benefit plan. An employee who voluntarily terminates employment with Tangipahoa Parish Government and leaves in good standing by retiring or resigning may be eligible, in certain circumstances, to be considered for rehire. Involuntary terminated employee(s) maybe eligible to re-apply after one (1) year, at the discretion of the Parish President.

2.0 COMPENSATION AND BENEFITS

2.1 BEREAVEMENT LEAVE

An employee must have completed two (2) months of continuous service in order to qualify for bereavement pay. This benefit does not apply if death in the family occurs while the employee is on a leave of absence.

In the event of a death in the employee's immediate family, the employee is allowed up to three (3) days off, with pay, during normal scheduled work days. For the purposes of this policy, immediate family is restricted to an employee's

- Current spouse, child/stepchild, parent/stepparent, or sibling/ stepsibling
- Grandchild (of employee), Grandfather, Grandmother
- Current Mother-in-law/Father-in-law, current spouse's grandparents

In the event of the death of the employee's aunt, uncle, son-in-law and daughter-in-law one (1) day of leave will be allowed to the employee. The employee will be paid only for this day if it falls on a regularly scheduled workday.

If additional time is needed, the employee is encouraged to use vacation leave with approval in accordance with normal policy to attend the services of other relatives, friends, or to extend Bereavement Leave beyond the allowed time. Contact your supervisor to request additional leave.

(Reference: Appendix C – Leave Request Form)

EMPLOYEE RESPONSIBILITY:

The Parish expects an employee to conserve and manage the use of leave in such a way as to be prepared to deal with personal and family emergencies.

An employee must notify his or her supervisor immediately of the need for bereavement leave. A Leave Request Form must be completed by the employee and approved by the supervisor.

In situations where the employee cannot provide an advance written request due to extenuating circumstances, a verbal request to the supervisor may be made and approval may be given by telephone. The Leave Request Form will be completed upon the employee's return to work. The employee must indicate the anticipated length of absence and the name and relationship of the deceased.

Employees may request approval for additional time off to be charged against accrued vacation time. If no accrued vacation time is available for additional time off, the supervisor may grant leave without pay.

Consideration will be given by the Parish President on an individual basis to requests for Bereavement Leave in the event of the death of a person not bearing a relationship to the employee as stated above.

(Reference: Appendix C – Leave Request Form)

2.2 SPECIAL LEAVE

The Parish President, after ascertaining the exact circumstances, may allow a regular full-time employee up to three (3) working days of paid Special Leave in the event of a hardship or disaster within the employee's immediate family. The Parish President may also grant Special Leave for other circumstances, such as closures due to special events.

2.3 COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Parish's group health plan program for a limited period of time at his own expense when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee.

Employees should consult their Summary Plan Description for a full and accurate description of this benefit from the Health Care Provider.

2.4 CREDIT UNION

All employees eligible to join Credit Unions for payroll deductions into savings, checking, Vacation Club, and/or Christmas Club. Employees are also eligible to apply for loans. Loan payments may be made through payroll deductions. Contact HR for a list of Credit Union(s) that offer special services to TPG employees. Further information and applications are available at the local branches.

2.5 DIRECT DEPOSIT

It is the policy of Tangipahoa Parish to electronically process and disburse all payroll payments to Parish employees in the form of Direct Deposit; therefore, a mandatory Direct Deposit Program has been implemented. Direct Deposit has proven to be a very dependable, safe and economical way of handling payroll disbursements.

The Payroll Department will be responsible for maintaining copies of all Direct Deposit documents and records in a secured file within the Payroll Department.

All employees will be required to participate in the Direct Deposit Program and must complete a "Direct Deposit Authorization Agreement" in accordance with current and established Direct Deposit processes and procedures.

All employees' electronic check-stubs and documents will be accessible through the Employee Self Service link (*titled Employee Portal*) located on TPG web site (Intranet). If an employee needs assistance, contact payroll or the Human Resource Department.

2.6 GROUP BENEFITS

Tangipahoa Parish is committed to providing quality and cost-effective health, dental, vision, and life insurance program for eligible employees. The Parish reserves the right, at its discretion, however, to change the nature of the benefits offered to regular full-time employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. All regular full-time employees must work 32 hours or more a week on a regular basis to be eligible for group benefits.

2.7 JURY DUTY & WITNESS DUTY

If an employee receives a jury summons to serve on a state petit, grand jury, or central jury pool the employee must immediately advise his supervisor. The supervisor will grant the employee paid leave for the period of time required for jury duty. A copy of the summons shall be retained for the employee's personnel file. At the end of jury service, the employee shall obtain a Certificate of Service issued by the Clerk of Court. The employee shall submit this certificate to his supervisor upon returning to work.

Once excused from jury duty, an employee is expected to return to work the next day or the same day, if a reasonable amount of time remains during his regular workday.

Administration or the employee may request an excuse from jury duty if, in Administration's judgment, the employee's absence would create serious operational difficulties. TPG will not discharge or subject any employee to any adverse employment action for jury duty service.

WITNESS DUTY

The Parish encourages employees to appear in court for witness duty. Once an employee receives a subpoena or notice to appear as a witness, he should immediately advise his supervisor. Appearances in court while testifying as a witness will normally be considered excused time off. Employees can use vacation time to replace loss wage due to witness duty.

Under either circumstance (jury duty or witness duty), employees will be expected to report for their regular duties when temporarily excused from attendance in court, if applicable.

Employees subpoenaed or served any type of official notice to appear in court, for a deposition, or produce documents in conjunction with a matter involving the Parish, must notify his Department Head immediately upon receipt of document(s).

2.8 RETIREMENT

General Information

The Parochial Employees' Retirement System is a public defined benefit pension plan which provides retirement allowances and other benefits, operating pursuant to LSA-R.S. 11:1901. The retirement system has the powers and privileges of a corporation.

(Reference: Policy and Procedure Manual – Retirement – Parochial Retirement System)

Membership

Per the Parochial Employees' Retirement System, all regular full-time parish government employees who work at least 28 hours a week shall become members after the completion of the employee's 60 days Introductory Period. Membership is cancelled only by death, termination of employment, or retirement.

The Parish has approved a Retirement Insurance Reimbursement Plan to qualifying employees upon separation of service.

Administration of the Plan

The principal features of the retirement plan are updated as changes occur. The plan is subject to change during each session of the state legislature.

Retirement Process

If you are contemplating retirement notify Human Resources in writing 6 months prior to your expected retirement date. For more information refer to the Retirement Fact Sheet Located on the Intranet or ask your supervisor.

2.9 OVERTIME/COMPENSATORY TIME

The Parish compensates employees in accordance with the Fair Labor Standards Act. Based on the needs of the Parish, an employee may be required or authorized by appropriate supervisory authority to work at any time when he would not normally be scheduled for duty. Whenever such work is required or authorized, his overtime compensation will be calculated according to the terms as set forth in this section.

The Parish may provide compensatory time off in lieu of overtime compensation in accordance with the provisions of the Fair Labor Standards Act. Agreement to accept employment with Tangipahoa Parish constitutes agreement by the employee to accept compensatory time off in lieu of overtime compensation when so directed by the Parish.

Overtime provisions shall not routinely apply to classes of work designated as exempt. However, the Parish President may authorize overtime payment for exempt employees during declared emergencies and disasters. This provision shall also apply to work in preparation of an approaching storm or declared emergency or for work caused as a direct result of a declared emergency or disaster, such as cleanup, repairs or replacement of public rights-of-way, damaged equipment, buildings and infrastructures, assisting with disaster relief services to residents, and the required paperwork. In such cases, overtime compensation shall be at one and one-half (1.5) times the employee's regular hourly rate for hours worked in excess of forty (40). The employee; however, may elect to receive compensatory time on a one and one-half (1.5) basis in lieu of overtime wages.

Overtime and Compensatory time must be approved by Supervisor.

Regular full-time employees shall receive compensation at their regular rate for hours worked in excess of forty (40) hours in a given workweek and shall receive overtime compensation at one and one-half (1.5) times his regular rate for hours worked in excess of

forty (40) in a given workweek.

No overtime work shall be performed without proper supervisory authority and/or approval. Overtime work without prior authorization from the supervisor shall result in disciplinary action.

Compensatory time off may be granted by the Department Director within a reasonable period of time after it is requested. However, if to do so would disrupt the operation of the Department the supervisor may not grant the compensatory time off. Department Directors will be responsible for regulating the approval and use of compensatory time, not to exceed 40 hours. The following provisions apply:

Maximum accruals of compensatory time shall be limited to forty (40) hours for regular full-time employees. After maximum accrual, overtime compensation will be paid to regular full-time employees.

Employees may use compensatory time after making a request to their Department Head, unless doing so would cause disruption of Parish operations. Compensatory time generally should be used for short-term absences from work during times mutually agreed to by the employee and the Department Head. Compensatory time may not be used the last two (2) weeks of the calendar year.

Upon separation, regular full-time employees receive compensation for their accrued compensatory time balance.

The Department Head reserves the right to stipulate that overtime be paid in wages as opposed to the employee receiving compensatory time if it is determined that the employee's use of compensatory time would unduly disrupt department operations.

Each department is responsible for properly recording and maintaining accurate compensatory time on the time sheet for each employee. The Parish encourages the use of compensatory time prior to the use of sick or vacation leave.

Absence from work by reason of vacation leave, sick leave, compensatory time off, witness leave, bereavement leave, military leave, holidays, declared emergency leave, or when employee is not working and receiving workers' compensation benefits shall be not be considered as time worked for purposes of overtime pay eligibility determinations. An employee's refusal to work overtime as mandated by supervisor or Department Head may subject the employee to disciplinary action, up to and including termination.

Overtime work on one day shall not relieve an employee of the responsibility to report for work at the regularly scheduled time on the following work day.

2.10 ON-CALL

When the work situation requires an employee to be called back to his work station, without prior notice, the employee is guaranteed a minimum of three (3) hours overtime pay, if applicable, at the discretion of his Department Head. In the event a call is cancelled within thirty (30) minutes, compensation will be one (1) hour overtime pay at

the discretion of the department head.

On-call vehicles will be approved based upon job duty needs as approved by the Chief Administrative Officer.

2.11 EMERGENCY STANDBY

Employees placed on emergency standby during national disasters shall follow the Parish's Emergency Operations Plan.

2.12 REST PERIODS

Three (3) 20-minute rest periods each workday are generally provided; however, it must be realized that workloads on a given day may eliminate the rest period(s).

Rest periods, for which employees are compensated should only be taken at the discretion of the supervisor.

Food shall not be eaten in work areas, especially in areas frequented by the public. Rest periods generally are taken between the hours of 11:30 a.m. and 1:30 p.m. on a staggered schedule so that an employee's absence does not disrupt office operation.

Employees on break should not go into other work areas for non-business purposes and interfere with or distract other employees who are working at that time. Employees are expected to return from rest periods timely and are subject to discipline for tardiness.

2.13 HOLIDAYS

Each New Hire will be paid for Holidays after 1 week of employment.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. In addition, any day declared a holiday by the Parish President and/or governing body of Tangipahoa Parish shall be observed as an additional holiday.

Holidays are approved annually by the council and are subject to change. A list will be provided annually.

2.14 SICK LEAVE

Sick leave may only be used for illness or incapacity of the employee; forced quarantine of the employee by a public health official; to care for the employee's dependent children, spouse, or parents who are ill; to attend the birth of the employee's child; or for use of a prescription drug that impairs job performance or safety. Sick leave can also be used for health needs, e.g. dental, optical, or medical appointments and treatment. However, employees should try to schedule these appointments without interrupting their normal work schedule to the greatest extent possible. Appropriate documentation from employee's (family

member's) treating physician may be required for payment of sick leave.

Sick leave accrual for regular full-time employees shall be eight (8) hours per month until a maximum of 180 days has been accumulated with successful completion of introductory period in accordance with guidelines.

Employees cannot accrue sick days for any calendar month during which he has been on leave without pay.

All sick leave must be approved by the applicable Supervisor/Foreman and reported on the time sheets. In addition, all Supervisors/Foremen must report to the Payroll Accountant on a bi-weekly basis, employees who will be using accumulated sick leave.

Any abuse of this benefit will be taken into account during performance evaluation. Appropriate Disciplinary action will be taken if sick leave abuse is discovered, not to exclude termination.

2.15 VACATION LEAVE

Tangipahoa Parish Government provides vacation leave to its employees and encourages employees to plan for its use in advance. Regular planning and use of Vacation Leave helps to maintain good mental health and renews the employee's overall well-being.

Each regular full-time employee who completes 60 days of continuous employment is eligible for vacation leave.

Accumulation

Employees earn vacation leave according to the following schedule:

Length of Employment	Days	Hours
1 year	5	40
2-9 years	10	80
10-29 years	15	120
30 and over years	20	160

*Employee accrued Vacation Leave will be added on the 1st of the month of the employee's anniversary date.

All vacation leave must be approved by the applicable supervisor and reported on the time sheet.

For internal control purposes, all employees are required to take at least (2) two - (3) three weeks of accumulated vacation leave per year.

Employees are paid this leave on a regular straight-time basis. Vacation leave does not count as time worked when computing overtime.

When an official holiday occurs during a vacation, that day is not charged against vacation time. Sickness during vacation may be taken as sick days if verified by a doctor's certificate.

Compensation for unused Vacation Leave

Employees will be paid at a rate of 50% of their current hourly rate for any annual vacation hours accrued over 240 hours at the time of their anniversary date.

However, if an employee has below or equal to 240 hours on their anniversary date, but accrue additional hours, according to the employee's years of service with TPG, which causes the employee to exceed the 240 hours maximum; the employee has 12 months to reduce their vacation hours below or equal to 240 hours. After the 12 months reduction period, any excess vacation hours exceeding 240 hours remaining on the employee's anniversary date will be paid at a rate of 50% of the employee's current hourly rate.

Upon separation of employment, employees will be paid at the current rate of pay for any unused vacation leave.

Requests for use

Requests for Vacation Leave shall be submitted in writing on the Leave Request Form and submitted to the supervisor at least two weeks in advance. Requests are approved at the discretion of the supervisor.

When possible, requests for vacation will be granted as requested by employees. However, employees must bear in mind that operating the parish requires an adequate number of trained employees in the different divisions of the parish. In order to provide the public with good service, knowledgeable employees must be in key areas whenever parish government is open. This must be kept in mind when scheduling vacations, however, this can mean that a request for vacation will be denied if it causes insufficient staffing for the parish.

Employees should request vacation time as far in advance as possible. Vacation time will be granted based on a "first come, first served" basis. In other words, the first employee to request a specific date for vacation time will be granted that date, as long as the parish's staffing needs allow. If a second employee requests the same date, that request may not be granted. There may be rare exceptions to this, but only where the second employee would never fill in for the first. Our staff is small and having two or more out at the same time in the same department is very difficult. It produces staffing shortages that cause problems for the public and for the staff. The first priority in scheduling employees is always to best serve the citizens of the Parish.

The procedure for requesting vacation time will be as follows. The employee will make the request in writing to the supervisor. All requests should be submitted on the "Leave Request" form. If you are requesting time off for days that occur in more than one pay period, please use a different form for each pay period. The Supervisor must approve all vacation time. When the supervisor approves the vacation request, it will appear on the vacation calendar. All vacations will be added to the vacation calendar so that all employees will be aware of when vacation time might reasonably be requested.

Vacation time is important, and employees certainly earn and deserve the vacation time coming to them. Requests for vacation time will be honored but must be balanced against adequately staffing the parish in order to best serve the public.

(Reference: Appendix C - Leave Request Form)

2.16 MILITARY LEAVE

Unpaid Leave and Reinstatement

Employees called to active duty in the Louisiana National Guard, state Military, or any branch of the state military forces for Louisiana or any other state are entitled to unpaid leave and reinstatement when their service is complete.

Employees will be reinstated to the same position or a comparable one with the same seniority, status, benefits, and pay. If an employee is no longer qualified for a former position because of a disability sustained during active duty, but is qualified to perform another position, the employee will be offered a comparable position, unless it would pose a direct threat or significant risk to the health and safety of the employee or others that cannot be eliminated by reasonable accommodation.

Employees must report to work within 72 hours of release or recovery from service-related injury or illness. Tangipahoa Parish does not discriminate against employees because of their military obligations.

Leave With Pay

An employee who is a member of a reserve component of the armed forces of the United States and called to duty for military purposes, or who is a member of a National Guard unit called to active duty as a result of a non-local or non- state emergency, shall be granted a leave of absence from his/her position without loss of pay or education of leave for a period not to exceed fifteen (15) working days per calendar year (hereafter "military leave with pay")

Reference: La. Stat. Ann. 29:38, 29:38.1

2.17 WORKERS' COMPENSATION

If an employee is injured on the job or suffers a job-related illness, he must immediately report the injury to his supervisor or Department Head. This ensures that the Parish can assist the employee in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate Workers' Compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury and may subject the employee to disciplinary action.

If and when the disability of an employee is of the nature that he is entitled to payments under any Worker's Compensation Insurance, the employee will be paid in accordance with the Worker's Compensation laws in effect at the time of the disability.

On the date of the injury, the employee shall be paid for his entire work shift. If the injury causes the employee to continue to miss work, thereby disabling the employee, the employee shall have the choice of using sick, vacation, or leave without pay during the seven (7) day worker's compensation waiting period. Should the disability continue, the employee will be paid in accordance with the Worker's Compensation laws in effect at the time of the disability. Employees will not accrue sick leave or receive holiday pay while on workers' compensation.

Any employee filing a Worker's Compensation claim is not eligible to receive regular pay after the seventh (7th) day waiting period is over. Worker's Compensation will begin paying benefits on the eighth (8th) day.

Any employee who has an accident or injury on the job and draws benefits under the Worker's Compensation laws shall continue to receive group insurance coverage for himself for a period of six months following the injury. At the end of the (6) six months, the employee will be placed on inactive status and offered Cobra benefits. If the employee has not returned to Active Status within one (1) year, employment will be terminated.

Every attempt shall be made to place that employee who has the on-the-job injury back into his or her former position, or if not into the original position, if no longer in existence, in another at a similar level of responsibility and pay as soon as such position is available. In the event the attending physician has issued a back-to-work authorization and a position is available, and the employee fails to report to work, automatic termination of employment will occur.

Questions regarding Workers' Compensation should be directed to the Department of Human Resources. Also, employees should refer to the Parish's Workers' Compensation Policy and Procedure for additional information.

2.18 RECOUPMENT OF EMPLOYEE OVERPAYMENTS

Unearned payments to employees are prohibited by Article 7, Section 14 of the Louisiana State Constitution which prohibits the donation of public funds. It is the policy of the Tangipahoa Parish to ensure that all employees are paid accurately and that any overpayments to employees are recouped in a timely manner with minimal impact to the employee and to the Parish. Overpayments occur when compensation that is not owed to the employee is paid in error. This includes but is not limited to payments such as overpayment of wages, vacation or sick leave paid in error, as well as erroneous refunds of deductions, etc.

All employees and department staff who affect the pay process, including those who approve payroll, enter time, work with personnel actions, calculate payroll, or distribute payroll, are responsible to assist in achieving an overall effective system of control to produce accurate, timely payroll.

APPLICABILITY

This policy shall be applicable to all active employees within the Parish as well as all separated employees.

DEFINITIONS

- Active Employee – an employee currently on the payroll of the Parish.
- Deduction – any voluntary/involuntary reduction in gross pay (e.g., insurance, taxes, etc.).
- Direct Deposit Reversal – a formal request to the financial institution which received compensation for an employee to return funds deposited into that

employee's account.

- **Express Consent** – the employee responds to the written notification, either verbally or in writing, and advises that he agrees that he has been overpaid and he agrees with the Parish's plan of action for the recoupment.
- **Implied Consent** – the employee does not respond to the written notification within ten (10) working days. This implies that the employee agrees that he has been overpaid and agrees with the plan of action for the recoupment, thus implying his/her consent to the recoupment of funds.
- **Net Pay** – the amount of compensation due to the employee after withholding all voluntary and involuntary deductions from his wages/compensation earned.
- **Overpayment** – the amount of compensation paid to an employee in error.
- **Recoupment** – the act of recovering the compensation which was paid to the employee in error.
- **Separated Employee** – an individual who was formerly an employee but who no longer works for the Parish.
- **Wage** – the payment to an employee for services rendered.

PROCEDURE

The Parish will make every effort to ensure that an employee's pay is correct. However, any employee who believes he has been improperly paid (overpaid or underpaid) or has had funds withheld from his paycheck inappropriately, should bring this to the attention of his supervisor and/or his Department Head immediately upon discovering the error. The Department Head will then notify the Finance Department. It is recommended that employees review their pay statements as early as the following pay period to determine if pay is as expected.

Should it be determined that the Parish has underpaid an employee, the employee will be reimbursed all funds that are due him. Alternately, should it be determined that the employee has been overpaid, the Finance Department will follow the procedures outlined below to recoup the funds which were paid in error.

Notification to Employee/Separated Employee When Overpayment Occurs

Once it is determined that an overpayment has been made, the Finance Department will immediately notify the employee of the error. This notice must be in writing and include the following:

- Pay date(s) on which the overpayment occurred;
- Amount of the overpayment;
- Reason that the overpayment occurred;
- Parish's plan of action for recoupment;
- Employee/Separated Employee options for reimbursement of overpayment, as appropriate;
- Procedure employee/separated employee should use if disputing any aspect of the overpayment (see Dispute Mechanism section below); and
- Instructions on how to locate this policy.

Recoupment of Overpayment(s)

The amount to be recouped from any one paycheck cannot cause the employee's biweekly gross hourly wage to fall below the federal minimum wage without specific written approval from the employee.

- From Active Employees
Should an overpayment be discovered for a current employee, the procedures outlined above will be followed by the Finance Department. The repayment options will include:
 - Direct deposit reversal; or
 - One-time deduction from a subsequent paycheck; or
 - Personal payment from employee (e.g., cash, check, or money order). Prior approval for this method of payment must be obtained from Financial Director.

If an employee who has been overpaid is separating from the Parish, every effort shall be made to have the procedure completed such that the amount of the overpayment may be withheld from the employee's final paycheck. If the full amount is not recovered in the final paycheck, the Parish shall follow the guidelines outlined below.

- From Separated Employees
Employees separated from the Parish will be notified by the Finance Department of any overpayments according to the guidelines outlined above. Further, the written notice will include a demand for payment and should include the following repayment options:
 - One-time personal payment from employee (e.g., cash, check, or money order).

Should the Finance Department be unable to recover overpayments from a separated employee, the Financial Director will consult legal counsel to determine if legal recourse is warranted.

Dispute Mechanism

If an employee/separated employee does not agree with the Parish's claim of overpayment, the employee/separated employee may file an appeal with the Finance Director. The appeal must be received in writing by the Finance Director no later than ten (10) working days from the date of notification of overpayment. This statement must contain the reason(s) why the employee/separated employee feels the recoupment is not warranted and should include any supporting documentation to be considered for review.

The Finance Director will respond to the employee/separated employee within ten (10) working days from receipt of written dispute.

If the employee is still not satisfied with the response from the Finance Director, the employee may then send the dispute to the CAO within five (5) working days of receipt of the Finance Director response. The CAO shall accept, reject, or modify the recommendation of the Finance Director. The decision of the CAO shall be final. The decision shall be in writing and sent to the employee/separated employee, and a copy shall be sent to the Payroll Department.

EXCEPTIONS:

Requests from the employee for exceptions to this policy should be submitted to the CAO through the Human Resources Department. Documentation should include:

- Name and title of the employee making the request for exception;
- Department in which he is employed;
- Amount of the overpayment;
- Circumstances creating the overpayment;
- Documentation which includes the reasons the employee believes that some or all of the overpaid money should not be recouped or why the money recouped should be repaid to the employee.

Any exception must have the written approval of the CAO.

3.0 GENERAL RULES & DISCIPLINE

3.1 ATTENDANCE

Each employee is expected to be at work on time and work the full work period. Excessive tardiness and absences will lead to disciplinary action against the employee.

Approval for time off from work, including vacations, should be requested in advance. However, when an absence has not been scheduled in advance, but an employee is unable to report to work or will arrive late, employee is to call his supervisor (or designated employee in his department) before the start of their shift or no later than fifteen (15) minutes after the assigned start of his shift. If an absent employee fails to notify appropriate supervisor (or designee) within the prescribed time, he may be charged with being absent without leave. Employee must make every effort to speak directly with his supervisor (or designee) to report absence as opposed to initially communicating this information via voicemail or email message. However, in instances where voicemail or email message was left because supervisor or designee could not be reached by phone, employee is expected to follow-up with supervisor or designee within an hour to ensure that the message has been received.

Absent without leave (AWOL) is a serious offense and may result in corrective disciplinary action in the form of a reprimand, suspension or dismissal. No compensation shall be paid to an employee for time absent from work without leave. Pay deduction or pay denial to an employee for time absent without leave shall not be considered or treated as a disciplinary action. The type of disciplinary action will be determined by the Department Head after taking into consideration the work record and the attendance record of the employee.

Any abuse of this benefit will be taken into account during performance evaluation. Appropriate disciplinary actions will be taken if leave abuse is discovered, not to exclude termination.

3.2 BUILDING SECURITY

At certain facilities employees who are issued keys to their office, buildings, etc. are responsible for their safekeeping. Supervisors will have employees sign an **Acknowledgement and Receipt of Tangipahoa Parish Property & Financial Obligation Form** upon receiving the key. The last employee, or a designated employee, who leaves the office/building at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed if applicable, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

Employees are not allowed to loiter on Parish property. Accordingly, if not performing work, employees are expected to arrive on premises no earlier than thirty (30) minutes prior to the start of his shift and likewise, vacate premises no later than thirty (30) minutes after the end of his shift. At no time is tobacco, alcohol or illegal substance permitted on premises, even if an employee is off duty.

3.3 CHANGING OF PERSONAL INFORMATION

It is important that the Parish keeps an accurate record of each employee's personal status. Employees are responsible for informing their supervisor, payroll, and Human Resources Department of any changes in personal information or status, such as:

- Name
- Address/Telephone Number
- Professional license/certification
- Person to contact in case of emergency
- Number of dependents
- Marital status (for benefits and tax withholding purposes only)
- Change of beneficiary designations for any of the Parish's insurance plans and the Parochial Employees Retirement System
- Driving record or status of driver's license, if employee operates any Parish vehicle
- Military or draft status
- Exemptions on W-4 and L-4 tax forms

Coverage or benefits that the employee and his family may receive under the Parish's benefits package could be negatively affected if the employee's information is not up-to-date. It is especially important for each employee to immediately report to the insurance carrier and to the Human Resources Department changes in dependent status which affect the employee's insurance plan(s) within 30 days of the change. Unreported changes may cause the insurance to be declared invalid in the event of a claim. The Parish is not responsible for any loss of benefits due to an employee's failure to report such changes.

In addition, employees who have a change in the number of dependents or marital status should complete a new Form W-4 for income tax withholding purposes.

Since the Administration refers to an employee's personnel file when decisions are to be made in connection with promotions, transfers, layoffs and recalls, it's to the employee's benefit to be sure his file includes information about completion of educational or training courses, and areas of interest and skills that may not be part of his current position.

An employee's personal information and personnel data should be accurate and current at all times.

Reference: EMPLOYEE PERSONAL INFORMATION CHANGE FORM can be located on the Intranet

3.4 COURTESY/CUSTOMER RELATIONS

Communication is the key to effective services and customer relations. Professional and courteous communications is expected of all employees at all times, whether it is with a customer, visitor, the general public, fellow employee, supervisor or another member of management, or an elected official. Furthermore, everyone is to be treated with dignity and respect. As a representative of the Parish, employees will conduct themselves professionally.

Employees should listen carefully to customer inquiries and complaints and deal with them in a responsive, professional manner. If a customer should become unreasonable, irate, verbally abusive, or harassing, and the employee cannot resolve the matter, the employee should refer the customer to his supervisor. Employees are also encouraged to report recurring customer-related issues to their immediate supervisor and should be prepared to make suggestions for problem-solving changes.

3.5 DECLARED EMERGENCY PLAN

During a disaster, the responsibility of Tangipahoa Parish in serving the citizens of the parish is to maintain basic services. All employees are expected to be available if and when needed, should a disaster occur. In addition, each employee should be familiar with the Parish's Emergency Operations Plan.

When the Parish President authorizes the activation of the Disaster Plans, all departments are to initiate their specially assigned duties. The plan will be updated, republished periodically by the Emergency Operations Center (EOC) and available upon request from each Department Head or manager.

3.6 DRUG/ALCOHOL - FREE WORKPLACE

Tangipahoa Parish Government is a drug and alcohol-free workplace. The Parish recognizes the importance of providing a safe, efficient, healthy, and productive work environment and minimizing the risk of accidents and injury. Employees are expected to perform their duties in a safe and efficient manner. Consequently, the Parish maintains a zero tolerance for drug and alcohol abuse by employees.

Applicability

The Drug and Alcohol Policy shall apply to all Tangipahoa Parish Government employees and to applicants for employment. Compliance with this Policy is required as a condition of continued employment.

Drug and Alcohol Possession and Use

Employees may not use, consume, possess, distribute, sell, dispense, manufacture or purchase alcohol, illegal drugs, intoxicants or controlled substances on Parish property, or while performing Parish business while away from Parish premises. This prohibition also includes lawful controlled substances that have been illegally or improperly obtained, as well as abuse of a lawful substance.

Employees may not have any such substances or alcohol in their system while at work. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription but does prohibit employees from having excessive amounts of otherwise lawful controlled substance in their systems or from working while impaired by a lawful medication. It is the employee's responsibility to determine from his/her physician in

advance whether a prescribed drug may impair job performance. Upon request, the employee is responsible for obtaining a written note from their medical provider or physician to determine if a prescribed drug may impair job performance or present a safety hazard.

Compliance with this policy is required as a condition of employment for qualified applicants or for continued employment of current employees. The presence of a detectable amount of any prohibited substance in an employee while working and/or during working hours may be deemed a violation of this policy, regardless of when or where the substance entered the employee's system.

For the purposes of this policy, Parish property includes all property owned, leased by, or under the control of Tangipahoa Parish Government, including but not limited to its offices, facilities, parking areas, grounds, buildings, structures, any and all work locations, vehicles, equipment, and while wearing a Parish uniform.

Employee Responsibility to Report Impairment

All employees are jointly responsible for maintaining a safe and healthy working environment. Any employee who observes, suspects or has knowledge of another employee in a condition which impairs the employee in the performance of their job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of policy, is required to report that to a supervisor or manager as soon as practicable. Employees are expected to report to work in a condition that enables them to properly perform the functions of their Job duties.

If an employee's ability to perform his/her job duties is impaired, whether from the use of Alcohol, Illicit drugs, Prescribed Medications, or Over-the Counter Medications, he/she should immediately notify his/her Supervisor of the impairment. Employees who serve in Safety-Sensitive positions must be particularly vigilant with regard to the effects of Alcohol or Drug use. Employees in those positions must also be aware of the effects of Prescriptions or over-the-counter medications on their ability to safely perform their job duties. Any employee in a Safety-Sensitive position or any employee required to drive a Parish vehicle is required to advise his/her Supervisor if he/she is taking any over-the-counter medication or prescribed medication by a Health Care Provider that may impair his/her ability to safely and effectively perform assigned job duties.

PRESCRIBED MEDICATIONS

Employees taking legally prescribed or over-the-counter medications that have the potential to negatively impact the employee's ability to perform his job functions in a safe and effective manner (e.g., medications which caution against use while operating machinery) must report such use to their immediate supervisor, and may be required to present medical documentation describing the effects such medication may have on the employee's ability to perform his tasks. The Parish may take such action as it deems appropriate, including but not limited to temporarily transferring the employee to a different position, permitting the employee to take a leave of absence or other step, depending on the circumstances.

MEDICAL MARIJANA

The employees of Tangipahoa Parish Government are our most valuable resource, and for that reason, their health and safety are of paramount concern. Medical

Marijuana will be treated the same as all other prescription medication. Tangipahoa Parish Government has the same expectations from employees who use medical marijuana as those who use all other types of medication.

CBD USE

Hemp-derived CBD product are legal under LA Law. However, each employee bears the responsibility to ensure that any products used, does not contain a level of THC which would trigger a positive result on a drug test. In addition, at this time these products are not regulated by the FDA (Food & Drug Administration). We stress that employees do in-depth research on any CBD Hemp- derived products before use. General use of CBD-Hemp derived products will not constitute a valid excuse for a positive drug test.

When Drug and/or Alcohol Testing May Be Conducted:

In order to enforce this policy, Tangipahoa Parish Government may require employees to undergo drug and alcohol testing, including urinalysis, blood, hair, saliva or other appropriate tests and, where appropriate, searches of all areas of the Parish's premises, in the following circumstances and/or for the following reasons:

Pre-Employment Screening - Offers of employment will be conditioned upon proper cooperation and participation in the Parish's drug screening program. Failure to successfully complete a drug and controlled substance screening test, or to provide consent for testing will be deemed a withdrawal of the candidate's application for employment. Applicants who test positive without a legitimate medical reason will be denied employment.

Reasonable Suspicion - Employees may be required to submit to drug/alcohol screening if Tangipahoa Parish Government has a reasonable suspicion that they have violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, errors in judgment or negligence, results of drug searches or other detection method.

Post-Accident - Any employee involved in an on-the-job accident, work-related vehicular accident, or workplace injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. An employee's involvement is not strictly limited to the person who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Random - Employees may be selected at random for drug and/or alcohol testing as determined by Tangipahoa Parish Government. Random drug and/or alcohol/testing shall include all employees on an unannounced basis.

Return to Duty - Individual employees may be subject to testing as a result of participation in a Rehabilitation Program or medical leave of absence before returning to work, or when required by Tangipahoa Parish Government regulations.

The Substances tested for in addition to Alcohol, include the following Panel:

Amphetamines - Methamphetamine
Barbiturates
Benzodiazepines
Benzoyllecgonine – Cocaine Metabolite
Marijuana Metabolite
Methadone
Opiates – Codeine, Morphine, Hydrocodone, hydromorphone
Phencyclidine
Propoxyphene

All cut-off levels for each drug and/or alcohol test are established by federal and state guidelines Reference 49 CFR (Code of Federal Regulations) 40.87.

Testing Procedures

Prior to testing, employees will sign the applicable consent form. Refusal to do so is considered a violation of this policy and may be subject to discipline, up to and including termination from employment.

Testing will be conducted by an appropriate testing facility designated by Tangipahoa Parish Government. Applicants and employees must cooperate fully with reasonable procedures and requirements of the testing facility.

Each employee and applicant who is to be tested will be asked by the designated testing facility to list all legal and prescription drugs consumed during the prior period—typically thirty days or as otherwise designated by the testing facility—and will have an opportunity to explain the use of each such drug. Failure to report the use of any such drugs and subsequently testing “positive” on any required screening or other test is a violation of this policy and subject to discipline, up to and including termination from employment. Involuntary terminated employees are eligible to re-apply after (1) one year.

Prescribed Medication- is a drug that is available only with written instructions from a doctor or dentist to a pharmacist. Employees must have a valid prescription issued to the them by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed.

Medical Marijuana - refers to using the whole, unprocessed marijuana plant or its basic extracts to treat symptoms of illness and other conditions. For the legal uses of medical marijuana defined by State of Louisiana Reference RS 40:1046.

Samples Declared “Diluted” or “Adulterated”

Any drug-testing sample with a final testing disposition characterized as “diluted” or “adulterated” will result in the employee automatically submitting to a retest within a 2-hour period if practical.

Retesting of Original Confirmed Positive Samples

An employee shall have the right to retest the original confirmed positive sample at the same or another approved laboratory at the employee's expense within 30 days of the sample being submitted.

The examiner, through the approved laboratory, shall make original confirmed positive samples available to the affected employee, or a designated agent, during the time the sample is required to be retained. The employee must request release of the sample in writing, specifying which approved laboratory the sample is to be sent. The employee incurs all expenses for chain of custody procedures, shipping, and retesting of the original positive sample related to this request. Retesting of the original confirmed positive sample does not prevent or delay disciplinary actions up to and including dismissal.

Confidentiality

Test results will be maintained in a confidential manner in a separate file not part of the employee's personnel file. Test results of applicants will be maintained in a separate file, not part of the application.

Tangipahoa Parish Government will endeavor to keep the results of any drug, substance abuse or other such test confidential. Test results and voluntary reports of drug and alcohol problems will not be revealed by Tangipahoa Parish Government to any person except those persons whom Tangipahoa Parish Government believes have a need to know because of such reasons as supervision of the employee involved, personnel administration or as otherwise deemed necessary or proper by Tangipahoa Parish Government or as required by law.

Testing Violations

The following behaviors constitute violations of this policy and may be subject to discipline, up to and including termination from employment.

- Testing positive on a required or requested drug or alcohol test or screen
- Refusing either to take a drug or alcohol test or to release information regarding a required or requested drug or alcohol test or screen
- Admitting use or use of a "masking substance" for the purpose of degrading, disguising or rendering a false negative result.

Searches and Inspections

In order to enforce this policy and these procedures, and to maintain a safe and healthy working environment, the Parish may investigate potential violations, search any area on Parish -premises and condition entry to Parish premises upon the right to search the person or personal property of any entrant for illegal and unauthorized drugs, drug paraphernalia, controlled substances, alcoholic beverages and unauthorized weapons.

In addition, the Parish reserves the right to inspect vehicles, lockers, work areas, desks, tool boxes and other locations without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. The employee is hereby notified that locked areas or containers do not prevent a search and thus employees should understand there is no expectation of privacy on Parish premises. Where the employee is not present or refuses to remove a personal

lock, the Parish may do so for him or her, and compensate the employee for the lock.

Violations

Employees who violate the Parish's drug and alcohol abuse policy will be removed from the workplace immediately and subject to immediate dismissal. The Parish may also bring the matter to the attention of appropriate law enforcement authorities.

Criminal Charges and Convictions

Any conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of the Parish's drug and alcohol abuse policy, including having a positive drug-test result, may lead to disciplinary action, up to immediate termination.

Employees convicted with drug offenses must notify the Parish in writing within five (5) calendar days of the conviction. The parish will take action as appropriate under the circumstances and as required by the Drug-Free Workplace Act within (30) calendar days of notification. Departments which have been awarded federal grants or contracts shall notify the appropriate contracting agencies as required by law.

Employee Assistance

Employees are encouraged to voluntarily seek assistance and treatment for substance abuse and dependency problems. However, it is the responsibility of the employee to seek and accept assistance before drug and alcohol problems lead to disciplinary action, including termination. Failure to enter, remain or successfully complete a prescribed treatment program may result in termination of employment.

Entrance into a treatment program does not relieve an employee of the obligation to satisfy the Parish's standards regarding an employee's performance or relieve his/her responsibility to perform his/her job in a satisfactory, safe and efficient manner. Participation in a treatment program will not prevent the Parish from administering discipline for violation of its policies, up to and including termination from employment.

3.7 DISCIPLINARY PROCEDURES

Tangipahoa Parish expects all employees to comply with the Parish's standards of conduct and job performance and that noncompliance with these standards must be corrected. Discipline is an instrument for changing unacceptable behavior and performance, and for motivating and encouraging employees. Discipline may be imposed for a single incident or for a pattern of conduct. The specific discipline imposed is intended to focus the attention of the employee on the performance or conduct problem and, except in cases of discharge, to encourage changes in behavior.

Disciplinary actions include but not limited to: verbal counseling, written reprimand, reduction in pay, suspension without pay, demotion, and discharge.

Under normal circumstances, Tangipahoa Parish favors a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies or rule violations and an opportunity to improve. The progressive disciplinary procedures described in this policy may

also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

While a progressive discipline program will be followed in regard to addressing conduct and job performance problems in most instances, there may be particular situations in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Such circumstances include cases where the infraction is of such a serious nature that a written reprimand, suspension, demotion, or discharge is justifiable, even on a first offense. The discipline imposed will be determined according to the severity of the infraction(s), regardless of whether prior discipline has been imposed.

All written disciplinary action forms must be reviewed by Human Resources and Chief Administrative Officer before implementing.

All disciplinary actions must be forwarded to Human Resources.

Disciplinary action may include:

1. **A verbal warning or counseling (coaching)**: which generally is given for a first occurrence of an infraction, must be documented on the TPG Disciplinary Action Form and placed in the employee's personnel file. Action necessary by the employee to correct the problem shall be discussed by the supervisor.
2. **A written reprimand**: needs to be signed by the employee's supervisor and acknowledged by the employee. Written reprimands are to be placed in the reprimanded employee's personnel file. Employees may provide written explanations or responses to reprimands for placement in their personnel file.
3. **Suspension**: disciplinary suspensions are without pay and shall be accompanied by a written statement setting forth the reason for the suspension and the duration of the suspension. Disciplinary suspensions are subject to management.

An employee may be suspended with or without pay pending investigation when the Parish has reason to believe he has engaged in conduct which, if confirmed, would warrant disciplinary action including termination and the employee's continued presence at work during an investigation of the suspected conduct would be contrary to the best interests of Parish service. The employee shall be informed that he is being suspended pending investigation and the reasons thereof. Suspensions pending investigation are generally for up to fifteen (15) workdays. However, whenever management determines that investigations of a major or critical offense warrant additional time, suspensions pending investigations may be extended for up to fifteen (15) additional workdays. In the event the investigation extends beyond thirty (30) days, the employee may be re-assigned by Chief Administrative Officer or placed on leave without pay pending the outcome of the investigation. Suspensions of exempt employees are permitted only in accordance with provisions of the Fair Labor Standards Act.

4. **Involuntary Termination**: is the removal of an employee from Parish service when it has been determined that the employee has been given a reasonable opportunity to conform his conduct to required behavior or performance standards

and has failed to do so, or where an employee has committed one or more serious offenses for which no other disciplinary measure is appropriate. All actions to terminate require the prior approval of the management.

Reference: Appendix D - Disciplinary Flow Chart

Reference: Appendix E - Disciplinary Action Form

3.8 COMMUNICATION SYSTEMS (USE OF)

To ensure that Tangipahoa Parish communication resources are used responsibly and productively, the Parish has established the following guidelines:

Every user has a responsibility to maintain and enhance the Parish's public image and to use the Parish's communication systems in a productive manner. All communication systems must be used in compliance with applicable statutes, regulations, and the Parish's policies including those that require a work environment free from discrimination and harassment. Employees are expected to use common sense and sound judgment to avoid any communication which is disrespectful, offensive, or illegal.

The Parish, as provider of access to communication systems, reserves the right to specify how the Parish's network resources will be used and administered to comply with this policy. Message content sent from Parish communication systems reflects the Parish's image, both positively and negatively. Employees may be subject to disciplinary action for using these resources in a manner other than for the intended purposes. Incidental personal use is secondary and should not interfere or conflict with business use or job performance or incur financial charges by the Parish. An employee will be held financially responsible for charges incurred by the Parish resulting from his personal use (i.e. long-distance calls, special greetings, special ring tones, postage, receipt of pictures, text messages, etc.), and will be subject to disciplinary action.

All communication services and equipment, including but not limited to mail, electronic mail (email), Intranet, Internet access, telephone systems, cellular phones, facsimiles, instant messaging, online services, personal computers, computer files, computer networks, video equipment and tapes, voice mail, and bulletin board, and all messages transmitted or stored by them, are the sole property of the Parish and are to be used primarily for business purposes. Users of computer and telephonic systems should presume no expectation of privacy in anything they create, store, send, or receive on the computer or telephonic systems. The Parish reserves the right to monitor, restrict, and/or access communications usage and content.

The information sources available via the Internet are worldwide and constantly growing in variation and number. It is not possible for any organization to fully manage the types and content of information accessed by its systems and users. Nonetheless, the Parish reserves the right to restrict access to any data source if/when, in its sole discretion and after appropriate review, the Parish determines such a source to be problematic. These restrictions do not constitute an implication of approval of other non-restricted sources.

Without exhausting all of the possibilities, the Parish's communication services and equipment, including but not limited to Internet access and e-mail system, are not to be used in any of the following ways:

- To communicate the Parish's official position on any matters, unless specifically authorized to make such statements on behalf of Parish.
- To harass, intimidate, bully, or threaten another person.
- To access or distribute obscene, profane, sexually suggestive, pornographic, abusive, libelous, racially or culturally offensive, demeaning or defamatory material or otherwise inappropriate written, recorded, or electronically transmitted messages.
- To distribute copyrighted materials not authorized for reproduction or distribution.
- To impersonate another user or mislead a recipient about sender's identity.
- To access another person's e-mail, if not specifically authorized to do so.
- To bypass the systems' security mechanisms.
- For spam (unsolicited bulk email) or to send or post chain letters.
- To send messages of a political or religious nature.
- For personal solicitation.
- To communicate confidential Parish information to unauthorized individuals within or outside the Parish service.
- To make unauthorized attempts to access data or break into any Parish or non-Parish system.
- For theft or unauthorized copying of electronic files or data including documents, photographs, and music or video files.
- For any purpose which is illegal, against the Parish's policy, or contrary to the Parish's best interest.

Employees should bear in mind that email is not private, and its source is clearly identifiable. Email messages may remain part of the Parish's business records long after they have been supposedly deleted. Employees should not use email, instant messaging services, facsimiles, cellular telephones, or any other insecure communication system to communicate confidential information. Electronic records are public records subject to the Louisiana Public Records Act, with limited exceptions. There are also other legal issues related to email communications. In general, email is subject to discovery.

Employees should ensure that no personal correspondence appears to be an official communication of Tangipahoa Parish. Employees may be perceived as representatives of the Parish and, therefore, damage or create liability for the Parish. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, should be accurate, appropriate, and work-related.

Access to electronic communication equipment and resources (i.e. computer usage, email, personal handheld devices, etc.) and all privileges therein may be removed or restricted by the Parish immediately upon an employee's suspension, discharge, or notice of resignation.

The use of Parish-paid postage or Parish stationary for personal correspondence is not permitted. Also, employees should not use the Parish address for the receipt of personal mail. Only the Parish may issue personalized stationery and business cards bearing the Parish's logo. Violation of this policy will subject the employee to discipline, up to and including termination.

Employees who do not have direct access to a Parish telephone should make provisions to have emergency or other necessary incoming calls routed to a department approved telephone. Although the Parish will attempt to deliver personal messages deemed emergencies by the caller to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

3.9 DRIVER'S LICENSE AND DRIVING RECORD

Employees whose work requires operation of a Parish vehicle (or personal vehicle in which Parish business is conducted) must present and maintain a valid driver's license and a driving record acceptable to the Parish's insurer. Employees must submit a copy of their driver's license to the Parish annually. Employees **must for reporting any changes to his driving record** and privileges to his supervisor immediately. Failure to do so may result in disciplinary action, including dismissal.

Anytime an employee is issued a new driver's license and/or a change in driving record occurs, the employee is required to provide a copy to the Human Resource Department.

3.10 DRESS CODE/PERSONAL APPEARANCE

It is the policy of Tangipahoa Parish Government that employee attire during work hours and work-related activities shall be appropriate to the duties of the position, to the safety of the employee and other individuals, and to the probability of public contact. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of the Parish. Employees are expected to present a neat, and professional appearance at all times. Good personal hygiene and personal habits are also very important. Employees should take extra care to ensure that personal hygiene does not constitute a health or safety hazard to others or cause disruption in the workplace.

Some employees of the Parish are expected to wear uniforms, which are provided and maintained by the Parish. Clothing/uniforms must be neat, clean, and appropriate for professional work and the image that Tangipahoa Parish must project to its customers, visitors, and the public. Further, because of working in close proximity to co-workers, employees should be considerate of their co-workers when applying perfumes, colognes, and after-shave lotions or when using fragrances and lotions.

Employees not required to wear uniforms shall not wear suggestive attire and athletic clothing including yoga pants or sweatpants, or similar items of casual attire that do not present a professional appearance. Hairstyles, clothing, footwear, and jewelry shall conform to the best business and professional standards; fingernail length should not impede or affect work performance.

For office staff, jeans (must not be ripped or frayed) may be worn on Fridays, which has been designated a "casual dress day" for office staff in each work week. When a Parish holiday is observed on a Friday, casual attire may be worn on the preceding Thursday. Dress shoes/dress sandals with open toes or dress mule-type shoes are permissible; however, beach style flip flops, slippers, or other similar types of casual footwear should not be worn. In addition, miniskirts, "spaghetti-strap" or halter tops (unless worn underneath a jacket, sweater, or blouse), shorts, and clothing with holes shall not be worn. Baseball caps shall not be worn indoors. Undergarments shall not be visible.

Employees are reminded that when in uniform they are representing the Parish and must project a favorable and professional image when doing so. Employees in uniform are expected to wear shirts buttoned and tucked.

Prohibited Conduct

While wearing a Parish uniform even when off duty, employees are expressly prohibited from:

- Consuming alcoholic beverages in public
- Entering establishments such as bars, nightclubs, or casinos
- Engaging in unlawful conduct

While the decision on dress is a personal choice by the employee, the employees' Department Head will make the final decision whether the dress is appropriate for the work environment, as the Parish reserves the right to determine extremes in style. Employees in violation of the dress code may be sent home to correct the infraction and disciplinary action may be taken. Employees in violation of this policy when sent home will not be compensated for any work missed because of failure to comply with this policy.

3.11 FALSIFICATION OF PUBLIC/OFFICIAL DOCUMENTS

As public employees, everyone should be mindful that their signature has consequences. It signifies agreement with and certifies accuracy of the information. Knowingly signing or submitting a document that contains false information or misrepresentation is a severe violation of the Parish's work rules and any applicable state and/or federal laws.

Official documents include, but are not limited to, personnel forms, evaluation forms, position descriptions, leave slips, time and attendance records, purchase requisitions, travel reports and expenditures or other financial reports, as well as reports to state and federal agencies filed in relation to work.

Violations can subject offender to disciplinary action, up to and including termination, as well as legal action.

3.12 LICENSES / CERTIFICATIONS

All employees who perform work that requires licensure or certification are held responsible for presenting those credentials during the pre-placement process and for maintaining those credentials after being hired. Failure to maintain credentials, falsification or misrepresentation of credentials may result in change of position or termination. It is the responsibility of the employee to provide proof of licensure/certification to appropriate Parish personnel when received. The Parish reserves the right to conduct period checks or verifications of licenses or certifications.

3.13 MANAGEMENT / EMPLOYEE COMMUNICATION

Open communication between management and employees is vital for effective operation of the Parish. Tangipahoa Parish management strives to keep its employees informed of matters and encourages them to voice their opinions and concerns. Department meetings, bulletin boards, intranet, and email are used to inform employees of items of general interest as well as specific items pertaining to their jobs. Employees should review bulletin boards daily for pertinent Parish or departmental information.

3.14 DATING/PERSONAL RELATIONSHIPS POLICY

Tangipahoa Parish Government strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or consensual romantic relationships between coworkers, it does establish clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and the ability to influence others.

Procedures

1. During work hours and in working areas, all employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
2. During non-work hours, such as rest period and before/after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while on Parish premises, whether during work hours or not.
4. Employees who allow personal relationships with co-workers to affect the working environment will be subject to the appropriate provisions of the Parish's disciplinary policy, which may range from counseling to more severe sanctions. Failure to change behaviors and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between an individual in a supervisory, management of other influential role and a subordinate.
6. Any Tangipahoa Parish Government employee involved in a consensual personal relationship with another co-worker, must immediately disclose the relationship to the immediate supervisor or the Director of Human Resources. This disclosure will enable the Parish to determine whether any conflict of interest exists because of the relative positions of the individuals involved. While both employees involved in a consensual relationship are individually responsible for disclosure, the failure of a supervisor, manager, executive or anyone else in a sensitive or influential position to disclose a personal relationship will be regarded as a serious lapse in his or her management of the workplace and grounds for appropriate disciplinary action, up to

and including termination of employment.

7. When problems or potential risks are identified the Parish will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take any personnel action related to the other.
8. If an employee, whether or not he or she is involved in the relationship, believes that he or she has been or is being adversely affected by a personal relationship among co-workers, he or she is encouraged to promptly report the concern to an immediate supervisor or to the Human Resources Department.
9. Any supervisor who receives a report of a personal relationship must immediately act in accordance with this policy. Failure to do so may lead to disciplinary action, up to and including termination.
10. Employees are also reminded that the provisions of the Parish's Discrimination and Harassment Policy are still in effect, regardless of the existence of a personal relationship.
11. Individuals who have questions or are uncertain as to the application of this policy should speak to the Human Resources Department.

3.15 PROBLEM-SOLVING PROCEDURE / GRIEVANCE

Whenever a group of people work together for an extended period of time, problems and misunderstandings can occur. In order to promptly and constructively resolve them, employees are encouraged to discuss the problem with their immediate supervisor initially. If the problem concerns the immediate supervisor or if resolution doesn't occur within a reasonable time, the employee should proceed to the next level of the reporting structure as necessary. If the problem is still unresolved within the employee's department, the problem may be discussed with the Director of Human Resources. If the employee is not completely satisfied with the responses, they may request to discuss the matter with upper management. Failure to adhere to the chain of command in reporting problems or complaints may be considered as insubordination and subject the employee to disciplinary action, except in cases where an employee experiences any job-related harassment based on sex, race, national origin, disability, or any other factor prohibited by federal, state, or local statute, or if he believes that he has been treated in an unlawful, discriminatory manner, then he should immediately report the matter to the head of the department or to the Director of Human Resources as outlined in Section 1.6 – Equal Opportunity/Anti-Harassment, including Sexual Harassment of this handbook.

Reference: The Grievance Policy and Procedure is located in Employee Self Service Portal on TPG's Intranet

3.16 REMOVAL OF PARISH RECORDS

In an effort to protect, conserve, and ensure the proper use of Parish records, it is the policy of the Parish that no employee shall move, or cause to be moved, any record from the officially designated worksite, without specific written authorization from the Department Head.

This policy is not intended to violate an individual's right to information under the Louisiana Public Records Act.

Definitions:

- **Record** - All documents and electronic records, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by the Parish or political subdivision because of other informational or legal value.
- **Officially Designated Worksite** - The location at which Parish business is conducted (either the usual place of business or some off-site location when on official business).
- **Written Authorization** - Approval granted in written form by the appropriate Department Head.

In order to obtain authorization to remove a record from the officially designated worksite, a written request shall be submitted to the appropriate Department Head, through the employee's supervisor, prior to the intended removal. The request shall contain the following information regarding the record: description, destination, reason for utilization, and projected time of return. After determining the appropriateness of the request, the Department Head shall signify in writing, approval or denial; and return the document to the requestor's supervisor. The supervisor will immediately forward the document to the requestor.

3.17 SAFETY

Tangipahoa Parish complies with all applicable federal, state, and local health and safety regulations to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements, whether established by the Parish or by federal, state, or local law. Sound judgment and safe practices must be exercised in the work habits of all employees.

The Safety Review Committee will be seven (7) members comprised of (2) Ex-Officio members (Parish President & CAO), two (2) Standing members (Internal Compliance Office & Human Resource Representative) and three (3) Rotating members from various departments (1-Parish Department Director, 1-Parish Department Supervisor & 1-Employee of good standing). The rotating members will be appointed for a one-year term commencing at the beginning of each calendar year. This committee will give oversight to the Parish's safety policies and procedures, review and make recommendations regarding accidents or safety issues and make recommendations that will be submitted to the CAO with final approval of the Parish President, maintain the Parish's Safety Manual and will review and accept safety recommendations/suggestions received from parish employees. The committee will meet on the first Tuesday of each month or when deemed necessary.

Vehicles and equipment are to be operated only by those authorized as a result of their knowledge, training, experience, and proper licensure.

If an employee's assignment involves the use of hazardous or toxic materials, he must comply with all laws, rules, and regulations concerning their safe handling and disposal, as published by the manufacturer and governmental agencies having jurisdiction over such

matters. Employees should consult their supervisors for full details, including Material Safety Data Sheets (MSDS), container labeling, and training information regarding exposure to and handling of such materials.

Some jobs may have additional safety guidelines that are established for the employee's protection and the protection of others including, but not limited to, wearing the appropriate personal protective equipment (PPE). If so, the employee will be required to know and follow them carefully.

All work-related injuries and illnesses regardless of their extent and nature, unsafe working conditions, and the need for maintenance and repair of vehicles or equipment must be immediately reported to management.

Supervisors are responsible for reporting all incidents/accidents and injuries to the Internal Compliance Department immediately following an incident to complete the necessary report.

Employees concerned about the possible safety of a work assignment should talk to their supervisor before performing the task. No one has to perform an unsafe act.

New Hires should be oriented to the safety regulations within their department on their first day of work. All employees are responsible for ensuring that they understand and comply with all Parish safety rules, regulations, and procedures, and are responsible for:

- Being familiar with all safety and health procedures relevant to their job duties
- Inspecting their work area periodically
- Identifying conditions that are recognized as being unsafe; and
- Reporting accidents/incidents and injuries to their supervisor immediately, no matter how slight

Employees should report to their supervisor all observed safety and health violations and potentially unsafe conditions. Employees are encouraged to submit suggestions to their immediate supervisor concerning safety and health matters.

Violations of Tangipahoa Parish's safety rules, regulations, or procedures will result in disciplinary action, up to and including termination.

Seatbelt Usage

We value the lives and safety of our employees. In accordance with state law, all employees and their passengers are required to use a seatbelt when traveling in any vehicle while in the course of conducting Parish business. The requirement applies to travel in a vehicle owned or leased by the Parish, a rental vehicle or privately-owned vehicle being operated during the course and scope of Parish employment, regardless of whether the employee is compensated for the use of his vehicle.

Use of Cellular Phones While Driving

The Parish issues cell phones to personnel in certain positions to facilitate Parish business while away from the office or out in the field. While cell phones expedite business communications and provide some safety benefits such as accident reporting, road hazard reporting, and assistance with directions, proper cell phone use is one part of safe driving. Employees should be mindful that using a cell phone while driving (or operating equipment) presents not only a physical distraction of handling a phone, but a cognitive distraction of a conversation as well. Accordingly, employees are discouraged from using the cell phone while driving (or operating equipment).

Employees with hands-free devices on the phones may engage in brief conversations while driving only if necessary and only in accordance with state and local laws. However, if a call is going to be lengthy or intense, if driving conditions are poor or traffic is heavy, if employee does not have a hands-free device, or if phone use will involve reading or sending text or email message(s), the employee must park the vehicle (or equipment) before using the phone. He should find a proper parking space as opposed to stopping on the side of the road, with exceptions being for emergencies such as an accident or breakdown.

The Parish's stance on the safe use of cell phones applies at all times when driving a Parish-owned or leased vehicle (or operating equipment), or when driving a privately-owned vehicle being operated during the course and scope of Parish employment.

3.18 SEARCHES

As a condition of employment with Tangipahoa Parish, all employees (including seasonal, temporary and/or contract employees) are required to expressly waive any expectation of privacy relating to searches, whenever there is reasonable suspicion of wrongdoing, of any and all personal effects brought to or maintained on Parish property, such as desks, lockers, lunch boxes, purses, clothing, brief cases, and automobiles. This policy and waiver shall also apply to the taking of samples for drug testing, as more fully set forth in the policy governing substance abuse. Nothing in this policy is intended to limit or restrict the right of Tangipahoa Parish to conduct searches which would otherwise be reasonable even in the absence of this policy or the employee's waiver.

3.19 EMPLOYEES WHO ARE THE SUBJECT OF INVESTIGATION(S), ARREST(S) AND/OR CONVICTION(S)

Purpose

This policy sets forth a process which enables Tangipahoa Parish Government to review the circumstances of Investigations, Criminal Conviction(s), and arrest, and to assure that the employee in question does not pose an unreasonable safety risk to fellow employees, citizens, visitors or indicate conduct that would be inconsistent with the employee's assigned job duties and his/her access to Tangipahoa Parish Government resources or facilities.

The standards contained in this policy shall apply to all arrest, investigations, and convictions reported directly by the employee or identified independently by the Parish through any other

means. "Post-employment" for the purposes of this policy also includes criminal convictions which may occur after an employee has been formally offered and accepted employment but prior to reporting for work. This policy applies to all Tangipahoa Parish Government employees.

All employees are **required to notify their Supervisor**, and the **Internal Compliance** Division within **24 hours** of any arrest for a criminal charge. Failure to report a conviction may result in appropriate disciplinary action, including termination of employment.

Policy Statement

Any employee who is arrested for a misdemeanor or felony must notify his or her supervisor of such arrest no later than 24 hours after the arrest. If an employee is convicted of a misdemeanor or felony while employed at Tangipahoa Parish Government, he or she must inform their supervisor of such conviction no later than three calendar days after the conviction. Tangipahoa Parish Government may grant an unpaid personal leave of absence of up to three months for a justified reason. Justification will be determined by Tangipahoa Parish Government.

Corrective Action

The arrest of an employee - whether on duty or off duty - may result in corrective action. Corrective action depends upon a review of all factors involved - including whether or not the employee's action was work-related, the nature and severity of the act, or any resultant circumstances that adversely affects the employee's attendance. Such corrective actions may include termination.

Any corrective action taken must be in consultation with the CAO, Department Director, Internal Compliance Director, and HR.

If an employee is convicted of any offense while employed at Tangipahoa Parish Government, he or she may be terminated and, if terminated, may be ineligible for rehire. The ultimate disposition of the issue will depend upon the nature of the offense and the employee's work duties. Any corrective action taken must be supported by available information coming from witnesses, police, or court records.

If there is a clear and justifiable conflict between job function and the nature of the offense, the employee will be placed on unpaid leave status for 90 days. If the employee is issued an acquittal within this time period, the employee will be reinstated. If not, the employee will be terminated after 90 days.

All actions taken under this policy should be in consultation with the Human Resources and the Director of Internal Compliance.

Reporting Investigations, Arrests, and/or Conviction(s):

Employees

- Employees are required to report all arrests, indictments, and convictions for any reason, including when having pled nolo contendere for any crime, to their immediate supervisor or the next higher-ranking supervisor/manager available. Any employee arrested,

indicted, or convicted for criminal offense must provide verbal notification on the next workday after the incident. The verbal notification must be followed by a written notification within three (3) calendar days.

- Upon learning of the incident, the supervisor, Department Head, Internal Compliance, CAO and Human Resources should conduct an investigatory discussion with the employee and recommend appropriate action to the department as needed. Once the initial investigation has been completed, the incident will be evaluated on a case-by-case basis by the Department Director, or designee, Internal Compliance, CAO and Human Resources. A number of factors will be reviewed, including, but not limited to the employee's longevity, experience, performance, disciplinary action record, and the relevance of the incident to the employee's duties, and the safety of the workplace.
- In the case of an indictment or arrest, the employee must provide written notification of any changes to the status of their case to his/her Human Resources Representative no later than two (2) working days after the change in status.
- If it is discovered the employee did not report an arrest, indictment or conviction as outlined above, the immediate supervisor, Department Head, Internal Compliance, CAO and Human Resources should conduct an investigatory discussion with the employee and recommend appropriate action to the department as needed.
- Failure to adhere to this policy may be grounds for disciplinary action, up to and including termination.

3.20 SEVERE WEATHER/EMERGENCY CLOSINGS

Generally, Parish offices remain in operation on all scheduled days, regardless of weather, unless otherwise dictated by the Parish President. At times when such emergencies such as severe weather, fires, or power failures disrupt Parish operations, the Parish President will decide on closures and Department Heads or designees will provide official notification to their employees.

For emergencies declared by the Parish President, employees should follow the procedures outlined in the Employee Emergency Procedures developed by the Parish's Office of Homeland Security and Emergency Preparedness as they related to office closures.

When severe weather creates dangerous road conditions and prevents an employee from reporting to work, he must contact his supervisor immediately to receive instruction or to request approval to use vacation leave or compensatory time off leave if such leave is available. If no vacation or compensatory time is available, absence due to severe weather will be charted as leave without pay, unless there is an emergency or disaster declaration by the governor in the area in which the employee resides. In such case, the employee may be paid special emergency leave not to exceed the hours of the declaration. In most circumstances, the employee requesting special emergency leave will be required to provide documentation in

order to substantiate the claim for which the emergency leave is requested. The Chief Administrative Officer or designee makes the determination regarding what type of documentation is required and when emergency leave is approved.

3.21 SMOKING/ TOBACCO

Tangipahoa Parish believes that all employees are entitled to a safe, clean and healthy work environment. It is the policy of Tangipahoa Parish that all enclosed areas, offices, common areas, and Parish-owned vehicles shall be smoke-free and that smoking in these areas are prohibited at all times. Smoking/ tobacco of any kind and from any smoking device is allowed only in the designated smoking areas. This policy applies to tobacco in all forms including, but not limited to, smoking tobacco of any kind, oral tobacco products (dips, chewable tobacco, etc.) and any form of smoking device (e.g. electronic cigarettes). This policy will prohibit use of tobacco products by all employees, grantees, properties occupied, owned, rented, and/or leased by TPG. This includes parking areas, where tobacco products should be extinguished upon entering.

Reference: Louisiana Smoke- Free Air Act (Act 815)

3.22 SOCIAL MEDIA

This document provides guidance for employee use of social media, which should be broadly understood for purposes of these guidelines to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a courteous and respectful manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of Tangipahoa Parish Government as well as personal use of social media when referencing Tangipahoa Parish Government.

1. Employees need to know and adhere to the Tangipahoa Parish Government's Code of Conduct, Personnel Policies, and other parish policies when using social media in reference to Tangipahoa Parish Government.
2. Employees should be aware of the effect their actions may have on their images, as well as Tangipahoa Parish Government's image. The information that employees post or publish may be public information for a long time.
3. Employees should be aware that Tangipahoa Parish Government may observe content and information made available by employees through social media. Employees should use their best judgement in posting material that is neither inappropriate nor harmful to Tangipahoa Parish Government, its employees, or customers, and citizens.
4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment, discriminating remarks, inappropriate or unlawful conduct will not be tolerated.

5. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Personnel Department and/or supervisor.
6. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Tangipahoa Parish Government spokespersons.
7. Employees should obtain appropriate permission before referring to or post images of current or former employees, citizens, vendors or suppliers.
8. If employee encounters a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
9. Social Media use should not interfere with employee's responsibilities at Tangipahoa Parish Government. Tangipahoa Parish Government computer systems are to be used for business purposes only. When using Tangipahoa Parish Government computer systems, use of social media for business purposes is allowed (ex: Facebook Twitter, TPG blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action. Any conduct that adversely affects your job performance, the performance of fellow employees, and people who work on behalf Tangipahoa Parish Government or Tangipahoa Parish Government's business interest may result in disciplinary action up to and including termination of employment. Remember, the same principles and guidelines found in Tangipahoa Parish Personnel Policies apply to your own line activities. Ultimately, you are solely responsible for what you post online.
10. Subject to applicable law, after-hours online activity that violate Tangipahoa Parish Government's Policy may subject an employee to disciplinary action or termination. Employees should refrain from using social media while at work on personal or parish provided equipment, unless it is work related as authorized by the Supervisor or consistent with Tangipahoa Parish Government Policies and Procedures.
11. If employees publish content after-hours that involves work or subjects associated with Tangipahoa Parish Government a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Tangipahoa Parish Government positions, strategies or opinions."
12. It is highly recommended that employees keep Tangipahoa Parish Government related social media accounts separate from personal accounts, if practical. Do not use Tangipahoa Parish Government email addresses to register on social networks, blogs or other online tools utilized for personal use.

3.23 Tangipahoa Parish Government Acceptable Use Policy/ Technology Policy

Technology Policy

The technology policy contains standards that foster our mission and goals. All TPG Employees must read and agree to abide by these standards.

Hardware

Employees must perform all company related duties on TPG issued hardware. Installing, copying or using company programs or data is strictly prohibited from use on personal devices.

Communications

Employees using TPG Internet access and devices are representatives of the company and are expected to act in a manner consistent with the company's goals and values. Communications on the Internet and via email reflect on the company and must not damage the reputation of TPG.

Employees must not participate in social media during the company day unless this activity is approved by administration. Employee communication using social networking websites is a reflection on TPG no matter where or when it is made on the Internet.

Network IDs, Passwords and Security

Employees will be issued password-protected network and, where applicable, application accounts.

It is the responsibility of the Employee to ensure the confidentiality of his or her password. Users should not select passwords that might be obvious to a potential intruder, such as family members' or a friend's name. Employees will be held responsible for the information stored or transmitted via their account or equipment even if it resulted from someone else who was given access.

The Employee has no reasonable expectation of privacy while using any technology provided by TPG. All storage, network communication, equipment, and software provided by TPG remains the property of TPG. The company seeks, where possible, to honor the privacy of the Employee; however, TPG reserves the right to access any file, email, network transmission, or other information stored on or communicated through its property and will do so if a compelling reason arises. TPG retains the right to monitor network activity in any manner it sees fit.

3.24 STANDARD OF CONDUCT

Employees are expected to behave in a professional and responsible manner at all times. The following behaviors are prohibited and are subject to disciplinary action up to termination. This list is not all-inclusive and is subject to modifications.

CODE	PROHIBITED BEHAVIOR
01	Negligence or careless action which endangers the life or safety of another person.
02	Possessing or being under the influence of alcohol or illegal controlled substance (drugs) while at work; use of, possession, or sale of any illegal controlled substance (drugs or alcohol) in any quantity while on Parish premises or on duty.
03	Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on Parish property, including any Parish-owned or leased vehicle, or while on duty except as follows: employees may store lawfully possessed firearms or other weapons in their personal vehicles while parked on Parish property provided the vehicle is locked and such firearms or other weapons are hidden from plain view or locked in a case or container in the vehicle, in accordance with state law. Pocket knives (blades no larger than three (3) inches) are permitted for job-related purposes only.

04	Engaging in criminal conduct, acts of violence, or making threats of violence toward anyone on Parish premises or when representing the Parish; fighting, horseplay or provoking a fight on Parish property; or negligent damage of property.
05	Insubordination or refusing to obey instructions properly issued by supervisor pertaining to employee's work.
06	Engaging in act of sabotage; willfully or with gross negligence, causing the destruction or damage of Parish property, or the property of fellow employees.
07	Falsifying any reports or records, including personnel, absence and sickness
08	Immoral conduct or indecency on Parish property.
09	Theft of Parish property; unauthorized use of Parish equipment or property for personal reasons.
10	Any act of harassment; sexual, racial, or other.
11	Using obscene, offensive, or abusive language or gestures toward any supervisor, employee, director, customer, etc.
12	Consistently poor, unsatisfactory or careless work.
13	Leaving work before the end of a workday without approval of supervisor.
14	Leaving work area without authorization.
15	Sleeping on the job.
16	Gambling on the premises or while on duty.
17	Excessive use of the Parish telephone for personal calls.
18	Excessive use of personal cellular phone while on duty. (Unless there is an emergency, such as a family emergency, accident, or illness, then employees should refrain from using their personal cell phones unless on their break.)
19	Excessive absence or lateness.
20	Smoking/ tobacco of any kind from any smoking device in restricted areas.
21	Failure to report damage to or an accident involving Parish equipment.
22	Failure to notify supervisor of an absence.
23	Failure to contact supervisor before 3 consecutive absences (job abandonment).
24	Failure to use time clock system; alteration of own or another employee's time and attendance records, having own time and attendance records altered by another employee.
25	Failure to follow safety regulations; failure to wear safety equipment as required by respective departments; or unsafe conduct on the job.
26	Soliciting or accepting gratuities from customers, suppliers, or others, doing work for or with the Parish in violation of the Louisiana Code of Governmental Ethics (R.S. 42:1111 –1121).
27	Any other just cause.

Violations will result in corrective action up to termination of employment. While a progressive discipline program generally will be followed in regard to work rule violations, individual circumstances may merit otherwise. Such circumstances include cases where the infraction is of such a serious nature that a written reprimand, suspension, demotion, or discharge is justifiable, even on a first offense.

(Reference: Policy and Procedure Manual – Attendance/Absenteeism and Tardiness Policy)
(Reference: Policy and Procedure Manual – Conflicts of Interest and Ethics Policy)

3.25 TELEPHONE COURTESY

Employee courtesy and professionalism in using the telephone is of great importance, and projects a favorable image for both the Parish and the employee. In using the telephone, please keep in mind the following:

- Answer properly and promptly.
- Identify yourself by name and department.
- Give accurate and careful answers.
- Take messages carefully.
- Transfer calls tactfully.
- Always say “please” and “thank you”.
- Speak clearly and use a helpful and pleasant tone of voice at all times.
- If information requested is not available, offer to return the call rather than to keep the caller waiting.
- Hang up only after the caller has done so.

The Parish uses voicemail to increase productivity, and to communicate important information of general interest. However, the use of voicemail is not intended to be a substitute for answering calls, as employees are generally expected to answer the phone if they are at their desks. In addition, voicemail greetings should be brief and business-like.

3.26 TRAFFIC VIOLATIONS BY PARISH EMPLOYEES

All drivers of Parish vehicles or of privately-owned vehicles being operated during the course and scope of Parish employment are required to obey all state and local driving laws and will be held personally liable for any parking and/or traffic violation levied against them while they are operating a Parish vehicle or a privately-owned vehicle to conduct Parish business. Employees receiving parking or traffic citations shall pay applicable fines or penalties. The Parish is prohibited from paying traffic/parking fines or penalties for any individual.

3.27 TRAVEL

Business travel must be approved in advance and should be engaged in and reimbursed according to guidelines described in the Parish’s General Travel Regulations.

Tangipahoa Parish retains the right to amend or terminate the travel policy at any time.

Reference: TPG Intranet/Travel

3.28 VIDEO SURVEILLANCE

There are video surveillance cameras in several work areas on Parish premises. A notice of the presence of these cameras shall be prominently posted in the general areas where the cameras exist.

3.29 VIOLENCE-FREE WORKPLACE

Tangipahoa Parish is strongly committed to maintaining a work environment free from intimidation, threats, or acts of violence. To that end, it expressly prohibits any form of workplace violence. Examples of workplace violence include, but are not limited to, intimidating, threatening behavior such as prolonged staring or glaring, shaking fists, destroying property or throwing objects; verbal or written threats that express an intent to inflict harm; hostile behavior; physical attacks such as hitting, pushing, shoving, kicking, holding, impeding or blocking the movement of another person; vandalism; arson; sabotage; use of weapons; carrying weapons of any kind onto Parish property; or any other act that would arouse fear in a reasonable person in the circumstances.

The Parish will not tolerate any threatening behavior or acts of violence against employees, visitors, customers, vendors, the general public, or others at the work site at any time or while engaged in business with or on behalf of the Parish, whether at or away from the work site.

With regards to weapons in the workplace, the Parish expressly prohibits employees from possessing weapons of any kind at the workplace (except as indicated below). This includes, but is not limited to, firearms of any type, including those for which the holder has a legal permit; switchblade knives, knives with blades of three (3) inches or more (pocket knives are permitted for job-related purposes only); dangerous chemicals; explosives including blasting caps; chains and other objects carried for the purpose of injuring or intimidating.

In accordance with state law, employees may store lawfully possessed firearms or other weapons in their personal vehicles while parked on Parish property provided the vehicle is locked and such firearms or other weapons are hidden from plain view or locked in a case or container within the vehicle. However, firearms may never be worn on the person while on duty or be brought in areas other than those stated in the aforementioned state law.

This policy will be strictly enforced, and any violations will result in disciplinary action up to and including termination of employment.

Employees are a necessary part of this policy. An employee who feels he has been subjected to workplace violence should immediately report the incident to the Director of Human Resources or Internal Compliance.

Any employee who observes or has knowledge of a display of violent, abusive or threatening behavior by another employee is to report the behavior to his immediate supervisor and Internal Compliance. In furtherance of this policy, employees have an obligation to inform their immediate supervisor and Internal Compliance of any activity in the workplace involving current or former employees, customers, visitors, vendors or others that they believe could result in violence. This includes, for example, threats of violence, aggressive or confrontational behavior, offensive acts, and threatening or hostile comments.

Threats or assaults that require immediate attention by law enforcement should be reported first to the Sheriff's Office by dialing 911. Employees are encouraged to contact the proper law enforcement authorities by dialing 911 without first informing

management if they believe an immediate threat to their safety or the safety of others exists.

All complaints will be promptly and fully investigated and will be kept confidential to the maximum extent possible.

This policy also requires all individuals who apply for or obtain a protective or restraining order that lists Tangipahoa Parish premises as being protected areas, to provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective order or restraining order which is granted or permanent. The designated management representative is the Director of the Office of Homeland Security and Emergency Preparedness. Management understands the sensitivity of the information requested and has developed confidentiality procedures which recognize and respect the privacy of the reporting employee(s). This information will be kept confidential to the maximum extent possible.

Any employee found to have committed workplace violence will be disciplined, up to and including termination of employment.

An employee who submits a complaint of workplace violence in good faith, even where the complaint cannot be proven, has not violated this policy. Any employee found to have falsified a complaint of workplace violence or knowingly provided false information regarding a complaint will be subject to discipline, up to and including termination.

It is the responsibility of all employees, including management, to contribute to a safe working environment. Tangipahoa Parish cannot do its part to prevent violence in the workplace without the full cooperation of its workforce. Employees should direct any questions regarding their obligations under this policy to Human Resources. Employees can report violations of the policy and raise any questions regarding their obligations under this policy without fear of reprisal of any kind. Such reports will be held in strict confidence to the maximum extent possible.

3.30 WORK PRODUCTS AND FILES/RETURN OF PARISH PROPERTY

All supplies, materials, and work products of an employee if purchased by the Parish shall remain the property of the Parish after resignation, discharge, or layoff of that employee. The employee may retain any personal files but work files and other papers shall remain with the Parish. Likewise, any Parish-owned property issued to employees, such as computer equipment, keys, Parish credit card, ID badge, cellular phone, etc., must be returned to Parish at the time of termination. Employees will be responsible for any lost or damaged items.

4.0 MISCELLANEOUS

4.1 EMPLOYMENT REFERENCES

Requests for employment references should be made in writing to the Human Resources Department and should include a signed authorization by the employee for the release of the requested information. Generally, the Human Resources Department will not release information without the employee's authorization or will limit the information to verification of the employee's position, job location, and dates of employment with Tangipahoa Parish. No other manager, supervisor, or employee is authorized to release employment references for current or former employees.

Questions about employee references or other information concerning current or former employees should be referred to the Human Resource Department.

4.2 MEDIA INQUIRIES

All media inquiries should be referred to the Parish President's office. In addition, the Parish President must approve all press releases, publications, speeches, or other official declarations. The Parish President may authorize specific employees the authority to respond to media inquiries without prior approval.

Appendix A

Safety Sensitive and Public Trust Positions

Safety Sensitive and Public Trust Positions

Safety-sensitive positions constitute not only the ones that immediately come to mind – truck driver, equipment operator, etc., but others where failure to perform Job duties can cause harm. A safety-sensitive position is one in which job performance can affect the safety and security of the employee and others, as well as the security of the Parish as a whole.

Sensitive and Public Trust duties are those duties which if performed by an untrustworthy individual, could cause harm to the Parish.

Every position is assigned a sensitivity or public trust designation based on the criteria that best describes the main duties of the job

Positions at the high or moderate risk levels are normally designated as “Public Trust” positions. Such positions may involve policy making, major program responsibility, public safety and health, law enforcement duties, fiduciary responsibilities, or any other activity which involves the **public** welfare. In addition, they are duties demanding a significant degree of public trust; and positions involving access to or operation or control of financial records, with a significant risk for causing damage or personal gain.

Therefore, all Tangipahoa Parish Government Positions are considered Safety Sensitive or Public Trust Positions and are subject to Alcohol and Drug Testing.

Appendix B
Employee Annual Performance Evaluation Form



TANGIPAHOA PARISH GOVERNMENT EMPLOYEE ANNUAL PERFORMANCE EVALUATION

EMPLOYEE NAME:		JOB TITLE:	DEPARTMENT:
EVALUATION DATE:		CURRENT PAY R:	HIRE DATE:
PERFORMANCE FACTORS	PERFORMANCE EXPECTATIONS: Comments and/or examples (attach extra sheets if needed)		RATING
1. Quality of Work Competence, accuracy, thoroughness.			4 Outstanding 3 Exceeds Expectations 2 Meets Expectations 1 Need Improvement 0 Unsatisfactory
2. Quantity of Work Use of time, volume of work accomplished, ability to meet deadlines, productivity levels.			4 Outstanding 3 Exceeds Expectations 2 Meets Expectations 1 Need Improvement 0 Unsatisfactory
3. Job Knowledge Degree of technical knowledge/ understanding of job roles, methods and procedures.			4 Outstanding 3 Exceeds Expectations 2 Meets Expectations 1 Need Improvement 0 Unsatisfactory
4. Attendance/Tardiness Based upon additional sick days taken, communication of anticipated lateness or leave.			4 Outstanding 3 Exceeds Expectations 2 Meets Expectations 1 Need Improvement 0 Unsatisfactory
5. Working Relationships Cooperation and ability to work with supervisors, co-workers, students and clients.			4 Outstanding 3 Exceeds Expectations 2 Meets Expectations 1 Need Improvement 0 Unsatisfactory
RATING TOTAL	***Comments and Justifications are REQUIRED***		0

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

OUTSTANDING – The employee has exceeded all of the performance expectations for the factor and has made many significant contributions to the efficiency of this organization through such performance.

EXCEEDS EXPECTATIONS – The employee regularly works beyond a majority of the expectations of this factor and has made significant contributions to the efficiency of this organization through such performance.

MEETS EXPECTATIONS – The employee has met the performance expectations for the factor and has contributed to the efficiency of this organization.

NEEDS IMPROVEMENT – The employee has failed to meet one or more of the significant performance expectations or this factor.

UNSATISFACTORY – The employee has failed to meet the performance expectations for this factor.

6. Specific Achievements	
7. Performance Goals for the Next Evaluation Period	
8. Training and Development Suggestions	
9. Supervisory Skills	
10. Employee Comments	
This performance evaluation was discussed with me on the date noted below. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.	
Supervisor Signature:	Employee Signature: Date:
Department Head:	

Appendix C

Leave Request Form



Tangipahoa Parish Government Leave Request and Approval Form

Please submit a form for each separate request.

Please submit to your supervisor the request for a vacation leave at least two weeks in advance.

Also, include the type of leave to be taken and the reason for requesting leave.

Employee Name:

Date:

Position:

Department:

of Days Requested:

Dates(s):

Sick - Attach Physicians Statement if requested by Supervisor

Vacation

Bereavement

Bereaved:

Relationship:

Date of Funeral:

Court Subpoena - Attach summons/subpoena/jury duty notice
(Documentation must be attached to verify attendance)

Maternity Leave - Attach Physicians Statement

Other:

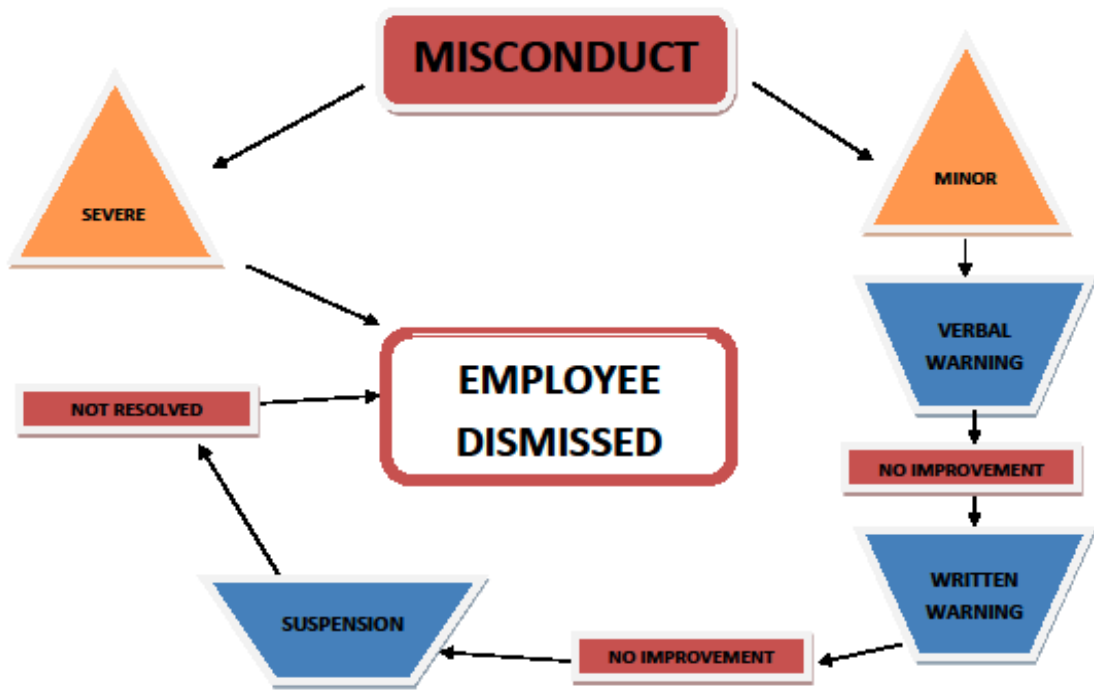
Employee's Signature: _____

Supervisor's Approval [] YES [] NO

Supervisor's Signature: _____

Appendix D

Disciplinary Flow Chart



Appendix E

Disciplinary Action Form



TANGIPAHOA PARISH GOVERNMENT
DISCIPLINARY ACTION FORM

- Verbal Warning
- 1st Notice
- 2nd Notice
- Suspension
- Discharge

Employee Name: Employee ID Number:
 Department: Position:

Nature of Violation: Based on the seriousness of the offense indicated below, any of the following could result in immediate disciplinary action, up to and including disciplinary suspension and termination. Pursuant to parish policy, all discharges must be reviewed by affected Department Head and Supervisor with the Director of Human Resources and CAO before becoming final.

- | | |
|--|---|
| <input type="checkbox"/> Refusing work assigned | <input type="checkbox"/> Insubordination to management |
| <input type="checkbox"/> Not following work schedule | <input type="checkbox"/> Insubordination to clients |
| <input type="checkbox"/> Violation of time card procedures | <input type="checkbox"/> Failure to assist clients |
| <input type="checkbox"/> Violation of lunch or break periods | <input type="checkbox"/> Disregard of parish policies |
| <input type="checkbox"/> Excessive tardiness | <input type="checkbox"/> Misuse or abuse of parish property |
| <input type="checkbox"/> Excessive absenteeism | <input type="checkbox"/> Sleeping on the job |
| <input type="checkbox"/> Leaving work without approval | <input type="checkbox"/> Theft of any kind |
| <input type="checkbox"/> Not following safety procedures | <input type="checkbox"/> Use of drugs on Parish premises |
| <input type="checkbox"/> Use of alcohol on parish premises | |
| <input type="checkbox"/> Other: <input type="text"/> | |

Details of Incident: (Briefly describe what happened below)

Date: Time: Place:

People involved:

What occurred:

Employee's Comments:

_____ Department Head	_____ Date	_____ Employee	_____ Date
_____ Supervisor	_____ Date	_____ Witness	_____ Date

Appendix F

Secondary Employment Approval Form

Full time and Part- time Employees working in dual governmental position or secondary employments must complete the Secondary Employment Approval Form. (R.S. 42:65 – 61)



**OFFICE OF HUMAN RESOURCES
REQUEST FOR APPROVAL OF SECONDARY EMPLOYMENT**

Policy

The employment responsibilities to the Parish are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the Supervisor, Dept Head, and CAO, before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment.

Secondary employment shall not be permitted when it would:

- create either directly or indirectly a conflict of interest with the primary employment, or
- impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

Please allow two weeks for processing		
Type of Request (Please check one)	<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal
I.		
Employee full name:		
Position title:		
Dep't/Division:		
Work address:		
Supervisor name:	Date submitted to supervisor:	
II.		
Please provide the name and address of the outside employer and the nature of the business.		
III.		
Explain below in complete detail the type of work you will perform for the outside employer.		
IV.		
Dates of proposed employment:	From:	To:
Work Hours:	From:	To:

(Note: Limited to one (1) year starting on the approval notification from Human Resources)

Date approval desired:

(Note: Allow two (2) weeks for administrative review from time of submission)

EMPLOYEE'S CERTIFICATION

I, _____, have read the Tangipahoa Parish Government Human Resources Secondary Employment policy and if approved, I understand and agree that my secondary employment:

- A. Will not have any impact on nor create any possibility of conflict with my primary employment and will not disclose or use Tangipahoa Parish Gov't information or access to information in secondary employment;
- B. Will not be promoted in any way by my Parish position and will not interfere with my responsibilities with the Parish, including impairing my physical condition, mental attentiveness or job performance;
- C. Will not create a conflict of interest or the appearance of a conflict of interest, direct or otherwise and will not require nor expect me to request leave without pay.
- D. If any of the above-described conditions change after my secondary employment has been approved, then I must submit another form for approval immediately, noting that such conditions have changed or will change;
- E. An approval of secondary employment is subject to review at any time and may be revoked at any time. Failure to provide accurate information regarding my secondary employment approval request or to follow all policies regarding secondary employment may be considered unacceptable personal conduct which could subject me to discipline up to and including dismissal;
- F. This approval expires twelve (12) months from the date of Human Resources approval and request for approval must be resubmitted at least thirty (30) days prior to the expiration for continuing secondary employment; and
- G. My secondary employment information is public and may be disclosed to third parties.

Employee Signature

Date

Approval Signatures

Approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Immediate Supervisor _____	Date _____
Approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Division Director (if applicable) _____	Date _____
Approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Chief Adm Officer (or designee) _____	Date _____

Human Resources:

Request has been approved

From:

To:

Request has been denied with following explanation:

Copies of approved/denied form sent to employee and supervisor:

Date

By: _____



T.P. Ordinance No. 19-57

ADOPTION OF 2020 BUDGET OF THE TANGIPAOA PARISH CONVENTION AND VISITORS BUREAU

BE IT ORDAINED by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, that T. P. Ordinance No. 19-57- 2020 Budget of the T. P. Convention & Visitors Bureau is hereby adopted on the fund basis as follows:

TANGIPAOA PARISH TOURIST COMMISSION

PROPOSED GENERAL FUND BUDGET

YEAR ENDING DECEMBER 31, 2020

ESTIMATED BEGINNING FUND BALANCE	<u>\$ 2,314,200</u>
ESTIMATED REVENUES	
LODGING TAX	800,000
COLLECTION FEES	(40,000)
ACT 1 INCOME	300,000
GRANTS	-
INTEREST EARNED	<u>25,000</u>
TOTAL ESTIMATED REVENUES	<u>1,085,000</u>
ESTIMATED FUNDS AVAILABLE FOR EXPENDITURE	
	<u>3,399,200</u>
ESTIMATED EXPENDITURES	
SALARIES	385,000
PAYROLL TAXES AND EMPLOYEE BENEFITS	142,500
ADV & PROM/TOUR PARTNERSHIP	668,500
GRANT EXPENDITURES	-
AUTOMOBILE EXPENSE	8,000
ACCOUNTING AND AUDITING/PROFESSIONAL FEES	25,000
COMMISSIONER EXPENSE	3,000
INSURANCE	13,000
OFFICE EXPENSE	48,000
REPAIRS & MAINTENANCE	36,000
UTILITIES	36,000
CAPITAL LEASES	20,000

CAPITAL OUTLAY	<u>50,000</u>
TOTAL ESTIMATED EXPENDITURES	<u>1,435,000</u>
ESTIMATED ENDING FUND BALANCE:	
ESTIMATED FUND BALANCE-ASSIGNED	-
ESTIMATED FUND BALANCE-COMMITTED	1,010,000
ESTIMATED FUND BALANCE-RESTRICTED	150,000
ESTIMATED ENDING FUND BALANCE-UNASSIGNED	<u>804,200</u>
TOTAL ESTIMATED ENDING FUND BALANCE	<u>\$ 1,964,200</u>

BE IT FURTHER ORDAINED, that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this 9th day of December, 2019 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

 Kristen Pecararo
 Clerk of Council
 Tangipahoa Parish Council

 Lionell Wells
 Chairman
 Tangipahoa Parish Council

INTRODUCED: November 25, 2019

PUBLISHED: December 5, 2019 DAILY STAR
 OFFICIAL JOURNAL

ADOPTED: December 9, 2019

DELIVERED TO PRESIDENT: _____ day of December, 2019 at

APPROVED BY PRESIDENT: _____
 Robby Miller Date

VETOED BY PRESIDENT: _____
 Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of December, 2019 at _____.

T.P. Ordinance No. 19-58

AN ORDINANCE ADOPTING THE OPERATING BUDGET OF THE TANGIPAHOA PARISH LIBRARY BOARD OF CONTROL FOR 2020

BE IT ORDAINED by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, that the Operating Budget of the Tangipahoa Parish Library Board of Control for Fiscal Year 2020 as below:

**TANGIPAHOA PARISH LIBRARY BOARD OF CONTROL
PROPOSED BUDGET FOR YEAR ENDING 12/31/2020**

Tangipahoa Parish Library			
	2019 Final and Original Budget	Projected Results at 12/31/2019	2020 Proposed Budget
REVENUES			
Ad Valorem Taxes	\$ 3,200,000	\$ 3,352,416	\$ 3,300,000
Ad Valorem Tax- Prior Years		339	-
State Revenue Sharing	160,000	181,080	175,000
Grant Revenues	-	-	-
Photo Copy Fees	30,000	38,596	30,000
Fax Fees	30,000	31,779	30,000
Library Fines	25,000	21,833	25,000
Lost Material Payments	4,000	5,067	4,000
Interest Earnings	15,000	100,098	50,000
Gifts & Donations	1,000	781	1,000
Miscellaneous Receipts	5,000	4,399	4,000
TOTAL REVENUES	3,470,000	3,736,388	3,619,000
EXPENDITURES			
Personnel Services	2,097,500	1,919,598	2,197,000
Operating Services	210,400	150,059	197,400
Communications	89,000	54,146	87,000
Rentals	3,500	2,600	3,000
Maintenance	76,000	109,719	78,000
Professional Services	197,300	180,956	178,300
Insurance	93,800	87,895	93,800
Materials & Supplies	113,000	99,782	111,000
Furniture & Equipment <\$500	10,000	9,663	10,000
Travel	15,000	8,194	15,000
Capital Outlay	376,000	330,878	373,000
Intergovernmental Exp	130,000	130,000	130,000
TOTAL EXPENDITURES	3,411,500	3,083,490	3,473,500
Excess Revenues			
Over Expenditures	58,500	652,898	145,500
Other Sources/<Uses>	(50,000)	-	(50,000)
Excess (Deficiency) Revenues/Sources	8,500	652,898	95,500
Over Expenditures/Uses			
Fund Balance Beginning	6,892,801	7,138,207	7,791,105 *
Fund Balance Ending	<u>6,901,301</u>	<u>7,791,105</u>	<u>\$ 7,886,605</u>

Copies of the T.P. Library Proposed Budget for 2020 are available for public inspection at the Offices of Tangipahoa Parish Government, 206 East Mulberry Street, Courthouse Government Building, Amite, LA on Monday - Friday, 8:00 am thru 4:00pm.

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon passage of the Tangipahoa Parish Council and signature of the Parish President.

This ordinance having been submitted in writing, introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing and was submitted to an official vote of said Council.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this 9th day of December, 2019 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Kristen Pecararo
Clerk of Council
Tangipahoa Parish Council

Lionell Wells
Chairman
Tangipahoa Parish Council

INTRODUCED: November 25, 2019

PUBLISHED: December 5, 2019

DAILY STAR
OFFICIAL JOURNAL

ADOPTED: December 9, 2019

DELIVERED TO PRESIDENT: _____ day of December, 2019 at _____

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of December, 2019 at _____.

T.P. Ordinance No. 19-59

**AMENDING THE 2019 BUDGET OF THE TANGIPAHOA PARISH
CONVENTION AND VISITORS BUREAU**

BE IT ORDAINED by the Tangipahoa Parish Council, governing authority of Tangipahoa Parish, State of Louisiana, that T. P. Ordinance No. 19-59 – Amending T.P. Ordinance No. 18-74- 2019 Budget of the T. P. Convention & Visitors Bureau is hereby adopted on the fund basis as follows:

TANGIPAHOA PARISH TOURIST COMMISSION	
AMENDED GENERAL FUND BUDGET	
YEAR ENDING DECEMBER 31, 2019	
ESTIMATED BEGINNING FUND BALANCE	<u>\$ 2,646,878</u>
ESTIMATED REVENUES	
LODGING TAX	800,000
COLLECTION FEES	(40,000)
ACT 1 INCOME	300,000
GRANTS	122,869
INTEREST EARNED	<u>15,000</u>
TOTAL ESTIMATED REVENUES	<u>1,197,869</u>
ESTIMATED FUNDS AVAILABLE FOR EXPENDITURE	<u>3,844,747</u>
ESTIMATED EXPENDITURES	
SALARIES	375,000
PAYROLL TAXES AND EMPLOYEE BENEFITS	140,500
ADV & PROM/TOUR PARTNERSHIP	770,500
GRANT EXPENDITURES	122,869
AUTOMOBILE EXPENSE	8,000
ACCOUNTING AND AUDITING/PROFESSIONAL FEES	22,000
COMMISSIONER EXPENSE	2,000
INSURANCE	13,200
OFFICE EXPENSE	48,000
REPAIRS & MAINTENANCE	36,000
UTILITIES	36,000
CAPITAL LEASES	5,000
CAPITAL OUTLAY	<u>50,000</u>
TOTAL ESTIMATED EXPENDITURES	<u>1,629,069</u>

ESTIMATED ENDING FUND BALANCE:	
ESTIMATED FUND BALANCE-ASSIGNED	-
ESTIMATED FUND BALANCE-COMMITTED	1,010,000
ESTIMATED FUND BALANCE-RESTRICTED	150,000
ESTIMATED ENDING FUND BALANCE-UNASSIGNED	<u>1,055,678</u>
TOTAL ESTIMATED ENDING FUND BALANCE	<u>\$ 2,215,678</u>

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon passage of the Tangipahoa Parish Council and signature of the Parish President.

This ordinance having been submitted in writing, introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing and was submitted to an official vote of said Council.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this 9th day of December, 2019 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

 Kristen Pecararo
 Clerk of Council
 Tangipahoa Parish Council

 Lionell Wells
 Chairman
 Tangipahoa Parish Council

INTRODUCED: November 25, 2019

PUBLISHED: December 5, 2019

DAILY STAR
 OFFICIAL JOURNAL

ADOPTED: December 9, 2019

DELIVERED TO PRESIDENT: _____ day of December, 2019 at _____.

APPROVED BY PRESIDENT: _____
 Robby Miller Date

VETOED BY PRESIDENT: _____
 Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of December, 2019 at _____.

T.P. Ordinance No. 19-60

AN ORDINANCE TO GRANT A VARIANCE TO ORDINANCE 11-56- TO ALLOW FOR APPROVAL OF A TWO FAMILY DUPEX ON ONE PLATTED LOT OF RECORD THAT IS ADJACENT TO A LOT OF RECORD UNDER THE SAME OWNERSHIP, INCLUDING PARTNERSHIP LLC FOR LOT 2 OF SCHILLAGE PARTITION (OLD BATON ROUGE HIGHWAY)

WHEREAS, John Schillage owns three separate tracts authorized through the Office of Community Development known as the Schillage Partition;

WHEREAS, Ordinance 11-56 requires approval from the Planning Commission is required for the construction or expansion of more than two residential, two-family unit/duplex and all other multi-family construction on a platted lot of record or multiple adjacent lots of record under same ownership, including partnership in an LLC;

THEREFORE BE IT ORDAINED by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance to the Tangipahoa Parish Code of Ordinances, Parish of Tangipahoa, State of Louisiana, be granted to John Schillage to obtain approval to place a two family duplex on one platted lot of record that is adjacent to a lot of record under the same ownership;

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this 9th day of December, 2019 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Kristen Pecararo
Clerk of Council
Tangipahoa Parish Council

Lionell Wells
Chairman
Tangipahoa Parish Council

INTRODUCED: November 25, 2019

PUBLISHED: December 5, 2019

DAILY STAR
OFFICIAL JOURNAL

ADOPTED: December 9, 2019

DELIVERED TO PRESIDENT: _____ day of December, 2019 at _____.

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of December, 2019 at _____.

T. P. ORDINANCE NO. 19-61

AN ORDINANCE TO GRANT A VARIANCE TO T.P. ORDINANCE NO. 12-42 AT 14256 EAST BLACKCAT ROAD TO ALLOW FOR AN AUTOMOBILE IMPOUND FACILITY WITH NO STORAGE OF VEHICLES TO CONSTRUCT A 6-FOOT FENCE IN LINE WITH STATE REGULATION AND TO PROVIDE A SITE PLAN IN LIEU OF A SURVEY

WHEREAS, the current impound facility regulations section of the code of ordinances requires that the facility shall be screened by a solid fence or fences, wall or walls and/or other similar structure or structures at least ten (10) feet in height and which fences, walls and/or structures must totally and completely enclose the operational areas of the facility so as to separate the operational areas from the public if the facility stores, holds or processes materials outdoors;

THEREFORE BE IT ORDAINED by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, that a variance be granted to Tiger Towing at 14256 East Blackcat Road in District No. 4 to exempt the fence requirement.

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon signature of the Parish President.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Tangipahoa Parish Council, discussed at a public hearing of said Council and was submitted to an official vote of the TPC.

On motion by _____ and seconded by _____, the foregoing ordinance was hereby declared adopted on this 9th day of December, 2019 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

Kristen Pecararo
Clerk of Council
Tangipahoa Parish Council

Lionell Wells
Chairman
Tangipahoa Parish Council

INTRODUCED: November 25, 2019

PUBLISHED: December 5, 2019 HAMMOND DAILY STAR -
OFFICIAL JOURNAL

ADOPTED: December 9, 2019

DELIVERED TO PRESIDENT: _____ day of December, 2019 at

APPROVED BY PRESIDENT: _____
Robby Miller Date

VETOED BY PRESIDENT: _____
Robby Miller Date

RECEIVED FROM PRESIDENT: _____ day of December, 2019 at