

**Tangipahoa Parish Council**  
**Tangipahoa Parish Gordon A Burgess Governmental Building**  
**206 East Mulberry Street, Amite, LA 70422**  
**Regular Meeting Immediately Following Public Hearing**  
**March 25, 2024**

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**PUBLIC NOTICE** Is Hereby Given That The Tangipahoa Parish Council Will Meet In Regular Session on Monday, March 25, 2024 Immediately Following the Public Hearing at 5:30 PM at the Tangipahoa Parish Gordon A Burgess Governmental Building, 206 East Mulberry Street, Amite, Louisiana, contact number (985)748-3211 on the following:

**PUBLIC HEARING**

T.P. Ordinance No. 24-06 - An Ordinance amending and enacting Chapter 50-Utilities, Article II-Sewers - Community Systems

T.P. Ordinance No. 24-07 - An Ordinance amending T.P. Ordinance No. 19-56 the Tangipahoa Parish Council-President Government Employee Handbook

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**CALL TO ORDER**

**CELL PHONES** - Please Mute or Turn Off

**INVOCATION** Councilwoman Cieutat

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

**ROLL CALL**

**ADOPTION OF MINUTES** of regular meeting dated March 11, 2024

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

**PARISH PRESIDENT'S REPORT**

1. FINANCIAL REPORT
2. PROCLAMATION - United Way 100 Years
3. PROCLAMATION - Fair Housing Month

**REGULAR BUSINESS**

4. INTRODUCTION of Tangipahoa Communication District No. 1 (911) Director
5. UPDATE ON TAX ELECTION - Florida Parishes Juvenile Detention Center, Joseph Dominick
6. PRESENTATION by NORPC Path to Zero Safety Action Plan Introduction

\*\*\*\*\*  
ADOPTION OF ORDINANCES  
\*\*\*\*\*

7. ADOPTION of T.P. Ordinance No. 24-06 - An Ordinance amending and enacting Chapter 50-Utilities, Article II-Sewers - Community Systems
8. ADOPTION of T.P. Ordinance No. 24-07 - An Ordinance amending T.P. Ordinance No. 19-56 the Tangipahoa Parish Council-President Government Employee Handbook

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INTRODUCTION OF ORDINANCES  
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***PUBLIC HEARING on Introduced Ordinance: Monday, April 8, 2024, at 5:30 pm***

9. INTRODUCTION of T.P. Ordinance No. 24-08 - An Ordinance amending and enacting Chapter 36-Planning and Development, Article IX-Flood Prevention and Protection
10. INTRODUCTION of T.P. Ordinance No. 24-09 - An Ordinance establishing 25mph speed limit on F. Joiner Road in District 9

\*\*\*\*\*  
ADOPTION OF RESOLUTIONS  
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11. ADOPTION of T.P. Resolution No. R24-05 - A Resolution of the Tangipahoa Parish Council-President Government supporting Consolidated Gravity Drainage District No. 1 in requesting re-evaluation and improvements of structures along Interstate 12 corridor and LA 22 in Tangipahoa Parish
12. ADOPTION of T.P. Resolution No. R24-06 - A Resolution of the Tangipahoa Parish Council-President Government appointing a Commissioner and an Alternate Commissioner to serve two-year terms on the Zachary Taylor Parkway Commission

\*\*\*\*\*  
BOARD APPOINTMENTS  
\*\*\*\*\*

13. TANGIPAHOA WATER DISTRICT Approve appointment Randall Pfiester, 1st term, expiring May 2028, District 4
14. TANGIPAHOA VOLUNTARY COUNCIL ON AGING approve appointment Michael Kazerooni, 1st term, expiring October 2026, District 1
15. KEEP TANGIPAHOA BEAUTIFUL Accept resignations of Richard Fox and Leisa Deblieux and approve appointments Nathan Daniels to fill unexpired term, expiring May 2025, District 10; Carolyn Howard to fill unexpired term, expiring May 2025, District 8; Ronald Harrell, 1st term, expiring May 2026, District 7

**BEER, WINE, AND LIQUOR PERMITS**

**LEGAL MATTERS**

**COUNCILMEN'S PRIVILEGES**

**ADJOURN**

Jill DeSouge  
Clerk of Council

Daily Star  
Please Publish March 21, 2024

Published on Tangipahoa Parish Government website at [www.tangipahoa.org](http://www.tangipahoa.org) and posted @ T.P. Gordon A. Burgess Governmental Building March 21, 2024

In Accordance with the Americans with Disabilities Act, If You Need Special Assistance, please contact Jill DeSouge at 985-748-2290 prior to 12:00pm (cst) on meeting day describing the Assistance that is necessary.



## Proclamation

### **United Way of Southeast Louisiana Centennial Anniversary**

**WHEREAS,** United Way of Southeast Louisiana was established in 1924 with a mission to eradicate poverty in Tangipahoa Parish; and

**WHEREAS,** for a century, United Way of Southeast Louisiana has been at the forefront of addressing critical issues, creating opportunities, and fostering positive change in our community; and

**WHEREAS,** the organization has built lasting partnerships with donors, advocates, volunteers, corporate partners, government officials, and nonprofits, contributing to the well-being of individuals and families in need; and

**WHEREAS,** the organization's internal initiatives, including financial capability programs, Volunteer Income Tax Assistance (VITA), advocacy efforts, and disaster response and recovery, have positively impacted our community by empowering individuals, addressing systemic issues, and providing crucial support during times of crisis; and

**WHEREAS,** United Way of Southeast Louisiana continues to play a vital role in building a stronger and more resilient community, exemplifying the spirit of compassion, collaboration, and service; and

**WHEREAS,** the year two thousand and twenty-four (2024) marks the centennial anniversary of the United Way of Southeast Louisiana, a milestone deserving of celebration and recognition; and

**NOW, THEREFORE, BE IT KNOWN,** the Tangipahoa Parish Council-President Government, does hereby recognize United Way of Southeast Louisiana's Centennial Anniversary in our parish and call upon all residents to join in celebrating this momentous occasion and recognizing the positive impact United Way of Southeast Louisiana has had on our community.

**IN WITNESS WHEREOF,** we have hereunto set our hands and caused the Seal of the Parish of Tangipahoa to be affixed this \_\_\_\_\_ day of March 2024.

\_\_\_\_\_  
David Vial, Chairman  
Tangipahoa Parish Council

\_\_\_\_\_  
Robby Miller, President  
Tangipahoa Parish Government



## Proclamation

### Fair Housing Month

- Whereas,** this year marks the 56<sup>th</sup> year anniversary of the passage of the Federal Fair Housing Act: Title VIII of the Civil Rights Act of 1968; and
- Whereas,** the month of April is an occasion for all Americans, individually and collectively, to rededicate themselves to the principle of freedom from housing discrimination whenever it exists; and
- Whereas,** this law guarantees each citizen the critical, personal element of freely choosing a home; and
- Whereas,** a Fair Housing Law was passed by the State of Louisiana, and implementation of the law requires the positive commitment, involvement, and support of each of our citizens; and
- Whereas,** the Fair Housing Law prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, religion, sex, national origin, disability, familial status, or sexual orientation; and
- Whereas,** barriers that diminish the rights and limit the options of any citizen to freely choose a home will ultimately diminish the rights and limit the options of all; and
- Whereas,** it is with cooperation, commitment, and support from all our residents of Tangipahoa Parish that barriers to the enjoyment of this and the other aspects of equality of opportunity for all be removed.

**NOW THEREFORE, BE IT KNOWN** the Tangipahoa Parish Council-President Government does hereby recognize and proclaim the month of April 2024 as Fair Housing Month in Tangipahoa Parish.

**IN WITNESS WHEREOF,** we do hereby set our signatures and have cause to be affixed the official seal of the Parish of Tangipahoa in Amite, Louisiana on this 25<sup>th</sup> day of March 2024.

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David Vial, Chairman  
Tangipahoa Parish Council

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Robby Miller, President  
Tangipahoa Parish Government



## PATH TO ZERO

# Tangipahoa Parish Council Presentation

March 25, 2024



# Agenda



- 1 Path to Zero Plan Overview and Context**
- 2 Leadership & Structure of Planning Process**
- 3 Public Engagement & Equity**
- 4 Safety Analysis & Project Identification**
- 5 Public Health & Transparency**
- 6 Next Steps**

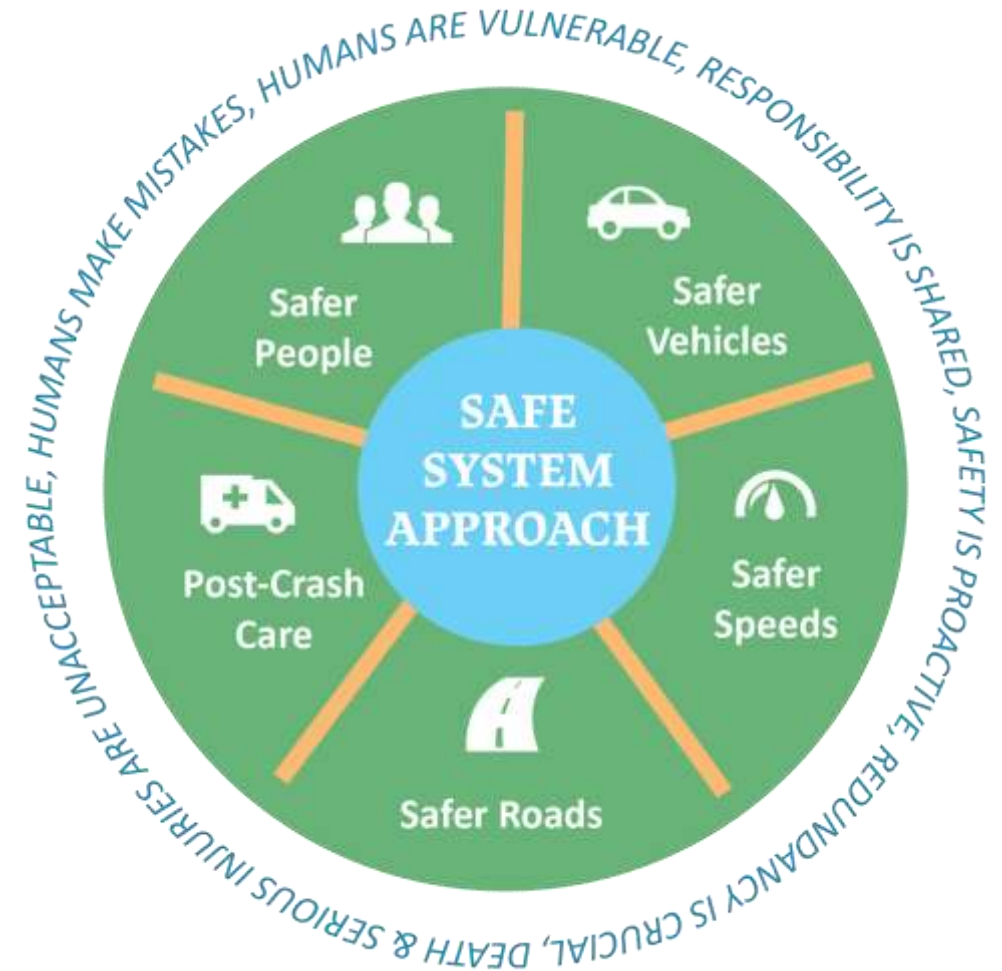


# US DOT Safe Systems Approach



Over **42,000** people died on America's roads in 2021

The U.S. DOT adopted the **Safe System Approach** as the guiding paradigm to address roadway safety and achieve **Vision Zero**



# By the Numbers - Tangipahoa



Crash Records from 2017-2021 were analyzed. Results are staggering.

Average Number of Crashes Every Year

**4,429**

Higher Severe/Fatal crash rate than the State

**128** Lives Lost

Number of Severe Injury Collisions

**182**



Fatal & severe crashes involving alcohol

**20%**



“Crash” not “Accident”



# Overview: Vision Zero



Vision Zero is a strategy to **eliminate *all* traffic fatalities and severe injuries**, while increasing safe, healthy, and equitable mobility for all by implementing safer road systems that protect all users.

## TRADITIONAL APPROACH

Traffic deaths are *inevitable*  
*Perfect* human behavior  
Prevent *collisions*  
*Individual* responsibility  
Saving lives is *expensive*

VS

## VISION ZERO

Traffic deaths are *preventable*  
Integrate *human failing*  
Prevent *fatal & severe crashes*  
*Shared* responsibility  
Saving lives is *not expensive*



# Safe Streets and Roads for All (SS4A)



**Purpose: Prevention of deaths and serious injuries on our roadways**

## Safety Action Plan

## Implementation

### Planning & Demonstration Grants

- For comprehensive safety action plans
- NORPC Planning Grant for Tangipahoa, St. John the Baptist and St. Tammany Parishes

### Implementation Grants

- To implement projects and strategies identified in an Action Plan

# “Path to Zero” Plan Components



**Leadership Commitment**

**Safety Analysis**



**Planning Structure**

**Projects and Strategies**



**Public Engagement**

**Policy and Process Change**



**Equity Considerations**

**Progress and Transparency**



# Leadership Commitment & Planning Structure



- A public commitment to the vision statement by a high-ranking official or governing body is required for implementation fund eligibility

## One Plan, One Vision



# Example Commitments

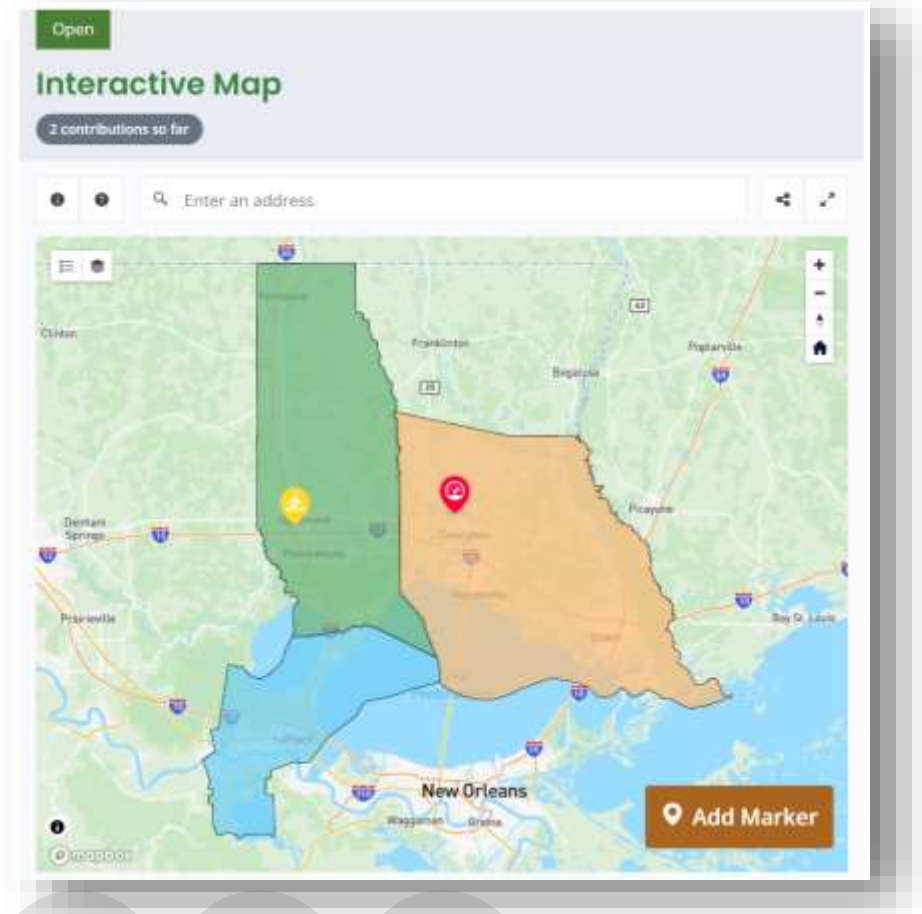


- **Cities and local governments across the nation (and the world) have made commitments to vision zero**
  - **Orlando, FL:** Our Vision Zero mission is to eliminate traffic fatalities and serious injuries within the city by 2040
  - **El Paso, TX:** We pledge to incorporate the Vision Zero Action Plan guiding principles, strategies, and priorities into everything our departments do in order to reach zero traffic deaths and severe injuries by 2050.
  - **Hoboken, NJ** had a vision zero executive order in 2019 and a vision zero plan in 2021. 7 years w/ no traffic deaths!

# Public Engagement & Equity



- On-line Engagement
- In Person Engagement
- Specifically want to reach people disproportionately impacted and vulnerable road users
  - Minorities
  - Low Income
  - People without vehicles
  - People who walk and bike



# Tangipahoa In-Person Events



Check the website to learn about  
upcoming in-person events in April

<https://norpcsafeststreets.mysocialpinpoint.com/>



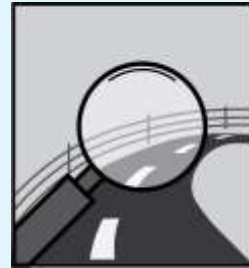


# Safety Analysis & Project Strategies



**Strategy development:** Existing conditions will be used to create project lists

## Risk Identification



## Intervention Development



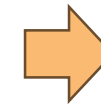
**High Injury Network (HIN)**  
segments &  
intersections



**Location conditions**  
(speed limits,  
crash factors,  
etc.)



Policy strategies  
and structural  
**countermeasures**



Location  
specific list of  
**projects**



# Public Health & Non-Infrastructure Recommendations



## What does public health have to do with transportation?



Air quality



Physical activity



Injuries and deaths



Risk perception and behavior

**A change in safety culture requires understanding people's attitudes, beliefs, and behaviors**



# Policy and Transparency



## POLICY AND PROCESS CHANGE

- Updating guidelines, regulations, and standards that affect traffic safety



## PROGRESS AND TRANSPARENCY

- Measuring progress towards achieving measurable goals over time



# Schedule



## Project Initiation

The project kicked off in November 2023



## Existing Conditions Analysis

Review of data sets, previous plans, existing policies, safety analysis, demographic and land use analysis – November 2023 through March 2024



## Public Engagement

Ongoing. In Person Events in April 2024; Web-based engagement tools through End of April



## Identification of Projects, Programs, and Transparency Tools

Identify and Prioritize Projects and Programs to address needs, determine tools for monitoring progress – April through July 2024



## Draft and Final Plan

August through November 2024

# Contact

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Jonathan.Gambino@volkert.com

**Ellen Soll, ATG | DCCM**  
esoll@emailatg.com

**VOLKERT**

**ATG | DCCM**

 **THE UNIVERSITY of  
NEW ORLEANS**  
UNO TRANSPORTATION INSTITUTE

 **SVAAPTA GROUP**

**URBAN SYSTEMS inc.**  


  
**GREY**  
WEIGHT. BALANCE. IMPACT. ALL ORDS.



**ATG | DCCM**

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## T. P. Ordinance No. 24-06

### AN ORDINANCE AMENDING AND ENACTING CHAPTER 50-UTILITIES, ARTICLE II-SEWERS – COMMUNITY SYSTEMS

#### Chapter 50 UTILITIES

#### ARTICLE II. SEWERS

##### Sec. 50-34. Community System Franchise fees.

Any entity that operates a community sewage system within the unincorporated areas in Tangipahoa Parish shall have an active franchise agreement with Sewerage District No. 1 of Tangipahoa Parish ("TPSD1"). The amount of the quarterly franchise fee shall be five dollars (\$5.00) per customer.

##### Sec. 50-35. Community sewage systems to be connected to public sanitary sewer.

- a.) The parish governing authority (or its designated subagency) may assume ownership and accept responsibility for the perpetual maintenance and operations of community sewage systems. Any existing or new community sewage system not connected to a public sanitary sewer but petitioning to do so (hereinafter referred to as "petitioner") shall meet all standards and specifications of the parish governing authority, in particular, the Standard Specifications of Sewerage District No. 1 of Tangipahoa Parish.
- b.) To ascertain the condition of petitioner's system to be connected, the petitioner shall retain a qualified registered professional engineer, hereinafter referred to as the "Review Engineer", who will conduct a complete survey and test of the system and submit to the General Manager of TPSD1 a report of his findings and recommendations for such corrective measures as may be needed to qualify the system for connection to the public sanitary sewer. Any corrective measures recommended by the Review Engineer shall be completed by petitioner at his costs or, if agreed to in writing by the parish governing authority, by the parish, provided that the costs for the corrective measures incurred by the parish shall be billed to petitioner and paid prior to acceptance. If the Review Engineer finds the system to be of in substantial conformance with the Standard Specifications of TPSD1, the Review Engineer shall so certify, in writing, to the General Manager of TPSD1 prior to acceptance by the parish governing authority. All fees related to such engineering work referenced herein shall be paid by petitioner requesting connection to the parish sanitary sewer.
- c.) Generally, TPSD1 will assume ownership, operation, and maintenance at no direct cost to the parish for the transfer of the community sewage system. In the event subsection (a) relates to a purchase by the parish governing authority, all costs incurred shall be borne by the seller.
- d.) All community sewage systems constructed with intent to connect to a public sanitary sewer shall be installed at the expense of the developer, owner, or political subdivision involved and shall include, but not necessarily be limited to, material, labor, engineering, "as-built" drawings", equipment and supervision. Liens and debt owed on the community sewage system shall be paid off in full before transfer of ownership to the parish governing authority.
- e.) There shall be no refunds, immediate or extended, by the parish governing authority to any party for any part of the installation.
- f.) As a part of the system installation, the owner will cause laterals to be installed from each wye to the property line and plugged for each building and/or lot to be served as accurately as can be determined at the time of construction.
- g.) No building sewer shall be less than four (4) inches in diameter and each building shall be served by its separate building sewer and wye except where approved in other sections of the TPSD1 specifications. There will be a charge for connection of any new system to the public sanitary sewer.
- h.) In order for any community sewage system to be connected to a public sanitary sewer, a qualified registered professional engineer shall be responsible for all phases of the project. The engineer will prepare detailed plans and specifications conforming to TPSD1 standards and master plan for long-range sanitary sewer system development. The plans and specifications shall be approved, prior to any construction, by DHH-OPH, followed by approval by the TPSD1 engineer. Two (2) copies of the proposed plans and specifications shall be provided to TPSD1 at the time of final approval and prior to construction.
- i.) "AS-BUILT" plans showing, in detail, the actual location of all mains, manholes, service wyes and laterals, lift stations (including O&M manuals), force mains, and related appurtenances, shall be provided to TPSD1 in digital and/or electronic form and shall be capable of being preserved by electronic means. Electronic means include, but are not limited to, preservation as PDF files, Zip files,

CAD Drawings, Shapefiles, or memorialized as such on a compact disk. Subsequent to completed construction, and in advance of formal transfer of the sewerage infrastructure, the designer of record shall provide TPSD1 a written certification that the system has been constructed and installed in accordance with the approved plans and specifications, and, further, that the "As-Built" drawings were prepared under the responsible charge of the designer of record.

- j.) The TPSD1 reserves the right to inspect and to approve or disapprove any method of installation, workmanship, or materials which, in its opinion, do not meet the specifications or standards of TPSD1.
- k.) The developer, owner, or political subdivision initiating the installation shall be adequately bonded, as provided below, and shall assume full responsibility for compliance with this section and shall save and hold harmless the parish governing authority in all claims and suits arising from the installation and use and shall maintain the system for TWO (2) years following acceptance by the parish governing authority, such maintenance to conform to all requirements outlined herein for the initial construction. The parish shall inspect the system at the twenty-third (23<sup>rd</sup>) month after final subdivision approval to determine compliance. After completion of all items required in the plans and specifications and before the parish governing authority assumes ownership, operation, and maintenance of the community sewage system, the developer, owner, or political subdivision initiating the installation shall submit to the parish a maintenance bond in favor of the parish in an amount no less than fifty (50) percent of the community sewage system contract amount, guaranteeing workmanship and materials for a minimum period of two (2) years. All warranty/maintenance bonds shall be obtained from an accredited financial institution recognized to be in good standing by the parish governing authority. The release of warranty/maintenance bonds shall follow established parish procedures.
- l.) Upon acceptance by TPSD1, the entire system installed in public rights-of-way or servitudes shall become the property of the parish governing authority.
- m.) The developer, owner, or political subdivision initiating the construction of any community sewage system intended to connect to a public sanitary sewer shall apply for inspections by the parish governing authority plumbing inspector of all plumbing works as required by the parish governing authority plumbing code. The plumbing inspector, upon acceptance of the work, shall issue a tap receipt where same applies as a record of the connection.
- n.) Failure by a developer, owner, or political subdivision to comply with the provisions of this section can result in the refusal by the parish governing authority to allow a connection to a public sanitary sewer or to allow water service from its distribution system to any houses or other buildings intended to be served therefrom.
- o.) A developer, owner, or political subdivision that installs its own new community sewage system shall not deed that system to an individual or private company without offering first right of refusal to TPSD1. Any such transaction must be with TPSD1. Unless otherwise agreed in writing by the parish president, any new community sewage system located in the unincorporated area of Tangipahoa Parish must be dedicated to public use and shall become the property of TPSD1 without charge to the parish. The construction, installation, connection, condition, quality, workmanship, materials, surveying, testing, inspection, plans and specifications, certification, plumbing works, maintenance, bonding, and transfer of the new community sewage system shall be subject to the other applicable provisions of this ordinance.
- p.) If a community sewage system is abandoned by its owner or operator, the parish governing authority or its designee may work with LDEQ to have the parish appointed as the receiver for the community sewage system under La. R.S. 30:2075.3. The parish also may acquire the community sewage system if the acquisition is approved by the parish governing authority.

**Secs. 50-36—50-54. Reserved.**

**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 Tangipahoa Parish Council.

On motion by\_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 25<sup>th</sup> day of March 2024 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
David P. Vial  
Chairman  
Tangipahoa Parish Council

INTRODUCED: March 11, 2024

PUBLISHED: March 21, 2024

OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: March 25, 2024

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of March, 2024 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of March, 2024 at \_\_\_\_\_

**T. P. Ordinance No. 24-07**

**AN ORDINANCE AMENDING T.P. ORDINANCE NO. 19-56 THE TANGIPAHOA PARISH COUNCIL-PRESIDENT GOVERNMENT EMPLOYEE HANDBOOK**

BE IT ORDAINED by the Tangipahoa Parish Council-President Government Personnel Policies are hereby amended as attached and that all previous ordinance in conflict with said ordinance or hereby repealed.

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 Tangipahoa Parish Council.

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APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of March, 2024 at \_\_\_\_\_

# EMPLOYEE HANDBOOK

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*Tangipahoa Parish Government*



Introduction T.P. Ord 24-07 - Amending T.P. Ord 19-56 on March 11, 2024

Edit September 2023

## 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.

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DATE

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SIGNATURE

---

PRINT NAME



# TABLE OF CONTENTS

Welcome .....	i
Purpose .....	ii
Code of Employee-Employer Relations .....	iii
Organization Description .....	iv

## 1.0 EMPLOYMENT POLICIES AND PRACTICES

1.1 Background Checks .....	1
1.2 Conflicts of Interest and Ethics .....	1
1.3 Employment Classifications .....	3
1.4 Disability-Reasonable Accommodations .....	3
1.5 Employment of Relatives (Nepotism) .....	4
1.6 Respectful Workplace .....	6
1.7 Equal Employment Opportunity/Anti- Harassment and Sexual Harassment .....	6
1.8 New Employee Orientation/ Onboarding .....	8
1.9 Introductory Period .....	9
1.10 Leave of Absence .....	10
1.11 Medical Examinations .....	15
1.12 Performance Evaluations .....	16
1.13 Termination of Employment .....	17
1.14 Deceased Employee .....	17
1.15 Hours of Work .....	17
1.16 Exit Interviews .....	18
1.17 Rehires .....	18

## 2.0 COMPENSATION AND BENEFITS

2.1	Bereavement Leave .....	19
2.2	Special Leave .....	20
2.3	COBRA .....	20
2.4	Credit Union .....	20
2.5	Direct Deposit .....	20
2.6	Group Benefits .....	21
2.7	Jury Duty & Witness Duty .....	21
2.8	Retirement .....	21
2.9	Overtime/Compensatory Time .....	22
2.10	On-Call .....	23
2.11	Standby .....	24
2.12	Rest Periods .....	24
2.13	Holidays .....	24
2.14	Sick Leave .....	24
2.15	Vacation Leave .....	25
2.16	Military Leave .....	27
2.17	Workers' Compensation .....	27
2.18	Recoupment of Employee Overpayment .....	28

## 3.0 GENERAL RULES & DISCIPLINE

3.1	Attendance .....	32
3.2	Building Security .....	32
3.3	Changing of Personal Information .....	33
3.4	Courtesy/Customer Relations .....	33
3.5	Declared Emergency Plan .....	34
3.6	Drug/Alcohol-Free Workplace .....	34
3.7	Disciplinary Procedures .....	39
3.8	Communication Systems (Use of) .....	41
3.9	Driver's License and Driving Record .....	43
3.10	Dress Code/Personal Appearance .....	43

3.11	Falsification of Public/Official Documents .....	44
3.12	License/Certifications .....	44
3.13	Management/Employee Communication .....	45
3.14	Dating/ Personal Relationships .....	45
3.15	Problem-Solving Procedures/Grievance .....	46
3.16	Removal of Parish Records .....	46
3.17	Safety .....	47
3.18	Searches .....	49
3.19	Employees Who are the Subject of Investigation, Arrest or Convicted .....	49
3.20	Severe Weather/Emergency Closings .....	51
3.21	Smoking / Tobacco .....	52
3.22	Social Media .....	52
3.23	TPG Acceptable Use Policy/Technology Policy .....	53
3.24	Standard of Conduct .....	54
3.25	Telephone Courtesy .....	56
3.26	Traffic Violations by Parish Employees .....	56
3.27	Travel .....	56
3.28	Video Surveillance .....	56
3.29	Violence-Free Workplace .....	57
3.30	Work Products and File/Return of Parish Property .....	58

4.0 MISCELLANEOUS

4.1	Employment References .....	59
4.2	Media Inquiries .....	59

APPENDIX

APPENDIX A	Safety Sensitive and Public Trust Positions
APPENDIX B	Employee Annual Performance Evaluation Form
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  
November 4, 2019

## **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 the 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 the 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](http://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 connection 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:**

- Documentation of the following will be maintained on each employee and official. 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. All employees and officials will be notified and required to sign the notice of ethics policy change document when applicable.

### **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 ACCOMMODATION**

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 applicants or employees 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 believes 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.

Tangipahoa Parish employees are required to complete annual sexual harassment training by the end of each year. In addition, the Parish will complete annual reporting to required agencies as applicable.

(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 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 3<sup>rd</sup> 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 such as: 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 listed 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 programs 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.

The administration or the employee may request an excuse from jury duty if, in the 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 POLICY**

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

### **INCLEMENT WEATHER/HAZARDS/OTHER EMERGENCIES**

Tangipahoa Parish Government will keep its office open during regularly scheduled hours unless extreme inclement weather or other emergencies necessitates the curtailment of all but essential services. When parish offices are open, all employees are expected to come to work or remain at work until officially released. The directive applies to all parish employees.

#### **Emergency Office Closure:**

When emergency conditions are such that the Parish President declares the official closure of Tangipahoa Parish Government offices, all employees other than those in emergency essential positions shall be excused for the day with pay (Inclement Weather Pay, Hazard Pay, Emergency Leave Pay). In the event of an impending emergency or any type of disaster, the Parish President and Department Heads shall decide which employees are essential. Employees who are required to work during an official closure shall receive 8 hours of regular pay plus 1.5 overtime pay for both office closures and emergency callouts for all hours worked. Hours worked shall not include meals or sleep breaks.

#### **Compensation/Overtime:**

When the Parish President declares a State of Emergency, departments are authorized to pay overtime at the rate of time and a half to non-exempt and exempt employees when the following conditions occur:

- Parish declaration of state of emergency, or
- Requirement by management for employees to work overtime for purposes of response and/or recovery during the emergency, or
- Requirement by management to work overtime specifically approved by the Parish President before services being performed

#### **Treatment of Abuse Absence/or Leave**

When an employee is prevented from reporting to work because of the closure of Tangipahoa Parish Government during a State of Emergency by action of the Parish President or agency head, as applicable, such absence is considered to be paid and not charged to any accrued leave.

When emergency conditions are such that the Parish President declares the official closure of Tangipahoa Parish Government offices, all employees shall be excused for the day with pay (SEL Special Emergency Leave).

Part-time employees who are scheduled to work on a declared closing day due to severe weather or emergency conditions shall be rescheduled for work the following week once the Parish re-opens for business continuity. Part-time employees will not be compensated for any days missed due to emergency closure. However, if a part-time employee is designated as an Active-Essential employee and is required to work during the declared emergency closure, that employee will be paid for ECO hours only.

Tangipahoa Parish Government requires all Parish employees to serve as Essential Personnel. Essential Personnel perform disaster-related duties as required to promote and maintain public health and safety during a declared emergency. Essential Personnel may be required to come to work at any time of day or night to perform disaster-related duties. These duties may not be part of an employee's regular duties and may not be at the employee's regular work location. Essential Personnel responsibilities may continue into the recovery phase of an emergency and may be organized into daily or hourly shifts that are different from the employee's regular work schedule.

### **Compensation During a Declared State of Emergency**

Employees will be compensated according to the following Regulations and Procedures when the Parish President declares a State of Emergency.

When emergency conditions are such that the Parish President declares the official closure of Tangipahoa Parish Government offices, all Parish regular employees shall be excused for the day with pay (SEL Special Emergency Leave), except part-time employees.

**Employees on Paid Vacation Leave:** Employees on paid leave(vacation) at the time of an emergency or disaster may be required to shorten their leave and return to work. In such a case, the employee will be paid for travel time to report for essential duty during the declared emergency. Employees will be paid ECO time once office closure has been declared.

Employees conducting Tangipahoa Parish Business or attending seminars, workshops, etc. at the time of an emergency or disaster may be required to return to the EOC to resume essential duties. Employees will be paid ECO time once office closure has been declared.

## **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 1<sup>st</sup> 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 (7<sup>th</sup>) day waiting period is over. Worker’s Compensation will begin paying benefits on the eighth (8<sup>th</sup>) 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 MARIJUANA**

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 products 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 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.

<b>CODE</b>	<b>PROHIBITED BEHAVIOR</b>
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
<b>RATING TOTAL</b>	<b>***Comments and Justifications are REQUIRED***</b>		<b>0</b>

**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.

<b>6. Specific Achievements</b>	
<b>7. Performance Goals for the Next Evaluation Period</b>	
<b>8. Training and Development Suggestions</b>	
<b>9. Supervisory Skills</b>	
<b>10. Employee Comments</b>	
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: <span style="float: right;">Date:</span>
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

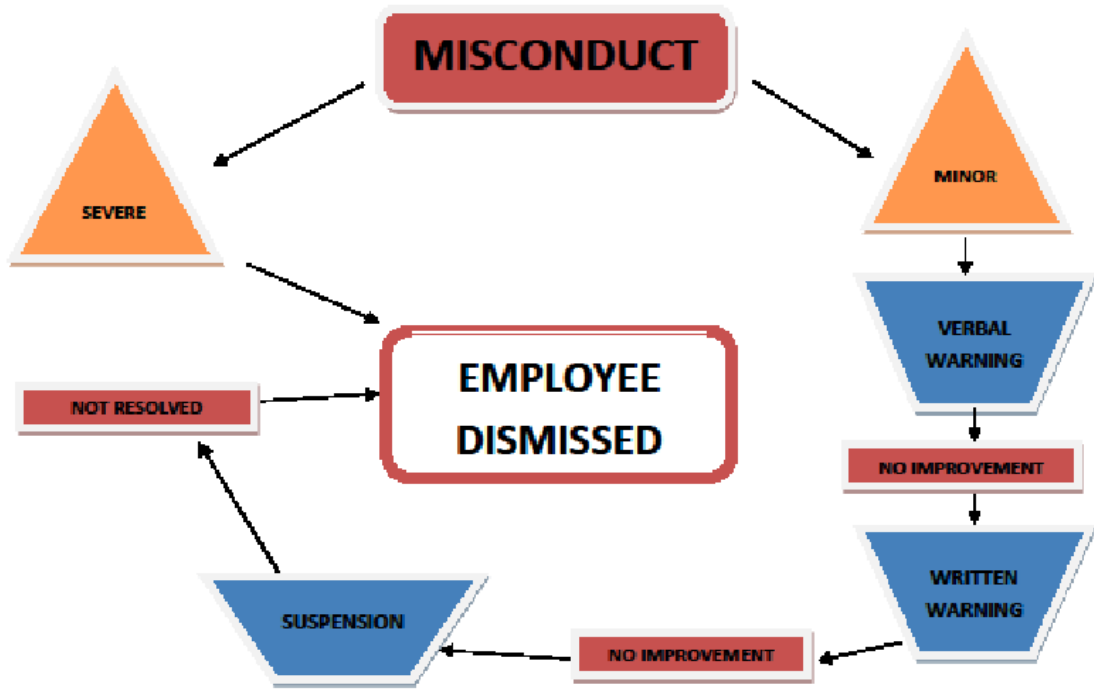
Other:

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
- 1<sup>st</sup> Notice
- 2<sup>nd</sup> 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:**

<div style="display: flex; justify-content: space-between;"> <span>Department Head</span> <span>Date</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>Employee</span> <span>Date</span> </div>
<div style="display: flex; justify-content: space-between;"> <span>Supervisor</span> <span>Date</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>Witness</span> <span>Date</span> </div>

## 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.

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

<input type="checkbox"/> 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. 24-08

### AN ORDINANCE AMENDING AND ENACTING CHAPTER 36 – PLANNING AND DEVELOPMENT, ARTICLE IX – FLOOD PREVENTION AND PROTECTION

#### Chapter 36 PLANNING AND DEVELOPMENT ARTICLE IX – FLOOD PREVENTION AND PROTECTION

##### *DIVISION 1. GENERALLY*

#### **Sec. 36-237. Statutory authorization.**

The state legislature has in R.S. 38:84 delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. Therefore, the parish council, does ordain as provided in this article.

#### **Sec. 36-238. Findings of fact.**

- (a) The flood hazard areas of the parish are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety, and general welfare.
- (b) These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, floodproofed or otherwise protected from flood damage.

#### **Sec. 36-239. Statement of purpose.**

It is the purpose of this article to promote the public health, safety, and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- (6) Help maintain a stable tax base by providing for the sound use and development of flood prone areas in such a manner as to minimize future flood blight areas; and
- (7) Ensure that potential buyers are aware that property is in a special flood hazard area (SFHA).

#### **Sec. 36-240. Methods of reducing flood losses.**

In order to accomplish its purposes, this article uses the following methods:

- (1) Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging and other development which may increase flood damage;
- (5) Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.

#### **Sec. 36-241. Definitions.**

- (a) Unless specifically defined below, words or phrases used in this article shall be interpreted to give them the meaning they have in common usage and to give this article its most reasonable application. Definitions in this article shall supersede any conflicting definitions in section 36-9.

Accessory Structures means structures that are on the same parcel of property as a principal structure, the use of which is incidental to the use of the principal structure. Accessory structures must be used for parking or storage, be small and represent a minimal investment by owners, and have a low damage potential. Accessory structure size limits are based on flood zone, no larger than one story, two-car garage and shall not be greater than 550 square feet in flood zones indemnified as A zones (A, AE, A1-30, AH, AO, A99, and AR) and not larger than 100 square feet in flood zones identified as V zones (V, VE, V1 30, and VO). Examples of small accessory structures include, but are not limited to, detached garages, storage, and tool sheds, and small boathouses.

Agricultural Structure means structures that are used exclusively for agricultural purposes or uses in connection with production, harvesting, storage, raising, or drying of agricultural commodities and livestock.



*Alluvial fan flooding* means flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

*Apex* means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

*Appurtenant structure* means a structure which is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

*Area of future conditions flood hazard* means the land area that would be inundated by the one percent annual chance (100-year) flood based on future conditions hydrology.

*Area of shallow flooding* means a designated AO, AH, AR/AO, AR/AH, or VO zone on the parish's flood insurance rate map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

*Area of special flood hazard* means the land in the floodplain within the parish subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the flood hazard boundary map (FHBM). After detailed rate making has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-30, VE, or V. For purposes of these regulations the term "special flood hazard area" is synonymous in meaning with the phrase "area of special flood hazard".

*Base flood* means the flood having a one percent chance of being equaled or exceeded in any given year.

*Base flood elevation* means the elevation shown on the flood insurance rate map (FIRM) and found in the accompanying flood insurance study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a one percent chance of equaling or exceeding that level in any given year (also called the base flood).

*Basement* means any area of the building having its floor subgrade (below ground level) on all sides.

*Breakaway wall* means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

*Coastal high hazard area* means an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources.

*Critical feature* means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

*Development* means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

*Elevated building* means, for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

*Existing construction* means, for the purposes of determining rates, structures for which the start of construction commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. Existing construction may also be referred to as "existing structures."

*Existing manufactured home park or subdivision* means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by the parish.

*Expansion to an existing manufactured home park or subdivision* means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

*Flood or flooding* ~~means a general and temporary condition of partial or complete inundation of normally dry land areas from:~~

(a) Means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

(b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition.

*Flood elevation study* means an examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation, and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

*Flood insurance rate map (FIRM)* means an official map of the parish, on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the parish.

*Flood insurance study (FIS)*. See *Flood elevation study*.

*Flood protection system* means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a parish subject to a special flood hazard and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees, or dikes. These specialized flood-modifying works are those constructed in conformance with sound engineering standards.

*Floodplain or flood prone area* means any land area susceptible to being inundated by water from any source (see *Flood or flooding*).

*Floodplain management* means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

*Floodplain management regulations* means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term "floodplain management regulations" describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

*Floodproofing* means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

*Floodway*. See *Regulatory floodway*.

*Functionally dependent use* means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term "functionally dependent use" includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

***Freeboard* means a factor of safety usually expressed in feet above a flood level for purposes of flood plain management. ``Freeboard'' tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.**

*Highest adjacent grade* means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

*Historic structure* means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior; or
  - b. Directly by the Secretary of the Interior in states without approved programs.

*Levee* means a manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

*Levee system* means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

*Lowest floor* means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of section 60.3 of the National Flood Insurance Program regulations.

***Manufactured home* means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term ``manufactured home'' does not include a ``recreational vehicle''.**

***Manufactured home park or subdivision* means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.**

*Mean sea level* means, for purposes of the National Flood Insurance Program, the North American Vertical Datum (NGVD) of 1988, or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.

*New construction* means, for the purpose of determining insurance rates, structures for which the start of construction commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, the term "new construction" means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by the parish and includes any subsequent improvements to such structures.

*New manufactured home park or subdivision* means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the parish.

*Primary frontal dune* means a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

*Recreational vehicle* means a vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

*Regulatory floodway* means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

*Riverine* means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

*Sand dunes* means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

*Special flood hazard area.* ~~See Area of special flood hazard.~~ see "area of special flood hazard". *Special hazard area* means an area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, A99, AH, VO, V1-30, VE, V, M, or E.

*Start of construction*, for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

*Structure* means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

*Substantial damage* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

*Substantial improvement* means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term "substantial improvement" does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

*Variance* means a grant of relief by the parish from the terms of a floodplain management regulation. (For full requirements see section 60.6 of the National Flood Insurance Program regulations.)

*Violation* means the failure of a structure or other development to be fully compliant with this article. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) of the NFIP regulations is presumed to be in violation until such time as that documentation is provided.

*Water surface elevation* means the height, in relation to the North American Vertical Datum (NGVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

~~(b) The following definitions refer to urban stormwater runoff and non-point source pollution. Point source pollution, such as industrial and wastewater discharges, are governed separately by specific discharge permits issued by the state DEQ and EPA.~~

~~*Amenity area* means a common area within the development which are provided for active and or passive recreational or social purposes and may be shared between all residents of the development.~~

~~*Best management practices (BMPs)* means the controls and activities used to prevent stormwater pollution during construction. BMPs can be structural, such as a silt fence, secondary containment for hazardous materials, or seeding disturbed land or non-structural, such as picking up trash, maintaining equipment, or training staff.~~

~~*Bioswales* means a vegetated, shallow, linear channel designed to capture, treat, and infiltrate stormwater runoff as it moves downstream. They are typically sized to treat and convey at a minimum the first one inch of stormwater runoff which is the first and often most polluted volume of water resulting from a storm event, also known as the "first flush."~~

~~*Clean Water Act (CWA)* means the primary federal law in the United States governing water pollution. Its objective is to restore and maintain the chemical, physical, and biological integrity of the nation's waters by preventing point and non-point pollution sources, improving wastewater treatment, and maintaining the integrity of wetlands. It is administered by the U.S. Environmental Protection Agency (EPA), in coordination with state governments. The CWA is codified in 40 CFR 100—140, 401—471, and 501—503.~~

~~*Construction* means any human activity that includes clearing, grading, excavation, filling, or other placement, movement, removal, or depositing of soil, rock, organic materials, or earth minerals, and construction of facilities such as roads, parking, playgrounds, and buildings.~~

~~*Contaminated* means containing any material designated by EPA or state DEQ as a pollutant which is introduced into stormwater conveyances by urban stormwater contact with impervious surfaces.~~

~~*Conveyance* means drainage infrastructure that moves water from one place to another, including ditches, bioswales, pipes, canals, and waterways.~~

~~*Detention pond*, sometimes called a "dry pond", means an area which temporarily stores water after a storm, but eventually empties out at a controlled rate to a downstream water body. It also differs from an infiltration basin which is designed to direct stormwater to groundwater through permeable soils or retention pond which is designed to permanently store stormwater.~~

~~*Discharge* means any stormwater, including but not limited to sheet flow and point source, introduced into the MS4, drainage infrastructure, conveyances, ditches, or waterways of the parish, or into waters of the United States.~~

~~*Facility* means any building, structure, property, installation, process or activity from which there is or may be a discharge of a pollutant.~~

~~*First flush* means the first one inch of rain.~~

~~*Green infrastructure* is an approach to stormwater management that protects, restores, or mimics the natural water cycle. At its essence, green infrastructure reduces runoff, increases infiltration, and improves water quality. Green infrastructure is effective, economical, and enhances community safety and quality of life.~~

~~*Hazardous substance* means any of the following: any substance determined to be hazardous according to 49 CFR 171.8 or listed in Table 302.4 of 40 CFR 302 or section 311(b)(2)(A) of the Clean Water Act (33 USC 1317(a) and 1321(b)(A)).~~

~~*Hazardous waste* means any substance identified or listed as a hazardous waste by the EPA pursuant to 40 CFR 261.~~

~~*Louisiana discharge permit elimination system (LPDES) permit or national discharge permit elimination system (NPDES) permit* means the permit issued by the state DEQ or the EPA, under authority delegated pursuant to 33 USC 1342(b) that authorizes the discharge of pollutants to waters of the United States.~~

~~*Low impact development* refers to systems and practices that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality.~~

~~*Municipal separate storm sewer system (MS4)* means roadside drainage systems, catchbasins, curbs, gutters, ditches, manmade channels, or storm drains used for collecting and/or conveying stormwater that is not intentionally connected with wastewater treatment outflows (combined sewers).~~

~~*Permeable paving materials* means a variety of surfacing techniques for roads, parking lots, and pedestrian walkways, unified under the common goal to allow for infiltration of stormwater runoff. Permeable pavement material surfaces typically include pervious concrete, paving stones, aggregate and interlocking pavers. Porous asphalt shall not be allowed as a permeable paving material. Unlike traditional impervious paving materials, permeable paving systems allow stormwater to percolate and infiltrate through the material and into the aggregate layers and/or soil below. In addition to reducing surface runoff, permeable paving systems can trap suspended solids, thereby filtering pollutants from stormwater. The goal is to control stormwater at the source, reduce runoff, and improve water quality by filtering pollutants in the subsurface layers.~~

~~*Person* means any individual, partnership, firm, company, corporation, association, trust, estate, entity, or any legal representative, agent, or assignee.~~

~~*Point source* means the discharge of pollutants at a specific location from pipes, outfalls, channels, or other discernible or discrete conveyances whose source is identifiable. The term "point source" does not include irrigation flow returns from agricultural stormwater runoff.~~

~~*Pollutant in urban stormwater runoff* means suspended sediments, heavy metals, phosphorus, nitrogen, petrochemicals, bacteria, and other so designated material that is collected by stormwater runoff.~~

~~*Pollution* means the contamination of the physical, thermal, chemical, or biological quality of waters that causes impairment of the designated uses of a water body as stipulated in the current EPA integrated report or renders the water harmful, detrimental, injurious to humans, animal life, vegetation, or impairs the usefulness for the public enjoyment of the water for any lawful or reasonable purpose.~~

~~*Retention pond*, sometimes called a wet pond, means a manmade pond with vegetation around the perimeter, a vegetative littoral shelf, and includes a permanent pool of water in its design. It is used to manage~~

stormwater runoff to prevent flooding and downstream erosion, and improve water quality in an adjacent river, stream, lake or bay.

*Sanitary sewage* means the domestic sewage and/or industrial waste that is discharged into the sanitary sewer system and passes through the sanitary sewer system to any public or privately owned sewage treatment plant.

*Sanitary sewer (or sewer)* means the system of pipes, conduits, and other conveyances which carry industrial waste and sanitary sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, to any sewage treatment plant.

*Sediment* means soil, sand, clay, and minerals washed from land into roadways, drainage infrastructure, and waterways, usually during or after a rain. Sediment may cause a reduction in storage capacity, impede drainage, destroy fish nesting areas, clog animal habitats, and cloud waters to such an extent as to prevent sunlight from reaching aquatic biota.

*Stormwater* means stormwater runoff, surface runoff and drainage runoff. (Agricultural stormwater may be excluded, subject to the provisions of L.A.C. 33:IX.2313.)

*Stormwater pollution prevention plan (SWPPP)* is a site-specific written document and drawings required by the EPA and state DEQ for LPDES general permits for discharge of stormwater from construction activities (LAR100000 and LAR200000), LPDES multi-sector general permit, or any LPDES individual permit which describes and ensures the implementation of practices that are to be used to reduce the pollutants in stormwater discharges associated with construction or other industrial activity at the facility.

*Undisturbed vegetative area* means an area where the existing vegetation is left undisturbed during and after construction. Only selective removal of trees that present a hazard to property or people, or non-native invasive vegetative species, shall be removed. Additionally, an undisturbed vegetative area may be an area disturbed by construction that is intended to become an amenity, such as a buffer zone adjacent to a retention pond, that is left with a temporary protective ground cover that allows the natural succession of native plants to become established. Any form of maintenance, mowing, or weed control is prohibited.

*Wastewater* means any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

*Waters of the United States (WOTUS)* means any waters within the federal definition of "waters of the United States" at 40 CFR 122.2, but not including any waste treatment systems, treatment ponds, or lagoons designed to meet the requirements of the federal Clean Water Act.

*Wetland indicator status.*

Indicator Code	Indicator Status	Designation	Comment
OBL	Obligate wetland	Hydrophyte	Almost always occur in wetlands
FACW	Facultative wetland	Hydrophyte	Usually occur in wetlands, but may occur in non-wetlands
FAC	Facultative	Hydrophyte	Occur in wetlands and non-wetlands
FACU	Facultative upland	Nonhydrophyte	Usually occur in non-wetlands, but may occur in wetlands
UPL	Obligate upland	Nonhydrophyte	Almost never occur in wetlands

**Sec. 36-242. Lands to which this article applies.**

The article shall apply to all unincorporated areas within the jurisdiction of the parish.

**Sec. 36-243. Basis for establishing the areas of special flood hazard.**

The areas of special flood hazard identified by the Federal Emergency Management Agency in the current scientific and engineering report entitled, "The Flood Insurance Study (FIS) for Tangipahoa Parish, Louisiana and Incorporated Areas," dated July 22, 2010, with accompanying flood insurance rate maps (FIRM) dated July 22, 2010, and any revisions thereto are hereby adopted by reference and declared to be a part of this article.

**Sec. 36-244. Establishment of development permit.**

A floodplain development permit shall be required to ensure conformance with the provisions of this article.

**Sec. 36-245. Compliance.**

No structure or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this article and other applicable regulations.

**Sec. 36-246. Abrogation and greater restrictions.**

This article is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this article and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**Sec. 36-247. Interpretation.**

In the interpretation and application of this article, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the parish council; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.



### **Sec. 36-248. Warning and disclaimer of liability.**

The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by manmade or natural causes. This article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the parish or any official or employee thereof for any flood damages that result from reliance on this article or any administrative decision lawfully made hereunder.

### **Sec. 36-249. Penalties for noncompliance.**

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this article and other applicable regulations. Violation of the provisions of this article by failure to comply with any of its requirements, including violations of conditions and safeguards established in connection with conditions, shall constitute a misdemeanor. Any person who violates this article or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$500.00 or imprisoned for not more than 30 days, or both, for each violation. Each day the violation continues shall be deemed a new violation. In addition, the violator shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the parish from taking such other lawful action as is necessary to prevent or remedy any violation.

### **Secs. 36-250—36-264. Reserved.**

## *DIVISION 2. ADMINISTRATION*

### **Sec. 36-265. Designation of the floodplain administrator.**

The floodplain administrator is hereby appointed by the parish president to administer and implement the provisions of this article and other appropriate sections of 44 CFR (Emergency Management and Assistance - National Flood Insurance Program regulations) pertaining to floodplain management.

### **Sec. 36-266. Duties and responsibilities of the floodplain administrator.**

- (a) Duties and responsibilities of the floodplain administrator shall include, but not be limited to, the following:
- (1) Maintain and hold open for public inspection all records pertaining to the provisions of this article.
  - (2) Review permit application to determine whether to ensure that the proposed building site project, including the placement of manufactured homes, will be reasonably safe from flooding.
  - (3) Review, approve or deny all applications for development permits required by adoption of the ordinance from which this article is derived.
  - (4) Review permits for proposed development to assure that all necessary permits have been obtained from those federal, state, or local governmental agencies (including section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334) from which prior approval is required.
  - (5) Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation.
  - (6) Notify, in riverine situations, adjacent communities and the state coordinating agency, which is the department of transportation and development, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
  - (7) Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
  - (8) When base flood elevation data has not been provided in accordance with section 36-243, obtain, review, and reasonably utilize any base flood elevation data and floodway data available from a federal, state, or other source, in order to administer the provisions of division 3 of this article.
  - (9) When a regulatory floodway has not been designated, require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the parish's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the parish.
- (b) Under the provisions of section 65.12 of the National Flood Insurance Program regulations (44 CFR 65.12), a community may approve certain development in Zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that the community first completes all of the provisions required by said section 65.12.

### **Sec. 36-267. Permit procedures.**

- (a) Application for a floodplain development permit shall be presented to the floodplain administrator on forms furnished by him and may include, but not be limited to, plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:
- (1) Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures;

- (2) Elevation (in relation to mean sea level) to which any nonresidential structure shall be floodproofed;
  - (3) A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of section 36-285(a)(2);
  - (4) Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development;
  - (5) Maintain a record of all such information in accordance with section 36-266(a)(1).
- (b) Approval or denial of a floodplain development permit by the floodplain administrator shall be based on all of the provisions of this article and the following relevant factors:
- (1) The danger to life and property due to flooding or erosion damage;
  - (2) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
  - (3) The danger that materials may be swept onto other lands to the injury of others;
  - (4) The compatibility of the proposed use with existing and anticipated development;
  - (5) The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - (6) The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
  - (7) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
  - (8) The necessity to the facility of a waterfront location, where applicable;
  - (9) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.

**Sec. 36-268. Variance procedures.**

- (a) The appeal board, as established by the parish, shall hear, and render judgment on requests for variances from the requirements of this article.
- (b) The appeal board shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this article.
- (c) Any person aggrieved by the decision of the appeal board may appeal such decision in the courts of competent jurisdiction.
- (d) The floodplain administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency upon request.
- (e) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the state inventory of historic places, without regard to the procedures set forth in the remainder of this article.
- (f) Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half-acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in section 36-267(b) have been fully considered.
- (g) Upon consideration of the factors noted above and the intent of this article, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this article.
- (h) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- (i) Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- (j) Prerequisites for granting variances:
  - (1) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - (2) Variances shall only be issued upon:
    - a. Showing a good and sufficient cause;
    - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
    - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
  - (3) Any application to which a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost

of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

- (k) Variances may be issued by the parish for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use, provided that:
  - (1) The criteria outlined in subsections (a) through (i) of this section are met; and
  - (2) The structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

**Secs. 36-269—36-282. Reserved.**

***DIVISION 3. PROVISIONS FOR FLOOD HAZARD REDUCTION***

**~~Sec. 36-283. Stormwater management and water quality.~~**

~~(a) General standards for stormwater.~~

~~(1) Development drainage requirements.~~

- ~~a. The developer will plan all drainage for his project in accordance with the requirements of the appropriate parish drainage authority and must meet the flood prevention and protection requirements of this article.~~
- ~~b. The need for a drainage impact study will be determined by the drainage board and/or the parish engineer in consultation with the planning commission.~~
- ~~c. All areas outside of a parish drainage district authority shall follow the stormwater requirements and the flood prevention and protection requirements of this article.~~
- ~~d. No individual, partnership or corporation will deepen, widen, fill, reroute, or in any manner change or alter the course or location of existing ditch, or drainage canal without first obtaining written permission from the appropriate parish drainage authority.~~
- ~~e. Whenever any stream or improved surface drainage course is located in an area that is being subdivided, the subdivider will dedicate an adequate servitude along the stream as determined by the appropriate parish drainage authority.~~
- ~~f. Adequate provision will be made for the disposal of stormwater subject to the approval of the appropriate parish drainage authority. Necessary storm drainage will be located within the street right of way except where it is located in a servitude to facilitate outfall needs or for subdivision interconnection.~~
- ~~g. All subdivision restrictive covenants will include a restriction against any construction, fill matter, or fences in any drainageway, designated drainage servitudes or the parish right of way, without approval from the appropriate parish authority. No fences, sheds, movable or immovable appurtenances shall be placed in designated drainage servitudes. Relocation of said obstructions shall be the sole responsibility of the property owner and the property owner shall bear all cost associated with the relocation.~~
- ~~h. There will be no construction of any drainage facilities prior to the submittal and approval of plans by the appropriate parish drainage authority.~~

~~(2) Development best management practices requirements.~~

- ~~a. All major subdivisions developments, special use residential commercial developments, and general commercial developments shall include a stormwater pollution prevention plan (SWPPP).~~
- ~~b. BMPs required for sediment and erosion control, stormwater retention, and mitigation during construction.
  - ~~1. The contractor's use and description of the approved BMPs shall be included with their SWPPP.~~
  - ~~2. The contractor shall include all BMPs and provide verification of the SWPPP to the parish prior to construction.~~
  - ~~3. Installation of these BMPs may be inspected by the parish for proper maintenance during the project construction phase, unless the state inspects such activity as part of an approved SWPPP.~~~~

~~(3) BMPs. Construction activity requirements for major subdivisions and special use residential commercial developments shall comply with Louisiana Department of Environmental Quality (LDEQ) requirements for developing and submitting a SWPPP based upon the development size, prior to construction of infrastructure or structures and shall meet the minimum following standards. The contractor is responsible for the SWPPP, maintaining SWPPP documentation, and implementation.~~

- ~~a. Design of the SWPPP shall meet the latest requirements of the LDEQ. A SWPPP shall be developed and implemented for all developments disturbing one acre or greater. On developments over five acres a SWPPP shall be developed and a permit secured from LDEQ before implementing the SWPPP.~~
- ~~b. The SWPPP document and its LDEQ approval shall be submitted to the parish prior to receiving approval for a land clearing application.
  - ~~1. Design and construction of the SWPPP BMPs shall meet the minimum requirements of the latest version of LaDOTD standard plans for temporary erosion controls.~~
  - ~~2. Once construction begins the SWPPP documents must be maintained, updated, and available on-site to the parish engineer, floodplain administrator, consolidated drainage district administrator, and LDEQ.~~
  - ~~3. The SWPPP will contain BMPs components for control measures including methods for sediment control, stabilization practices for disturbed areas, and structural practices. Controls for off-site vehicle tracking of sediment and generation of dust shall be included. The project SWPPP shall demonstrate compliance with local waste and sewer system requirements, description of control methods for construction and waste materials stored~~~~



- on site, and description of control methods for pollutant sources, such as fuels, paints, chemicals, and concrete and asphalt waste.
4. Maintenance of control methods shall be provided in a timely manner to ensure proper operation. Maintenance needs identified by inspection shall be accomplished before the next anticipated storm event or as soon as practicable.
  5. Inspections of SWPPP BMPs shall be conducted by the construction contractor or its designee every 14 days, before every anticipated storm event, and within 24 hours of every 0.5-inch rain event. Inspections shall be documented, identify actions required, and included in the SWPPP.
- c. Parish government staff are authorized to inspect any infrastructure development site or building construction project site for violations of its SWPPP. All noncompliant conditions or any work being done contrary to the provisions of this article or otherwise required by law or development agreement or which is determined to be in a dangerous or unsafe manner shall be reported to the contractor's on-site representative and a remediation plan will be established. The contractor shall have 48 hours to comply with the remediation plan to correct all violations.
1. If upon a subsequent inspection the violations have not been corrected as per the remediation plan, then a written notice of violation shall be issued, along with a written stop work order.
    - (i) The parish engineer or designee shall issue in writing the above notices for work to cease on any infrastructure development site within the affected area.
    - (ii) The building official or designee shall issue in writing the above notices for work to cease on any building construction sites for structures within the affected area.
    - (iii) Any work shall be immediately stopped by the owner or owner's agent or to the person doing the work.
  2. Violations are subject to the fines and penalties stated in section 1-13. Fines shall accrue until a SWPPP notice of compliance is issued by the parish government.
  3. Any fines or penalties shall be rectified prior to the issuance of a resume work order.
- (b) *General standards for water quality.* Development water quality requirements shall be in accordance with 303(d) of the Clean Water Act, total maximum daily loads (TMDL) as developed by the LDEQ, and in compliance with La Title 51—Chapter 13, Sanitary Code. All major commercial development projects in the parish, as identified in this chapter, all commercial projects, all change of use for commercial buildings, and all major subdivisions and special use residential commercial developments shall submit a "Request for Preliminary Determination of LPDES Permit Issuance" (RPD) to the LDEQ. Applicants shall provide a copy of LDEQ's response letter to the Tangipahoa Parish Environmental Health—Louisiana Department of Health—Office of Public Health (LDH-OPH). This document must be provided to LDH-OPH before any approvals can be granted by the parish planning or permit departments.

### **Sec. 36-284. General standards.**

- (a) Procedure and minimum requirements for the non-districted areas of the parish.
- (1) Areas of poor drainage. Whenever a plat is submitted for an area that is subject to flooding or the development results in a drainage situation that adversely impacts the property of others, the developer shall demonstrate to the parish engineer how any potential adverse impact will be mitigated. In the case of an official designated floodway or special flood hazard area, a plat proposing prohibited types of development as specified in section 36-285, shall be rejected.
  - (2) Dedication of drainage easements. When a subdivision is traversed by a watercourse, channel or stream, there shall be provided a drainage easement or right-of-way conforming substantially to the lines of said watercourse, channel or stream, and of a minimum 50-foot width sufficient (as determined by the parish engineer) to maintain said watercourse, channel, or stream.
  - (3) Design requirements. Design and construction of all drainage shall be in accordance with specifications and standards of the state department of transportation and development (DOTD) unless otherwise directed.
  - (4) The following design requirement shall be included in a drainage impact study:
    - a. A watershed map with development site clearly defined and acreage and slope of basins within the watershed area indicated.
    - b. All drainage shall be predicated on a 100-year storm frequency of 24-hour duration.
    - c. Inventory of downstream structures of receiving outfall.
    - d. The minimum grade along the bottom of a drainage course shall ensure a design velocity of at least three feet per second (fps).
    - e. Design features that reduce the site post-development surface water runoff rate to an amount ten percent less than the pre-development surface water runoff rate based on a 25-year design storm and the 100-year design storm for a 24-hour rain event.
    - f. Documentation that the development will not obstruct any off-site flows or that it will provide a drainage system to convey that flow through or around the development without increasing the upgradient water surface elevation.
    - g. Documentation that fill placed in the development will not reduce the flood carrying capacity of a nearby stream which could cause an increase in water surface elevation. A "nearby stream" is one that is located within 500 feet of the development boundary from a "stream" designated on the USGS quadrangular sheet or designated on the Consolidated Gravity Drainage District No. 1 "Lateral Map."
    - h. Approved jurisdictional determination from the U.S. Army Corps of Engineers.
    - i. Ditches shall not be utilized for retention calculations.
    - j. Rear lot line drainage ditch and servitudes should be avoided where practicable. In the event a rear lot line drainage ditch is required, it shall conform to the typical section as shown in the Appendix B to the ordinance from which this chapter is derived. In the cases where there is a large drainage ditch, the servitude may need to be widened to accommodate future

- maintenance. This servitude shall not be included in any lot sold for home ownership. The parish engineer reserves the right to widen the required servitude based on maintenance needs.
- ~~k. Side slope of all surface drainage courses shall have at least a 3H:1V design.~~
- ~~l. All retention and detention ponds shall meet the standards and requirements of subsections (a)(5)a and b of this section.~~
- ~~(5) Low impact developments (LIDs). Low impact developments are recognized methods used to improve water quality. The following are specific LID requirements for projects in the parish. Other proven LIDs may be utilized to improve water quality with the review and acceptance by the parish engineer.~~
- ~~a. Retention ponds utilized for stormwater management in developments shall be constructed to the following standards and submitted to the parish engineer for design approval:~~
- ~~1. All retention ponds shall have a minimum 30-foot wide buffer measured from the top of the pond. The buffer must remain as an undisturbed vegetative area other than areas designated as maintenance accessways.~~
  - ~~2. The undisturbed vegetative area, where feasible, may be used as a bioremediation area to improve stormwater quality.~~
  - ~~3. All retention ponds shall provide a means to circulate the retention pond water, with natural or mechanical means, to avoid stagnation that would breed algae and mosquitoes.~~
  - ~~4. A ten-foot wide maintenance accessway shall be provided through the buffer area to the pond.~~
  - ~~5. A ten-foot wide cleared area around the top edge of the pond will provide maintenance access to the overflow and inlet structures and for general pond maintenance.~~
  - ~~6. Maintenance accessways may also contain the minimum four-foot wide pedestrian trail which would designate the pond and buffer as an amenity area.~~
  - ~~7. The maintenance accessways shall not be planted with any landscape materials that would interfere with maintenance activities of the pond.~~
  - ~~8. For a retention pond and its buffer area to be considered part of the stormwater management area, an amenity area trail shall provide access to a minimum of 50 percent of the buffer area.~~
  - ~~9. An amenity area shall have a four-foot wide trail traversing the area and the trail shall be connected to an adjacent trail or to an accessway that is accessible to all of the development's residents.~~
  - ~~10. An amenity trail may be located within the undisturbed vegetative area buffer when the area is not used for bioremediation of stormwater. When a trail does traverse through an undisturbed vegetative area, the maximum clearing for the trail shall be eight feet wide.~~
  - ~~11. Littoral shelves shall be continuous around the perimeter of the pond when the size of the pond allows, a minimum of 48 inches wide, constructed 12 inches to 36 inches below the designed permanent water level, and planted with emergent, submerged, floating leaved, or free floating native vegetation listed in section 36-10. Where possible the littoral shelf shall vary in depth to promote a variety of vegetation types. The littoral shelf need not be continuous around a retention pond due to physical constraints of the site if approved by the parish engineer.~~
  - ~~12. The littoral shelf shall be located adjacent to control structures or pipe inlets in order to maximize water quality benefits. The littoral shelf shall be located no closer than 20 feet from any discharge structure or pipe intake as measured from the water side of the discharge structure toward the center of the pond so as to not impede flow.~~
  - ~~13. All littoral shelves and any planting in the buffer area shall be designed with native plants. All shrubs planted in the littoral shelf shall be a minimum of one gallon and spaced 36 inches on center maximum. Planting plans shall be stamped by a state licensed landscape architect or state licensed landscape horticulturist.~~
  - ~~14. All retention ponds side slopes shall have maximum steepness of 4H:1V from the top of the pond bank to the littoral shelf and shall have a slope no steeper than 3H:1V from the littoral shelf to the bottom of the pond.~~
  - ~~15. A maintenance program for retention ponds and littoral shelves shall be submitted to the parish engineer for review and acceptance of the program.~~
  - ~~16. All detention ponds shall be maintained by the developer until after the formation of a homeowners' association (HOA) or the acceptance by the HOA or other private entity and shall be included in each development's codes, covenants, and deed restrictions as requiring maintenance in perpetuity.~~
- ~~b. Detention ponds utilized for stormwater management for all developments within the parish shall be constructed to the following standards:~~
- ~~1. Detention ponds shall meet the same requirements as retention ponds but shall not be required to have a littoral shelf.~~
  - ~~2. Detention ponds shall fully drain within 48 hours of the end of each rain event.~~
  - ~~3. All detention ponds shall have a minimum 30-foot buffer measured from the top of the pond. The buffer must remain as an undisturbed vegetative area other than areas designated as maintenance accessways.~~
  - ~~4. The undisturbed vegetative area, where feasible, may be used as a bioremediation strip to improve stormwater quality.~~
  - ~~5. A ten-foot wide maintenance accessway shall be provided through the buffer area to the pond.~~
  - ~~6. A ten-foot wide cleared area around the top edge of the pond will be used as a maintenance accessway to the overflow and inlet structures and for general pond maintenance.~~

7. ~~Maintenance accessways may also contain the four-foot-wide trail and count as an amenity area.~~
  8. ~~The maintenance accessways shall not be planted with any landscape materials that would interfere with maintenance activities of the pond.~~
  9. ~~For a detention pond and its buffer area to be considered as part of the stormwater management area an amenity area trail shall provide access to a minimum of 50 percent of the buffer area.~~
  10. ~~An amenity area shall have a four-foot-wide trail traversing the area and the trail shall be connected to an adjacent trail or to an accessway that is accessible to all of the development's residents.~~
  11. ~~An amenity trail may be located within the undisturbed vegetative area buffer when the area is not used for bioremediation of stormwater. When a trail does traverse through an undisturbed vegetative area, the maximum clearing for the trail shall be eight feet wide.~~
  12. ~~A detention pond's side slopes shall have maximum steepness of 3H:1V.~~
  13. ~~A maintenance program for detention ponds shall be included in the water quality impact study.~~
  14. ~~All detention ponds shall be maintained by the developer until after the formation of a homeowners' association (HOA) or the acceptance by the HOA or other private entity and shall be included in each development's codes, covenants, and deed restrictions as requiring maintenance in perpetuity.~~
- c. ~~Bioretention areas are planted landscape areas designed to receive, detain, infiltrate, and filter stormwater runoff. Bioretention areas include bioswales and undisturbed vegetative areas when properly incorporated into a water quality impact study (WQIS). Bioretention areas shall meet the following requirements:~~
1. ~~No bioswale shall be installed within a road right-of-way or will be accepted into the parish road maintenance program.~~
  2. ~~Bioswales shall be part of the stormwater management area and shall not be included as part of any individual lot. Ownership and maintenance responsibility of all bioswales shall be either the responsibility of the homeowners' association or a private entity.~~
  3. ~~Areas identified as undisturbed vegetative areas (UVA) and undisturbed vegetative buffer areas may be utilized as bioretention areas as long as stormwater is dispersed into the area as sheet flow that does not cause any erosion in the buffer area. No stormwater flowing out of the undisturbed vegetative area shall cause an adverse impact to any adjoining property or lots and shall be collected and conveyed in an approved manner to a retention pond, detention pond, swale or stream.~~
  4. ~~Only native plants as listed in section 36-10 shall be used in an area designated as a bioretention area.~~
  5. ~~Bioretention areas and bioswales shall be designed by a state-licensed landscape architect to filter and retain pollutants from the first one-inch flush of stormwater. Plans shall be submitted as part of the water quality impact study. All LIDs shall be maintained by the developer until the formation of a homeowners' association or the acceptance by a private entity and shall be included in each development's codes, covenants, and deed restrictions requiring maintenance in perpetuity.~~
- (6) ~~Water quality impact study (WQIS). Where a WQIS is required in section 36-285 it shall meet the requirements below and be submitted to the parish engineer for review and acceptance:~~
- a. ~~The WQIS shall identify low impact developments (LIDs) methods to reduce flood risk and stormwater runoff pollution through preservation of existing vegetation and hydrology, stormwater runoff infiltration and filtration, sediment and erosion control, and stormwater retention and detention.~~
  - b. ~~As part of the WQIS plans and details the developer shall identify low impact development methods that will reduce water runoff pollutants to assist the parish in meeting its water quality guidelines.~~
  - c. ~~The development of the WQIS shall follow the process and procedures identified in Stormwater Best Management Practices, East Baton Rouge, Parish Master Development Program.~~
  - d. ~~The submittal requirements for the WQIS are found in Appendix D to the ordinance from which this chapter is derived.~~
  - e. ~~All stormwater LID methods to be constructed on-site must meet engineering and landscape architecture industries standard practices for design, implementation plans, and maintenance plans.~~
  - f. ~~A private stormwater quality design certification signed and sealed by a state-licensed engineer or landscape architect shall be included with all WQIS. See Appendix D to the ordinance from which this chapter is derived for the certification form.~~
  - g. ~~A private stormwater quality maintenance covenant shall be notarized and signed by the developer/owner and recorded with the parish clerk of court and then submitted to the parish engineer. See Appendix D to the ordinance from which this chapter is derived for the required private stormwater quality covenant.~~
  - h. ~~A post-construction inspection report prepared by a state-licensed engineer or landscape architect shall be provided by the party responsible for the development or maintenance of the low impact development methods at the request or on a schedule approved by the parish engineer. The report shall be consistent with the drainage maintenance plan and describe the conditions and recommended maintenance requirements of all components of the water quality impact study, including but not limited to ponds, forebays, bioswales and any subsurface manufactured water quality features. When deficiencies and problems are identified in the report, corrective action shall be completed within 90 days of the submission of the inspection report with evidence that the work has been completed and provided to parish engineer.~~

- i. ~~Parish government staff are authorized to inspect a development for violations of its private stormwater quality maintenance covenant. All noncompliant conditions shall be reported to the homeowners' association (HOA) or the responsible private entity representative and a remediation plan will be established. The HOA or private entity shall have 30 business days to comply with the remediation plan to correct all violations. Once improvements are completed, the HOA or private entity must notify the parish's planning department for a new inspection to be conducted. If upon the subsequent inspection the violations have not been corrected as per the remediation plan, then a notice of violation shall be issued. Violations are subject to the fines and penalties stated in section 1-13. Fines shall accrue until a notice of compliance is issued by the parish government. All fines shall be paid prior to the issuance of any new permits for lot development or construction within the development.~~
- (7) ~~Procedural process for review.~~
  - a. ~~Plan review and board action.~~ Plans will be reviewed by the parish engineer and the developer or the developer's engineer shall be notified if there are any corrections needed on the final plans. The developer or the developer's engineer shall make corrections, if needed, and submit ten sets of the plans to be reviewed by the planning commission's board at time of final plan approval request. If the plans are approved, a letter granting approval of final plans shall be issued by the planning commission authorizing the developer to begin construction of infrastructure. No work toward the construction of the drainage infrastructure may begin until said letter has been issued. If the plans are rejected the developer has the option to revise the plans and re-submit.
  - b. ~~Completion of construction/maintenance period.~~ Upon completion of construction, the developer will request an inspection of the drainage improvements by the parish engineer. This request will be by letter and be accompanied by a set of as-built drawings. The as-builts shall profile all drainage facilities at 100-foot intervals. The developer shall rework any drainage facilities that do not meet standards as approved by planning commission.
  - c. ~~Photo evidence of sign placement.~~ Included with the submittal of the preliminary drainage plan and hydraulic study, the engineer/developer shall include a photo of the notification sign indicating the date, location and time of the planning commission board meeting at which the development will be discussed. Omission of this required submittal shall result in the delayed placement of the proposed development on the planning commission board's agenda.
- (b) ~~In all areas of special flood hazards the following provisions are required for all new construction and substantial improvements:~~
  - (1) ~~All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;~~
  - (2) ~~All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;~~
  - (3) ~~All new construction or substantial improvements shall be constructed with materials resistant to flood damage;~~
  - (4) ~~All new construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located to be elevated to at least 12 inches above the base flood elevation;~~
  - (5) ~~All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;~~
  - (6) ~~New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharge from the systems into floodwaters; and~~
  - (7) ~~On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.~~

**Sec. 36-~~285~~283. Specific standards.**

- (a) In all areas of special flood hazard where base flood elevation data has been provided as set forth in section 36-243, 36-266(a)(8), or 36-286(c), the following provisions are required:
  - (1) *Residential construction.* New construction and substantial improvement of any residential structure shall have the lowest floor (including basement) elevated to at least 12 inches above the base flood elevation.
    - a. A registered professional engineer, architect, or land surveyor shall submit a certification to the floodplain administrator that the standard of this subsection, as proposed in section 36-266(a), is satisfied.
    - b. All standalone enclosed appurtenant structures shall have hydrostatic flood equalizing per this section and shall not exceed 549 square feet.
    - c. All standalone enclosed appurtenant structures 550 square feet or greater shall be elevated to the base flood elevation plus the required freeboard.
  - (2) *Nonresidential construction.* New construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to at least 12 inches above the base flood elevation or, together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this section. A record of such

certification which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the floodplain administrator.

- (3) *Enclosures.* New construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding, shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
- a. A minimum of two openings on separate walls having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
  - b. The bottom of all openings shall be no higher than one foot above grade.
  - c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- (4) *Manufactured homes.*
- a. Require that all manufactured homes to be placed within Zone A on a parish's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
  - b. Require that manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on the parish's FIRM on sites:
    1. Outside of a manufactured home park or subdivision;
    2. In a new manufactured home park or subdivision;
    3. In an expansion to an existing manufactured home park or subdivision; or
    4. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as a result of a flood;be elevated on a permanent foundation such that the bottom of the longitudinal structural I beam of the manufactured home is elevated to at least 12 inches above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
  - c. Require that manufactured homes be placed or substantially improved on sites in an existing manufactured home park or subdivision with Zones A1-30, AH and AE on the parish's FIRM that are not subject to the provisions of this subsection (4) be elevated so that the bottom of the longitudinal structural I beam of the manufactured home is at least 12 inches above the base flood elevation.
- (5) *Recreational vehicles.* Require that recreational vehicles placed on sites within Zones A1-30, AH, and AE on the parish's FIRM either:
- a. Be on the site for fewer than 180 consecutive days;
  - b. Be fully licensed and ready for highway use; or
  - c. Meet the permit requirements of section 36-267(a), and the elevation and anchoring requirements for manufactured homes in subsection (4) of this section.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

~~(6) *Prohibited structures and functions.* No facility or structure shall be used by any entities required by the LDEQ and/or EPA to report and/or track flammable, explosives, toxic, or hazardous materials unless stored in a vessel or tank, and in a manner approved by the regulatory agency.~~

~~(b) *Developments that require a water quality impact study (WQIS).*~~

~~(1) *A conservation development may reduce its stormwater management area from 45 percent of the gross development area to 40 percent provided a water quality impact study (WQIS) per section 36-284(a)(6) is provided, and the development implements low impact development (LIDs) methods to detain and treat the first one-inch flush of stormwater. The 25-foot development perimeter buffer area and the 50-foot undisturbed riparian buffer along each side of drainage laterals and channels are stormwater management areas that shall not be reduced.*~~

~~a. *A minimum of 75 percent of the stormwater runoff must be detained in retention or detention ponds meeting the requirements of section 36-284(a)(5).*~~

~~b. *Provide bioretention for all stormwater first flush (one inch) runoff utilizing vegetative bioretention areas, retention ponds, bioswales, constructed wetlands, or existing undisturbed vegetative areas or a combination. Bioretention areas and bioswales shall be constructed of native vegetation as per section 36-10. Individual lot owners are encouraged to construct bioswales and rain gardens on their property if they do not interfere with the development's drainage pattern.*~~

~~c. *Provide a forebay to facilitate sediment removal prior to stormwater entering any retention ponds, detention pond or vegetative bioretention areas.*~~

1. ~~Forebays shall be designed by a state-licensed engineer or a state-licensed landscape architect.~~
  2. ~~No forebay shall be installed within a road right-of-way that is eligible for inclusion in parish road maintenance system.~~
  - d. ~~All development pavement other than roads eligible for inclusion in the parish road maintenance program shall be constructed with permeable paving materials.~~
    1. ~~Off street parking located within the road right-of-way may be constructed of permeable paving materials if approved by the parish engineer.~~
    2. ~~Drive aisles for parking lots of common amenities and pads for trash bins may be constructed of impervious paving.~~
    3. ~~Walkways and amenity trails may be constructed of impervious materials with the parish engineer's approval.~~
    4. ~~Individual lot owners are encouraged to use permeable pavement for their driveways, parking, walkways, patios, and other paved areas as allowed by deed restrictions.~~
    5. ~~Any path, walk or trail used as an ADA accessible path of travel must be constructed of materials approved by the parish.~~
- (2) ~~Any major subdivision or special use residential commercial development other than those specified within this section that provides a WQIS and implements LID methods to improve stormwater quality may reduce its stormwater management area by an area equal in area size to the LID areas, but not greater than five percent of the total development area and use that area for development. The 25-foot development perimeter buffer area and the 50-foot undisturbed riparian buffer along each side of drainage laterals and channels are stormwater management areas that shall not be reduced.~~
- a. ~~A minimum of 75 percent of the stormwater runoff must be detained in retention or detention ponds meeting the requirements of section 36-284(a)(5).~~
  - b. ~~Provide bioretention for all stormwater first flush (one inch) runoff utilizing vegetative bioretention areas, bioswales, constructed wetlands, or existing undisturbed vegetative areas or a combination. Bioretention areas and bioswales shall be constructed of native vegetation as per section 36-10. Individual lot owners are encouraged to construct bioswales and rain gardens on their property if they do not interfere with the development's drainage pattern.~~
  - c. ~~Provide a forebay to facilitate sediment removal prior to stormwater entering all retention ponds, detention pond or vegetative bioretention areas.~~
    1. ~~Forebays shall be designed by a state-licensed engineer or state-licensed landscape architect.~~
    2. ~~No forebay shall be installed within a road right-of-way that is eligible for inclusion in parish road maintenance system.~~
  - d. ~~All development pavement other than roads eligible for inclusion in the parish road maintenance program shall be constructed with permeable paving materials.~~
    1. ~~Off street parking located within the road right-of-way may be constructed of permeable paving materials if approved by the parish engineer.~~
    2. ~~Drive aisles for parking lots of common amenities and pads for trash bins may be constructed of impervious paving.~~
    3. ~~Walkways and amenity trails may be constructed of impervious materials with the parish engineer's approval.~~
    4. ~~Individual lot owners are encouraged to use permeable pavement for their driveways, parking, walkways, patios, and other paved areas as allowed by deed restrictions.~~
    5. ~~Any path, walk or trail used as an ADA accessible path of travel must be constructed of materials approved by the parish.~~

**(6) Accessory structure.** Accessory structures to be placed on sites within Zones A1-30, AH, AO and AE on the {local community name} FIRM shall comply with the following:

- (a) The structure shall be used only for parking and limited storage;**
- (b) The structure shall not be used for human habitation. Prohibited activities or uses include but are not limited to working, sleeping, living, entertainment, cooking, or restroom use;**
- (c) The structure shall be unfinished on the interior.**
- (d) Structures shall be small in size, not exceed the size of a single story two car garage.**
- (e) Structures exceeding the size of a single story two car garage will be required to meet all applicable standards of Article 3 Section 3.3, Article 4 Section 4.3, Article 5 Section 5.1 & 5.2 including relevant subsections.**
- (f) Service facilities such as electrical and heating equipment must be elevated to or above the BFE plus 1 foot;**
- (g) The structure shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;**
- (h) The structure shall be considered low in value, designed to have low flood damage potential and constructed with flood resistance materials;**
- (i) The structure shall be firmly anchored to prevent flotation, collapse, and lateral movement;**
- (j) Floodway requirements must be met in the construction of the structure;**
- (k) Openings to relieve hydrostatic pressure during a flood shall be provided below the BFE; and be placed on opposing walls with the net area of not less than 1 square inch for every square foot of the size of the footprint of the structure (Flood Vents);**
- (l) The openings (flood vents) shall be located no higher than 1 foot above grade;**



(m) The openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

### Sec. 36-~~286~~284. Standards for subdivision proposals.

- (a) All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with sections 36-238, 36-239, and 36-240.
- (b) All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet floodplain development permit requirements of sections 36-244, 36-267, and the provisions of this article.
- (c) Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which is greater than 50 lots or five acres, whichever is lesser, if not otherwise provided pursuant to section 36-243 or 36-266(a)(8).
- (d) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
- (e) All subdivision proposals including the placement of manufactured home parks and other proposed new development subdivisions shall have ~~equipment, instruments, and control devices other than conveyance lines of public and private utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.~~ Public and facilities such as sewer, gas, electricity and water systems located and constructed to minimize or eliminate flood damage.

### Sec. 36-~~287~~285. Standards for areas of shallow flooding (AO/AH zones).

Located within the areas of special flood hazard established in section 36-243, are areas designated as shallow flooding. These areas have special flood hazards associated with flood depths of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

- (1) All new construction and substantial improvements of residential structures shall have the lowest floor (including basement) elevated to at least 12 inches above the base flood elevation or the highest adjacent grade at least as high as the depth number specified in feet on the parish's FIRM (at least three feet if no depth number is specified).
- (2) All new construction and substantial improvements of nonresidential structures shall:
  - a. Have the lowest floor (including basement) elevated to at least 12 inches above the base flood elevation or the highest adjacent grade at least as high as the depth number specified in feet on the parish's FIRM (at least two feet if no depth number is specified); or
  - b. Together with attendant utility and sanitary facilities, be designed so that below the base specified flood depth in an AO zone, or below the base flood elevation in an AH zone, level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.
- (3) A registered professional engineer or architect shall submit a certification to the floodplain administrator that the standards of this section, as proposed in section 36-267, are satisfied.
- (4) Require within zones AH or AO adequate drainage paths around structures on slopes, to guide floodwaters around and away from proposed structures.

### Sec. 36-~~288~~286. Floodways.

Located within areas of special flood hazard established in section 36-243 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles and erosion potential, the following provisions shall apply:

- (1) Encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the parish during the occurrence of the base flood discharge.
- (2) If subsection (1) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this division 3.
- (3) Under the provisions of section 65.12 of the National Flood Insurance Program regulations (44 CFR 65.12), a community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first completes all of the provisions required by said section 65.12.

### Sec. 36-~~289~~287. Coastal high hazard areas.

Located within the areas of special flood hazard established in section 36-243, are areas designated as coastal high hazard areas (Zones V1-30, VE, and/or V). These areas have special flood hazards associated with high velocity waters from tidal surges and hurricane wave wash; therefore, in addition to meeting all provisions outlined in this article, the following provisions must also apply:

- (1) Obtain the elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures, and

- whether or not such structures contain a basement. The floodplain administrator shall maintain a record of all such information.
- (2) All new construction shall be located landward of the reach of mean high tide.
  - (3) All new construction and substantial improvements shall be elevated on pilings and columns so that:
    - a. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated at least 12 inches above the base flood elevation;
    - b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable state or local building standards. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this subsection (3).
  - (4) Provide that all new construction and substantial improvements have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.
  - (5) For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than ten and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
    - a. The breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and
    - b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable state or local building standards. Such enclosed space shall be useable solely for parking of vehicles, building access, or storage. Such space shall not be used for human habitation.
  - (6) Prohibit the use of fill for structural support of buildings.
  - (7) Prohibit manmade alteration of sand dunes and mangrove stands that increase potential flood damage.
  - (8) Manufactured homes. Require that manufactured homes placed or substantially improved within Zones V1-30, V, and VE on the parish's FIRM on sites:
    - a. Outside of a manufactured home park or subdivision;
    - b. In a new manufactured home park or subdivision;
    - c. In an expansion to an existing manufactured home park or subdivision; or
    - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood;meet the standards of subsections (1) through (6) of this section and that manufactured homes placed or substantially improved on other sites in an existing manufactured home park or subdivision within Zones V1-30, V, and VE on the parish's FIRM meet the requirements of section 36-285(a)(4).
  - (9) Recreational vehicles. Require that recreational vehicles placed on sites within Zones V1-30, V, and VE on the parish's FIRM either:
    - a. Be on the site for fewer than 180 consecutive days;
    - b. Be fully licensed and ready for highway use; or
    - c. Meet the requirements in section 36-285(a)(5) and subsections (1) through (6) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

**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 Tangipahoa Parish Council.

On motion by\_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 8<sup>th</sup> day of April 2024 by the following roll-call vote:



**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
David P. Vial  
Chairman  
Tangipahoa Parish Council

INTRODUCED: March 25, 2024

PUBLISHED: April 4, 2024 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: April 8, 2024

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of April, 2024 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_  
Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of April, 2024 at \_\_\_\_\_

**T. P. Ordinance No. 24-09**

**AN ORDINANCE ESTABLISHING 25MPH SPEED LIMIT ON  
F. JOINER ROAD IN DISTRICT 9**

**BE IT ORDAINED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana, as follows:

- 1) 25 MPH speed limit signs on F. Joiner Road in District 9

in Accordance with Chapter 42, Streets, Roads, Sidewalks and Drainage - Article I, in General - Section 42-19.

**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 Tangipahoa Parish Council.

On motion by\_ and seconded by \_, the foregoing ordinance was hereby declared adopted on this 8<sup>th</sup> day of April 2024 by the following roll-call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**NOT VOTING:**

**ATTEST:**

\_\_\_\_\_  
Jill DeSouge  
Clerk of Council  
Tangipahoa Parish Council

\_\_\_\_\_  
David P. Vial  
Chairman  
Tangipahoa Parish Council

INTRODUCED: March 25, 2024

PUBLISHED: April 4, 2024 OFFICIAL JOURNAL Hammond Daily Star

ADOPTED BY TPC: April 8, 2024

DELIVERED TO PRESIDENT: \_\_\_\_\_ day of April, 2024 at \_\_\_\_\_

APPROVED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

VETOED BY PRESIDENT: \_\_\_\_\_

Robby Miller Date

RECEIVED FROM PRESIDENT: \_\_\_\_\_ day of April, 2024 at \_\_\_\_\_

**T. P. RESOLUTION NO. R24-05**

**A RESOLUTION OF THE TANGIPAHOA PARISH COUNCIL-PRESIDENT  
GOVERNMENT SUPPORTING CONSOLIDATED GRAVITY DRAINAGE  
DISTRICT NO 1 IN REQUESTING RE-EVALUATION AND IMPROVEMENTS OF  
STRUCTURES ALONG INTERSTATE 12 CORRIDOR AND LA 22 IN  
TANGIPAHOA PARISH**

WHEREAS, the Louisiana Department of Transportation and Development ("LaDOTD") and Federal Highway Administration ("FHWA") specifies a "Design Storm Frequency" of fifty years (50 years) for Interstates and state highways; and

WHEREAS, NOAA Atlas 14, Volume 9, Version 2.0, indicates a "50 year" rainfall event for Tangipahoa Parish to be 10.6 inches (24 hour duration); and

WHEREAS, NOAA rainfall records indicate this rainfall amount has been exceeded four (4) times in the past sixteen (16) years. The result of the exceedance is (a) the structure (roadway) overtops and/or (b) backwater created results in flooding; and

WHEREAS, the widening of Interstate 12 traversing Tangipahoa Parish and additionally the plans to widen and improve state highway LA 22 utilizing the "50 year Rainfall Design" criteria for bridges on Interstate 12 and state highways.

NOW, THEREFORE, BE IT RESOLVED by the Tangipahoa Parish Council-President Government to support the Consolidated Gravity Drainage District No. 1 request that the LaDOTD and FHWA revise its design criteria from the current "50 year Rainfall Design" to a minimum "500 year design storm" (15.9 inches in a 24-hour period) and to implement and use tools provided by the Louisiana Watershed Initiative and its partners to ascertain the impacts (potential flooding). That these agencies designing our infrastructure coordinate design efforts with the local government agencies to ensure up-to-date information concerning existing and future land use patterns is being utilized. These new design standards will greatly enhance the quality of life of our citizens and greatly reduce the risk to the public's property, health., and safety.

On motion by \_\_ and seconded by \_\_, the foregoing resolution was hereby declared adopted on this the 25<sup>th</sup> day of March 2024, by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

---

David P. Vial, Chairman  
Tangipahoa Parish Council

---

Jill DeSouge, Council Clerk  
Tangipahoa Parish Council

---

Robby Miller, President  
Tangipahoa Parish

**T. P. RESOLUTION NO. R24-06**

**A RESOLUTION OF THE TANGIPAHOA PARISH COUNCIL-PRESIDENT  
GOVERNMENT APPOINTING A COMMISSIONER AND AN ALTERNATE  
COMMISSIONER TO SERVE TWO-YEAR TERMS ON THE ZACHARY TAYLOR  
PARKWAY COMMISSION**

**BE IT RESOLVED** by the Tangipahoa Parish Council-President Government, governing authority of Tangipahoa Parish, State of Louisiana that the following appointments are made to the Zachary Taylor Parkway Commission:

COMMISSIONER – Mr. Joe Thomas  
ALTERNATE COMMISSIONER – Mr. Rangle Pittman

On motion by \_ and seconded by \_, the foregoing resolution was hereby declared adopted on this the 25<sup>th</sup> day of March 2024, by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

---

David P. Vial, Chairman  
Tangipahoa Parish Council

---

Jill DeSouge, Council Clerk  
Tangipahoa Parish Council

---

Robby Miller, President  
Tangipahoa Parish



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[www.tangipahoa.org](http://www.tangipahoa.org)

## BOARD / COMMITTEE NEW APPOINTEE

Name: Randall Pfiester

Board of Interest: Tangipahoa Water District

APPOINTED BY: \_\_\_\_\_

Mailing Address

Physical Address

18362 Red Wolf Trail  
Loranger, LA 70446

Same

Home Phone

Cell Phone

985 551 4747

Email Address

randp41@gmail.com

Occupation:

Retired Engineer

Years of Residence in Tangipahoa Parish: 3

Have you served on any Parish board/committee previously? YES  NO

If Yes, what board/committee(s): \_\_\_\_\_

By signing below, I certify that the foregoing information is true and correct

Randall Pfiester  
Signature

March 5, 2024  
Date

### COUNCIL

DARRELL SINAGRA  
DISTRICT 1  
EMILE "JOEY" MAYEAUX  
DISTRICT 6

JOHN INGRAFFIA  
DISTRICT 2  
LIONELL WELLS  
DISTRICT 7

LOUIS "NICK" JOSEPH  
DISTRICT 3  
DAVID P. VIAL  
DISTRICT 8

JOSEPH HAVIS  
DISTRICT 4  
BRIGETTE HYDE  
DISTRICT 9

H.G. "BUDDY" RIDGEL  
DISTRICT 5  
STRADER CIEUTAT  
DISTRICT 10



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[www.tangipahoa.org](http://www.tangipahoa.org)

## BOARD / COMMITTEE NEW APPOINTEE

Name: Mike Kazerooni

Board of Interest: Tangipahoa Voluntary Council on Aging

**APPOINTED BY: Darrell Sinagra, District 1**

Mailing Address

Physical Address

308 Ave. G  
Kentwood, LA

Home Phone

Cell Phone 985-614-9807

Email Address michael.kazerooni@kentwo

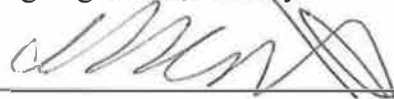
Occupation: Police Chief

Years of Residence in Tangipahoa Parish: \_\_\_\_\_

Have you served on any Parish board/committee previously? YES  NO

If Yes, what board/committee(s): \_\_\_\_\_

By signing below, I certify that the foregoing information is true and correct

X 

3-19-24  
Date

### COUNCIL

DARRELL SINAGRA  
DISTRICT 1  
EMILE "JOEY" MAYEAUX  
DISTRICT 6

JOHN INGRAFFIA  
DISTRICT 2  
LIONELL WELLS  
DISTRICT 7

LOUIS "NICK" JOSEPH  
DISTRICT 3  
DAVID P. VIAL  
DISTRICT 8

JOSEPH HAVIS  
DISTRICT 4  
BRIGETTE HYDE  
DISTRICT 9

H.G. "BUDDY" RIDGEL  
DISTRICT 5  
STRADER CIEUTAT  
DISTRICT 10



Keep Tangipahoa Beautiful  
Resignation

Jill Desouge <jdesouge@tangipahoa.org>

**RESIGNATION**

1 message

DIO

**RICHARD L FOX** <speedifox@yahoo.com>  
Reply-To: RICHARD L FOX <speedifox@yahoo.com>  
To: Jill Desouge <jdesouge@tangipahoa.org>

Wed, Feb 21, 2024 at 8:53 AM

TO : THE TANGIPAHOA PARISH COUNCIL

FROM : RICHARD L . FOX

I RESIGN FROM THE "KEEP TANGIPAHOA BEAUTIFUL" BOARD EFFECTIVE : 2/21/24

THANK YOU FOR THE PRIVILEGE OF SERVING THE PARISH .

RESPECTFULLY ,

RICHARD L . FOX



Keep Tangipahoa Beautiful  
Resignation

Jill Desouge <jdesouge@tangipahoa.org>

Fwd: KTPB

D8

Ginger Tastet <gtastet@tangipahoa.org>  
To: Jill Desouge <jdesouge@tangipahoa.org>

Wed, Jan 3, 2024 at 12:20 PM

Can you please let David know that he needs to put someone else on the board?

----- Forwarded message -----  
From: LEISA DEBLIEUX <leisadeblieux@at.net>  
Date: Wed, Jan 3, 2024 at 12:12 PM  
Subject: KTPB  
To: Ginger Tastet <gtastet@tangipahoa.org>, Ron Harrell <ronhar@pacbell.net>  
Cc: David Vial <district8@tangipahoa.org>

Hey guys:

Hope your Christmas season was wonderful and your new year started off right. I wanted to let you both know that I am resigning from KTPB as a board member, effectively immediately. I have enjoyed working with the members and both of you the past few years.

And David, thanks for nominating me and for the opportunity...it is greatly appreciated.

Thanks,  
Leisa DeBlieux

**Ginger C. Tastet**

Tangipahoa Parish Government Litter Coordinator  
(985) 748-2265 | office  
(985) 517-4811 | cell  
[gtastet@tangipahoa.org](mailto:gtastet@tangipahoa.org)



Eliminating litter by changing behavior through education, beautifications, and enforcement.





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[www.tangipahoa.org](http://www.tangipahoa.org)

### BOARD / COMMITTEE NEW APPOINTEE

Name: Nathan Lawrence Daniels

Board of Interest: Keep Tangi Beautiful

APPOINTED BY: Strader Cientat

Mailing Address  
72752 Hwy 1054 Kentwood  
La, 70444

Physical Address  
72752 Hwy 1054  
Kentwood La, 70444

Home Phone

Cell Phone 985-290-2342

Email Address Nathan.daniels@tangischools.org Occupation: Para Educator

Years of Residence in Tangipahoa Parish: 26

Have you served on any Parish board/committee previously? YES  NO   
If Yes, what board/committee(s): \_\_\_\_\_

By signing below, I certify that the foregoing information is true and correct

Nathan Daniels  
Signature

3-20-24  
Date

#### COUNCIL

- |                                    |                              |                                   |                             |                                   |
|------------------------------------|------------------------------|-----------------------------------|-----------------------------|-----------------------------------|
| DARRELL SINAGRA<br>DISTRICT 1      | JOHN INGRAFFIA<br>DISTRICT 2 | LOUIS "NICK" JOSEPH<br>DISTRICT 3 | JOSEPH HAVIS<br>DISTRICT 4  | H.G. "BUDDY" RIDGEL<br>DISTRICT 5 |
| EMILE "JOEY" MAYEAUX<br>DISTRICT 6 | LIONELL WELLS<br>DISTRICT 7  | DAVID P. VIAL<br>DISTRICT 8       | BRIGETTE HYDE<br>DISTRICT 9 | STRADER CIENTAT<br>DISTRICT 10    |



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## BOARD / COMMITTEE NEW APPOINTEE

Name: Carolyn Howard

Board of Interest: Keep Tangipahoa Beautiful

APPOINTED BY: David Vial, District 8

Mailing Address

53368 South Bennett Road  
Independence, LA 70443

Physical Address

53368 South Bennett Road  
Independence, LA 70443

Home Phone 985-474-9654

Cell Phone 985-474-9654

Email Address carolyn.howard@neill.com


Occupation: Accountant

Years of Residence in Tangipahoa Parish: 35

Have you served on any Parish board/committee previously? YES  NO

If Yes, what board/committee(s): \_\_\_\_\_

By signing below, I certify that the foregoing information is true and correct

  
Signature

03/19/2024  
Date

### COUNCIL

DARRELL SINAGRA  
DISTRICT 1  
EMILE "JOEY" MAYEAUX  
DISTRICT 6

JOHN INGRAFFIA  
DISTRICT 2  
LIONELL WELLS  
DISTRICT 7

LOUIS "NICK" JOSEPH  
DISTRICT 3  
DAVID P. VIAL  
DISTRICT 8

JOSEPH HAVIS  
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DISTRICT 5  
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DISTRICT 10



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## BOARD / COMMITTEE NEW APPOINTEE

Name: Ronald Harrell

Board of Interest: Keep Tangipahoa Beautiful

APPOINTED BY: Lionell Wells, District 7

Mailing Address

Physical Address

310 Avenue F

Kentwood, LA 70444

Home Phone

Cell Phone 626-375-7626

Email Address ronhar@pacbell.net

Occupation:

Years of Residence in Tangipahoa Parish: \_\_\_\_\_

Have you served on any Parish board/committee previously? YES  NO

If Yes, what board/committee(s): KTB

By signing below, I certify that the foregoing information is true and correct

Signature

Date

### COUNCIL

DARRELL SINAGRA  
DISTRICT 1  
EMILE "JOEY" MAYEAUX  
DISTRICT 6

JOHN INGRAFFIA  
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