



CITY OF THIBODAUX

EMPLOYEE HANDBOOK



**DEPARTMENT
OF
HUMAN RESOURCES**



Community First & Forward

Employee Handbook

City Attorney

2/2/2026

Date

Human Resources Director

2/2/2026

Date

Mayor

2/5/2026

Date

Welcome!

We are so glad you are here and have chosen to be part of The City of Thibodaux. Whether this is your first day or you have been a part of our team, we want you to know how excited we are to work alongside you.

Our Employees are the heart of everything we do. Each person brings unique skills, experiences, and perspectives that help us better serve our community and one another. We believe in fostering a work place that is respectful, supportive, and collaborative, one where everyone feels valued and encouraged to grow.

This Employee Handbook is designed to serve as a helpful resource and guide. It outlines our policies, expectations, and benefits, while also reflecting our commitment to fairness, professionalism, and mutual respect. We encourage you to review it carefully and keep it for future reference. If you ever have questions or need clarification, your supervisor or the Human Resources Department is always available to assist you.

As you begin this journey with us, we hope you feel welcomed, supported, and inspired. We look forward to your contributions and to working together to achieve our shared goals.

Once again, we are truly happy to have you as part of our team.

Warm regards,

A handwritten signature in blue ink, appearing to read "Kevin L. Clement", with a long, sweeping horizontal line extending to the right.

Kevin Clement, Mayor

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Employee Acknowledgement Form

The Employee Handbook contains important information regarding the City of Thibodaux. I understand that I should contact the Human Resources Department with any questions that are not addressed in this handbook.

I acknowledge that my employment with the City of Thibodaux is entered into voluntarily and that there is no specified term of employment. Accordingly, The City or I may terminate the employment relationship at any time, with or without cause or notice, provided such action does not violate applicable federal or state law, The City of Thibodaux Charter, or The City’s Civil Service Rules and Regulations.

I understand that the policies, procedures, and benefits described in this handbook are subject to change at The City’s discretion, except for the policy of employment at will. Any revisions will be communicated through official notices and may supersede, modify, or eliminate existing policies. I further understand that only the Mayor has the authority to approve revisions to the policies contained in this handbook.

I understand that nothing in this Employee Handbook alters or supersedes the rights, protections, or procedures afforded to classified Employees under The City of Thibodaux Civil Service Rules and Regulations or applicable state law. The at-will employment provisions described herein apply only to unclassified Employees.

I acknowledge that this handbook does not constitute a contract of employment or a legal agreement. I confirm that I have received a copy of the Employee Handbook and understand that it is my responsibility to read, understand, and comply with the policies contained herein, as well as any future revisions.

I acknowledge that I have received a copy of the Employee Handbook and the Civil Service Rules and Regulations.

EMPLOYEE NAME (printed): _____

EMPLOYEE SIGNATURE: _____

DATE: _____

SECTION I: Equal Employment & Anti-Discrimination

Equal Employment Opportunity Policy

Americans with Disabilities Act (ADA) & ADA Amendments Act (ADAAA)

Anti-Harassment Policy & Complaint Procedure

Equal Employment Opportunity

The City of Thibodaux is an equal opportunity employer and is committed to providing equal employment opportunities to all employees and applicants for employment in compliance with applicable federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, as amended; the Americans with Disabilities Act (ADA); the Age Discrimination in Employment Act (ADEA); the Genetic Information Nondiscrimination Act (GINA); the Uniformed Services Employment and Reemployment Rights Act (USERRA); and applicable provisions of Louisiana law.

Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, marital status, or any other status protected by applicable law.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, transfer, discipline, termination, layoff, leaves of absence, compensation, benefits, and training.

The City of Thibodaux strictly prohibits unlawful discrimination and harassment based on any protected characteristic. Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Such conduct will not be tolerated and may result in disciplinary action, up to and including termination of employment.

The City is also committed to providing reasonable accommodations to qualified individuals with disabilities and to employees' sincerely held religious beliefs, in accordance with applicable law.

Americans with Disabilities Act (ADA) & ADA Amendments Act (ADAAA)

The Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), is a federal law that prohibits employers with fifteen or more employees from discriminating against qualified applicants and employees with disabilities. These laws require employers to provide reasonable accommodations to qualified individuals with disabilities, when necessary, to enable them to perform the essential functions of their positions, with or without reasonable accommodation.

It is the policy of the City of Thibodaux to fully comply with all applicable federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The City does not discriminate against qualified individuals with disabilities with respect to application procedures, hiring, advancement, discharge, compensation, training, or any other terms, conditions, or privileges of employment.

The City of Thibodaux will provide reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship on The City or pose a direct threat to the health or safety of the individual or others in the work place that cannot be eliminated or reduced by reasonable accommodation.

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department to request an accommodation or to obtain additional information.

Anti-Harassment Policy & Complaint Procedure

The City of Thibodaux is committed to maintaining a work environment in which all individuals are treated with dignity and respect. Every employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discrimination and harassment. Accordingly, the City expects all working relationships—whether in City offices, on job sites, or at City-sponsored events—to be professional, respectful, and free from bias, prejudice, and harassment.

It is the policy of the City of Thibodaux to provide equal employment opportunities and to prohibit discrimination or harassment based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, marital status, amnesty, veteran status, or any other status protected by applicable federal, state, or local law.

The City strictly prohibits all forms of unlawful harassment, whether verbal, physical, visual, or written. This policy applies to the conduct of directors, supervisors, managers, coworkers, contractors, vendors, and members of the public who interact with City employees in the course of City business.

The City strongly encourages employees to promptly report any perceived incidents of discrimination or harassment. We are committed to addressing all complaints seriously and conducting prompt, thorough investigations while maintaining confidentiality as required to ensure an effective investigation.

Retaliation against any individual who reports discrimination or harassment in good faith, or who participates in an investigation or related proceeding, is strictly prohibited. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

Definitions of Harassment

Sexual Harassment

Sexual harassment is a form of discrimination and is illegal under federal, state, and local law, including the Equal Employment Opportunity Commission (EEOC) guidelines, Title VII of the Civil Rights Act of 1964, and Louisiana employment laws. Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature:

- are made explicitly or implicitly a term or condition of an individual's employment
- are used as the basis for employment decisions affecting the individual or
- have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment may involve individuals of the same or different genders and include subtle or overt behaviors, including but not limited to:

- unwelcome sexual advances or requests for sexual favors
- sexual jokes, innuendo, or comments about an individual's body, sexual prowess, or deficiencies
- verbal abuse of a sexual nature
- leering, whistling, or unwanted physical contact
- insulting or obscene gestures or comments
- display of sexually suggestive objects, pictures, or materials in the work place
- other conduct of a sexual nature that unreasonably interferes with work performance or creates a hostile environment

Harassment Based on Other Protected Characteristics

Harassment based on any other protected characteristic is strictly prohibited. Protected characteristics include, but are not limited to, race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship, or genetic information.

Harassment includes verbal, written, physical, or visual conduct that denigrates or shows hostility toward an individual or group because of a protected characteristic and:

- creates an intimidating, hostile, or offensive work environment
- unreasonably interferes with an individual's work performance or
- adversely affects an individual's employment opportunities

Examples of prohibited conduct include:

- epithets, slurs, or negative stereotyping
- threatening, intimidating, or hostile acts
- denigrating jokes
- written or graphic materials that denigrate or show hostility toward an individual or group, whether displayed on city property, circulated at work, or transmitted using city equipment (e.g. email, text messages, blogs, social media)

Complaint Process

1. Reporting

Individuals who believe they have experienced or witnessed harassment, discrimination, or retaliation should report their concerns promptly to:

- Their immediate Supervisor or Department Director and
- Human Resources
 - Human Resources Director: 985-448-5848
 - Human Resources Assistant Director: 985-448-5854
 - Office: 1233 Canal Blvd, Thibodaux, LA

2. Supervisor Obligations

All Supervisors and Department Directors are required to report any complaints, knowledge, or observations of potential harassment immediately to Human Resources. Failure to report may result in disciplinary action.

3. Informal Resolution

Where appropriate, individuals are encouraged to inform the alleged offender that the behavior is unwelcome and request that it stop. While this may resolve the issue, employees are not required to confront the offender before filing a complaint.

4. Investigation

- Human Resources will promptly, thoroughly, and impartially investigate all complaints.
- Investigations may include interviews with the complainant, the alleged offender, and witnesses.
- Confidentiality will be maintained to the extent possible while conducting a fair and effective investigation.

5. Corrective Action

- If harassment or discrimination is substantiated, the City will take prompt and appropriate corrective action, which may include discipline up to and including termination.
 - Retaliation against any individual who reports harassment or participates in an investigation is strictly prohibited and will be subject to disciplinary action.

6. Appeals

If a party does not agree with the resolution of a complaint, they may appeal to the Civil Service Board if the employee is non-exempt. Exempt employees will report to the Mayor.

7. False or Malicious Complaints

Deliberately false or malicious complaints of harassment, discrimination, or retaliation may result in disciplinary action.

Required Annual Training for Public Employees and Elected Officials

Ethics Training – R.S. 42:1170

All City employees and elected officials are required to complete a minimum of one hour of ethics training on the Louisiana Code of Governmental Ethics each calendar year.

Training may be completed in person or online, in accordance with the rules and oversight of the Louisiana Board of Ethics. Ethics training certificates are filed and stored at the Civil Service Department.

Preventing Sexual Harassment – R.S. 42:343

All City employees and elected officials are required to complete at least one hour of sexual harassment prevention training annually.

Supervisors and individuals designated by Human Resources to receive or investigate sexual harassment complaints must complete an additional hour of supervisor sexual harassment training.

Training may be conducted in person or online using materials approved by Human Resources.

Human Resources is required to report the number and percentage of employees who completed the mandated training in its annual report by **February 1st** of each year, as required under R.S. 42:344.

All sexual harassment training certificates are filed and stored at the City of Thibodaux's Human Resources Department.

Cybersecurity Awareness Training – R.S. 42:1267

City employees and elected officials who have access to the agency's information technology systems must complete cybersecurity awareness training developed by the Louisiana Department of State Civil Service.

All cybersecurity training certificates are filed and stored at the City of Thibodaux's Human Resources Department.

Municipal Training - R.S. 33:1420.32 and R.S. 38"2225.7(D)

Beginning July 1, 2026, all elected municipal officials and personnel involved in procurement, public works or contract administration must complete at least one hour of instruction each year focused on the Louisiana Public Bid Law and related contracting requirements.

All Municipal training certificates are filed and stored at the City of Thibodaux's Human Resources Department.

New Employees or officials must complete all applicable training within thirty (30) days of their start date.

CITY OF THIBODAUX ETHICS POLICY

For the purpose of this policy and procedure manual, the term “Ethics” refers to the prohibitions as defined in Louisiana Revised Statute 42:1111-1121; actions for violation of ethical in fractures; system to monitor ethical violations; requirement for all employees, including the elected officials, annually attest through signature verification that they have read the City of Thibodaux’s Ethics Policy in accordance with the *Louisiana Revised Statute 42:1111-1121*.

It shall be mandatory of each active employee and each public official of the City of Thibodaux to complete the ethics testing online or at the annual training seminar hosted by the Louisiana Ethics Board each calendar year and provide the certificate of completion to the Civil Service Director on or before December 31st of each year.

The Civil Service Director annually schedules the training seminar in conjunction with the Lafourche Parish District Attorney’s Office for City of Thibodaux and Lafourche Parish employees to attend the ethics training hosted by a member of the Louisiana State Board of Ethics. The Civil Service Director contacts all City of Thibodaux employees by email to notify them of the training date, time and location. For the employees who are unable to attend, a second notice notifying the employees is sent out to all City of Thibodaux employees to remind them their training must be done online before December 31st of each year. City of Thibodaux employees who complete the testing online must forward a copy of the certificate of completion to the Civil Service Director. The Civil Service Director shall be the designee of administrating and monitoring the ethics rules and regulations for the City of Thibodaux employees to make sure they adhere to the instructions and rules listed below (2023).

The Civil Service Director shall instruct all employees of the City of Thibodaux to report any ethical violations to the *Louisiana State Ethics Board*. In accordance with *Louisiana Statue 42:1111-1121*, follow procedures will be followed by the *Louisiana State Ethics Board*.

- *Complaints - The Board can initiate an investigation into any matter which it has reason to believe may be a violation of the Code by a 2/3 vote of its membership (8 votes). A copy of the vote and a detailed explanation of the matter are sent to the complainant and the respondent. Additionally, the Board must consider any signed sworn complaint.*
- *Investigations - The Board considers information discovered through a confidential investigation. Some cases lead to voluntary admissions of violations of the Code through the publication of a consent opinion.*

Any potential violations reported to the *Louisiana State Ethics Board* that result in disciplinary action (in accordance to *the Louisiana State Statue*) are subject to the following:

By law, as public servants, are all required to take Ethics Training each year. If you fail to comply, penalties such as the following may be imposed: **Fined up to \$10,000 Removal, suspension, or reduction of pay or demotion of a public employee (2024).**

PENALTIES

A. Agency heads have a responsibility to report possible Code violations to the Board. R.S. 42:1161A

B. Penalties that may be imposed upon a finding of a violation of the laws under the Board's jurisdiction:

(1) Censure of an elected official or other person within its jurisdiction and imposition of a fine of not more than \$10,000 per violation. R.S. 42:1153A

(2) Removal, suspension, or reduction of the pay or demotion of a public employee or 8 other person and imposition of a fine of not more than \$10,000 per violation. R.S. 42:1153B

(3) Imposition of restrictions on a former public servant and other persons to prevent appearances before the agency and to prohibit the negotiation for or entering into business relationships with the agency. R.S. 42:1151B

(4) Rescission of contracts, permits and licenses, without contractual liability to the public, whenever the Board finds that a violation has influenced the making of such contract, permit or license, and that such rescission is in the best interest of the public. R.S. 42:1152

(5) Order the payment of penalties if an investigation reveals that any public servant or other person has violated the Code to his economic advantage and penalties can include the amount of such economic advantage plus one half. R.S. 42:1155A

(6) Order the forfeiture of any gifts or payments made in violation of the Code. R.S. 42:1155B

(7) Imposition of late fees for reports that are not timely filed. R.S. 42:1157 (8) Object to the candidacy of a person who has an outstanding fine, fee or penalty equal to or greater than \$250 pursuant to the Code of Governmental Ethics for which all appeals have been exhausted. R.S. 18:463A (2)(a)(vii)

UPDATE:2025 Laws Revised Statutes

Title 42 - Public Officers and Employees

§42:1170. Ethics education; mandatory requirements; ethics designee

Universal Citation:

LA Rev Stat § 42:1161 (2025)

- A. Filing of reports. Every agency head shall file confidential reports with the board or panel on any matters that come to his attention, which he believes, may constitute a violation of this Chapter, which is within the board or panel's jurisdiction.*
- B. Cooperation with board. Every agency head shall cooperate in every possible manner in connection with any investigation or hearing, which may be lawfully conducted by the board or panel.*
- C. Compliance with order of board or panel. Every agency head shall forthwith comply with any lawful order received from the board or panel and shall immediately take disciplinary action against any employee under his supervision when ordered to do so by the board or panel.*
- D. Failure to comply with order of board or panel. Failure on the part of any agency head who is not an elected official to comply promptly with any lawful order received from the board or panel shall subject him to all penalties provided for elsewhere in this Chapter and shall cause the immediate suspension of all salary and other benefits which he otherwise would be entitled to receive. Such suspension shall remain in effect during the period in which he fails or refuses to comply, and all public employees are hereby directed to refuse to honor any drafts or other documents, that would violate this provision.*
- E. Agency employment lists. Every agency head shall furnish the board or panel, upon request, a list showing the names, positions, compensation, if any, and the time actually spent earning such compensation of all*

agency employees. The list shall be prepared at the expense of the agency furnishing it out of funds available to such agency.

F. Screening of employees. Every agency head shall constantly screen all employees under his supervision to ascertain that such employees are needed to perform the work of the agency and shall promptly take the necessary steps to reduce the number of the employees of the agency to a sufficient or satisfactory number required. Knowingly having one or more employees on the payroll who are not rendering service for which they are being paid or having one or more employees on the payroll that violate the provisions of R.S. 42:1119 shall subject the agency head, a public employee having the authority to hire and fire the employee, and the immediate supervisor of the employee, as well as such employee, to the disciplinary action and penalties provided by this Chapter.

Appropriate disciplinary action will be executed by the *Louisiana State Ethics Board* in regard to the findings of any ethical violation. Any ethical violation deemed serious shall be submitted to the proper authority for investigation by the *Louisiana State Ethics Board*.

City of Thibodaux will keep active records of all ethics training certifications on record for the required prescription period. In addition, the City of Thibodaux's employee software package, currently Bamboo, maintains a computerized copy of all City employees' training history.

SECTION II: Employment Policies

Nature of Employment

Employee Relations

Employment Categories

Employee Medical Exams

Background & Reference Checks

Nepotism, Employment of Relatives & Personal Relationships

Progressive Discipline

Separation of Employment

Conflict Resolution

Employment Policies

Nature of Employment

Employment with the City of Thibodaux is voluntary. For unclassified employees, employment may be terminated at any time, with or without cause or notice, provided such action does not violate applicable federal or state law.

Classified employees are not employed at-will and are subject to the protections, procedures, and due process requirements set forth in the City of Thibodaux Civil Service Rules and Regulations and the Home Rule Charter.

Nothing in this handbook is intended to modify or limit those rights.

Policies in this handbook are not intended to create a contract and should not be construed as contractual obligations between the City and its employees. The provisions have been developed at the discretion of the appointing authority (Mayor or designee) and, except for the employment-at-will policy, may be amended or canceled at any time at the City's sole discretion.

Amendments or additions may only be made with the express written approval of the Mayor.

Employee Relations

The City of Thibodaux is committed to maintaining competitive work conditions, wages, and benefits. Employees are encouraged to voice concerns regarding work conditions or compensation openly and directly with their supervisors.

Open communication fosters a positive work environment, clear communication, and strong employee morale. The City demonstrates its commitment to employees by responding promptly and effectively to concerns.

Employment Categories

Employees are classified to clarify employment status and benefits eligibility. These classifications do not guarantee employment for any specific duration.

Exempt and Non-Exempt Employees

- **exempt:** not eligible for certain provisions of federal and state wage and hour laws
- **non-exempt:** eligible for overtime pay under federal and state wage and hour laws

Classification may be changed only with written notification from the Civil Service Director and Human Resources Director.

Classified Employees

Appointed to positions under the Civil Service system, in accordance with the Home Rule Charter and Civil Service Rules and Regulations.

Unclassified Employees

Appointed to positions excluded from the Civil Service system, as defined by the Home Rule Charter.

Employment Status Categories

- **regular full-time:** employees not in temporary or provisional status; regularly scheduled to work full time; generally eligible for City benefits
- **part-time:** employees regularly scheduled to work fewer than 30 hours per week; eligible for legally mandated benefits but no other City benefits
- **probationary classified employee:** under evaluation for suitability in a position; completion of the working test period leads to confirmation of employment classification

- **temporary, provisional, seasonal employees:** hired to supplement the workforce temporarily or complete specific projects; employment duration is limited; benefits are limited to legally mandated programs

Employee Medical Examinations

Medical exams may be required to ensure employees can safely perform their duties.

1. **pre-employment:** conducted for designated positions at the City's expense by a health professional of the City's choice; employment offers are contingent on satisfactory completion
2. **current employees:** exams may be required to assess fitness for duty; exams are conducted at reasonable times and at the City's expense

Medical information is maintained separately from other employee records and is confidential. Access is limited to personnel with a legitimate need to know.

Background & Reference Checks

The City conducts pre-employment background checks to ensure qualifications and maintain a safe, productive workplace. Checks may include verification of resume or application information, criminal history, driving records, and credit reports when job-related.

Employment offers are contingent upon satisfactory background reports. Applicants will receive a copy and an opportunity to dispute inaccuracies if employment is denied based on the report.

Background checks for current employees may also be conducted for promotion or reassignment purposes. All background checks comply with federal and state laws, including the Fair Credit Reporting Act, ADA, and privacy and anti-discrimination laws.

Nepotism, Employment of Relatives, & Personal Relationships

To prevent conflicts of interest and favoritism, close relatives, partners, individuals in dating relationships or household members may not be in positions that report directly to one another.

Employees must disclose relationships that may create a conflict to their Supervisor, Department Director, and Human Resources. The City reserves the right to apply this policy to any situation with a potential conflict, even if no direct reporting relationship exists. The Human Resources Department may consult the Louisiana Board of Ethics for an opinion.

Progressive Discipline

Employees are responsible for understanding and complying with City rules, policies, and job performance standards. Progressive discipline addresses poor performance or misconduct to correct behavior.

Progressive discipline procedures outlined herein do not replace or supersede the disciplinary rights, appeal procedures, or due process protections afforded to classified employees under Civil Service Rules and Regulations. Disciplinary action for classified employees shall be administered in accordance with those rules.

Steps in the City's progressive discipline process:

- **verbal warning:** supervisor counsels employee; a record is placed in the HR file
- **written warning:** used for serious or repeated issues; placed in HR file
- **Performance Improvement Plan (PIP):** a final warning or structured plan up to 90 days; employee must demonstrate improvement or risk dismissal

The City may combine, skip, or adjust disciplinary steps based on the nature of the offense, repeated behavior, work record, and organizational impact. Discipline may include warnings, suspension, demotion, or termination as allowed under Civil Service Rules and Regulations.

Separation of Employment

Separation may occur for several reasons:

- **resignation:** employees are encouraged to provide two weeks' notice; insufficient notice may affect rehire eligibility
- **retirement:** employees must notify their department director and Human Resources at least 120 days before the planned retirement
- **job abandonment:** employees absent without notification for three consecutive work days are considered to have abandoned their job; Human Resources is notified, and termination is processed; job abandonment disqualifies employees from rehire
- **termination:** classified employment allows the City to terminate employees at any time; consistent with applicable laws, the Home Rule Charter, and Civil Service Rules and Regulations
- **unclassified employee:** employment may be terminated at any time, with or without cause or notice; consistent with applicable law

Return of City Property

Employees must return uniforms, keys, ID cards, and other property. Failure to do so may result in payroll deductions.

Final Pay and Benefits

- unclassified employees receive accrued vacation pay in the final paycheck
- classified employees with six months of service receive payment for unused vacation
- health insurance terminates on the last day of the employment month unless COBRA continuation is elected

Rehire

Former employees in good standing may apply for re-employment and must meet all position qualifications. Employees terminated for policy violations or who resigned in lieu of termination are ineligible for rehire.

Conflict Resolution

Purpose: to provide a consistent, effective method for employees to resolve work place concerns

Step 1 – discussion with supervisor

- Employees should initially discuss concerns with their immediate supervisor within five working days of the incident.
- Supervisors respond in writing within five working days.

Step 2 – written complaint and decision

- If unresolved, employees may submit a written complaint to their Department Director within five working days of the Supervisor's response. Human Resources may assist in drafting the complaint.
- The Director will meet with the employee within five working days and issue a written and oral decision within five days of the meeting.

Step 3 – appeal

- If unsatisfied, the employee may appeal in writing to Human Resources within five working days.
- Human Resources may facilitate resolution or refer the matter to a review committee. Confidentiality must be maintained.

Additional Guidance

- Failure to follow timelines generally concludes the process at the last decision level.
- Complaints must be made in good faith; group complaints are not permitted.
- Retaliation against employees filing complaints in good faith is strictly prohibited.

- Nothing in this conflict resolution process limits or replaces the appeal rights of classified employees under the City of Thibodaux Civil Service Rules and Regulations. Classified employees retain the right to appeal disciplinary actions through the Civil Service system.

SECTION III: Workplace Safety

Safety

Illness and/or Accident While on Duty

Use of Equipment and Vehicles

Workplace Monitoring

Security Inspections

Smoking & Vaping Policy

Drug and Alcohol Policy

Sexual Misconduct & Child Safety

Workplace Violence Prevention

Workplace Bullying

Safety

At the City of Thibodaux, your safety and well-being are a top priority. Our workplace safety program is designed to protect employees, citizens, contractors, and vendors. Its success relies on everyone staying alert and committing to safe practices.

Employee Responsibility

- follow all safety rules and exercise caution in every task
- report unsafe conditions immediately to your Supervisor
- violations of safety rules or failure to report hazards may lead to disciplinary action, including termination

Illness and/or Accident While on Duty

- report any injury, no matter how minor, to your Supervisor immediately
- the Human Resources Director must be notified of all occupational injuries or damage to City property
- Human Resources must authorize medical treatment for work-related injuries before incurring costs

Use of Equipment and Vehicles

Employees are expected to use City equipment and vehicles responsibly.

- follow all operating instructions, safety standards, and maintenance requirements
- report any damaged or defective equipment promptly
- careless or unsafe use of equipment or vehicles may result in disciplinary action
- keep your work vehicle with minimal personal items and consult with your supervisor regarding the City's vehicle policies
- follow the City of Thibodaux's policy on the use of city issued vehicles

Workplace Monitoring

To ensure safety, security, and quality:

- City computers are City property and may be monitored
- video surveillance may occur in non-private areas
- monitoring is conducted ethically and with respect for privacy

Security Inspections

To maintain a safe work place:

- illegal drugs, alcohol, weapons, and hazardous items are prohibited on City property
- employees must cooperate with inspections of desks, lockers, and other City-owned property
- desks, lockers, and City vehicles are City property and may be inspected at any time

Smoking and Vaping Policy

To promote a safe, healthy, and comfortable work environment for all employees, visitors, and members of the public, the City of Thibodaux maintains a smoke-free and vape-free work place.

Policy Guidelines

- smoking and vaping are prohibited in all City owned or leased buildings, vehicles, and enclosed work spaces
- smoking and vaping are also prohibited within a reasonable distance of building entrances, exits, and windows, as designated by the City
- this policy applies to all forms of tobacco products, electronic cigarettes, vaping devices, and similar products

- employees may smoke or vape only during authorized breaks and only in designated outdoor areas, if available
- employees are expected to properly dispose of smoking materials in designated receptacles

Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with City policies and procedures.

The City of Thibodaux encourages employees who wish to stop smoking or vaping to seek available wellness resources or cessation programs.

Drug & Alcohol Policy

The City is committed to a safe, healthy, and productive work place. Alcohol or drug misuse threatens safety and performance.

Key Points

- employees must report to work fit for duty, free from drugs and alcohol
- use of prescribed medications is allowed, but employees must confirm they do not affect safety or job performance
- illegal drug use, possession, or being under the influence during work is prohibited

Testing may be required

- pre-employment, random, reasonable suspicion, post-accident, or follow up tests

Consequences

- positive tests, refusal to test, or policy violations may result in discipline, up to and including termination
- confidentiality will be maintained as required by law

Sexual Misconduct and Child Safety

The City of Thibodaux has zero tolerance for sexual misconduct or abuse, particularly toward minors.

Reporting

- employees and volunteers must report any suspected incidents to supervisors, Human Resources, or law enforcement as appropriate
- immediate reporting is required for suspected child abuse

Investigation and Discipline

- complaints are investigated promptly and impartially
- violators are subject to disciplinary action, including termination
- retaliation against anyone reporting misconduct is strictly prohibited

Child Interaction Guidelines

Employees and volunteers must:

- avoid being alone with minors without other safe adults present
- do not invite minors to private settings without parental or guardian consent
- never provide drugs, alcohol, or inappropriate gifts to minors
- maintain professional communication at all times

Workplace Violence Prevention

The City is committed to a safe and respectful workplace.

- all threats or acts of violence must be reported immediately
- fighting, horseplay, or intimidation is prohibited

- reports will be investigated promptly and employees may be suspended during investigations

Workplace Bullying

Bullying is repeated, inappropriate behavior that harms others, whether verbal, physical, or psychological.

- examples include insults, humiliation, exclusion, excessive demands, or group harassment (mobbing)
- retaliation against individuals reporting bullying is prohibited
- violations may result in disciplinary action, up to and including termination

Questions or Concerns

If you have questions about safety, conduct, or child protection policies, contact your Department Director, Human Resources, or the Chief of Police. The City encourages open communication to maintain a safe and positive work place.

SECTION IV: Workplace Expectations

Work Standards, Performance Standards, & Employee Conduct

Business Ethics & Conduct

Conflict of Interest

Outside Employment

Work Schedules & Break Periods

Attendance & Punctuality

Attire & Grooming

Communication with the Public

Use of Telephones & Electronic Communications

Acceptable Use of Social Media

Solicitations, Distributions & Posting of Materials

Work Standards, Performance Standards, & Employee Conduct

Work Standards

Employees of the City of Thibodaux are entrusted with providing high quality services to the citizens who fund the City through taxes. Public employees are expected to act professionally at all times, exercising good judgment, courtesy, and ethical behavior. Work should be performed efficiently, honestly, and with the intention of fostering positive relationships with the public.

Each employee is accountable to their immediate Supervisor, who is responsible for providing work direction, measuring performance, and addressing grievances. Employees should inform their Supervisor if directed to perform work by someone other than their direct Supervisor.

Performance Standards

Supervisors will communicate the specific requirements and expectations of each employee's job responsibilities. Performance standards are developed collaboratively and are designed to ensure that employees perform their duties effectively, accurately, and efficiently.

Employees are expected to perform their duties to the best of their ability, continually evaluate their work, and seek opportunities for improvement. Performance evaluations will reflect the employee's ability to meet or exceed established standards. Refer to the Civil Service Rules and Regulations for more details.

Employee Conduct

To maintain an orderly work place and a productive work environment, employees must adhere to rules of conduct that protect the interests and safety of the City and its workforce. While it is not possible to list every form of unacceptable behavior, the following examples may result in disciplinary action, up to and including termination:

- bullying or harassment
- theft or unauthorized possession of property
- falsification of records, including timekeeping
- working under the influence of alcohol or illegal drugs
- possession, distribution, sale, or use of alcohol or illegal drugs
- physical altercations or threats of violence
- disruptive or unruly behavior
- negligence or improper conduct causing property damage
- insubordination or disrespectful behavior
- violations of safety or health regulations
- sexual or other unlawful harassment
- possession of dangerous or unauthorized materials, including explosives or firearms
- excessive absenteeism or unexcused absences
- unauthorized absence from assigned work areas
- misuse of City equipment, including telephones, mail, or computers
- violations of City policies
- unsatisfactory performance or misconduct

Business Ethics & Conduct

The City of Thibodaux and its employees are expected to conduct all business activities ethically and in compliance with applicable laws. Employees should use sound judgment and uphold the highest ethical standards. Questions regarding ethical concerns or uncertain situations should be discussed with a supervisor or the Human Resources Department.

Conflicts of Interest

Employees must avoid financial interests or transactions that may conflict with City responsibilities. This includes deriving personal gain from City contracts, services, or purchases.

Employees may not accept gifts, favors, or other benefits that could influence decision-making or involve confidential City information. Political activities by employees are restricted during working hours and may not involve City resources, in accordance with Civil Service Rules and Regulations. Violation may result in disciplinary action, up to and including termination.

Outside Employment

Employees may hold outside employment provided it does not interfere with City job performance or create a conflict of interest. Outside work must not involve City resources or result in income for services performed as a City employee. Use of paid sick leave or leave without pay for outside employment is strictly prohibited.

Work Schedules & Breaks

Supervisors will provide individual work schedules, which may vary according to operational needs. Employees may be asked to work extended hours during periods of high demand.

- meal periods are unpaid, typically 30-60 minutes, and employees must be fully relieved from duty unless pre-approved to work through lunch, in which case compensation is provided
- breaks are department-specific, limited to two 15-minute paid periods per day, and must be coordinated with the Supervisor

Attendance & Punctuality

Employees must schedule vacations and holidays in advance. Sick leave may be used for emergencies or sudden illness. Patterns of absenteeism or tardiness may result in disciplinary action, even if paid leave is available.

- **No-Call/No-Show:** failure to report to work or notify a supervisor is considered a serious offense
 - **first offense:** only one written warning is given
 - **second offense:** may result in termination; absences of three consecutive days may constitute job abandonment

Attire & Grooming

Employees are expected to present a professional image. Clothing must be neat, clean, and appropriate for the work environment, covering from shoulders to knees. Supervisors may require employees to leave the work place to change attire if necessary. Repeated violations may result in disciplinary action.

Communication with the Public

All communication with the public must be conducted through authorized personnel. Non-routine or sensitive inquiries should be referred to the designated spokesperson.

Employees handling confidential information must exercise due diligence to safeguard records, including computerized data, and ensure information is used only for its intended purpose.

Use of Telephones & Electronic Communications

Personal cell phones may only be used during breaks or with supervisor permission.

City-provided technology (e.g. computers, phones, internet) must be used appropriately.

Internal and external emails are considered City business records and may be subject to legal discovery.

Prohibited activities include:

- defamatory, discriminatory, harassing, or pornographic communications
- illegal activity, including piracy or unauthorized system access
- excessive personal file transfers or unauthorized copying of materials

Monitoring

All City-supplied technology and work records are property of the City. Usage may be monitored and misuse may result in disciplinary action, up to and including termination.

Acceptable Use of Social Media

- employees may not post confidential, sensitive, or proprietary information about the City, its employees, or citizens
- obscenities, slurs, or personal attacks are prohibited
- job-related posts must include the disclaimer: *The opinions expressed on this site are my own and do not necessarily represent the views of the City of Thibodaux.*
- violations may result in disciplinary action, up to and including termination

Solicitations, Distributions, & Posting of Materials

Violations should be reported to Human Resources.

- solicitation or distribution of materials by non-employees is prohibited on City premises
- employees may admit non-employees only with approval and must accompany them at all times
- solicitation or distribution during work hours is prohibited unless part of City-approved events
- posting of materials requires Human Resources approval

SECTION V: Employee Status & Records

Job Descriptions

Salary Administration

Access to Personnel Files

Personnel Data Change

Job Descriptions

The City of Thibodaux strives to create and maintain accurate, current job descriptions for all positions. Each job description generally includes: position information, a summary of the role's purpose, essential duties and responsibilities, supervisory responsibilities, required qualifications (such as education, experience, licenses, or certifications), physical demands, and the work environment.

Job descriptions are used to:

- help employees understand their primary duties and performance expectations
- establish standards for performance evaluations
- identify position requirements and hiring criteria and
- serve as a basis for determining reasonable accommodations in accordance with applicable law, including the Americans with Disabilities Act (ADA)

The Human Resources Director and Civil Service Director, in coordination with the appropriate Department Director, prepare job descriptions for new positions and review existing job descriptions as duties or organizational needs change. Job descriptions may be revised periodically to ensure accuracy and compliance. Employees are encouraged to notify their supervisor or the Human Resources Department if their job description no longer reflects the work they regularly perform.

Job descriptions are not intended to be all-inclusive. Employees may be assigned additional duties as operational needs require. Questions or concerns regarding job descriptions should be directed to the Human Resources Department.

Salary Administration

The City of Thibodaux's salary administration program is designed to promote consistent and equitable pay practices, comply with applicable federal and Louisiana laws, support Equal Employment Opportunity principles, and remain competitive within the local labor market. Recruiting and retaining qualified employees is essential to the City's success, and compensation is intended to fairly reflect the responsibilities and requirements of each position.

Compensation for each position is determined based on multiple factors, which may include:

- the essential duties and responsibilities of the position
- required qualifications and certifications
- internal quality among similarly situated positions and
- market data and salary surveys from comparable employers

The City periodically reviews and, when necessary, adjusts its compensation structure to ensure continued fairness and compliance.

Employees with questions or concerns regarding their pay should first discuss them with their immediate supervisor. The Human Resources and Civil Service Director are also available to address questions related to the salary administration program.

Access to Personnel Files

The City of Thibodaux maintains an official personnel file for each employee. Personnel files may include, but are not limited to, employment applications, resumes, training records, performance evaluations, disciplinary documentation, salary history, and other employment related records. Personnel files are maintained by the Human Resources Department.

Personnel files are the property of the City of Thibodaux, and access is restricted to City officials and Supervisors who have a legitimate business related need to review the information.

In accordance with applicable Louisiana law, employees may request to review their own personnel file by contacting the Human Resources Department. With reasonable advance notice, employees may review their file at a City location and in the presence of an authorized representative. Copies of records will be provided to employees to the extent required by law and City policy. Access to personnel files after separation of employment will be handled in accordance with applicable law.

Personnel Data Changes

Employees are responsible for promptly notifying the City of Thibodaux of any changes to personal or personnel information. This includes, but is not limited to, mailing address, telephone number, emergency contacts, and dependent information. Updates should be submitted to the Human Resources Department as soon as changes occur.

Timely notification of changes affecting dependents is especially important for benefit administration. Failure to report events such as marriage, divorce, birth, adoption, or other qualifying life events within required timeframes may result in delays or loss of eligibility for certain benefits, including health insurance and other group benefits.

SECTION VI: Employee Benefits

Employee Benefits

Annual Leave (Vacation)

Sick Leave

Holiday

Civil Leave

Bereavement Leave

Emergency Closings

Workers' Compensation Insurance

Employee Assistance Program

Benefits Continuation (COBRA)

Retired Annuitant

Retiree Medical Benefit

Employee Benefits

The City of Thibodaux offers a comprehensive benefits program designed to support the health, financial security, and well-being of its employees. Certain benefits are required by federal or state law, while others are provided by the City as part of its commitment to employee welfare.

Eligibility for specific benefits depends on employment classification, length of service, and applicable laws or policies. Questions regarding eligibility or benefit details should be directed to the Human Resources Department.

BENEFITS OVERVIEW

Some benefits require employee contributions. Benefit availability and participation are subject to plan documents and applicable federal and state law.

Eligible employees may have access to the following benefits:

- annual (vacation) leave
- sick leave
- holidays
- bereavement leave
- civil leave (jury duty, witness duty, election service)
- workers' compensation insurance
- employee assistance program (EAP)
- health, dental, vision, and life insurance
- short-term and long-term disability
- supplemental insurance plans
- deferred compensation (457 plan)
- pension/retirement plans
- COBRA continuation coverage
- retiree medical benefits

Annual Leave (Vacation)

Eligibility: Annual leave is available to regular full-time employees and regular part-time employees

Accrual Rates

ANNUAL LEAVE ACCRUAL FACTOR SCHEDULE					
PAYROLL PERIOD	ANNUAL HOURS WORKED	ACCRUAL RATE FACTOR TO BE APPLIED TO 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 Worked 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

EFFECTIVE DATE: 7/10/2018

Use of Leave

- leave must be approved in advance by the supervisor
- vacation may be used only after it is earned
- non-exempt employees may use leave in one-hour increments
- comp time must be used before annual leave
- vacation pay is calculated on base pay only (excludes overtime, incentives, or differentials)

Carryover Limits

ANNUAL LEAVE SCHEDULE AND LOSS OF EARNED ANNUAL LEAVE	
ANNUAL HOURS WORKED	MAXIMUM ANNUAL CARRY-OVER HOURS
1040	84
1560	126
1950	157.5
2080	168
2184	176.4
2210	178.5

Effective Date: 7/10/2018

In accordance with the Fair Labor Standards Act (FLSA), 29 C.F.R. Part 541, exempt employees are compensated on a salary basis. An employee is considered paid on a salary basis if they regularly receive a predetermined amount of compensation each pay period on a weekly or less frequent basis. This predetermined salary is not subject to reduction because of variations in the quality or quantity of work performed.

An exempt employee who performs any work during a workweek shall receive his or her full weekly salary, regardless of the number of days or hours worked during that week, except as permitted by applicable law. Exempt employees are not entitled to overtime compensation under the FLSA.

Exempt employees who perform no work during an entire workweek are not entitled to receive salary for that workweek and must use accrued leave if available.

Separation from Employment

Employees with at least six months of continuous service will be paid for unused accrued vacation upon separation.

Sick Leave

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

SICK LEAVE ACCRUAL FACTOR SCHEDULE		
PAYROLL PERIOD	ANNUAL HOURS WORKED	ACCRUAL FACTOR
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 worked per pay period = sick leave accrual rate per pay period
effective date: July 2018

Use of Sick Leave

- personal illness or injury
- care of a child, spouse, or parent

Usage rules:

- non-exempt employees can use a minimum of one-hour increments
- exempt employees who miss a full day of work due to personal illness or injury, to care for their child, spouse, or parent must use a full day of sick leave

A physician's certification may be required for absences of three or more consecutive workdays or when deemed necessary.

Workers' Compensation Coordination

If an employee is eligible for workers' compensation:

- sick leave may be used to supplement income
- the employee must reimburse the City for any duplication of benefits

Payout at Retirement

Only employees eligible for retirement may receive payment for unused sick leave, per the following:

Effective August 1, 1995, employees eligible for retirement shall be paid for accrued sick leave if hired prior to January 1, 2015 shall use the following schedule:

Years of Service	% of Sick Leave Paid	Cap Compensated Hours
0-14	0	0
15-19	33%	480
20-24	66%	720
25 and over	100%	960

Effective September 8, 2015, employees hired on or after January 1, 2015 which are eligible for retirement shall be paid for accrued sick leave using the following schedule:

Years of Service	% of Sick Leave Paid	Cap Compensated Hours
0-14	0	0
15-Over	33%	480

Upon death, eligible beneficiaries receive 50% of the applicable payout.
Unused sick leave is not payable upon separation unless retirement eligibility is met.

Holidays

Recognized holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- Mardi Gras
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Holiday observance follows Civil Service Rules and Regulations. When a holiday falls on a weekend, the governing authority determines observance. The Mayor may declare special holidays.

Employees required to work on a holiday may receive:

- equivalent time off **or**
- additional pay equal to their regular shift hours

Civil Leave

Jury Duty

Eligible employees may receive up to **three weeks of paid jury duty leave** per calendar year.

Employees must:

- provide the jury summons to their supervisor promptly
- report to work when not required to participate as a jury member

Witness Duty

- paid leave is provided when testifying on behalf of the City
- up to 24 hours of paid leave is available when subpoenaed by another party

Election Service

- employees serving as election officials may receive paid leave with approval.

Selective Service

- Paid leave is provided for required pre-induction physical examinations.

Bereavement Leave

Eligible full-time employees may receive up to **three paid days** for the death of an immediate family member.

Immediate family includes:

1. spouse, parent, child, sibling
2. grandparent or grandchild
3. in-laws and equivalent relations

One paid day may be granted for the death of a close non-family member, subject to supervisor approval.

Emergency Closings

In emergency situations (e.g. severe weather, power outages, and hurricanes):

- if operations are officially closed, employees will receive paid leave without using accrued leave
- if operations remain open and an employee does not report to work, the absence will be unpaid unless approved leave is used

Workers' Compensation

The City complies with Louisiana Workers' Compensation Law.

All work-related injuries must be reported immediately to a supervisor. Benefits are administered in accordance with state law.

Employee Assistance Program (EAP)

The City provides an EAP for employees and their household members. Participation is voluntary and confidential. Using the EAP does not affect employment status.

Services include:

- counseling
- financial and legal resources
- mental health and substance abuse support

Benefits Continuation (COBRA)

In accordance with federal law, eligible employees and dependents may continue group health coverage following qualifying events such as termination, reduction in hours, or loss of dependent status.

Participants are responsible for full premium costs plus applicable administrative fees.

Retired Annuitants

Retired individuals rehired by the City who receive benefits from MERS or MPERS are considered retired annuitants.

1. participation in retirement systems is governed by state and IRS regulations

2. eligible retirees may participate in the City's 457 Deferred Compensation Plan
3. contributions follow IRS limits and applicable retirement system rules

Retiree Medical Benefits

Retirees may be eligible for City paid insurance premiums based on years of service with the City of Thibodaux. Benefits apply only to coverages in place at the time of retirement. Family coverage beyond individual coverage is paid entirely by the retiree. These benefits are available only upon an employee's official retirement from the City of Thibodaux and are not applicable unless the employee meets the requirements for retirement eligibility.

City Contribution Schedule	
YEARS OF SERVICE	% PAID BY THE CITY
25	100%
24	96%
23	92%
22	88%
21	84%
20	80%
19	76%
18	72%
17	68%
16	64%
15	60%
14	56%
13	52%
12	48%
11	44%
10	40%

Civil Service Disclaimer

This Employee Handbook is intended as a general guide to City policies and procedures. It does not create a contract of employment.

Nothing in this handbook shall be interpreted to diminish or override the rights, protections, or procedures provided to classified employees under the City of Thibodaux Civil Service Rules and Regulations, The City Home Rule Charter, or applicable state or federal law.

Where a conflict exists between this handbook and Civil Service rules, the Civil Service rules shall govern.

RESOLUTION NO. 1772

BE IT RESOLVED by Council of the City of Thibodaux in regular session assembled, that:

WHEREAS, for many years the normal retirement eligibility for City Employees at any age was established with 30 years of service and the minimum eligibility for an individual who was 60 or older was established at 10 years of service; and

WHEREAS, on October 20, 1992, Council adopted a health insurance policy for City retirees which included a pro-rated schedule which illustrated The City's contribution for retirees based on the MERSLA service eligibility requirements of 10 and 30 years of service as outlined above; and

WHEREAS, on June 5, 2007, Council amended the health insurance policy for City retirees to coincide with MERSLA eligibility requirements so that Employees retiring with 25 years of service would receive health insurance coverage at no cost to them based on a pro-rated schedule ranging from 10 years to 25 years of service; and

NOW, THEREFORE BE IT RESOLVED that Council does hereby amend 's retiree health insurance policy so as to pro-rate 's participation on a schedule ranging from 10 years to 25 years of service based on the actual time worked with the City of Thibodaux and not based on years of service with any retirement system effective January 1, 2013.

BE IT FURTHER RESOLVED that a copy of the amended schedule is attached hereto as Exhibit "A" and thereby made a part hereof.

The above resolution having been submitted to a vote; the vote thereon was as follows:

YEAS: Hebert, Badeaux and Mire

NAYS: None

ABSTAINED: None

ABSENT: Richard and Johnson

And the above resolution was declared adopted this 16th day of October 2012.

/s/ Jennifer Morvant

/s/ Chad J. Mire

Jennifer Morvant, Council Adm.

Chad J. Mire, President

SECTION VII: Leave of Absence

Family Medical Leave Act

Personal Leave (Unclassified Employees)

Pregnancy & Adoption Leave

Military Leave (USERRA)

Emergency Closing

Family and Medical Leave Act (FMLA)

Upon hire, the City of Thibodaux provides all employees with the notices required by the U.S. Department of Labor (DOL) regarding rights and responsibilities under the Family and Medical Leave Act (FMLA).

The purpose of this policy is to provide employees with a general understanding of their rights and obligations under FMLA. In the event of a conflict between this policy and applicable federal or state law, the law will govern.

Questions, concerns, or disputes regarding this policy should be directed in writing to:

Human Resources Department
PO BOX 1184
Thibodaux, LA 70302

Or email: hr@ci.thibodaux.la.us

General Provisions

Eligible employees may take up to 12 work weeks of unpaid, job protected leave during a 12-month period for qualifying reasons or up to 26 work weeks to care for a covered service member with a serious injury or illness.

Leave may be paid, unpaid, or a combination of both, depending on the circumstances and the employee's available accrued leave.

Eligibility Requirements

To be eligible for FMLA leave, an employee must meet all of the following conditions:

Length of Service

- The employee must have been employed by the City for at least 12 months (consecutive or not).
- breaks in service of seven years or less count toward the 12 months
- breaks longer than seven years count if it is due to National Guard or Reserve military service or if there was a written agreement to rehire

Hours Worked

- The employee must have worked at least 1250 hours during the 12 months immediately preceding the start of leave.
- paid or unpaid leave time does not count toward hours worked

Qualifying Reasons for FMLA Leave

FMLA leave may be taken for the following reasons:

Birth, Adoption, or Foster Placement

- birth of a child and bonding with the newborn
- placement of a child for adoption or foster care and bonding with the child

Serious Health Condition

- to care for a spouse, child, or parent with a serious health condition

- for the employee's own serious health condition that makes the employee unable to perform essential job functions
- a serious health condition generally includes inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider including:
 - incapacity of more than three consecutive calendar days with ongoing medical treatment or chronic conditions requiring periodic treatment (at least twice per year)

Qualifying Exigency Leave (Military Family Leave)

- eligible employees may take up to 12 weeks of leave for qualifying exigencies related to a spouse, child, or parent on covered active duty or call to covered active duty in the Armed Forces.
- qualifying exigencies include:
 - short notice deployment
 - military events and activities
 - childcare and school activities
 - financial and legal arrangements
 - counseling
 - rest and recuperation
 - post deployment activities
 - additional activities agreed upon by the employee and employer

Military Caregiver Leave

- an employee may take up to 26 weeks of leave in a single 12-month period to care for a covered service member who has a serious injury or illness
 - a covered service member includes a current member of the Armed Forces (including National Guard or Reserves) or a veteran who was a member of the Armed Forces within the previous five years.

Amount of Leave Available

- 12 weeks of FMLA leave in a rolling 12-month period (measured backward from the date leave begins) for all qualifying reasons except military caregiver leave
- 26 weeks in a single 12-month period for military caregiver leave
- if both spouses work for The City:
 - they are limited to a combined total of 12 weeks for birth, adoption, foster placement, or care of a parent
 - they are limited to a combined total of 26 weeks for military caregiver leave

Use of Paid Leave

- All available paid leave (vacation, sick, compensatory, or personal leave) will run concurrently with FMLA leave.

Workers' compensation and disability leave qualifying under FMLA will also run concurrently with FMLA leave.

Employee Status and Benefits During Leave

While on FMLA leave:

- health insurance benefits will continue under the same terms as if the Employee were actively working
- employees remain responsible for their portion of benefit premiums

Return to Work

The City may require a fitness for duty certification before an employee returns to work, when applicable. Employees returning from FMLA leave will be reinstated to the same or an equivalent position, consistent with FMLA requirements.

Intermittent or Reduced Schedule Leave

FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary or for qualifying exigencies, subject to operational needs and proper certification.

Certification Requirements

The City shall require certification that must be returned within 15 calendar days (unless not attainable despite diligent, good faith efforts) for the following:

- employee's serious health condition
- family member's serious health condition
- qualifying exigency
- military caregiver leave

Recertification may be required for the following:

- when circumstances change significantly
- when the City receives information that casts doubt on the reason for leave
- every six months for ongoing conditions

Requesting FMLA Leave

Employees must notify Human Resources as soon as possible when FMLA leave is needed. HR will provide a Notice of Eligibility and Rights within five business days of notification. A written Designation Notice will be issued once sufficient information is received.

- foreseeable leave: at least 30 days' notice
- unforeseeable leave: promptly, following normal call in procedures

Personal Leave (Unclassified Employees)

Eligible unclassified employees may request an unpaid personal leave of absence after 180 days of service. Failure to return at the end of approved leave may be treated as a voluntary resignation.

- maximum of 90 calendar days, with on possible extension of up to 30 days
- approval is based on operational needs
- accrued paid leave may be used
- benefits continue during approved leave
- benefit accruals are suspended during personal leave
- reinstatement is not guaranteed, but every effort will be made

Pregnancy & Adoption Leave

Requests related to pregnancy, childbirth, or adoption are handled in accordance with FMLA and applicable federal and state laws.

Non-medical bonding leave is treated the same as other personal leave unless otherwise required by law.

Military Leave (USERRA)

The City complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

- military leave is unpaid unless the employee elects to use accrued paid leave
- employees may use accrued vacation or compensatory time
 - up to 10 work days at half-day increments, as outlined
- benefits continue as required by law
- employees returning from military service will be reinstated in accordance with USERRA
- length of service continues to accrue for benefit purposes

SECTION VIII: Timekeeping & Payroll

Paydays

Pay Advances

Pay Deductions & Garnishments

Timekeeping

Overtime Policy for Non-Exempt Employees

Overtime Policy for Police Officers & Dispatchers (Non-Exempt)

Comp Time

Work place Security – Firearms in Vehicles

Paydays

Employees are paid on a biweekly basis, with pay issued every other Friday for work performed during the preceding pay period.

If a scheduled payday falls on a holiday or non-working day, payment will be issued on the last business day prior, as determined by the Finance Department.

Employees who are on approved leave on payday will receive their pay through direct deposit.

Direct Deposit

The City of Thibodaux requires all employees to receive pay through direct deposit.

1. employees may select the financial institution of their choice
2. an electronic earnings statement will be provided each pay period
3. all newly hired or rehired employees must enroll in direct deposit upon hire

Pay Advances

The City of Thibodaux does not provide pay advances on unearned wages.

Pay Deductions & Garnishments

The City is legally required to withhold applicable federal, state, and local taxes, as well as any other mandatory deductions.

Employees may authorize voluntary deductions for approved benefit programs.

The City may also be required to withhold wages for court ordered garnishments, including child support, tax levies, or other legal obligations.

Employees with questions regarding paycheck deductions should contact the Human Resources or Finance Department.

Timekeeping

Accurate timekeeping is the responsibility of every employee and is required under the Fair Labor Standards Act (FLSA) and Louisiana law.

1. employees must accurately record all hours worked, including start and end times, meal periods, and any split shifts
2. time worked includes all time spent performing assigned job duties
3. employees should not report to work more than five minutes early or remain more than five minutes after their scheduled shift without authorization
4. falsifying, altering, or tampering with time records – or recording time for another employee – may result in disciplinary action, up to and including termination
5. supervisors are responsible for reviewing and approving time records prior to payroll; employees must certify the accuracy of their time records; any corrections must be initialed by both the employee and supervisor

Overtime Policy for Non-Exempt Employees

Supervisors are responsible for managing work schedules and monitoring overtime usage. Employees and the City may not waive or alter overtime requirements under the FLSA.

In accordance with the Fair Labor Standards Act (FLSA):

1. non-exempt employees are entitled to overtime pay at one and one-half times their regular rate of pay for all hours worked in excess of forty hours in a work week
2. paid leave (holiday, sick, vacation, etc.) does not count toward hours worked for overtime purposes
3. overtime must be approved in advance by a supervisor
4. all overtime worked must be compensated, even if it was not pre-approved; however, failure to follow approval procedures may result in disciplinary action

Overtime Policy for Police Officers & Dispatchers (Non-Exempt)

Overtime must be approved in advance and accurately recorded.

In accordance with FLSA Section 207(k) and applicable Louisiana law:

1. law enforcement personnel may be scheduled on a fourteen-day work period
2. overtime is earned for hours worked in excess of eighty-six hours in a fourteen-day period
3. paid leave does not count towards hours worked for overtime purposes
4. employees working federally or state funded grant assignments will be compensated at the
5. applicable overtime rate, regardless of total hours worked during the pay period
6. unauthorized overtime may result in disciplinary action, up to and including termination
7. having no documented justification for overtime may result in disciplinary action, up to and including termination

Comp Time (Compensatory Time)

In lieu of cash overtime payment, non-exempt employees may receive compensatory time off at a rate of one and one-half hours for each overtime hour worked, when permitted by law and approved in advance.

1. comp time must be agreed to in writing by both the employee and the supervisor
2. comp time should be used within a reasonable time and may be denied only if it would unduly disrupt departmental operations
3. comp time must be used before annual leave
4. with supervisory approval, comp time may be used in place of sick leave

Accrual Limits

Once the maximum accrual is reached, additional overtime must be paid in cash. Upon transfer or separation, all accrued compensatory time must be paid at the employee's current rate of pay no later than the next regular payday. Compensatory time is not available to exempt (salaried) employees.

1. law enforcement personnel may accrue up to 480 hours of comp time
2. all other non-exempt employees may accrue up to 240 hours

Work place Security – Firearms in Vehicles

In accordance with Louisiana Revised Statute § 32:292.1, employees who are legally permitted to possess a firearm may store a firearm in a locked, privately owned vehicle parked in an authorized parking area, provided the firearm is not visible.

The City may continue to prohibit firearms inside City buildings or facilities, except as otherwise permitted by law.

Closing Message

Thank you for taking the time to review this Employee Handbook. It has been prepared to help you understand the policies, benefits, and expectations that guide our workplace and support our mission of serving the citizens of Thibodaux.

Our employees are the foundation of the City's success. The services we provide, the relationships we build, and the positive impact we make in our community are possible because of the dedication, professionalism, and hard work of each member of our team.

We encourage you to use this Handbook as a resource throughout your employment and to reach out to your supervisor or the Human Resources Department whenever you have questions. We are committed to fostering a workplace that values respect, teamwork, accountability, and continuous growth.

As the needs of our organization and community evolve, the City may revise the policies and procedures contained in this Handbook. Employees will be notified of significant changes as appropriate. Nothing in this Handbook is intended to create a contract of employment or alter the employment relationship as provided by applicable law.

We are proud to have you as part of the City of Thibodaux family. Thank you for your commitment to public service and for the important role you play in making our community a great place to live, work, and visit.

We look forward to your continued success and appreciate all that you do for the City of Thibodaux and the citizens we serve.