

ADMINISTRATIVE MANAGEMENT POLICIES

SAMPLE ONLY

Preface

The ORGANIZATION Administrative Management Policies manual is established for the purpose of developing, maintaining and communicating policies to ORGANIZATION employees. It is intended to ensure compliance with local ordinances governing terms of employment and relevant federal and state employment law. It is also intended to provide for the standards, terms and conditions of employment in a clear and comprehensive manner to maximize efficiency and orderly operation of ORGANIZATION government.

The ORGANIZATION Administrative Management Policies manual is adopted by the ORGANIZATION President as chief administrative officer of ORGANIZATION. The ORGANIZATION President reserves the right to withdraw or amend the policies contained in this document to ensure effective and efficient operation of ORGANIZATION government.

This manual is not to be construed as *a contract of employment, to create any such contractual obligations for the ORGANIZATION, and does not create or abridge any rights otherwise provided by local, state or federal law*. Nothing in this manual should be construed as a guaranty of any particular term or condition of employment or of any particular position or otherwise confer the expectation of continued employment.

The ORGANIZATION Administrative Management Policies manual may be viewed on-line or by requesting a copy.

Table of Contents

Preface.....	2
100 General Provisions.....	6
101 Definitions	6
102 Establishment and purpose.....	8
103 Scope and effect.....	8
104 Development and review of policies.....	9
105 Application and interpretation of policies.....	10
106 Implementation and compliance with policies	10
200 Employment Practices.....	10
201 Recruitment/Selection	10
202 Employment Requirements.....	12
203 Nepotism and Fraternization.....	15
204 Separation from Employment	16
205 Employee Files.....	17
206 Employee Development	19
207 Transitional Work Assignments.....	21
300 Equal Employment Opportunity – Non Discrimination.....	22
301 Equal Employment Opportunity.....	22
302 Employees and Applicants with Disabilities	24
400 Employment Compensation and Work Schedule.....	25
401 Compensation and Pay Plan.....	25
402 Hours of Work and Work Schedule	25
403 Attendance, Leave and Absence	28
404 Unearned compensation.....	29
500 Employee Responsibilities, Performance and Conduct.....	32
501 General Provisions.....	32
502 Reporting and performance of duty.....	35
503 Media Communications Policy	36
504 Secondary Employment.....	37
505 Attire, appearance and grooming	39
506 Ethics and professional standards.....	40

507 Workplace violence	40
508 Prohibition Against Harassment.....	43
509 Political Activity	45
510 Drugs, alcohol and tobacco	46
511 Gambling	46
512 Conviction and arrests for certain crimes – duty to report.....	47
513 Use of Equipment, Vehicles and Information/Communication Resources.....	47
600 Employee Evaluation and Protection	51
601 Employee Evaluation	51
602 Maintaining Standards of Effective Service.....	51
603 Grievance Policy Procedures	54
Appendices	1
A. Appointing Authority.....	1
.....	2
.....	3
.....	4
B. ORGANIZATION Government Organizational Chart.....	5
.....	5
C. Exit Interview Form	6
.....	6
D. “Post-Employment” Information Sheet	7
.....	7
.....	8
.....	9
.....	10
E. Request for DOT Drug and Alcohol Testing From Previous Employer Form	11
.....	11
F. Essential Workforce Directive	12
.....	12
F1. Essential Workforce Exemption: Medical Form	14
F2. Essential Workforce Exemption: Other Form.....	15
.....	15

G. Secondary Employment Form 16
..... 16
H. Employee Grievance Form 17

Supplemental Policies 17

A. Substance Use Policy Manual..... 18

B. Employee Safety Manual..... 18

SAMPLE ONLY

100 General Provisions

101 Definitions

The following words, terms and phrases shall have the ascribed meanings, unless defined by local ordinance or in the case where their context or use requires otherwise:

“Administrative Assistants” means

“Authoritative source” means written or verbal directive issued by the ORGANIZATION President, an appointing authority, director of a department, or a supervisor.

“Appointing Authority” means any _____ officer, official or other individual duly empowered to make appointments to positions and to take disciplinary action, including but not limited to termination, in ORGANIZATION. (Appointing Authority chart is found in Appendix.)

“Candidate,” sometimes referred to as “prospective employee”,

“Chain of command” refers to the formal line of authority e.g. supervision and communication by and between employees and supervisors, supervisors and management positions, but not necessarily in order of ascending hierarchal authority.

“Chief Operating Officer” means the chief and deputy chief operating officer to the ORGANIZATION President.

“Compliance” refers to the Department of Governmental and Ethics Compliance its director/ ethics and compliance officer.

“Compensatory Time” is paid time off from work granted to an employee for working extra hours.

“Department” means any ORGANIZATION department created by ORGANIZATION ordinance and any offices under its control.

“Director” means an officer who is the head of a department created by ORGANIZATION ordinance and appointed by the ORGANIZATION President, or in the case of Personnel Director, appointed by Personnel Board.²

“Duty” means the obligation of an employee to carry out an assigned task, service, function or responsibility as a consequence of his position or title, or the conduct thereof, or the duration of time an employee is or is to be engaged in his assigned service to the ORGANIZATION.

1

2

LEFT BLANK

"Workplace" is given the broadest possible meaning and includes by way of example any office, building, facility, or property that is owned, leased or occupied by the ORGANIZATION, or any location at which an employee is acting within the course and scope of employment, effects an operation, function or duty, provides goods or services, or participates with another person in any such activity.

"Work-day" means regular working hours, including lunch periods, clean up time and other breaks.

"ORGANIZATION Code of Ordinance" or "JPCO" refers to the ORGANIZATION Code of Ordinances adopted by the ORGANIZATION Council, maintained by the ORGANIZATION Council Clerk and commonly referred to as the "Municipal Code."

102 Establishment and purpose

1. *The ORGANIZATION President, as chief administrative officer, is empowered to appoint and remove, in accordance with law, all administrative officers and employees of the ORGANIZATION responsible to the ORGANIZATION President. The ORGANIZATION President is responsible for the administration and supervision of ORGANIZATION departments, offices, agencies and special districts.³ (ORGANIZATION Government Organizational Chart is found in Appendix.)*
2. The establishment and periodic amendment of this manual is intended to guide ORGANIZATION government employees in their routine work activities and relationships to ensure effective and efficient ORGANIZATION government. Employees fairly deserve the opportunity to be informed of their duties and responsibilities; to be provided with adequate administrative and supervisory direction; to be informed of their performance levels; and to be treated with dignity and respect at all times.
3. The purpose of this Administrative Management Guide is to establish and maintain a uniform system for developing, maintaining and communicating policies to ORGANIZATION government employees which will ensure compliance with local ordinances governing terms of employment; relevant federal and state employment law; and to provide for the standards, terms and conditions of employment in a clear and comprehensive fashion to maximize the efficiency and orderly operation of ORGANIZATION government.⁴

103 Scope and effect

1. These policies shall apply to all administrative officers and employees of the ORGANIZATION responsible to the ORGANIZATION President, whether they be unclassified, employees whose term of employment is at the will of the ORGANIZATION

³

⁴

- President, or classified, employees whose term of employment is governed by Personnel Administration and policies of the Personnel Board.⁵
2. These policies shall not be construed so as to restrict the civil rights of employees or interfere with the administration of their private affairs.
 3. If any policy or its application to any person or circumstance is found to be in conflict with any ORGANIZATION ordinance governing personnel, then the ORGANIZATION ordinance shall take precedence but such finding shall not be construed to affect any other policy.⁶
 4. As may be needed for efficient and effective operations, ORGANIZATION departments may develop, implement and revise specific procedures and departmental rules pertaining to unique operational requirements and their effect upon department employees.
 - 4.1 Departmental rules and procedures must be consistent with the intent of the language and procedures of the policies set forth herein.
 - 4.2 If any conflict arises between the provisions set forth herein and a departmental procedure, these policies shall take precedence.

104 Development and review of policies

1. Establishment

The primary responsibility for the development and review of policies contained herein and any related supplemental policies lies with Human Resource Director. Policies should be developed and reviewed in accordance with the below guidelines:
2. Development of policies; procedure
 - 2.1 A need for a new policy or to revise a policy is identified by the ORGANIZATION President or department director. The need is communicated to the Director of Human Resource.
 - 2.2 The Director of Human Resource assesses the need to determine whether a new policy or revision is warranted. This assessment may include but is not limited to defining the problem or situation to be resolved by the policy; determine whether and to what extent the problem may be answered or resolved by existing policies; and assign staff to evaluate the frequency and/or prevalence of the problem.
 - 2.3 If the Director of Human Resource concludes there is a need for a new policy or policy revision, then the Director of Human Resource collects and reviews data from departments, other jurisdictions and literature review of best practices. At the conclusion of this process, the Director of Human Resource drafts a policy or policy revision for review and consideration by the Legal Department and Compliance.
 - 2.4 Once reviewed by Legal Department and Compliance, the draft, with comments and revisions, shall be presented to the ORGANIZATION President for consideration and approval.
 - 2.5 All new administrative management policies or policy revisions are subject to approval by the ORGANIZATION President.
 - 2.6 New or revised policies approved by the ORGANIZATION President shall be added to the Administrative Management Manual or otherwise maintained as a supplemental policy by Human Resource who shall, at that same time, notify all chief administrative assistants and department directors of the new policy or policy revision.
3. Review of policies

This Administrative Management Manual shall be reviewed annually by the Department of Human Resource in collaboration with the Director of Compliance to ensure continuing currency and relevance in providing guidance to ORGANIZATION government employees.⁷

5

6

7

105 Application and interpretation of policies

1. Application of policies
The policies contained herein shall be interpreted, applied and enforced by supervisory employees. Rewarding employment relationships result from the open, fair and consistent interaction between employees and those that supervise or manage operations of government.
2. Interpretation of policies; generally
Generally, words, terms and phrases contained herein shall be read within their context and shall be construed according to the common and approved usage of the language. Words used in the singular number include the plural and the plural includes the singular. Words used in one gender apply also to the other genders, except as otherwise clearly indicated by the context. The word "shall" is mandatory and the word "may" is permissive.
3. Interpretation of policies; specific instances
Specific questions regarding the interpretation of the policies contained herein shall be made by department directors to the Director of Human Resource. The Director of Human Resource may delegate or assign one or more assistants the responsibility of resolving questions arising from interpretation of policies.

106 Implementation and compliance with policies

1. Human Resource is responsible for the dissemination of the Administrative Management Manual and any related, supplemental policies (e.g. safety policy manual, substance policy manual, etc.) to new employees and for the initial dissemination of new policies or policy revisions to directors to be disseminated.
2. Directors are responsible for ensuring that all employees have access to this Administrative Management Manual and any related supplemental policies.
3. Directors are responsible for implementing policies which responsibility extends to the education and training of employees on new policies and policy revisions.
4. It is the joint responsibility of directors and chief administrative assistants to ensure policies are interpreted, applied and enforced in a fair and consistent manner.
5. All employees shall have access to this Administrative Management Manual and related supplemental policies relative to their employment.
6. Employees covered or affected by these policies, and any related supplemental policies, are deemed to have knowledge of and are responsible for compliance with these policies.

200 Employment Practices

201 Recruitment/Selection

1. Interview Procedures
 - 1.1 Establishment
All candidates for employment certified by Personnel Department as qualified for appointment to any vacant position shall be interviewed by the appointing authority or

designated representative.⁸ No appointing authority may make an offer of employment to any new applicant until such time as the appointing authority has ascertained whether the candidate was previously employed within ORGANIZATION government.

1.2 Purpose

- To ensure that all qualified candidates are considered for employment.
- To ensure that departments make well-informed employment selection decisions by verifying candidate's work history and references prior to any offer of employment.
- To ensure that all appointing authorities check selected candidates' previous employment records with ORGANIZATION prior to making an offer of employment or appointment.
- To ensure that ORGANIZATION selects and appoints qualified candidates to open positions in a non-discriminatory manner.

1.3 Scope

This process applies to all departments, offices and agencies under the administration of the ORGANIZATION President, whether the position is classified or un-classified.

1.4 Procedure

- 1.4.1 Each appointing authority shall establish written, standard procedures and practices for the selection and appointment of qualified candidates for employment within a department.
- 1.4.2 These practices shall comply with all personnel rules, fair employment practices, include interviews and, where appropriate, written communications to selected and non-selected candidates.
- 1.4.3 The appointing authority may contact Human Resource for assistance with the interview process, reference checks, notification letters, or related issues.
- 1.4.4 All candidates must be asked if they have previously worked for ORGANIZATION.
- 1.4.5 Prior to making an offer of employment, the department employee who performs payroll functions shall run a check through the ORGANIZATION Payroll System to determine whether the candidate has a prior employment history with ORGANIZATION. The check can be accomplished by (1) selecting "Work With Employees" on the Payroll System Main Menu; (2) Pressing F9 to re-sequence; (3) enter employee last name(s). The candidate's name should appear in the list of employees on the screen if the candidate has a prior employment history with ORGANIZATION.
- 1.4.6 If the candidate was previously employed within the ORGANIZATION, the hiring department shall contact Human Resource for information regarding available employment history with ORGANIZATION.
- 1.4.7 Human Resource will provide the hiring department with available information regarding the candidate's previous employment with ORGANIZATION.
- 1.4.8 The employment selection process may only continue after the hiring department has reviewed all candidates' previous employment information.
- 1.4.9 Each appointing authority shall make the final employment selection in accordance with these procedures. If the selected candidates are not interviewed by the appointing authority, the appointing authority shall review the recommendation(s) of the Department staff person(s) conducting the interview prior to an offer of employment being made, and attempt to meet with the newly recommended candidate before the candidate begins work or during the probationary period.
- 1.4.10 Any deviation from this procedure may take place only after the appointing authority has informed the appropriate chief administrative assistant of reasons or circumstances which prevent compliance and has received written approval to proceed with hiring.

LEFT BLANK

- 4.1 Positions which require a professional license or certification shall only be occupied by individuals who maintain licensure and/or certification and who remain in good standing with the licensing body.
- 4.2 Suspension, revocation or disqualification of professional license shall be cause for disciplinary action and/or termination.
5. Employee Orientation
Within the first 30 days of employment, the employee shall participate in "New Employee Orientation" program as defined and set forth in Section 206.

203 Nepotism and Fraternization

1. Nepotism and Fraternization
 - 1.1 Establishment and purpose
This policy is established in furtherance of local and state law relating to nepotism.¹¹ The purpose of this policy is to address the reality or appearance of improper influence, favor or conflict of interest and issues relating to supervision, safety, confidentiality and security which may arise when immediate family members, members of the same household, or persons having an intimate relationship are employees of ORGANIZATION.
 - 1.2 A member of an employee's immediate family or the employee's household or a person with whom a ORGANIZATION employee has an intimate relationship may be considered for employment, may be employed, and/or may be considered for a promotion or position within the ORGANIZATION provided the individual possesses all the skills and qualifications for the position of employment.
 - 1.3 Employment within ORGANIZATION government by immediate family members, members of the same household, or persons having an intimate relationship:
 - No member of a department head's immediate family may be employed to work within the same department;
 - No member of a department head's household may be employed to work within the same department;
 - Notwithstanding the above, an employee may continue with employment when a member of the employee's immediate family, household or person with whom the employee is having an intimate relationship is appointed as a department head providing the employee has been employed within the department for a period of one year prior to the appointment.
 - No supervisor may supervise a member of their immediate family, a member of the household, or an individual with whom the supervisor is having an intimate relationship.¹²
2. Definitions
 - 2.1 "Immediate family member" includes an employee's spouse, child (step-children), child's spouse, sibling, sibling's spouse, parents (step-parents), grandparents, spouse's parents and other blood relatives living or relatives by marriage living in the same household;¹³
 - 2.2 "Member of household" includes any individual residing in the same home as the employee;
 - 2.3 "Intimate relationship" includes relationship where persons are considered dating on a repeated basis, are engaged, cohabitate or consider themselves domestic partners.
3. Changes in Circumstance

11

12

13

Employees who marry or become immediate family members, household members or enter into an intimate relationship during the term of their ORGANIZATION government employment may continue to serve as long as:

- One employee does not and could not have authority to supervise, appoint, remove or discipline the other;
- One employee is not and could not be responsible for auditing the work of the other;
- Circumstances do not otherwise exist which would create a conflict of interest for either employee.

204 Separation from Employment

1. Resignation
 - 1.1 An employee desiring to leave ORGANIZATION employment shall normally submit a written resignation to the employee's director or designee at least fourteen calendar days prior to the effective date of the employee's resignation.
 - 1.2 Upon receipt of a notice of resignation, the department director shall forward a written notice to the employee acknowledging the notice of intent to resign and any terms or conditions that need to be satisfied prior to the employee's last day of employment.
 - 1.3 Human Resource, in the case of unclassified, executive staff, or department director, as the case may be, is responsible for timely completing an HR21 form documenting the date of resignation.
2. Retirement
 - 2.1 Upon receipt of a notice from an employee of the employee's intent to retire, the department director, in conjunction with Human Resource, shall forward written acknowledgment to the employee indicating ORGANIZATION's acknowledgment of the notice of intent to retire and any terms or conditions that need to be satisfied prior to the employee's last day of employment.
 - 2.2 Human Resource, in the case of unclassified, executive staff, or the department director, as the case may be, is responsible for timely completing an HR21 form documenting the date of retirement.
3. Exit Interview
 - 3.1 Establishment
It is the responsibility of each appointing authority or designee to schedule an exit interview with each employee who separates from ORGANIZATION employment.
 - 3.2 Purpose
The interview shall be conducted for the purposes of (a) learning the circumstances and/or reason for which the employee leaves ORGANIZATION employment except in circumstances involving disciplinary termination; (b) documenting via departing employee's own words the reason the employee is leaving ORGANIZATION employment when separation is voluntary; (c) identifying conflicts, disputes or problems which may require corrective action; (d) to document positive or negative feedback relative to the employment experience; (e) to provide for ORGANIZATION employee security by providing terminated employee with opportunity to voice complaint, and/or identify any employee who may verbalize or otherwise indicate a threat of violence; (f) answer any questions the employee may have regarding final pay, benefits and/or insurance; (g) inform employee on employment restrictions post government service.
 - 3.3 Procedure
 - 3.3.1 The appointing authority or designee shall conduct the exit interview utilizing the form prescribed by Human Resource. (Exit Interview Form is found in Appendix.) The form shall be retained by the department in the employee's personnel file. A copy of the form may be provided to the employee upon request and shall be forwarded to Human Resource and Personnel Department for review.

LEFT BLANK

- 7.2 Personnel records shall be retained in accordance with state law. Actual retention practices may be modified by lawsuit, statute, complaint, or to further the orderly administration of ORGANIZATION government.

206 Employee Development

1. Establishment
Employee development is essential to furthering the mission of ORGANIZATION government to provide service, leadership, and vision for the improvement of the quality of life in ORGANIZATION. It is the policy of ORGANIZATION, through Human Resource, to provide for employee development program(s). Human Resource shall be responsible for approving, planning, developing, scheduling, and coordinating all employee development programs. Development is to be achieved in a professional, cost-effective, non-discriminatory manner designed to serve and advance the ORGANIZATION's mission.
2. Purpose of employee development programs:
 - 2.1 To retain experienced employees by providing a workplace which supports and promotes employee development through training, educational and enrichment opportunities;
 - 2.2 To ensure that employee development is offered and conducted in a fair, professional and non-discriminatory manner;
 - 2.3 To ensure that established standards of conduct are met and maintained through mandatory training programs;
 - 2.4 To ensure integrity of development programs without redundancy, duplication or inefficient use of resources;
 - 2.5 To meet specialized training and development needs of departments and staff.
3. Scope
This policy shall not apply to job-related conferences, on-the-job training experience, enrolling in college courses or other continuing education courses, mandatory continuing education to meet certification or licensing.
4. Directed or approved training and development
 - 4.1 Human Resource shall be responsible for developing a procedure for approving, planning, developing, scheduling and coordinating training for ORGANIZATION employees;
 - 4.2 Training programs may be conducted live or on-line;
 - 4.3 Participation in employee training and development activities shall be as directed or approved by the employee's director or designee;
 - 4.4 Each employee has an affirmative obligation to request prior approval for non-directed training and development activities.
5. Mandatory Development Programs
 - 5.1 Documentation of Participation
Human Resource will develop a procedure to document and maintain documentation of employee attendance and participation in all mandatory development programs as may be appropriate.
 - 5.2 New Employee Orientation
Human Resource will conduct an orientation for all new employees on matters relating to: the values of ORGANIZATION employees; the employee's responsibilities under local and state ethics laws; the employee's role in contributing to effective ORGANIZATION government; performance and evaluation standards; promotional opportunities; employee benefits; job safety; and any other matters pertinent to orienting the employee with ORGANIZATION government employment.¹⁵
 - 5.3 Department Orientation Program

¹⁵ See Section 202 Employment Requirements.

- 5.3.1 Each department is responsible for conducting an up-to-date formal Departmental Orientation Program for all newly-hired employees beginning within the first week of employment. This orientation shall be in addition to New Employee Orientation.
- 5.3.2 Procedures for developing and conducting departmental orientation programs are explained and detailed in on-line tutorial "Departmental Orientation Programs" prepared by Human Resource and accessible via intranet.
- 5.3.3 The objective of the departmental orientation program is to (a) genuinely welcome all new employees and ensure that their introduction to ORGANIZATION employment is positive and informative; (b) to prepare and motivate all new employees to take pride in their employment, to take ownership of their responsibilities, and to provide excellence in public service; (c) to educate all new employees about their department's mission, goals, purpose, responsibilities, operations, and inter-departmental functional relationships to enhance their understanding of the department where they work and their role within their department; (d) to promote a positive picture of the department; (e) to provide important information/resources to help the new employee begin the job and become successful in his/her position; (f) to help new employees feel at ease; (g) to develop in new employees a sense of commitment to ORGANIZATION.
- 5.4 Executive Leadership
Individual appointed or promoted to a position of Administrative Assistant, Director or ORGANIZATION Attorney must attend executive leadership training. The training shall provide instruction and education on (a) leadership at every level, including time management; (b) discipline and documentation; (c) substance use policy(ies); (d) harassment and discrimination; (e) classified performance review; and (f) basic finance and purchasing procedures.
- 5.5 Basic Supervision
All employees promoted or hired for a supervisory position must complete basic supervision training. Basic supervision shall provide instruction and education on (a) role of supervisor; (b) fair employment practices; (c) communication/motivation of employees; (d) discipline/documentation; (e) customer service; (f) drug awareness/substance use Policy; (g) employee attendance/absenteeism; (h) workplace safety; (i) performance evaluation; (j) workplace harassment and discrimination.
- 5.6 Annual Ethics training
All employees shall receive one hour of approved training on the Louisiana Code of Governmental Ethics.¹⁶
- 5.7 Annual Sexual Harassment Training
All employees shall receive one hour of sexual harassment education and training each year.¹⁷
- 5.8 Annual training on selected employment law and policies
Human Resource shall provide annual training on one of the following subjects, and all employees in supervisory positions shall receive annual training on the offered subject (a) Substance Use; (b) Techniques of Documentation; (c) American with Disabilities Act (ADA)/Family Medical Leave Act (FMLA); (d) Equal Employment Opportunity (EEO)
- 5.9 Biennial training workplace harassment
Human Resource shall offer training on workplace harassment on a regular basis. All employees in supervisory positions shall receive training on workplace harassment at least once every two years.
- 5.10 Specialized training

16

17

Specialized training shall be coordinated through Human Resources. The responsibility for assessing and identifying a need for specialized training rests with directors. When a need has been identified, the director shall make written request to Human Resource for specialized training. Human Resource assesses the need and means by which the training may be conducted using the following information which shall be set forth in the written request:

- Purpose for training: Description of departmental responsibilities and objectives met by training;
- Participants: A list of employees who will participate in the training;
- Content: Description of the content and nature of training to be received;
- Cost: Expected or associated cost of training, including but not limited to purchase of materials, fees, and expenses;
- Location: Known or proposed location where specialized training will take place;
- Method of delivery: A description of how the training can be conducted, whether live or via internet, and availability of alternatives.
- Additional information: Any additional information which the director feels is critical to assessing the need and means by which training can be accomplished.

5.11 Elective training

Optional training for employees may be made available through Human Resource as needed or requested. Elective training will be offered and participation will be subject to the following:

- Human Resource will announce and/or publish elective, training opportunities on a ORGANIZATION-wide basis through memos to directors, e-mail transmissions, notices on department bulletin boards, and on the ORGANIZATION web-site, H.R. Training.
- Participation is subject to director approval.
- All employees wishing to participate must complete and submit a class registration form which has been approved by the employee's director to Human Resource.
- Human Resource will confirm with the employee and director whether the employee is enrolled for the training course via e-mail transmission.
- Once enrollment has been confirmed, the employee is responsible for attending and participating in scheduled training.
- Certificates of completion will be sent to each employee, the department, and personnel.
- Each department shall account for employees' participation in training and shall maintain a record of participation.

6. Compensation for Participation and approved training

6.1 Human Resource directed or approved training: Human Resource shall provide training within the normal work day. No additional compensation or economic benefit will be given for participation in training conducted by or coordinated through Human Resource.

6.2 Other training (not directed or approved by Human Resource): Other training which is not directed or approved by Human Resource usually shall not be conducted on ORGANIZATION work time, but the employee may utilize annual leave time if approved by supervisor. Classified employees may comply with Rule IX, Section 4, Subsection 4.2 of the Personnel Rules of the Classified Service.¹⁸

207 Transitional Work Assignments

1. Job related injury or illness

Employees who experience on-the-job injury or illness which results in their temporary inability to return to full range of duties in the employee's regular classification should accept transitional work assignments.¹⁹

2. Unrelated injury or illness
Employees who experience an off-the-job injury or illness which results in the inability to return to the full range of duties in the employee's regular classification may *not* be considered for transitional work assignments.
3. Transitional work assignments
 - 3.1 Transitional work assignments will consist of work which is within the restrictions outlined by the employee's health care provider. Such assignments may include, but are not necessarily limited to:
 - 3.1.1 Part-time or full-time, with a temporary waiver of certain regular duties (reasonable accommodation) in an employee's regular position classification;
or
 - 3.1.2 Part-time or full-time in another capacity.
 - 3.2 Implementation of transitional work assignments shall be governed by Personnel rules of the Classified Service.²⁰ Employees assigned to transitional work assignments will receive regular hourly rate of pay for regular job classification for the number of hours worked in the transitional work assignment approved by appointing authority. Transitional work assignment may not exceed 90 days absent approval by Personnel Board.²¹
 - 3.3 A transitional work assignment may be terminated by the appointing authority and/or director, as may be appropriate.
 - 3.4 Refusal to accept transitional work assignments may result in loss of worker's compensation and or affected benefits.²²

300 Equal Employment Opportunity – Non Discrimination

301 Equal Employment Opportunity

1. Establishment and purpose
 - 1.1 ORGANIZATION is an equal employment opportunity employer. ORGANIZATION is committed to hiring, training and promoting into all job levels qualified individuals without regard to race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information or veteran status.
 - 1.2 The purpose of this policy is to ensure equal opportunity for employment within the ORGANIZATION, to make clear employees have the right to work free from discriminatory conduct, to define responsibilities for reporting violations of this policy and to establish reporting procedures.
2. Scope and effect

19

20

21

22

- 2.1 ORGANIZATION will not disadvantage employees or discriminate in compensation or other conditions of employment in violation of this policy and it will administer all personnel matters in accordance herewith.
 - 2.2 Physical capacity requirements relating to minimum standards for employment may be a reasonable selection factor. However, such standards must be reasonably necessary for the specific work to be performed and uniformly applied to all applicants for the particular job category, regardless of age or gender.
 - 2.3 This policy is not intended to prohibit consideration of physical capacity requirements relating to minimum standards for employment. Age, gender or physical requirements may be considered if they constitute a bona fide occupational qualification (BFOQ) necessary for performance of the essential duties of the job.
 - 2.4 Unlawful discrimination and/or discriminatory conduct are strictly prohibited in the workplace or in any work-related setting whether it be directed at an employee, supervisor, or manager and whether it occurs among or between fellow employees, or employee(s) and management.
 - 2.5 Equal employment opportunity as to age applies to persons who are age 18 or older. Federal and state law forbids employment discrimination on the basis of age. It is unlawful to fail or refuse to hire or to terminate an individual or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of the individual's age.
 - 2.6 Equal employment opportunity for persons with disabling conditions includes making a reasonable accommodation to known disabilities of a qualified disabled applicant or employee who would be able to perform the essential duties of the job if such reasonable accommodation was made.
 - 2.7 This policy and the principles of equal employment opportunity also apply to the selection and treatment of independent contractors, persons working within work setting who may be employees of temporary agencies and other persons or entities doing business for or with the ORGANIZATION.
3. Compliance and responsibility
 - 3.1 Compliance
 - 3.1.1 All employees will be subject to corrective administrative or corrective disciplinary action up to and including termination for violation of this policy.
 - 3.1.2 Compliance with this policy shall be promoted through ongoing training and education of employees. This may be accomplished but is not limited to one of the following means (1) display of posters regarding equal opportunity in areas highly visible to employees; (2) Incorporating a statement "Equal Opportunity Employer --M/F/D/V" (Minority/Female/Disabled/Veteran on all advertisements for jobs.
 - 3.2 Department of Human Resource
Human Resource is responsible for maintaining records of training and education of policy. Human Resource is responsible for maintaining records of claims for violations of policy by employees reported through the grievance process.
 - 3.3 Employee Responsibility
All employees have an affirmative obligation to refrain from conduct which is contrary to this policy. Each employee has an affirmative obligation to thoroughly and impartially assist in any investigation or complaint of discriminatory conduct. All employees have a right and a responsibility to report conduct which the employee believes to violate this policy.
 - 3.4 Supervisor responsibility
Each supervisor has an affirmative obligation to ensure that discrimination is not practiced in the workplace or in work-related settings and that there is full compliance with this policy by each employee subject to supervisor's authority. Each supervisor has an affirmative obligation to thoroughly and impartially assist in any investigation of complaints of discriminatory conduct. Appointing authority shall take recommended action against any employee who is shown to have violated this policy.
4. Complaint and reporting procedure

- 4.1 Violations of local, state, federal law or this policy will not be tolerated and will constitute just cause for disciplinary action. The ORGANIZATION will promptly and thoroughly investigate every complaint of violation of this policy and appropriate action will be taken.
- 4.2 Employees may make a complaint to the employee's supervisor and/or to Human Resource by the grievance process.
- 4.3 Applicants for employment with ORGANIZATION who wish to file a complaint for violations of this policy may make complaint to Personnel.

302 Employees and Applicants with Disabilities

1. Employees and applicants with disabilities
 - 1.1 It is the policy of the ORGANIZATION to provide reasonable accommodations to persons, employees or applicants for employment who qualify as individuals with disabilities under the Americans with Disability Act Amendments Act of 2008 (ADAAA) and Louisiana state law against discrimination.
 - 1.2 This policy does not constitute an express or implied contract, and is simply a statement of ORGANIZATION government's commitment to providing reasonable accommodations as appropriate to qualified persons with disabilities.
 - 1.3 The ADAAA defines a disability as a physical or mental impairment that substantially limits one or more major life activities, has a record of such a physical or mental impairment, or is regarded as having such impairment.²³
 - 1.4 Louisiana employment discrimination law defines disability in a like manner as the ADAAA.²⁴
 - 1.5 A qualified individual with a disability is a person with (a) a sensory, mental or physical condition that is medically diagnosable, (b) who satisfies the job requirements by educational background, employment experience, skills, licenses or any other qualification standards that are job related, (c) who is able to perform all functions that are essential to the job, with or without reasonable accommodation, and (d) who is able to meet the production and performance standard(s) for the position.
2. Reasonable Accommodation
 - 2.1 Qualified individuals with disabilities have the right to request and receive reasonable accommodations in those aspects of employment that are considered necessary to perform the essential functions of the job.
 - 2.2 An interactive process will be initiated when there is a request for an accommodation from an employee or applicant.
 - 2.3 It is the responsibility of Human Resource or designated representative to receive requests for accommodation, participate in the interactive process with the employee or applicant and the affected director, and recommend an appropriate accommodation.
 - 2.4 Directors shall document and forward to Human Resource any initial information received from an employee about a potential qualifying disability as well as any request for accommodation.
3. Notice and Responsibility
 - 3.1 It is the responsibility of the employee or applicant to provide timely notice and documentation on the nature of a disability, work-related restrictions, and if known, the accommodations needed.
 - 3.2 Those who fail to provide such information may forfeit their eligibility for reasonable accommodation.
 - 3.3 ORGANIZATION assumes no obligation to create vacant positions, to offer reassignment to promotional positions or to waive job qualifications or essential

²³ 42 U.S.C. Section 12101 *et seq*, generally.

²⁴

LEFT BLANK

- Follow all procedures to ensure the accurate input of employee's time.
 - Notify director and Accounting, Payroll Officer, when clerk believes that an employee has been paid incorrectly.
 - Notify director of any problem with timekeeping process.
- 6.5 Accounting Department
- Ensure that all personnel actions affecting pay are processed accurately and in accordance with pay rules for the various types of employees and officials served by the ORGANIZATION;
 - Notify an employee when the employee has been overpaid and explain how the overpayment occurred;
 - Work with the employee in establishing a repayment plan;
 - Provide written notice to employee when the employee was given verbal notice by department;
 - Ensure compliance with procedures as procedures relate to direct deposit reversals, transferring funds received between departments, and reporting of accounts receivables.
- 6.6 ORGANIZATION Attorney
- ORGANIZATION Attorney is responsible for taking appropriate legal action to recover overpayments when so requested by Accounting and/or upon recommendation of the appointing authority.
7. Requests from the employee for exceptions to this policy shall be submitted to the appointing authority and Accounting. All exceptions shall be approved by Chief Operating Officer and appointing authority. Written request for exception shall include:
- Name and title of the employee making the request for exception;
 - Department in which employee works;
 - Brief description of circumstances creating overpayments;
 - Explanation and supporting documentation of reasons the employee believes that some of all of the overpayment should not be recovered or why the money recovered should be repaid to the employee.
8. Questions
- Questions regarding this policy should be directed to Human Resource.
9. Penalties
- Any employee found to have violated this policy will be subject to disciplinary action up to and including termination. For purposes of this section, "any employee" shall include:
- Any employee who benefited from an overpayment;
 - Any payroll clerk who knowingly failed to take corrective action upon notice of an overpayment, or who knew or should have known an overpayment occurred;
 - Any director who knowingly failed to take corrective action upon notice of an overpayment, or who knew or should have known an overpayment occurred;
 - Any Accounting employee who knowingly failed to take corrective action upon notice of an overpayment, or who knew or should have known an overpayment occurred.

500 Employee Responsibilities, Performance and Conduct

501 General Provisions

1. Establishment and purpose
- 1.1 It is essential to ensuring the orderly operation and effectiveness of ORGANIZATION government to maintain a clear description of duties, obligations and expectations that pertain to the desired conduct of all ORGANIZATION employees. Every employee has the right and obligation to know what is required of them as employees by way of their conduct whether it be expected, permissive, or prohibited, and whether such conduct

occurs in the workplace or during off-hours should such conduct materially impose upon the integrity of ORGANIZATION government.

- 1.2 The purpose of this section is to establish guidelines and requirements for an employee to follow, the collective accomplishment of which (a) advances the mission of ORGANIZATION government, (b) provides for a work environment marked by cooperation and mutual respect, and (c) supports consistent and trustworthy decision making.

2. Scope

The provisions of this section are not intended to be definitive of every action or behavior required of an employee or, otherwise, of every undesirable act or failure to act that offends the provisions of this section. Each and every provision shall be given a genuine construction, with reference to the purpose of the provision.

3. Employee Information

- 3.1 All employees have an affirmative obligation to keep the ORGANIZATION informed of their current address, telephone numbers and name. All employees have an affirmative obligation to report any changes in address, telephone number, and name to the employee's director or Human Resource in the case of unclassified, executive employees.

- 3.2 All employees have an affirmative obligation to report any changes in marital status or dependents to Human Resource.

- 3.3 All employees have an affirmative duty to update information referenced in a timely manner and as soon as practical.

4. Employee Values

Employee values serve as a framework to guide our daily action and decisions. Shared values are commitments that guide our professional interactions, govern the way we treat others and inspire a dedication to superior public services, high ethical standards and indisputable integrity. The core values for all employees of ORGANIZATION government are:

Public First

We hold foremost that it is a high honor and distinct privilege to serve the citizens of ORGANIZATION, and recognize that the respect of the public can never be anticipated if not first earned.

Pursuit of Excellence

Our success will be measured by our productivity and getting the job done right the first time as cost-effectively as possible is our goal. Each day we strive to work smarter and more successfully.

Positive Response to Change

An effective government organization must evolve to meet continuing economic, social and institutional challenges. We welcome the developing demands and expectations of the public with creative thinking, innovation and more efficient processes.

Respect for the Individual

We honor the dignity, individuality and rights of all persons. Our interaction with others is marked by honest, direct and relevant communication, and we show respect for diversity and personal and professional differences.

Community Mindedness

We realize that our work impacts the community in which we reside, and many times, beyond such. Both as individuals and team members, we will strive to make our communities better places to live, work and learn.

5. Work-related decisions

Work-related decisions made by an employee shall be void of any unfairness, unreasonableness and impropriety, or the appearance thereof. Accordingly, an employee

shall strive at all times to make work-related decisions that are lawful, ethical and in compliance with relevant policies. Whenever appropriate, an employee should rely on the "STAR" method to make work-related decisions: Stop, Think & Act Responsibly

6. Conformance to law
An employee shall conform to, and abide by the law of the United States of America and its sovereignties whenever present therein, and the State of Louisiana and its political subdivisions whenever present therein. As used in this Section, the term "law" shall mean each and every applicable code, regulation, statute, rule and ordinance whether it be federal, state or local.
7. Conduct unbecoming an employee
As an employee, one shall act dutifully, responsibly and professionally at all times as not to reflect unfavorably upon one's self or ORGANIZATION. Unbecoming conduct refers to conduct by an employee which tends to:
 - bring ORGANIZATION government into disrepute or public embarrassment;
 - discredit one's self in one's role as an employee;
 - impair the operational effectiveness of ORGANIZATION government or its staff;
 - adversely affect the morale of staff; or
 - reasonably be expected to damage the public's respect, confidence or trust of ORGANIZATION government.
8. Courtesy
 - 8.1 All employees shall at all times be polite and forthcoming and maintain a temperate demeanor in the employee's interaction with others.
 - 8.2 No employee shall make use of coarse, hostile, profane or insolent language, whether it be verbal, written or communicated by depiction, signal or gesture while acting in the course and scope of employment.
 - 8.3 No employee shall communicate any biased, derogatory or prejudicial comment or personal opinion or belief that is related to race, color, gender, age, national origin, religion, politics, marital status, familial status, mental or physical disability, sexual orientation, gender identity, genetic information, veteran status, or any other personal characteristic while in the course and scope of employment or any other occasion or circumstance which may bring ORGANIZATION government into disrepute, public embarrassment or may otherwise reflect poorly upon the individual as a ORGANIZATION government employee.
9. Use of official title/position
 - 9.1 "Official title/position" may include but is not limited to the identification card, badge, insignia, patch, official title or position, or any other tangible or intangible thing by which it can be construed that the ORGANIZATION is being interjected. It is the purpose of this Section to limit the use of an employee's official title/position to matters within the course and scope of employment.
 - 9.2 No employee shall directly or indirectly participate in or allow any form of solicitation or demand wherein use is made of an official title/position without proper approval and authorization.
 - 9.3 No employee shall use or permit use of an official title/position for personal or financial gain or the benefit of an individual or group of individuals.³³
 - 9.4 No employee shall seek or receive any form of reward, remuneration, compensation, or privilege whether tangible or intangible for the performance of the duties and responsibilities associated with or arising out of ORGANIZATION employment.³⁴
 - 9.5 No employee shall use or attempt to use an official title/position for the purpose of avoiding the consequence of an unlawful act.
 - 9.6 No employee may use any ORGANIZATION government office, building, facility or property as the employee's address for personal reasons, including by way of example

33

34

employee's driver's license, vehicle registration, other personal papers or legal instruments.

10. ORGANIZATION identification card
 - 10.1 All employees shall possess and display the ORGANIZATION identification card issued by ORGANIZATION government whenever the employee is in the course, scope or performance of assigned duties, tasks and responsibilities, except whenever the display of such may be adverse to the conduct of a specific duty or task or may pose a risk to the safety of an employee.
 - 10.2 Identification cards shall be displayed in manner which facilitates easy viewing and ready recognition especially during the course, scope and performance of duty which necessitates the interaction with any non-employee of ORGANIZATION government.

502 Reporting and performance of duty

1. Reporting for duty
 - 1.1 An employee shall report for duty at the time and place specified by the employee's supervisor, and be physically and mentally fit to accomplish assigned duties, tasks and responsibilities in a manner consistent with this section.
 - 1.2 An employee shall report for duty attired, groomed and giving an appearance that is consistent with the provisions of herein and as per department protocol.
2. Performance of duty
 - 2.1 Licensure and proficiency

An employee shall maintain licensure and a proficiency level sufficient to properly perform assigned duties, tasks and responsibilities as set forth in or contemplated by the position, and, accordingly, shall perform such assigned duties and tasks and responsibilities properly. Unsatisfactory performance by an employee may be evidenced by non-exclusive identifiers:

 - Unwillingness or inability to perform any assigned duty, task or responsibility;
 - Failure to maintain licensure or conform to work standards established for the employee's position;
 - Absence from the workplace without proper authorization;
 - Repeated poor performance evaluations;
 - Repeated disciplinary actions or documented counseling sessions; or
 - Disruptive or other inappropriate behavior or conduct in the workplace.
 - 2.2 Appropriate Action

An employee shall be responsible for action taken and/or action which was not taken as may be appropriate under the circumstances. An employee cannot avoid responsibility by attempting to shift the burden of such responsibility to another.
 - 2.3 Carrying out assigned duties

An employee shall carry out assigned duties, tasks and responsibilities in a prudent manner void of negligence. Negligence exists whenever the conduct of an employee amounts to a gross deviation below the standard of care expected to be maintained by a reasonably prudent person under like circumstances.
 - 2.4 Compliance with policies

An employee shall adhere strictly to the policies, directives, procedures, practices, and standards of service for ORGANIZATION government employees.
3. Neglect of duty
 - 3.1 An employee, without proper authorization, shall not be absent from the assigned workplace or fail to perform assigned duties, tasks and responsibilities.
 - 3.2 An employee shall remain awake and alert while on-duty or, if unable to do so, shall report promptly to the employee's supervisor, who shall determine the proper course of action.
4. Notification of illness or injury
 - 4.1 Illness and/or injury, notification

- 4.1.1 An employee is obliged to notify the employee's supervisor, or otherwise ensure the supervisor is apprised, that the employee will be unable to report for duty due to illness or injury. The employee shall reasonably apprise the supervisor of the nature of the illness/injury, where the employee will be recovering, and when the employee expects to return to work.
- 4.1.2 Any changes in situation shall be promptly reported to the supervisor by the employee.
- 4.2 An employee taken ill or injured while on-duty shall promptly report such to the employee's supervisor and comply with the provisions of other relevant policies, directives and plans.
- 4.3 An employee shall not feign or attempt to perpetrate deception of illness or injury to another person as to the genuine nature of the employee's physical condition.
- 5. Off-duty conduct
- 5.1 Certain types of off-duty conduct and/or activities by employees which may reasonably be expected to damage the public's respect, confidence or trust of the ORGANIZATION government represent the potential of material concern to ORGANIZATION.
- 5.2 Employees who engage in, or are associated with illegal, harmful or destructive conduct which by its very nature discredits one's self in one's role as a ORGANIZATION government employee or brings ORGANIZATION government into disrepute or public embarrassment may be subject to disciplinary action.³⁵

503 Media Communications Policy

- 1. Establishment
An employee shall not publically publish, or allow to be published his or her statement concerning official ORGANIZATION business without direction from the Office of Public Information. An employee shall not knowingly appear in the employee's official capacity or give the appearance of acting in the employee's official capacity, for example appearing in ORGANIZATION uniform, before cameras without prior approval.
- 2. Purpose
The purpose of this policy is to set forth guidelines and procedures for responding to inquiries and requests for information or interviews from members of the media and/or for public appearances of employees acting in their official capacity.
- 3. Scope
This policy applies to all administrative officers and employees of the ORGANIZATION responsible to the ORGANIZATION President, whether they are unclassified or classified employees.
- 4. Policy
ORGANIZATION has an established Office of Public Information which operates under direction of an appointed Public Information Officer who is authorized by the ORGANIZATION President to receive and respond to requests for information and interviews from members of the media and to communicate directly with members of the media. Requests for information, interviews or public appearances by employees shall the directed to the Office of Public Information for response and/or direction. No press releases are to be issued unless reviewed and approved by the Office of Public Information.
- 5. Procedure
 - 5.1 Receipt of request for information, interview or public appearance

LEFT BLANK

resolves issue, ie. covering body ink, removing piercing, adding, covering or removing questionable articles of clothing.

- 5.3.3 "Patently offensive" refers to the visual or olfactory properties of an item or substance that (1) an average person applying contemporary community standards would find such to be extraordinarily objectionable, derogatory or repulsive, and (2) may contribute to an unsafe, unhealthy, nonproductive or disruptive work environment. An odor or scent is patently offensive whenever it tends to adversely impact the health of any person in the workplace (e.g., triggering an ailment relating to (1) respiration, such as allergic asthma, non-allergic asthma, reactive airway dysfunction syndrome (RADS); (2) neurology, such as headaches, migraine headaches, nausea, dizziness and mental confusion; (3) skin, such as hives, irritation and sensitization; or (4) eyes, such as irritation, tearing and inflammation)
- 5.3.4 An employee whose absence from the workplace is necessitated in order for the employee to comply with this policy shall take leave. A failure to comply which necessitates an employee's absence is present whenever the employee's attire, appearance or grooming likely will contribute to an unsafe, unhealthy, nonproductive or disruptive work environment if the employee remains in the workplace.
- 5.4 An employee shall always be neat and clean in person and dress, and while on duty, shall be attired and equipped according to the nature of the employee's duties and job conditions.
- 5.5 It is the policy of ORGANIZATION that the clothing and overall appearance of employees must be appropriate business attire. Employees who work around machinery and equipment must observe sound safety regulations, including the wearing of appropriate articles of clothing (shoes, goggles, hard-hats, and so forth). Employees are required to follow departmental regulations concerning uniforms.
- 5.6 It is the responsibility of each department through its director to develop a uniform and/or dress code appropriate to job descriptions.

506 Ethics and professional standards

(Reserved for future)

507 Workplace violence

- 1. Establishment and purpose
Violence in the workplace will not be tolerated in any form. The purpose of this policy is to establish guidelines and procedures which support a safe and secure workplace.
- 2. Scope
 - 2.1 Workplace violence includes any physical or verbal behavior that endangers or harms another employee, contractor, vendor or citizen or that a reasonable person would perceive to constitute threat of harm.
 - 2.2 Acts of violence may occur between fellow employees. This policy applies to all ORGANIZATION employees, whether classified or unclassified.
 - 2.3 Acts of violence may also occur between employees and others while the employees are in the course and scope of their ORGANIZATION employment which includes but is not limited to citizens, contractors and vendors. This policy, by extension, also applies to interaction between employees and these persons.
- 3. Definitions
 - 3.1 "Assault" an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

- 3.2 "Battery" the intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another.
 - 3.3 "Credible threat" a statement or action that would cause a reasonable person to fear for the person's safety or the safety of another and does, in fact, cause such fear.
 - 3.4 "Dangerous weapon" means any knives including but not limited to any fixed blade knife, switch blade knife; guns of any kind; metal knuckles; biological contaminants; explosives; or any other object not designed as a weapon but used to inflict or threaten bodily harm.
 - 3.5 "Domestic violence" means abusive behavior that is physical, sexual, psychological or economic.
4. Prohibited Conduct
The following is a non-exclusive list of prohibited conduct. Prohibited conduct may include but is not limited to the following:
 - Actions or behavior resulting in physical assault against a person or property;
 - Threatening behavior or verbal abuse that occurs in the work setting;
 - Any physical altercation, hitting, pushing, shoving, holding/restraining, spitting on, blocking movement of another person, coercion, horseplay, intimidation and stalking;
 - Verbal or written threats communicated directly or indirectly that a reasonable person would perceive as intimidation or otherwise cause fear of physical or emotional harm;
 - Use of ORGANIZATION e-mail, telephones, radios to communicate threats or engage in intimidating behavior.
 - Inappropriate verbal or physical behavior that would cause a reasonable person to feel unsafe, such as obscene phone calls, angry outbursts, throwing objects, or expressions of hostility.
 - Intimidating presence and harassment of any kind;
 - Domestic violence introduced into the workplace in the form of assaults, threats or other actions by outside parties with whom employees have relationships and that occur at the workplace.
 5. Employee Responsibility
 - 5.1 Every employee is responsible for conducting himself in a courteous, civil and respectful manner toward all persons.
 - 5.2 All employees have an obligation to adhere to this policy by refraining from any conduct that violates this policy;
 - 5.3 Every employee has an affirmative obligation to assist the ORGANIZATION in ensuring a violence free work environment;
 - 5.4 Any ORGANIZATION employee who reasonably believes the words or actions of another employee, contractor, vendor or citizen constitutes a violation of this policy has the responsibility to immediately report such behavior to immediate supervisor, director of department or Human Resource Manager.
 - 5.5 In the event of an immediate threat or danger, employees should not confront the threatening party. In such case, employees should immediately retreat and call 9-1-1 if appropriate. Any use of force by an employee to protect person or ORGANIZATION property should be reported to immediate supervisor and Human Resource as soon as possible.
 6. Threats of Domestic Violence at Work
 - 6.1 Any employee who is a victim of domestic violence shall report behavior that threatens the employee at work.
 - 6.2 Reports may be made to the employee's supervisor, director, or Human Resource. The ORGANIZATION will work with the employee through the employee's supervisor and/or director to implement reasonable measures designed to enhance the employee's safety and security at work while endeavoring, but cannot guarantee privacy.
 7. Supervisor Responsibility
 - 7.1 Each supervisor has a responsibility to assist in maintaining a workplace that is free from workplace violence and needs to promptly address any problems encountered in an appropriate manner.

- 7.2 Supervisors must discuss this policy with current and new employees and assure that employees are informed of this policy, have an opportunity to ask questions regarding this policy, and are aware that they are not to engage in or endure violence in the workplace.
 - 7.3 Supervisors have the responsibility to promptly address issues of workplace violence; to thoroughly and impartially assist in investigating complaints of workplace violence; and to take, recommend or carry out appropriate action against any employee who is proven to be in violation of this policy. Supervisors are to report all complaints of workplace violence to their Human Resource manager, to take all complaints of workplace violence seriously, and to treat these matters confidentially.
 - 7.4 Supervisors who allow or tolerate workplace violence are considered to be violating this policy.
8. Investigation of Reports of Workplace Violence
- 8.1 All threats of violence should be taken seriously when received.
 - 8.2 Supervisors, directors and Human Resource personnel and other ORGANIZATION staff who may receive reports of workplace violence or observe such behavior directly have the responsibility to take prompt action to see that an investigation is initiated.
 - 8.3 An employee who has been threatened or assaulted by another at the workplace shall immediately report the situation to the employee's immediate supervisor unless the employee has a legitimate reason for not reporting the incident to the employee's immediate supervisor.
 - 8.4 Upon receipt of a report of workplace violence, the supervisor to whom the incident is reported will immediately notify Human Resource and the appointing authority.
 - 8.5 Incidents which present no immediate danger should be promptly handled by supervisors as follows:
 - Employees involved in incident should be separated and isolated until the employees are interviewed or statements taken.
 - Employees who witnessed incident should be identified and separated from incident until such time as their statements are taken;
 - Document all actions and statements taken;
 - Notify director.
 - 8.6 Incidents which present an immediate danger should be promptly handled by supervisors as follows:
 - Contact building security or local police (9-1-1)
 - Take reasonable measures to warn others or secure the area to protect other employees from danger;
 - Order those presenting an immediate danger to leave;
 - Do not attempt to physically remove an individual;
 - Document all conduct, actions and statements.
 - Notify your supervisor or director as soon as practicable.
9. Reprisal and Retaliation
- 9.1 Any employee, who in good faith, reports an alleged incident of workplace violence, will not be subject to reprisal or retaliation of any kind.
 - 9.2 Retaliation against employees who report acts of workplace violence is strictly prohibited. Instances of retaliation will be investigated and appropriate disciplinary action taken against the actor which may include termination and/or referral to the appropriate civil or criminal authorities.
 - 9.3 Any employee who feels the subject of retaliation or reprisal should report this to employee's director or Human Resource.
 - 9.4 Any employee who is found to have knowingly made false accusation of workplace violence or retaliation may be subject to disciplinary action up to and including termination.

508 Prohibition Against Harassment

1. **Establishment**

It is the intent of the ORGANIZATION to provide and maintain a workplace free from all types and forms of harassment, including but not limited to initiating, directing, engaging or participating in verbal or physical conduct that denigrates, shows hostility, insults, or involves offending acts such as epithets, slurs, negative stereotyping, humiliation, or posting, distributing, creating, or displaying written or graphic materials which serve to offend or harass an individual or group of individuals based upon age, race, color, religion, national origin, mental or physical ability, sexual orientation, gender, gender identity, genetic information, or veteran status.
2. **Purpose**

The purpose of this policy is to ensure ORGANIZATION employees do not have to endure harassment by any other ORGANIZATION employee and to provide for a workplace which is conducive to efficient, productive public service free from any harassing conduct or behavior. The purpose is also to provide corrective consequences where employees may seek relief from all forms of workplace harassment.
3. **Scope**
 - 3.1 The scope of this policy extends to behavior which may violate state, federal or local law, but is not limited to such behavior and extends to any harassing behavior as defined below.
 - 3.2 Workplace harassment may manifest itself in the form of conduct which violates state, federal and/or local law;
 - 3.3 Workplace harassment may also manifest itself in the form of conduct which is not conducive to creating a work environment marked by courtesy, civility and respect.
4. **Definitions**
 - 4.1 "Harassment" is defined as verbal, physical or other conduct that is derogatory or shows hostility toward an individual because of the individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical ability, sexual orientation, gender identity, genetic information, or veteran status *and* which has the purpose or effect
 - of creating an intimidating, hostile, abusive or offensive work environment;
 - of unreasonably interfering with an individual's work performance; or
 - otherwise adversely affects an individual's employment and employment-related opportunities.
 - 4.2 "Sexual harassment" is defined as unwanted sexual advances, requests for sexual favors, and other sexually oriented verbal or physical conduct where and when
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.
5. **Prohibited Conduct**
 - 5.1 **Verbal or physical conduct**

The following represents a non-exclusive list of conduct which is prohibited by this policy:

 - The use of insults innuendos or slurs because of an individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information or veteran status.
 - Jokes, pranks or other banter, including negative stereotyping, which relates to or is derogatory or shows hostility based on an individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information or veteran status

- Unwelcome physical touching or contact, such as pinching, kissing, grabbing, patting or hugging.
- 5.2 Written or graphic material
- The following represents a non-exclusive list of conduct which is prohibited by this policy:
- Material that is disparaging or displays hostility on the basis of a race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information or veteran status and is placed on walls or elsewhere in the employer's premises or circulated in the workplace.
 - Material that is reasonably deemed to be sexually provocative or stimulating and is placed on walls or elsewhere in the employer's premises or circulated in the workplace;
 - Sending, displaying or disseminating inappropriate jokes or other written or graphic material via e mail, the internet or by fax, or downloading this material from the internet.
6. Employee Responsibility
- 6.1 Every employee is responsible for conducting himself in a courteous, civil and respectful manner toward all persons;
- 6.2 All employees have an obligation to adhere to this policy by refraining from any conduct that violates this policy;
- 6.3 Every employee has an affirmative obligation to assist the ORGANIZATION in ensuring a work environment free of harassment;
- 6.4 Any ORGANIZATION employee who reasonably believes the words or actions of another employee, violates this policy has the responsibility to immediately report such behavior to immediate supervisor, director of department or Human Resource Manager.
- 6.5 Any affected employee may respond to the harassment in the following manner:
- Politely but firmly tell the offending individual to stop the harassing conduct, and report the conduct to the employee's supervisor;
 - Report the matter to the director of the department or Human Resource; and
 - File a grievance report.
7. Supervisor Responsibility
- 7.1 Each supervisor has a responsibility to assist in maintaining a workplace that is free from workplace violence and needs to promptly address any problems encountered in an appropriate manner:
- Supervisors must take immediate action to stop and prevent harassment where they know or have reason to know that it is occurring;
 - Tacit approval of harassment, for example permitting laughing, treating a situation as a joke, failing to take action or advising an employee not to complain is prohibited;
 - Supervisors are responsible for ensuring that notes; comments, posters and other materials on walls, bulletin boards or elsewhere in the workplace, that are derogatory or show hostility are removed;
- 7.2 Supervisors must discuss this policy with current and new employees and assure that employees are informed of this policy, have an opportunity to ask questions regarding this policy, and are aware that they are not to engage in or endure harassment in the workplace.
- 7.3 Supervisors have the responsibility to promptly address issues of harassment; to thoroughly and impartially assist in investigating complaints of harassment; and to take, recommend or carry out appropriate action against any employee who is proven to be in violation of this policy. Supervisors are to report all complaints of harassment to their Human Resource manager and to take all complaints of harassment seriously.
- 7.4 Every effort should be made to treat matters as confidential. However, supervisors must inform complainant that strict confidentiality may not be feasible.
- 7.5 Supervisors who allow or tolerate harassment in the workplace are considered to be violating this policy.
- 7.6 Supervisors who are aware of harassment and condone such behavior through action or inaction will be subject to disciplinary action.
8. Procedure

- 8.1 All threats of violence should be taken seriously when received.
- 8.2 Supervisors, directors and Human Resource personnel and other ORGANIZATION staff who may receive reports of workplace harassment or observe such behavior directly have the responsibility to take prompt action to see that an investigation is initiated.
- 8.3 An employee who has been harassed by another at the workplace shall immediately report the situation to the employee's immediate supervisor unless the employee has a legitimate reason for not reporting the incident to the employee's immediate supervisor.
- 8.4 Upon receipt of a report of workplace harassment, the supervisor to whom the incident is reported will notify director.
- 8.5 Incidents should be promptly handled by supervisors as follows:
 - 8.5.1 Affected or involved employees should be counseled and interviewed as appropriate.
 - 8.5.2 Counseling and interviews should be documented;
 - 8.5.3 Notify director.
 - 8.5.4 All reasonable measures shall be undertaken to ensure privacy and confidentiality of corrective action.
9. Review of Complaint
 - 9.1 All complaints must be thoroughly and promptly investigated;
 - 9.2 Human Resource shall be responsible for conducting the investigation and submitting a report and recommended action to the appointing authority and/or director;
 - 9.3 Individual making the complaint and the accused shall be notified of the results of the investigation;
 - 9.4 In the event the person making the complaint is not satisfied with the report or results of the investigation, the person making the complaint may request the issue be addressed by appointing authority or chief administrative assistant;
 - 9.5 The chief administrative assistant shall review the report and action to be taken and shall issue a determination in response to the person making the complaint. The chief administrative assistant may affirm the report and action or make amendments to the report or the action to be taken.
 - 9.6 The chief administrative assistant's review shall be a final determination of the recommended responsive or corrective action.
10. Reprisal
 - 10.1 Any employee who, in good faith, reports harassing conduct will not be subject to reprisal or retaliation of any kind.
 - 10.2 Retaliation against employees who report harassing conduct is strictly prohibited. Instances of retaliation will be investigated and appropriate disciplinary action taken against the actor which may include termination and/or referral to the appropriate civil or criminal authorities.
 - 10.3 Any employee who feels the subject of retaliation or reprisal should report this to the employee's director or Human Resource.
 - 10.4 Any employee who is found to have knowingly brought forward unfounded or untrue accusations of workplace harassment or retaliation may be subject to disciplinary action up to and including termination.

LEFT BLANK

unless such is within the course and scope of the employees job description and assigned duties.

4. Where lawful and appropriate, participation in games of chance which support charitable organizations may be permitted only after receiving written approval by ORGANIZATION President or the ORGANIZATION President's designee.
5. Violation of this policy will be just cause for disciplinary action.

512 Conviction and arrests for certain crimes – duty to report

1. Conviction and arrests of certain crimes
 - 1.1 Conviction and arrests of certain crimes may have a direct effect on an employee's ability to perform the employee's regular assigned duties.
 - 1.2 The degree to which the arrest or conviction of a crime has on an employee's ability to perform the employee's regular duties would include but not be limited to (a) the nexus between the type of crime and the employee's regular duties; (b) the impact of any conditions of release, diversion, conviction, post-conviction orders placed on the employee's ability to fully perform job duties.
 - 1.3 A determination of whether an employee's ability to perform job duties has been impaired by an arrest or conviction for certain crimes shall be made by the appointing authority in consultation with Human Resource.
 - 1.4 Employees who are no longer able to perform job duties because of an arrest or conviction of certain crimes may be subject to disciplinary action.
2. Duty to report
 - 2.1 All employees have a duty to report certain arrest and convictions to the employees' appointing authority within 72 hours
 - 2.2 Any arrest for a felony offense shall be reported;
 - 2.3 Any arrest for battery or Driving Under the Influence (DUI) shall be reported.
3. Failure to report
Any employee who fails to comply with the reporting requirements of this policy may be subject to disciplinary action.³⁸

513 Use of Equipment, Vehicles and Information/Communication Resources

1. Use of Equipment or Vehicles
(Reserved for future use)
2. Use Technologies and Communication Systems
 - 2.1. Establishment
This policy is established to govern access and usage of ORGANIZATION technology and communications systems administered by or under supervision of Electronic Information System Department, including but not limited to the ORGANIZATION computers, servers, network system, electronic mail system, intranet, internet access, and voice systems. This policy is also established to define expectations regarding usage and/or access to ORGANIZATION technology and communication systems and to provide to for related responsibilities.
 - 2.2. Purpose
The purpose of this policy is to provide strict guidelines regarding the use of ORGANIZATION technology and communication systems, to provide strict guidelines regarding computers, storage devices and/or mobile devices (including but not limited to smart phones, tablets and other mobile devices) present at the work place, whether

or not such equipment is owned by the ORGANIZATION, which may be used to access the ORGANIZATION network systems or is otherwise supported by the ORGANIZATION network system, including internet access.

2.3. Scope

The scope of this policy extends to the access and usage of ORGANIZATION technology and communication systems whether it is through ORGANIZATION owned equipment or personal devices.

2.4. Policy Definitions

“Electronic mail” or “e-mail” means any message or communication which is sent or received through the ORGANIZATION network or by ORGANIZATION Internet access and includes any electronic data, images, or attachments to the message or communication.

“Internet” means an open computer network which connects computers and other computer networks and organizational computer facilities world-wide through which communications may be made and resources gathered and shared.

“Mobile devices” means a small, hand-held computing device typically having a display screen with touch input and/or a miniature keyboard with an operating system, the capability to run certain software applications.

“ORGANIZATION network” means the computers and computing hardware devices that are linked together through communication channels maintained by the ORGANIZATION to facilitate communication and resource-sharing within ORGANIZATION government and includes ORGANIZATION electronic mail system and ORGANIZATION intranet.

“ORGANIZATION intranet” is the restricted network accessible by ORGANIZATION computers through which certain information and resources are shared within ORGANIZATION government.

“ORGANIZATION technology and communication system” means the ORGANIZATION network and the computer hardware and software acquired and maintained by the ORGANIZATION which supports use of technology by the ORGANIZATION through computers, printers, scanners and other supported equipment.

“Smart phone” is a cellular telephone with advanced functionality such as text messaging, internet access, camera capabilities, recording capabilities, electronic mail capabilities.

2.5. Ownership and access to technology and communication; No Expectation of Privacy

- ORGANIZATION technology and communications system is for the effective and efficient operation of government and uses related to ORGANIZATION employment.

- All forms of data created, entered, shared, transmitted, received or stored using ORGANIZATION technology and communication system is considered ORGANIZATION property and is subject to being monitored, viewed, or released except as may otherwise be prohibited by state or federal privacy laws.

- Employees should assume that all forms of data created, entered, shared, transmitted, received or stored using ORGANIZATION technology communication system will be monitored and viewed. Employees using ORGANIZATION technology and communication systems to create, access, share, transmit or receive data or information that would otherwise be subject to any claim of confidentiality or privilege from disclosure hereby waives the right to assert such claim of confidentiality or privilege from disclosure.

- ORGANIZATION has licensed the use of certain commercial software application programs for ORGANIZATION purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software in a manner which does not comply with applicable licensing agreement or otherwise violates the terms of the license agreement.

2.6. Electronic Mail and Electronic Mail Tampering

- ORGANIZATION e-mail is to be used solely for communications and responding to inquiries related to the efficient and effective operation of government and job-related

duties. •Transmission or receipt of e-mails for strictly personal reasons is considered a misuse and abuse of ORGANIZATION technology and communication system.

•E-mail messages received shall not be altered without the sender's permission nor shall messages be altered and forwarded to another user and/or unauthorized attachments placed on another's e-mail without the individual's permission.

•"1,2,3's" of ORGANIZATION e-mail

3 DON'TS (1) DON'T use e-mail as a substitute for a conversation; (2) DON'T use casual or offensive language, slang, abbreviations or emotional symbols when composing an e-mail; (3) DON'T "Reply All," unless it is essential that *all* original recipients receive reply.

3 DO'S (1) DO assume all e-mails are subject to public disclosure; (2) DO include a subject and closing (signature); (3) DO proofread before sending.

2.7. Internet Usage and Browsing

Internet access is restricted to uses which further effective and efficient operation of government, to provide enhanced service of the highest quality, and to support other direct job-related purposes. Internet access is a ORGANIZATION resource which is provided as a tool for employees to engage in necessary research, professional development and work-related communications. Internet access shall not be used for strictly personal purposes or reasons unrelated to ORGANIZATION employment and job duties.

2.8. Prohibited Uses of Technology and Communication Systems

The following is a non-exclusive list of prohibited uses of the ORGANIZATION technology and communication systems:

•Downloading files from the Internet or other devices or receiving or sending files as attachments to e-mails which are unrelated to the efficient and effective operation of ORGANIZATION or job duties;

•Causing congestion, disruption disablement, alteration or impairment through misuse of ORGANIZATION technology and communication systems;

•Installing software on ORGANIZATION computer without verifiable license;

•Installing software on ORGANIZATION computers that is legally licensed to user but not licensed to ORGANIZATION;

•Installing or reconfiguring hardware or software on ORGANIZATION computers or network without proper authorization from EIS;

•Using systems to solicit or sell products or services that are unrelated to ORGANIZATION business;

•Accessing networks, servers, drives, folders or files to which the employee has not been granted access or authorization from the appropriate supervisor;

•Making unauthorized copies of ORGANIZATION files, information or data;

•Destroying, deleting, erasing or concealing ORGANIZATION files or other data, or otherwise making such files or data unavailable or inaccessible to the ORGANIZATION or to another authorized user of the ORGANIZATION system;

•Misrepresenting oneself or the ORGANIZATION through use of ORGANIZATION technology and communication systems;

•Propagating any virus, worm, Trojan horse, or other program or code designed to disrupt, disable, impair, or otherwise harm either ORGANIZATION technology and communication systems or those of any individual computer;

•Using abusive, profane, threatening, discriminatory or otherwise objectionable language through use of ORGANIZATION technology and communication systems;

•Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam");

•Sending, receiving or accessing offensive materials, including but not limited to sexually explicit materials or materials whose content would otherwise be considered discriminatory or harassing;

•Engaging in unlawful or malicious activities;

•Engaging in recreational games, gambling or wagering activity through use of ORGANIZATION technology and communication systems;

- Defeating or attempting to defeat security restrictions governing use of ORGANIZATION technology and communication systems;
- Engaging in political or partisan activity;
- Maintaining, organizing, or participating in non-work related Web logs (“blogs”), Web journals, “chat rooms”, social media sites.

2.9. Responsibilities

2.9.1. EIS Responsibility

EIS is responsible for regularly checking and monitoring department and employee use and access to ORGANIZATION technology and communication system, including but not limited to accessing and monitoring individual’s use of computer equipment, electronic-mail, and internet access.

2.9.2. Employee Responsibility

All employees are responsible for:

- Using ORGANIZATION technology and communication in a manner consistent with this policy and shall refrain from engaging in any conduct which compromises the integrity of the ORGANIZATION technology and communication system or otherwise violates this Administrative Management Policy;
- Choosing a secure password and changing the password frequently;
- Protecting and preserving security by keeping confidential passwords;
- Logging off of ORGANIZATION computer and/or network;
- Refraining from leaving computer unattended without enabling proper security;
- Reporting abuse of ORGANIZATION technology and communication systems to appropriate supervisor;
- Reporting information which indicates systems’ security has been breached or compromise or the integrity of the system is otherwise compromise, including by way of example only a misappropriated password, incident computer viruses, computer crashes.

2.9.3. Supervisor Responsibility

- Monitoring and ensuring compliance by employees;
- Determine, approve or deny requests for use and access to ORGANIZATION technology and communication systems based upon departmental needs, needs for services; employee job-duties, potential for misuse or abuse of systems;
- Review employee authorization and access to ORGANIZATION technology and communication systems upon change of employee classification or position;
- Notify and confirm with EIS that employee access to ORGANIZATION technology and communication systems is terminated upon termination of employment;
- Receiving reports from employees of abuse or misuse of ORGANIZATION technology and communication systems;
- Receiving information from employees that systems’ security has been breached or otherwise compromised, including reports of viruses and computer crashes;
- Reporting abuse or misuse of ORGANIZATION technology and communication systems and breaches or compromises in systems’ security to EIS;
- Taking appropriate disciplinary action.

3. Acquisition of Technology/ Communication System Resources

Any technology and communication system equipment and computer drivers to be installed on the ORGANIZATION technology and communication system shall be acquired by the ORGANIZATION with the approval of EIS to be installed by EIS.

LEFT BLANK

C. Exit Interview Form

Exit Interview Form

Employee Information					
Employee Name:	[REDACTED]	Date:	[REDACTED]		
Department:	[REDACTED]	Position:	[REDACTED]		
Date hired:	[REDACTED]	Date of Separation:	[REDACTED]		
Employee Informed of Restrictions					
<input type="checkbox"/>	Code of Ethics, Post Employment Information	<input type="checkbox"/>	Removing parish property	<input type="checkbox"/>	Damaging, destroying parish property or documents
Employee Returned To Parish					
<input type="checkbox"/>	Building Keys	<input type="checkbox"/>	Car keys, equipment keys	<input type="checkbox"/>	Parish ID/Access Cards
<input type="checkbox"/>	Equipment and tools	<input type="checkbox"/>	Computer, software, radios	<input type="checkbox"/>	Credit cards
<input type="checkbox"/>	Parking passes:	<input type="checkbox"/>	Other:		
Reasons for Leaving (To be completed by employee)					
Reasons for leaving:	Describe the main reason you are leaving parish employment.				
[REDACTED]					
Job Satisfaction:	Describe what you enjoyed most about your job and what you enjoyed least.				
[REDACTED]					
Supervisors:	Describe whether you received adequate supervision by responding to below.				
	Almost Always	Usually	Sometimes	Never	
Responsive to complaints and concerns					
Was generally fair					
Clearly communicated expectations and assignments					
Provided coaching and training					
Recognized accomplishments					
Ethics:	Did you receive training on Code of Governmental Ethics? ___ Yes ___ No. Did you witness or have knowledge of any unethical conduct or practices engaged in by parish employees. If so, please describe.				
[REDACTED]					
Acknowledgement of Receipt of Warning					
<i>By signing this form, you confirm that you have been informed of the above restrictions regarding separation from parish employment, including but not limited to Code of Ethics – Post Employment Restrictions. You confirm that you have returned or arranged for the return of all parish property including but not limited to computers, software, equipment, tools, vehicles, credit cards, keys, parking passes, work orders, other parish documents in your possession. You confirm the accuracy of the response to questions provided above.</i>					
Employee Signature				Date	
[REDACTED]					
Interviewer's Signature				Date	
[REDACTED]					
Interviewer's Name:				Interviewer's Position	
[REDACTED]					