

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

AGENDA

CIVIL SERVICE BOARD MEETING

Tuesday, May 13, 2025 at 4:30 p.m.

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

1. Call to Order

2. Pledge of Allegiance

3. Silent Prayer

4. Roll Call

Mr. Jeremy Robichaux-	Absent
Mr. Lance Ledet -	Present
Mr. Greg Cook-	Present
Mr. Terry Evans-	Present
Mr. Todd Magee	Absent

5. Reading and Approval of the Minutes of the Special Meeting from October 30, 2024.

Motion by Lance Ledet to dispense with the reading of the minutes and accept minutes, second by Terry Evans, voted 3-0.

I. NEW BUSINESS

A. Request a date change to the City's Holiday Schedule to adjust the Juneteenth Holiday to **June 19th this year and all future years.**

Motion by Terry Evans to change Juneteenth Holiday to June 19th, second by Greg Cook, Board voted 3-0, item passed.

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

- B. Create the position **Assistant Information Technology (IT) Director** to be added to the Classification Plan pay grade Class II.

Motion Greg Cook, to create Assistant IT Director position and place into Class II of the Classification Plan, second by Terry Evans, Board voted 3-0, item passed.

- C. Create the position **Assistant Civil Service Director** to be added to the Classification Plan pay grade Class I.

Motion Lance Ledet, to create Assistant Civil Service Director position and place into Class I of the Classification Plan, second by Terry Evans, Board voted 3-0, item passed.

- D. Consider updating Rule VIII, Annual and Other Leave of Absence, Section 1.2 (b), to include Federal, State and Local Government rules defining exempt employees' regulations and place the rule in compliance with the Federal Labor Standards Act (FLSA).

Explanation given by Civil Service Director as to the purpose of this rule change to comply with the FLSA's Exempt Salary Employee Status.

Motion by Terry Evans, to update Civil Service Rule VIII, Section 1.2 (b), second by Lance Ledet, Board voted 3-0, item passed.

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

- E. Consider implementing a new rule to **Civil Service Rule IV, Uniform Plan of Salary, Section 8.7, Structured Pay Raise**, to address Public Work's Employee Certification Program.

Explanation given by Civil Service Director and Human Resource Director Amanda Matis, as to the need to create this rule to reward Public Works Employees earning Louisiana State Certifications.

Motion by Terry Evans, second by Greg Cook, Board voted 3-0, item passed.

II. DIRECTOR REPORT

A. Update on status of the Civil Service Department

Notified Board that the Council Administrator is working on receiving nominations from Nicholls State University and Thibodaux Chamber of Commerce for the two (2) CS Board Member positions that expires in 2025.

Thanked Mr. Terry Evans for his service to the Civil Service Board and to the City of Thibodaux for volunteering his time.


J. KELLY CHIGHIZOLA
CIVIL SERVICE DIRECTOR
CITY OF THIBODAUX