

# CITY OF THIBODAUX

## CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET  
THIBODAUX, LOUISIANA 70302  
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**J. KELLY CHIGHIZOLA**  
DIRECTOR

**CARLIS RAGAS**  
SECRETARY

### AGENDA

#### CIVIL SERVICE BOARD MEETING

July 10, 2018 at 4:30 p.m. (Tuesday)

COUNCIL CHAMBERS, CITY HALL, 310 W. 2<sup>ND</sup> ST., THIBODAUX, LA

1. Call to Order
2. Pledge of Allegiance- Mr. Andrew Riviere
3. Silent Prayer
4. Roll Call
6. Reading and Approval of the Minutes of the Meeting of May 8, 2018
7. Items for Discussion:
  - I. New Business
    - (A.) Adopt rule change to Rule VIII, Annual and Other Leave of Absences to clarify verbiage as to how the current process for accruing annual and sick leave is being calculated by adding an accrual factor chart for annual, sick and carry-over leave (see attached charts).
    - (B.) Consider adopting change proposed by JET (Job Evaluation Team) Committee to job description currently titled "Landscaping Supervisor in grade 616 to "Landscaping Specialist" in grade 616.

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- (C.) Introduce rule change to RULE VII, Working Test, to allow recommendation by the appointing authority to extend working test period to a maximum of one (1) year for positions other than police officer recruits.**
- (D.) Adopt recommendation by Springsted Inc. Consulting Firm to adjust the Uniform Plan of Salary Ranges for 2019 by an increase of 2%.**
- (E.) Appeal Hearing for Mr. Michael Grobe for termination by the Public Works Department.**
- (F.) A motion to convene into executive session for the appeal hearing of Mr. Michael Grobe in accordance with LA Public Meeting Law RS 42:17 (1)**



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J. KELLY CHIGHIZOLA  
CIVIL SERVICE DIRECTOR  
CITY OF THIBODAUX

# Item A.

## RULE VIII

### ANNUAL AND OTHER LEAVES OF ABSENCE

**Section 1** Annual Leave: As amended June 18, 1979.

- 1.1 PURPOSE. Vacation time is granted classified employees for the purpose of rehabilitation and restoration and maintenance of work efficiency or transaction of personal affairs which include, but are not limited to such absences as vacations, illness in the family, attending funerals other than the immediate family, and other deserving matters at the discretion of the department head or his delegated representative.
- 1.2 ELIGIBILITY. Employees, except emergency and temporary, shall earn vacation time. Employees on leave of absence in excess of 12 weeks may not earn accrue annual leave. Employees on Military Leave of absence shall accrue annual leave. Eligible employees shall earn vacation time in accordance with the following schedule:

<u>80 Hour Employee</u>	
0 - 3	years service: 12 days per year (accrued bi-weekly at rate of 3.69)
3 - 10	years service: 15 days per year (accrued bi-weekly at rate of 4.62)
10 -15	years service: 18 days per year (accrued at bi-weekly rate of 5.54)
Over 15	years service: 21 days per year (accrued at bi-weekly rate of 6.46)
<u>75 Hour Employee</u>	
0 - 3	years service: 12 days per year (accrued bi-weekly at rate of 3.46)
3 - 10	years service: 15 days per year (accrued bi-weekly at rate of 4.33)
10 -15	years service: 18 days per year (accrued at bi-weekly rate of 5.19)
Over 15	years service: 21 days per year (accrued at bi-weekly rate of 6.06)
<u>40 Hour Employee</u>	
0 - 3	years service: 6 days per year (accrued bi-weekly at rate of 1.85)
3 - 10	years service: 7.5 days per year (accrued bi-weekly at rate of 2.31)
10 -15	years service: 9 days per year (accrued at bi-weekly rate of 2.77)
Over 15	years service: 10.5 days per year (accrued at bi-weekly rate of 3.23)

ANNUAL LEAVE ACCRUAL FACTOR SCHEDULE					
		ACCRUAL RATE FACTOR TO BE APPLIED TO ANNUAL HOURS WORKED			
PAYROLL PERIOD	ANNUAL HOURS WORKED	0-3 Years of Service	3-10 Years of Service	10-15 Years of Service	15+ Years of Service
40 HOURS	1040	0.0462	0.0577	0.0692	0.0808
60 HOURS	1560	0.0462	0.0577	0.0692	0.0808
75 HOURS	1950	0.0462	0.0577	0.0692	0.0808
80 HOURS	2080	0.0462	0.0577	0.0692	0.0808
84 HOURS	2184	0.0462	0.0577	0.0692	0.0808
85 HOURS	2210	0.0462	0.0577	0.0692	0.0808

**EXAMPLES OF CALCULATIONS:**

***Hours Work Per Day x Accrual Rate Factor x Days work per pay period = Accrual Rate Per Pay Period***

***Hours Work Per Year x Accrual Rate Factor = Hours Earned of Annual Leave Per Year***

***\*Allow adjustments for rounding***

Vacation time may be taken in periods of not less than half-hour (½ hour) increments at a time, at any time after six (6) months' continuous service providing, however, the department head or his delegated representative approves the requested time off. (Revised effective: 09/01/89) (Revised effective: 5/12/15).

It is a requirement that each employee who handles payments and/ or cash shall take at least five (5) consecutive workdays of vacation at least once during a calendar year. Nothing shall be construed to prevent an employee from taking more or less than five (5) consecutive workdays during a calendar year. Exceptions to this policy may be granted only upon showing of good cause and upon written request by the employee when such exception would benefit the City. Both the department head and the Mayor shall concur in waiving this policy. It is the intent of this rule to require each employee who handles payments and/or cash shall to take at least one annual leave of five (5) or more consecutive days. At the discretion of the appointing authority sick leave may be substituted for annual leave as provided by Rule VIII, Section 2.5. The exception to this rule shall be the Police Department's detective and patrol division (Revised effective: 01/01/89), all Public Works' employees (Revised effective: 11/12/96), employees in the Office of the City Clerk (Revised effective: 03/11/97), and employees in the Office of Housing and Community Development (Revised effective: 11/13/01) (Revised effective 5/12/15).

**1.2 (a) Donation of earned annual leave.(Revised 7/11/2017)**

Subject to the condition that the recipient has been placed on Federal Medical Leave Act (FMLA) by the Human Resource Department by providing documentation, the Civil Service Director may approve annual leave donations. The appointing authority may allow an employee to donate annual leave with pay to a classified employee, subject to the following conditions:

1. The recipient must be a regular employee.
2. The donor relinquishes all future claims to the donated leave, regardless of the medical condition of either the donor or the recipient.
3. The donation must be strictly voluntary, without coercion, implied or otherwise, and must be certified as such in writing by the donor in advance of the actual transfer of annual leave from the donor to the recipient.
4. In any case in which an employee is donating annual leave with pay to an employee in another organizational unit, the approval of both appointing authorities will be required.
5. Following approval, the appointing authority/authorities must submit all the necessary leave adjustment forms to the Department of Civil Service with appropriate documentation.

**1.2 (b) Charging exempt employees annual leave**

Classified exempt (salaried; not eligible to receive overtime or comp time) employees shall be charged for annual leave time as follows:

Use of less than 4 hours in a whole workday . . . 0

Use of 4 or more hours in a whole work day . . . 7.5 or 8 hours,  
depending upon the number of hours of the employee's work  
day. (Revised effective: 04/01/98)

**1.3 VACATION SCHEDULE AND LOSS OF EARNED VACATION.**

In establishing vacation schedules, the department head shall consider both the employee's preference and the operating needs of the department. In any event, upon request, vacation time must be scheduled so that it shall be taken during the calendar year in which earned with the following exceptions:

(a) Employees with less than one year of employment may carry all unused annual leave forward to the next calendar year.

(b) As of July 14, 2015, On December 31 of each year, the accumulated annual leave of each employee shall be carried forward to the succeeding year, provided that accumulated annual leave carried forward shall not exceed the amount of hours indicated in the chart below:

**ANNUAL LEAVE SCHEDULE AND LOSS OF EARNED ANNUAL LEAVE**

<b>Weekly</b>	<b>Payroll Period</b>	<b><u>Maximum Annual Leave Carry Over Hours</u></b>			
		<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>20 Hrs. Wk. (P/T)</b>	<b>40 Hr. Employee</b>	<b>180</b>	<b>144</b>	<b>112</b>	<b>84</b>
<b>30 Hrs. Wk. (P/T)</b>	<b>60 Hr. Employee</b>	<b>270</b>	<b>216</b>	<b>168</b>	<b>126</b>
<b>37.5 Hrs. Week</b>	<b>75 Hr. Employee</b>	<b>337.5</b>	<b>270</b>	<b>210</b>	<b>157.5</b>
<b>40 Hrs. Week</b>	<b>80 Hr. Employee</b>	<b>360</b>	<b>288</b>	<b>224</b>	<b>168</b>
<b>42 Hrs. Week</b>	<b>84 Hr. Employee</b>	<b>378</b>	<b>302.4</b>	<b>235.2</b>	<b>176.4</b>
<b>42.5 Hrs. Week</b>	<b>85 Hr. Employee</b>	<b>382.5</b>	<b>306</b>	<b>238</b>	<b>178.5</b>

**ANNUAL LEAVE SCHEDULE AND LOSS OF EARNED ANNUAL LEAVE**

<b><u>ANNUAL HOURS WORKED</u></b>	<b><u>MAXIMUM ANNUAL CARRY-OVER HOURS</u></b>
<b>1040</b>	<b>84</b>
<b>1560</b>	<b>126</b>
<b>1950</b>	<b>157.5</b>
<b>2080</b>	<b>168</b>
<b>2184</b>	<b>176.4</b>
<b>2210</b>	<b>178.5</b>

- 2.4 Sick leave with pay shall be earned by all regular full time employees in the classified service as indicated below:

<b>SICK LEAVE ACCRUAL FACTOR SCHEDULE</b>		
<b>PAYROLL PERIOD</b>	<b>ANNUAL HOURS WORKED</b>	<b>Accrual Factor</b>
75 HOURS	1950	0.0462
80 HOURS	2080	0.0462
84 HOURS	2184	0.0462
85 HOURS	2210	0.0462

**EXAMPLE:**

*Hours Work Per Day x Accrual Rate Factor x Days work per pay period = Sick Leave Accrual Rate Per Pay Period*

- 2.5 An employee who has taken sick leave shall file with his appointing authority or delegated representative a certificate stating the cause of his absence and the amount of time taken. If the amount of leave taken is in excess of three (3) consecutive days, a registered physician must certify to the nature of illness or injury and the necessity for absence. If there is a reasonable doubt as to the validity of an employee's claim for consecutive sick leave of three (3) days or less, the appointing authority or his delegated representative may require a statement from a registered physician or other acceptable proof that the employee was ill and unable to report to work. When it has been determined that an employee has charged an absence against sick leave, although no actual sickness occurred, the value of absent time must be deducted from the employee's pay. In addition, other disciplinary action may be taken by the appointing authority.

**2.5 (a) Donation of earned sick leave.(Revised 7/11/2017)**

1. Subject to the condition that the recipient has been placed on Federal Medical Leave Act (FMLA) by the Human Resource Department by providing documentation, the Civil Service Director may approve sick leave donations. The appointing authority may allow an employee to donate annual leave with pay to a classified employee, subject to the following conditions:
2. The recipient must be a regular employee.
3. The donor relinquishes all future claims to the donated leave, regardless of the medical condition of either the donor or the recipient.
4. The donation must be strictly voluntary, without coercion, implied or otherwise, and must be certified as such in writing by the donor in advance of the actual transfer of sick leave from the donor to the recipient.
5. In any case in which an employee is donating sick leave with pay to an employee in another organizational unit, the approval of both appointing authorities will required.
6. Following approval, the appointing authority/authorities must submit all the necessary leave adjustment forms to the Department of Civil Service with appropriate documentation.

**2.6 Workmen's Compensation Insurance Payments:**

If and when the disability of an employee is of a nature that he is entitled to payments under any Workmen's Compensation Insurance which is in effect, he shall, at his option, be entitled to receive