

CITY OF THIBODAUX

CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET

THIBODAUX, LOUISIANA 70302

OFFICE: (985) 446-7233 • FAX: (985) 493-8762

Email: civilservice@ci.thibodaux.la.us

WEBSITE: ci.thibodaux.la.us

J. KELLY CHIGHIZOLA
DIRECTOR

CARLIS RAGAS
SECRETARY

Official Minutes

SPECIAL CIVIL SERVICE BOARD MEETING

Wednesday, May 29, 2024 at 4:30 p.m.

COUNCIL CHAMBERS, CITY HALL, 310 W. 2ND ST., THIBODAUX, LA

AGENDA

1. Call to Order

2. Pledge of Allegiance- Mr. Terry Evans

3. Silent Prayer

4. Roll Call **Mr. Terry Evans- Present** **Mr. Jeremy Robichaux- Absent**
 Mr. Greg Cook – Present **Mr. Todd Magee - Present**
 Mr. Lance Ledet - Absent

5. Reading and Approval of the Minutes of the Meeting from November 14, 2023.

Present at the meeting: Mayor Kevin Clement, Councilman Mike Naquin, Chief Bryan Zeringue, and Human Resource Director Amanda Matis.

I. NEW BUSINESS

A. Election of C.S. Board Chairman

Mr. Terry Evans nominated Mr. Jeremy Robichaux and second by Mr. Greg Cook, no other nominations. Board voted 3-0 to approve Mr. Jeremy Robichaux and the Board Chairman.

B. Election of C.S. Board Vice Chairman

Mr. Todd Magee nominated Mr. Lance Ledet and second by Mr. Terry Evans, no other nominations. Board voted 3-0 to approve Mr. Lance Ledet as Board Vice Chairman.

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- C. Consider amending Rule VIII Annual and Other Leaves of Absense, Section 1. 2 Annual Leave to allow all regular city employees to be eligible to take annual leave after six (6) months of continuous service to the City of Thibodaux as stated in attached rule update.**

Explanation of the purpose to amend rule to allow all regular employees to be eligible to utilize annual leave after six months of employment with the City of Thibodaux by Civil Service Director

Motion by Mr. Evans and second by Mr. Cook to amend the rule stated for all regular employees to be eligible to utilize annual leave after six months of employment with the City. Board voted 3-0 to approve.

- D. Considering amending Rule VIII, Section 8, to designate Juneteenth Day on the third Saturday in of June in accordance to Louisiana Statue R.S. 1:158.2. going forward.**

Board approved recommendation by the Civil Service Director to adopt the Juneteenth Day in accordance to R.S. 1:158.2. Motion made by Mr. Cook and second by Mr. Magee by voting 3-0 to adopt.

- E. Considering adopting a new Uniform Plan of Salary Ranges for the City of Thibodaux based on a wage study conducted by the Human Resource Director and the Civil Service Director.**

Civil Service Director and Human Resource Director gave an explanation as to how the wage study was prepared and what sources were used to make the recommendation for the placement of the position titles in the classification plan and the adjusted minimums, midpoints, and maximums of the Uniform Plan of Salary Ranges.

The Board adopted the proposed Uniform Plan of Salary Ranges and Classification Plan as recommended. Mr. Evans made the motion and Mr. Cook second the motion. The Board voted 3-0 to adopt.

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II. DIRECTOR REPORT

- A. Explanation to the Civil Service Board as to the next step of adopting the new pay plan (Uniform Plan of Salary Ranges) if approved by the Civil Service Board.

The Civil Service Director explained to the Board that the Administration (Mayor) would make a recommendation as to the amount of the pay increase each employee will receive. In addition, it was explained that the Directors and Assistant Directors would not be part of the wage study's adjustment of pay rates. Once the Civil Service Director and Human Resource Director receives a recommendation from the Mayor, the recommendation will be brought to the City of Thibodaux City Council for consideration. The City Council has the final authority on approving the funding of the wage study and pay rate adjustments.

J. Kelly Chighizola

J. KELLY CHIGHIZOLA
CIVIL SERVICE DIRECTOR
CITY OF THIBODAUX