

December 5, 2016

OFFICIAL NOTICE

A public meeting of the Jefferson Parish Personnel Board will be held

TUESDAY, DECEMBER 13, 2016 - 2:00 P.M.

ROOM 204

1221 ELMWOOD PARK BOULEVARD

JEFFERSON, LOUISIANA

Prior to the regular business agenda, the Personnel Board will conduct a Public Hearing to consider a proposal to amend the Pay Plan for the Classified Service to amend the FLSA (Fair Labor Standards Act) exemption designation from numerous class titles and to revise: pay grade minimum, normal maximum, and absolute maximum rates for all class titles; class titles for select classes; pay grade assignment for select classes; and the FLSA (Fair Labor Standards Act) exemption status for select classes. The Personnel Board will also hear oral arguments for the motion to recuse in Docket No. 2016-001, Katherine Costanza vs. Department of Public Works – Environmental Affairs. In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:16 & 17 to discuss investigative proceedings regarding allegations of employee misconduct. Interested parties may obtain information from the Personnel Department, and may attend the meeting.

John G. Dumas, MPA, SPHR, SHRM-SCP
Personnel Director

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), Jefferson Parish will not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASL Certified Interpreters. Should you have any concerns, please contact ADA Coordinator, Office of Citizens with Disabilities, 1221 Elmwood Park Blvd., Suite 210, Jefferson LA 70123 (504) 736-6086 or by email: ADA@jeffparish.net.

Any person, who believes he or she has been subject to unlawful discrimination by the Parish or any Parish officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, DECEMBER 13, 2016 – 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

AGENDA

- I. Employee Appeals:
 - A. Docket No. 2016-001, Katherine Costanza vs. Department of Public Works- Environmental Affairs-Motion to recuse Hearing Officer.
- II. Public Comment Period
- III. Public Hearing:
 - A. A proposal to amend the Pay Plan for the Classified Service to revise: pay grade minimum, normal maximum, and absolute maximum rates for all class titles; class title for select classes; pay grade assignment for select classes; and the FLSA (Fair Labor Standards Act) exemption status for select classes;
 - B. A proposal to amend the Pay Plan of the Classified Service to ensure compliance with the FLSA (Fair Labor Standards Act) exemption for numerous class titles in accordance with the U.S. Department of Labor FLSA rule on overtime pay.
- IV. Approval of the Minutes: Meeting of November 15, 2016
- V. Old Business:
 - A. None
- VI. New Business:
 - A. Requests for advanced or extended leaves of absence;
 - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
 - C. Approval of the monthly report;
 - D. Meeting(s)/Hearing(s) Dates: Tuesday, January 24, 2017, 2:00 p.m. and Tuesday, February 21, 2017, 2:00 p.m. (tentative) meeting dates;
 - E. Miscellaneous/Unscheduled Matters;
 - F. Director's Report:
 1. Discuss Board Calendar for 2017.
- VII. Executive Session Matters:
 - A. Pursuant to La. R.S. 42:16-17, discussion of investigation proceedings concerning allegations of employee misconduct in violation of Personnel XV-Prohibition Against Political Activities;
 - B. Pursuant to La. R.S. 42:16-17, discussion of investigation proceedings concerning employee grievance against the Director and Assistance Director of Personnel.
- VIII. Adjournment for Review of Appeals

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
DECEMBER 13, 2016**

APPEALS ON HAND AND UNRESOLVED AS OF NOVEMBER 15, 2016:

1. Docket No. 2016-001, Katherine Costanza vs. Department of Public Works-Environmental Affairs; appeal denied, order issued March 30, application for reconsideration filed on April 13, application for reconsideration denied and order issued May 12, appealed to Fifth Circuit Court on April 27, record sent to Louisiana Fifth Circuit Court of Appeal (Case # 16 CA 335), briefs due by appellant on July 5 and by the appellee on July 25, appeal scheduled for hearing before Personnel Board Hearing Officer on October 12, continued to November 17, continued to December 6, continued to December 13;
2. Docket No. 2016-021, Martha Young vs. Department of the Animal Shelter; scheduled for hearing on May 18, continued to status conference June 7, continued without date, continued to November 16 and 17, case dismissed, order issued August 15, order issued August 18 rescinding dismissal, hearing held September 7, continued to November 16, order issued November 15;
3. Docket No. 2016-024, Edward Haywood vs. Department of Animal Shelter; scheduled for status conference on June 7, continued to July 20, hearing held September 7, continued to November 9 and 10, continued to December 6, continued to January 24 and 25;
4. Docket No. 2016-30, Eric Thompson vs. Department of Citizens' Affairs; scheduled for hearing on October 18, order issued October 19;
5. Docket No. 2016-031, Sylvia Joseph vs. Department of Public Works – Drainage; scheduled for hearing on October 18, order issued October 31;
6. Docket No. 2016-033, Darrell W. Pritchett vs. Department of Parks & Recreation; scheduled for hearing on January 18;
7. Docket No. 2016-034, Clem Lee Foster vs. Department of Public Works-Drainage; scheduled for hearing on December 14;
8. Docket No. 2016-035, Dwayne Charles Thomas vs. Department of Public Works- Sewerage; scheduled for hearing on December 14;
9. Docket 2016-036, Joseph Burse III vs. Department of Public Works- Water; scheduled for hearing on December 14;
10. Docket No. 2016-037; Darren Champagne vs. Department of Public Works-Sewerage; scheduled for hearing on January 18;
11. Docket No. 2016-038, Hoai Tam Luong vs. Department of Public Works- Drainage; scheduled for hearing on February 7.

APPEALS RECEIVED SUBSEQUENT TO NOVEMBER 15, 2016:

1. Docket No. 2016-039, Dasia R. Rowland vs. Department of Animal Shelter; permanent employee, charged with AWOL.
2. Docket No. 2016-040, Cheryl Legohn-Tubbs vs. Department of Citizens' Affairs; permanent employee, suspended.