EAST FELICIANA PARISH

EMPLOYEE POLICY AND PROCEDURE MANUAL

East Feliciana Parish Police Jury
Post Office Box 427
12064 Marston Street
Clinton, LA 70722

This manual is reviewed annually, with policies updated as required. Annual Review completed May 4th, 2026.

Contents

001 **HIRING PRACTICES**
Background Checks
Probationary Period
Performance Review Process

003 **COMPENSATION**
Categories of Employment
Time Keeping and Payroll
Pay Increases
Promotional Increases
Special Merit Increases

004 **BENEFITS**
Annual Leave
Sick Leave
Use of Leave
Grace Period
Leave Without Pay
Paid Holidays
Overtime
Compensatory Time
Civil or Jury Leave
Funeral Leave
Military Leave
Maternity and Family Leave
Emergency Closings
Retirement
Insurance

009 **ADMINISTRATIVE POLICIES AND PROCEDURES**
Chain of Command
Workplace Harassment
Equal Employment Opportunity
Drug Free Workplace
Equipment Use
Parish Vehicle Use
Telephone Use

Contents

Computer and Internet Use
Political Activity
Code of Ethics
Confidentiality

020 **RULES OF CONDUCT**

022 **DISCIPLINE**

Fair Treatment
Discipline

024 **PERSONNEL RECORDS**

Personnel Files
Personal Data Contained in Files

Welcome to our Team!

HIRING PRACTICES

The Parish is committed to hiring the most qualified applicant for employment so that the citizens of the Parish are provided with the best service possible.

Employees and potential employees shall be made aware of the policies and procedures of the Parish. Employees shall be made aware of revisions and/or updates to the manual upon implementation.

Although the Parish does not discriminate in its hiring practices, some job positions require special skills, education and/or training; for example: certain equipment operator positions are required to have a Commercial Driver's License (CDL) as well as years of experience operating the equipment. If the job position requires special skills or training, the applicant may be required to demonstrate his or her knowledge and ability of the skill. When these specialties are needed, the Parish shall make every effort to notify applicants or employees applying for promotional positions of the requirement.

I. BACKGROUND CHECKS

All potential employees shall be subject to background checks, including contacting references listed and former employers or other applicable persons. Past Motor Vehicle Records (MVR) shall also be part of the background check and will be taken into consideration. The time frame of review shall be three years for minor violations (e. g. speeding) and five years for major violations (e.g. Driving Under the Influence (DUI) or vehicular homicide). MVR reports shall be conducted annually thereafter.

Anyone knowingly giving false information or omitting information shall not be considered for employment. Potential employees shall also submit to drug testing. All inquiries and aspects of a background check shall be legally conducted.

II. PROBATIONARY PERIOD

An employee hired in a full-time or part-time job positions and an employee who is promoted, transferred, reassigned or demoted shall serve a 90-day probationary period.

The probationary period is an essential part of the evaluation of the employee's job performance and work ethics as related to permanent employment. A probationary employee whose performance does not meet the required standard of work will be dismissed, or in the case of a promotion, will be reassigned to the former position or one with equal requirements. Probationary employees will receive a performance evaluation at the end of their probationary period.

If it becomes apparent that an employee is not meeting the job expectations, the employee shall be informed of the problems both verbally and in writing.

Probationary employees that are absent for military duty less than thirty days, shall have the duty considered as part of the probationary period. If the duty is more than thirty days, then the employee shall resume the probationary period from the point in time that the military duty began.

At the end of the probationary period, the supervisor shall complete an employee evaluation. Provided that all standards of work have been met, the employee shall receive recommendation for a permanent appointment. The supervisor shall inform the Parish Secretary of the recommendation with the employee evaluation, who will bring the recommendation to the full Jury for approval. After employment status has changed to permanent, the employee will be eligible for all benefits.

III. PERFORMANCE REVIEW PROCESS

Performance reviews shall be conducted by the employees' direct supervisor at the end of the probationary period for new employees and then again, at the anniversary of their hire date. Established employees shall have their performance reviews annually at year end.

Each employee shall be given notice of the upcoming review.

The review shall be conducted in private with the employee and his or her supervisor. The interview and subsequent rating shall follow established guidelines which pertain to each employee's duties, as well as general workplace ethics and productivity.

If an employee believes that he or she has received an unjust, unfair or incorrect review, he or she may submittal a rebuttal statement which will be filed with the review. All reviews shall be filed in the individual's personnel file after review by the Parish Secretary and/or Parish Manager.

COMPENSATION

I. CATEGORIES OF EMPLOYMENT

Full-time employment – employees whose work week shall be forty (40) hours. These employees shall be compensated with hourly rates or salaries and eligible for full benefits upon completion of probationary period.

Part-time employment – employees whose hours of work shall be determined on the basis of need by the Department supervisor. These employees shall be compensated with hourly rates as established. No benefits shall be provided. Compensated hours shall not exceed 28 hours per week.

Temporary Employment - employees who are hired for seasonal work or specialized work. These employees shall be compensated with hourly rates as established for their purpose. No benefits shall be provided.

II. TIME KEEPING AND PAYROLL

Employees shall be responsible for clocking in and out daily on the timekeeping method via each department. The Public Works Department shall have a functioning time clock in order to record the employee's work hours.

Time cards shall be verified by the supervisors.

Upon supervisors' approval, time cards shall be reviewed by the Accounting Department prior to final approval by Parish Manager and/or Police Jury President's Designee.

During a federally, state, or locally declared emergency or disaster, employees including full-time, part-time, seasonal, temporary, and contract personnel, who are assigned disaster-related duties may be compensated for all eligible straight-time and overtime hours worked. Disaster-related hours shall be documented separately for payroll and reimbursement purposes.

III. PAY INCREASES

Pay adjustments will be considered at the end of the probationary period. Employee evaluation increases are subject to the employee's supervisor's annual review. Cost of living increases will be considered during the annual budget process and subject to the approval of the Police Jury. Tier adjustments will be reviewed annually to recognize proficiency levels.

IV. PROMOTIONAL INCREASES

An employee that is promoted to a new job description with a salary range above that of the current job description shall receive the salary of the new job at a base rate to be determined by the Police Jury. The salary shall begin on the first day of employment in the new position.

V. SPECIAL MERIT INCREASES

An employee who has performed above and beyond his or her job description , may, with the recommendation of the supervisor to the Finance Committee and the approval of the full Police Jury, be awarded a special salary increase.

BENEFITS

I. ANNUAL LEAVE

Annual leave shall be earned on the basis of years of employment. After completion of the first year of employment, the employee's anniversary date is moved to January 1st as the schedule below follows:

Hourly Employees

One (1) week after one (1) year of service
Two (2) weeks at three (3) years of service
Three (3) weeks at six (6) years of service
Four (4) weeks at twelve (12) years of service

Salary Employees

One (1) week after one (1) year of service
Two (2) weeks at two (2) years of service
Three (3) weeks at five (5) years of service
Four (4) weeks at ten (10) years of service

The Parish Manager's annual leave is at the discretion of the full Police Jury, with a recommendation from the Executive Committee.

Employees can carry over only 80 hours of annual leave per year. An annual leave balance shall not exceed a total of 240 hours.

Employees on extended leave (more than a year) do not earn annual leave.

Upon separation from the Police Jury, the employee shall be paid for the annual leave and compensatory time he or she has accumulated.

II. SICK LEAVE

Sick leave shall be earned on the basis of years of employment as follows:

Full Time Employees

Forty hours after one year, plus twelve hours for each additional year of service, as detailed in the following chart.

Years of Employment	Hours Earned
0-1 year	40
2 years	52
3 years	64

4 years	76
5 - over	80

For new hires, upon completion of the probationary period, employee will earn 10 hours of sick leave per quarter until the first anniversary date of hire. Upon completion of the probationary period, employee will be able to utilize leave earned.

(1) 320 hours (8 weeks) is the maximum amount of sick time that can be carried forward each year.

Any employee absent from work two days or more due to illness shall submit a doctor's "excuse" to his or her supervisor. The excuse shall be forwarded to the Parish Secretary to be placed in the employee's personnel file. Upon separation from the Police Jury, the employee shall not be paid for any accumulated sick leave.

III. USE OF LEAVE

All leave requests should be submitted through the iSolved portal. Leave requests are granted at the discretion of the supervisor.

An employee shall be allowed to transfer all earned annual leave, sick leave, and compensatory time if the employee transfers between Departments within the Police Jury.

IV. GRACE PERIOD POLICY

Punches that occur after the assigned start time of up to seven-minutes will be rounded back to the full hour. For example, if a scheduled start time is 7:00 a.m., and an employee punches in at 7:07, the start time will be rounded back to 7:00 a.m. If an employee punches in at 7:08 or later, the start time will be rounded to 7:15. The same practice will occur at the end of an employees' shift. However, a pattern of late punch in or early punch outs will not be tolerated and will be considered abuse of time. A pattern is defined as more than three early or late punches (more than seven minutes) in a 30-day period.

V. LEAVE WITHOUT PAY

If an employee has used all of his or her accrued leave and has to have

time off, leave without pay may be granted with the approval of the supervisor.

VI. PAID HOLIDAYS

The paid holidays are designated by the Police Jury during regular session in the month of November. Other paid holidays may be granted for special occasions by the Police Jury or by following the lead of State government.

Employees whose job descriptions require them to work on these days shall be compensated at holiday pay (regular pay rate) and the actual hours worked shall be compensated at (one and one-half) 1 ½ times the normal rate if the employee has physically worked 40 hours.

VII. OVERTIME

When overtime is part of an employee's benefits, the overtime pay shall begin after the employee has logged 40 hours in a workweek. The employee shall be compensated for hours worked in excess of 40 at the rate of (one and one-half) 1½ times their normal rate of pay. Overtime pay is based on actual hours worked. Paid time off for any reason, including observed Police Jury holidays, will not be considered hours worked for the purposes of performing overtime calculations. If an employee is "called in" to work, then he/she shall be compensated for a minimum of 2 hours at a rate of (one and one-half) 1½ time their normal rate of pay.

VIII. COMPENSATORY TIME

Compensatory time is considered the time worked before or after regularly scheduled work hours or during emergencies.

The need for employees to earn compensatory time (comp time) shall be determined and pre-approved by a supervisor, the Parish Manager, or the President of the Police Jury.

Compensatory time shall be earned at a rate of time and a half and shall not accumulate more than one hundred twenty (120) hours unless approved by one of the above mentioned persons. Compensatory time is to be used prior to any annual leave taken and may be used in conjunction with any other time off with the supervisor's approval.

IX. CIVIL OR JURY LEAVE

An employee shall be given time off without loss of pay, annual leave, sick leave or comp time when:

- Performing jury duty
- Summoned to appear as a witness before a court, grand jury, other public body or commission in relation to the Police Jury
- Performing emergency civilian duty in relation to local emergencies (e. g. volunteer firefighter) or national defense during regular work hours

X. FUNERAL LEAVE

Employees may be granted time off, for not more than two work days, without loss of pay, annual leave, sick leave, or comp time when attending the funeral or burial rites of a parent,
step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent, or grandchild.

Annual leave shall be taken by the employee to attend the funeral of any other relative or friend.

XI. MILITARY LEAVE

The Parish shall retain the job position for any employee called for military duty. The employee shall receive half of his regular salary for the first thirty (30) calendar days or any portion up to thirty (30) calendar days for military leave, including Reserve Armed Services duty.

XII. MATERNITY AND FAMILY LEAVE

An employee may request and be granted leave for not more than six (6) weeks for maternity leave (including adoptions), and family medical needs providing proper documentation (i.e. Family Medical Leave Act paperwork).

For this purpose, the employee may use, in the following order, sick, compensatory, and annual leave.

If the combined types of leave are not equal to the time requested, then the employee shall be granted leave without pay without jeopardizing his or her employment status.

XIII. EMERGENCY CLOSINGS

If an emergency is declared because of weather, power failure, fire or other disaster and the work facility has to be closed, employees must remain in an on-call status or use, annual leave, sick leave, time off without pay or comp time. Under some circumstances, it may be determined by the Parish Manager and/or the Police Jury President that employees be reassigned to other duties required to keep the Parish Government functional during a time of emergency.

All Police Jury employees are <u>essential</u> in the event of an emergency and must report to their work stations unless notified otherwise.

XIV. RETIREMENT

The Parish of East Feliciana Police Jury is a member of the Parochial Retirement System. Enrollment available from date of hire.

XV. INSURANCE

The Parish offers an optional health and dental insurance plan for its employees. Each year the Police Jury determines its maximum contribution for each employee. This contribution can be applied to the parish plan. Employees are eligible to enroll at 60 days of employment.

ADMINISTRATIVE POLICIES AND PROCEDURES

I. CHAIN OF COMMAND

- Police Jury President (will refer to appropriate committee, if necessary)
- Parish Manager / Police Jury President's Designee
- Department Head
- Supervisor
- Employee

II. WORKPLACE HARASSMENT

Harassment is the persistent prosecution of an individual or group of individuals through verbal, physical or emotional actions.

Employees are required to complete a training course each calendar year and provide a certificate of completion to be kept in their permanent personnel files. Supervisors are also required to complete an additional training annually. Parish Secretary should ensure that an annual report is compiled by February 1st of each year containing information from the previous calendar year regarding compliance.

It is the intent and policy of the East Feliciana Parish Police Jury to promote a productive work place within an environment that provides for fair treatment and is free from any form of harassment.

Harassment or discrimination in any form will not be tolerated. This includes harassment or “slurs” because of race, creed, religion, national origin, color, sex, age, pregnancy, disability, military status or any other classification protected under applicable law.

Under R.S. 42:341-344, sexual harassment is specifically and expressly prohibited, including the following activities:

- When sexual advances, requests for sexual favors, or other verbal or physical conduct is made as a condition for continued employment or promotion;

- When submission to or rejection of such conduct by an individual is used as the basis for employment decisions;

- When such conduct creates an intimidating, hostile or offensive working environment.

Sexually harassing conduct includes, but is not limited to the following:

- Unwelcome sexual flirtations, propositions, offensive touching, commenting on a person’s physical characteristics;

- Verbal abuse of a sexual nature, repetitive use of offensive words of a sexual nature describing body parts or sexual acts, telling suggestive (“dirty”) stories, conversation between employees about subjects which are sexual in nature and perceived as offensive;

- Displaying sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject sexual in nature which can be perceived as offensive in the workplace;

- Offensive conduct between members of the opposite sex or between members of the same gender.

Any complaint or report of any type of harassment should be directed to the individual's immediate supervisor. If the complaint is about the immediate supervisor or the individual is uncomfortable reporting the offense to the immediate supervisor, then the complaint should be made to the next level of supervisory staff. All actions taken on the complaint shall be documented in writing and kept in permanent personnel files.

When a complaint is received, it will be investigated promptly and steps will be taken to prevent further harassment. Employee cooperation during the investigation is required by all parties. There will be no retaliation against an individual or group for bringing a complaint to the attention of the supervisory staff or persons involved in an investigation of such a complaint. The identity of each party shall remain anonymous, unless otherwise permitted by that party, until an investigation is complete. Investigations may involve interviews, written statements, meetings, and legal action.

Violations of this Harassment Policy will result in disciplinary actions, including but not limited to warning, probation, transfer, demotion, suspension, and/or dismissal. The Parish of East Feliciana may also impose other remedial actions in appropriate circumstances in response to any complaint or report of harassment or upon investigation of any complaint or report, including but not limited to counseling, training, treatment, and/or the placing of conditions on continued employment.

If it is found that a complaint or report of harassment was intentionally false or that the information provided in an investigation was intentionally false, the individual or group of individuals providing such false complaint, report, or information will be subject to the disciplinary actions discussed in the previous paragraph.

Employees have a right to pursue a claim of sexual harassment under state or federal law, regardless of the outcome of an internal investigation completed by the employer.

III. EQUAL EMPLOYMENT OPPORTUNITY

The East Feliciana Parish Police Jury is an equal opportunity employer and does not discriminate on the basis of race, creed, religion, national origin, color, sex, age, pregnancy, disability, military status or any other classification protected under applicable law. It is the policy of the Police Jury to provide equal employment and promotional opportunities to all employees and applicants for employment without discrimination or regard to race, creed, religion, national origin, color, sex, age, pregnancy, disability, military status or any other classification protected under applicable law.

This policy is applicable to all terms, conditions and privileges of employment, including hiring, probation, training, promotion, transfer, compensation, benefits and assistance, layoff, recall, employee facilities, discharge, and retirement.

Discrimination in employment or promotion will not be tolerated; in addition, the Parish will not tolerate retaliation against an employee for having opposed discrimination, made a complaint of discrimination, advised of allegedly discriminatory conduct, or participated in any manner in an investigation or proceeding regarding an allegation.

The Police Jury has appointed the Parish Secretary to the Police Jury as Equal Employment Opportunity Officer, whose responsibilities include monitoring compliance with this policy and reporting in accordance with applicable law.

Any employee, who feels that he or she has been discriminated against, or has observed discriminatory actions, has an obligation to report the occurrence to the EEO Officer. If the individual is uncomfortable with reporting to the EEO Officer or believes that the discriminatory conduct involves the EEO Officer, then the report should be made to the Police Jury President. An investigation will be made and appropriate action will be taken.

Every employee, contractor or subcontractor hired by the Parish who does not comply with this policy will be subject to disciplinary action (in the case of employees) or penalties (in the case of contractors or subcontractors).

IV. DRUG FREE WORKPLACE

It is the policy of the Parish to provide a safe and efficient workplace which excludes the use of alcohol and/or illegal drugs or substances.

This policy is applicable to any employee who is working while under the influence of alcohol or illegal substances, or possession or use of alcohol or illegal substances on Parish property or while operating or using Parish equipment. This policy is also required by many Federal and State agencies that provide grants and funding to the Parish.

All potential employees shall submit to drug testing as part of their pre-employment screening.

The Police Jury shall also conduct mandatory random drug testing of employees, including administrative staff. The testing shall be conducted by a qualified independent facility used at the discretion of the Police Jury.

An employee charged with or convicted of Driving Under the Influence (DUI) or other major violation and/or excessive minor violations (five or more) shall not be allowed to drive a Parish owned vehicle and will be subject to disciplinary action. An employee who commits these violations would be considered for employment termination.

Any report of use or possession of alcohol or illegal substances should be directed to the individual's supervisor. If the complaint is about the supervisor or the individual is uncomfortable reporting the offense to the supervisor, then the complaint should be made to the next level of supervisory staff.

When a complaint is received, it will be investigated promptly and appropriate action shall The East Feliciana Parish Police Jury is an equal opportunity employer and does not discriminate on the basis of race, creed, religion, national origin, color, sex, age, pregnancy, disability, military status or any other classification protected under applicable law. be taken. There will be no retaliation against an individual or group for bringing a complaint to the attention of the supervisory staff or persons involved in an investigation of such a complaint.

V. EQUIPMENT USE

All equipment, be it office equipment or heavy duty equipment, is to be used only for Parish operations. Employees will not use the equipment for personal gain or profit.

Any misuse of Parish equipment is to be reported to the appropriate supervisor. If the employee is uncomfortable with reporting to the supervisor or the misuse involves the supervisor, the employee will report to the next level supervisory staff member.

The report will be investigated immediately. Any employee who violates this policy is subject to discipline, up to and including dismissal.

VI. PARISH VEHICLE USE

Authorization & Eligibility

Employees may not drive any business vehicle without prior supervisor approval.

Before approving a driver—and annually thereafter—the Parish Secretary must check the employee's driving record.

Employees approved to drive must immediately inform their supervisor of any changes that could affect their:

- Legal ability to drive
- Physical ability to drive
- Continued insurability

Employees whose jobs require regular driving as an essential function must, as a condition of employment, meet the driver approval standards at all times.

Vehicle Assignment & Use

Employees needing transportation for work may be assigned a company vehicle with approval by supervisor and/or Police Jury President.

If no company vehicle is available, employees may use their personal vehicles for business purposes with prior supervisor approval.

Company vehicles may be used for commuting to and from work only; other personal use is not permitted unless approved by supervisor. Employees driving on Police Jury business must:

- Exercise due diligence and drive safely
- Maintain security of the vehicle and its contents
- Comply with all traffic laws.

All drivers of Police Jury owned vehicles shall meet the driver approval standards. All employees will be subject to Driver Safety training annually. Also, reference GPS Vehicle Tracking Policy.

Strictly prohibited:

- Use of handheld cell phones, including texting, while driving on company business
- Transporting non-employees or non-business passengers (e.g., family or friends)

Mileage Reimbursement

See Travel and Expense Reimbursement Policy.

Accidents & Reporting

Any persons driving or in possession of a Police Jury vehicle must immediately inform their supervisor, Parish Manager and/or Police Jury President's Designee, and notify the police or sheriff, if applicable, of any accident, incident, theft, or malicious damage involving a company vehicle, regardless of injury or damage level.

** Employees must submit to a drug and alcohol test following any vehicle accident or incident.**

Refusal to submit to an alcohol (breathalyzer) test or drug testing shall be considered an admission of guilt.

The employee shall then be referred to the Parish Manager and/or Police Jury President's Designee to determine the actions, including rehabilitation, to be taken.

Employees must fully cooperate with authorities but should make no voluntary statements except in direct response to investigating officers' questions.

Vehicle Take-Home Privilege

Employees who are on 24-hour call may be permitted to take a company vehicle home to ensure rapid response.
All drivers of Police Jury owned vehicles shall follow IRS Guidelines for personal commuting use of Police Jury vehicles.

Prohibited Conduct

Employees are never permitted to operate a company vehicle—or a personal vehicle for company business—under the following conditions:

- Any physical or mental impairment that makes driving unsafe
- Consumption or influence of alcohol, illegal drugs, or prescription medication that impairs driving ability
- Any temporary impairment, illness, or intoxication that prevents safe and legal vehicle operation

VII. TELEPHONE USE

Every Department within the Parish government is responsible for serving the public. Employees will be courteous when speaking to the public. Answering the telephone is the responsibility of all employees in an office or building. All messages should include the caller's name, telephone number, date, and time of call.

Personal calls are to be limited in both number of calls and length of time on the telephone during office hours. This includes the use of the office telephones as well as personal phones.

All complaints and reports will be investigated promptly. Any employee who violates this policy is subject to discipline, up to and including dismissal.

VIII. COMPUTER AND INTERNET USE

Use of the computer, the Internet and e-mail are restricted to office and business purposes only.

Employees will not use the Internet, e-mail or online services to create or disseminate offensive or disruptive messages, including any that contain sexual implications, racial slurs, or comments that offensively address someone's creed, religion, national origin, color, sex, age, pregnancy, disability, military status, sexual orientation, or political beliefs or any other classification protected under applicable law.

All complaints and reports will be investigated promptly. Any employee who violates this policy is subject to discipline, up to and including dismissal.

IX. POLITICAL ACTIVITY

The Police Jury concurs with the Louisiana Department of Civil Service as described in Chapter 14 of the rules and regulations. Section 14.1 Prohibited Activities includes, but is not limited to the following:

- No employee shall, directly or indirectly, pay or promise to pay an assessment, subscription, or contribution for any political party, faction, or candidate, or solicit or take any part in soliciting any employee.
- No appointing authority, agent or supervisor of any employee, shall directly or indirectly demote, suspend, discharge, or otherwise discipline any employee for purpose of influencing his vote, support, or other political activity in any election; and no appointing authority, agent or other person shall use his authority or influence, by threats, promises, or other means, directly or indirectly, to punish or coerce the political action of any employee.

No employee shall:

- Participate or engage in political activity.
- Be a candidate for nomination or election to public office without taking a leave of absence (not to exceed 180 days) or resigning. Leave of absence will start with any accrued compensatory time, then annual leave and then leave without pay. (Adopted 2/15/11)
- Be a member of a national, state, or local committee of a political party or faction.
- Take active part in the management of the affairs of a political party, faction, candidate, or any political campaign, except to exercise his or her right as a citizen to express his or her opinion privately, to serve as a commissioner of official watcher at the polls, and to cast his or her vote as he or she desires.
- Take active part in an effort to recall from office an elected public official, or seek, solicit or attempt to coerce any person including any other employee into participating in any such effort or signing a recall petition except that nothing contained herein shall prevent an employee from signing a recall petition.
- No person elected to public office shall, while serving in such elective office, be appointed or employed by the Police Jury.
- The support of issues involving bonded indebtedness, tax referenda, or Constitutional amendments shall not constitute prohibited activity within the meaning of this rule.

All complaints and reports will be investigated promptly. Any employee who violates this policy is subject to discipline, up to and including dismissal.

X. CODE OF ETHICS

All employees are required to receive a minimum of one (1) hour of education and training each year on the provision of the Code of Governmental Ethics, which may be received in person or via the Internet in accordance with R.S.42:1170.

Employees shall provide a completion certificate for their permanent personnel file. Employees must also sign an annual attestation that they have read and agree to comply with this Code of Ethics policy.

Prohibitions:

As defined in Louisiana Revised Statute 42:1111-1121.

All complaints and reports of violations by employees or public officials shall be submitted to the Parish Manager to be investigated promptly. The Parish Manager shall report the possible Ethics Code violations to the Louisiana Board of Ethics, pursuant to R.S. 42:1161(A) and is required to cooperate with any investigation or hearing which is conducted by the Ethics Board.

Any employee who violates this policy or fails to report a violation of this policy is subject to discipline, up to and including dismissal.

XI. CONFIDENTIALITY

All employees should maintain confidentiality of the East Feliciana Parish Police Jury when dealing with the public, other employees, contractors, and lastly but not limited to, volunteers. Employee obligations mandate that employees use, store, and transmit data securely and only for authorized East Feliciana Parish Police Jury purposes. While there is information readily available to the public (i.e. Police Jury meetings; agendas; minutes; etc.), any other requests need to be submitted in writing in the form of a Public Records Request.

Confidentiality constitutes the backbone of maintaining public trust and upon employment, this is legally binding.

Employees may have various levels of authorized access to confidential information and should always maintain the following confidentiality measures.

- Avoid sharing sensitive information in public, on social media, or with unauthorized persons.
- Only disclose sensitive information to other employees when it's necessary and authorized.
- Secure all confidential physical documents and digital files by locking up or using password protection.
- Protect passwords. Do not share.

- Keep confidential documents inside the Police Jury's premises unless it's absolutely necessary to move them. This requires approval from the Supervisor and Parish Manager/Police Jury President's Designee.
- Return all confidential information, records, and/or files upon termination of employment and delete them from personal devices.

No employee shall:

- Use confidential information for any personal benefit or profit
- Disclose confidential information to anyone outside of authorized Police Jury employees
- Replicate confidential documents and/or files

If a security breach or data leak is suspected, the employee should report it to their supervisor immediately. All suspected breaches will be investigated.

Employees who do not respect our confidentiality policy will face disciplinary and, possibly, legal action, even if done so unintentionally. This could include immediate termination of employment depending on its frequency and seriousness.

<u>This policy is binding even after separation of employment.</u>

RULES OF CONDUCT

This section of the Manual will describe the rules of conduct applicable to Parish employees.

Conduct that discredits the Parish, interferes with operations, or is offensive or dangerous to others in the work place is grounds for discipline, whether such conduct is expressly prohibited by or in violation of any applicable rule, policy or directive.

Any noncompliance or violation is grounds for discipline.

General Rules:

A. All employees are expected to perform assigned tasks efficiently and safely and in accordance with applicable quality standards and safety requirements.
B. All employees are expected to comply with the attendance policy and directives from the Parish or from any authorized supervisor or manager, including written memos, postings or other notices to employees.
C. All employees are expected to treat visitors, employees, managers, supervisors, and others in the workplace with courtesy and respect.
D. The following conduct is prohibited:
i. Dishonesty, including falsifying any document, record or report related to Parish business;
ii. Falsifying any document related to the individual's employment, including time card, employment application, medical report, or expense reimbursement;
iii. Failure to observe starting, quitting, and/or break times;
iv. Horseplay;
v. Careless workmanship; refusing to perform work as requested;
vi. Violation of any security rule or any health, safety or environmental rule, or violation of any other applicable rule;
vii. Working for a contractor or subcontractor; or competing with the interests of the Parish;
viii. Excessive and/or unexcused absenteeism and/or tardiness;
ix. Job abandonment, including failure to report for work after an approved absence or leave of absence;
x. Theft or attempted theft of, misappropriation of, or willful damage to the property of the Parish or the property of another person or entity at the work place;
xi. Distribution, transfer, sale, possession or consumption of alcohol or illegal substances at the workplace or on any Parish property;
xii. Reporting for work under the influence or intoxicated, or being impaired at work due to the use of alcohol and/or illegal substances;
xiii. Violation of the Harassment Policy;
xiv. Threatening, intimidating, coercing, abusing, interfering, or using profanity or obscene language with a supervisor, manager, independent contractor, supplier, visitor or co-employee, either by words or actions;
xv. Fighting or assault;
xvi. Insubordination;
xvii. Sleeping on the job;

xviii. Unauthorized possession of any firearm, weapon, or explosive at the workplace or on Parish property or at any Parish function;
xix. Unauthorized disclosure of any confidential information relating to an employee's employment;
xx. Violation of any criminal law or any other offense involving moral turpitude;
xxi. Failure to report any accident, misconduct, or rule violation to the appropriate representative of the Parish or failing to cooperate with and/or failing to provide information requested in connection with any investigation;
xxii. Receiving or soliciting a bribe or other similar improper payment or services; and
xxiii. Using Parish time for gain of outside or non-employment related profits.

DISCIPLINE

Every employee has the right to confidentially discuss workplace or personal problems with his or her supervisor or department head. The employer or supervisor has an obligation to understand these problems and to resolve them in a timely and efficient manner. There will be no retaliation toward an employee due to information shared or the problem discussed.

I. FAIR TREATMENT

It is the policy of the Parish to maintain and administer equitable and consistent discipline in the workplace. The Parish believes in investigation of any complaint and ensuing discipline, if required, that is fair, prompt, and uniform.

To discuss a problem or report a complaint, an employee should:

- See his or her immediate supervisor, and discuss the problem honestly and openly. Every effort should be made to arrive at a mutually satisfactory solution.
- If the employee is not comfortable in meeting with supervisor, or if the solution is not satisfactory, then the next level of supervisory staff should be contacted.

There will be no retaliation against any employee or supervisor as the result of presenting a complaint or the ensuing solution.

II. DISCIPLINE

All employees are required to comply with the previously stated Administrative Policies and Procedures and Rules of Conduct, as well as all applicable rules, policies, and directives. Non-compliance or violation of these is grounds for discipline.

Grounds for discipline also include conduct that interferes with workplace operations, discredits the Parish, or is offensive or dangerous to others in the workplace.

The Parish has the sole right to determine the disciplinary process.

The Parish Secretary shall keep documents and other records of disciplinary action in the employee's personnel file. Discipline will be imposed in appropriate circumstances. A written report of all complaints shall be maintained in a standing report file.

Discipline may include a warning, counseling and/or training, transfer, suspension, demotion, wage reduction, special conditions to continue employment, or other sanctions deemed appropriate. All actions will be documented.

The steps in discipline are:

- First offense – verbal warning with copy in personnel file
- Second offense – written warning with copy in personnel file
- Third offense – written warning or suspension with or without pay (depending on the severity of the offense) with copy in personnel file
- Fourth offense – suspension with or without pay or discharge (depending on the severity of the offense) with copy in personnel file

All warnings should be signed by supervisor and employee and submitted to the Parish Secretary for filing in the employee's personnel file.

An employee may also be placed on suspension during an investigation if deemed appropriate by the supervisor and the Police Jury President's Designee and/or Police Jury President.

Under particular circumstances or complaints, an employee may be discharged effective immediately Police Jury President's Designee, and/or Police Jury President.

NOTE: All complaints and investigations will remain confidential, unless subpoenaed by law.

Any employee can appeal the decision for the disciplinary action to be taken. The employee should file his or her grievance/objection with the Parish Manager or Police Jury President's Designee, Chairman of the Personnel Committee, or the Police Jury President.

All filed objections shall be reviewed and investigated confidentially by a Discipline Committee appointed by the Police Jury President. After review and investigation of the original complaint, the ensuing investigation, the recommended disciplinary action, and the grievance/objection, said Committee will determine the action to be taken.

PERSONNEL RECORDS

I. PERSONNEL FILES

The Parish Police Jury maintains a confidential personnel file for each employee at the Jury Office. The file contains the employee's personal information, employment-related documents, evaluation records, and governmental records for tax reporting purposes.

It is the policy to maintain the documents and to restrict access to the information.

Access to personnel files is restricted to the employee and the Parish Secretary.

The employee may review his or her file at any time with written request.

Under extenuating circumstances or emergencies, limited information may be shared with the proper authorities.

Employee reference inquiries should be requested in writing, and the Parish Secretary will also respond in writing. Employment data released in response to these inquiries will be restricted to dates of employment and position held.

Information or copies of documents from an employee's personnel file may be provided in response to a request or a lawful subpoena and/or appropriate governmental agencies or financial auditors in accordance with applicable law and/or otherwise in accordance with the employee's authorization.

II. Personal Data Contained in Files

Employee Responsibility

Every employee is responsible for keeping his or her personnel records current of changes in: name, address, telephone number, persons to be notified in case of emergency, tax-withholding purposes, such as marital status, dependents, through the iSolved portal. Additionally, all information necessary for benefits, insurance, and beneficiary designations need to be updated through the designated Accounting Clerk.

Employer Responsibility

The designated Accounting Clerk appropriate Parish departments are responsible for promptly updating the information and the appropriate governmental documents after the information has been received. The employee shall be provided the updated financial information and changes in payroll data. The Parish will be responsible for promptly forwarding all tax-withholding and retirement funds to the appropriate agency and provide year-end tax information and forms.