

**JEFFERSON PARISH**  
*Department of Human Resource Management*

**EXECUTIVE PAY PLAN**

*Ordinance No. 13709, as amended*

(Revisions Proposed by The Archer Company, LLC, December 2006)  
Ordinance No. 22940, Effective January 6, 2007



*Revised November 2016*

## **Amendments to the Executive Pay Plan**

Ordinance No. 23030, Approved March 28, 2007  
Ordinance No. 23051, Approved May 9, 2007  
Ordinance No. 23183, Approved November 14, 2007  
Ordinance No. 23247, Approved February 13, 2008  
Ordinance No. 23248, Approved February 13, 2008  
Ordinance No. 23271, Approved March 12, 2008  
Ordinance No. 23288, Approved April 23, 2008  
Ordinance No. 23460, Approved January 14, 2009  
Ordinance No. 23538, Approved May 6, 2009  
Ordinance No. 23754, Approved February 10, 2010  
Ordinance No. 23787, Approved March 24, 2010  
Ordinance No. 23805, Approved May 12, 2010  
Ordinance No. 23848, Approved June 30, 2010  
Ordinance No. 23957, Approved February 2, 2011  
Ordinance No. 24073, Approved August 10, 2011  
Ordinance No. 24178, Approved December 7, 2011  
Ordinance No. 24292, Approved June 13, 2012  
Ordinance No. 24293, Approved June 13, 2012  
Ordinance No. 24396, Approved December 12, 2012  
Ordinance No. 24599, Approved October 16, 2013  
Ordinance No. 24613, Approved November 6, 2013  
Ordinance No. 24691, Approved March 19, 2014  
Ordinance No. 24700, Approved March 19, 2014  
Ordinance No. 24768, Approved June 25, 2014  
Ordinance No. 24780, Approved July 23, 2014  
Ordinance No. 24780, Approved December 10, 2014  
Ordinance No. 24902, Approved February 11, 2015  
Ordinance No. 25017, Approved September 23, 2015  
Ordinance No. 25031, Approved October 21, 2015  
Ordinance No. 25072, Approved January 27, 2016  
Ordinance No. 25090, Approved February 17, 2016  
Ordinance No. 25185, Approved July 27, 2016  
Ordinance No. 25221, Approved September 21, 2016  
Ordinance No. 25263, Approved November 2, 2016  
Ordinance No. 25264, Approved November 2, 2016

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# EXECUTIVE PAY PLAN

## Definitions

1. **“Accumulated Annual Leave”**: Annual Leave earned but unused.
2. **“Appointing Authority”**: means any agency, board, commission, officer, official or other individual duly empowered to make appointments to positions and to take disciplinary action, including but not limited to termination, in Jefferson Parish Government.
3. **“Appointment”**: The designation of a person by a duly empowered Appointing Authority to become an at-will employee in a position, and the person’s induction into the position.
4. **“Donated Leave”**: leave (sick and/or annual) received by leave recipient through the guidelines established in Section XII.
5. **“Employee”**: A person legally occupying a position.
6. **“Immediate Family”**: Parents, step parents, grandparents, brothers, sisters, children, step children, spouse, and, if living under the same roof with the employee, other blood relatives or relatives by marriage.
7. **“Leave Donor”**: a regular employee of the unclassified service approved by the Appointing Authority to donate leave (annual and/or sick) to eligible leave recipients.
8. **“Leave Recipient”**: a regular employee of the unclassified service with a medical emergency, either his own or of an immediate family member, approved by the Appointing Authority as eligible to receive donated leave from a leave donor.
9. **“Leave Year”**: A continuous period of twelve (12) calendar months beginning on January 1 of any year.
10. **“Medical Emergency”**: a medical condition of a regular employee of the unclassified service or an immediate family member of such regular employee that is likely to require the prolonged absence of such employee from duty and to result in a substantial loss of income to such regular employee because of the unavailability of paid leave.
11. **“Pay”**: Salary, wages, and all other forms of valuable consideration, or the amount of any one or more of these, earned by or paid to an employee by reason of service rendered, excluding allowances for expenses authorized and incurred as incidents to employment.
12. **“Performance Evaluation”**: The evaluation of an employee’s job performance, made by the employee’s immediate supervisor and/or Appointing Authority. Such a

performance evaluation shall not serve as a guarantee for continued employment for any definite term.

13. **“Regular Employee”**: an employee who has been appointed to a position in the unclassified service in accordance with Law, any requirements of the Code of Ordinances and the Executive Pay Plan rules.
14. **“Sick Leave”**: An employee’s absence from duty because of any one of the following reasons: (1) the employee’s personal illness or injury; (2) quarantining of the employee by health authorities; (3) death in the employee’s “immediate family”; (4) to care for an immediate family member that has an illness or injury. For purposes of these rules, “immediate family” includes parents, step parents, grandparents, brothers, sisters, children, step children, spouse, and, if living under the same roof with the employee, other blood relatives or relatives by marriage.
15. **“Introductory Period”**: The period during which an employee is considered to be in an on-the-job test situation immediately following appointment.

# EXECUTIVE PAY PLAN

*This document shall not be construed as an employment contract or to negate the “at-will” nature of employment for all employees assigned to the Executive Pay Plan. It is intended to serve as a set of guidelines and for informational purposes only.*

## **Appointment:**

Unclassified employees covered by this plan are those appointed by the Parish President, a Parish Council member, or the full Parish Council. These employees serve at the pleasure of the Appointing Authority and are “at will” employees. Unclassified employees do not have permanent status or any property right in their jobs.

## **Voluntary Resignations:**

Any unclassified at-will employee covered by this plan may resign his or her position at any time, for any reason, with or without notice; however, the Parish would appreciate, whenever practical, that the employee give ten (10) working days notice of resignation to his/her Appointing Authority.

## **I. Insurance Benefits**

Information on participation in Parish-provided insurance benefits is available in the Jefferson Parish Employee Benefits Book prepared by the Department of Human Resource Management and mailed out to all employees each year.

## **II. Annual Leave**

- 2.1 An unclassified employee hired on or after April 1, 2009 in pay grade 8 or above, for their initial twelve (12) month period, shall be advanced 13 days of annual leave upon employment. After the initial twelve (12) month period, employees will earn annual leave in accordance with 2.3 below.
- 2.2 Employees in pay grades 7 and below will not participate in this annual leave practice. Employees in these pay grades will earn leave in accordance with 2.3 below.
- 2.3 Except as provided elsewhere in this rule, each eligible employee shall earn and accumulate Annual Leave with pay as follows:
  - (a) an employee with fewer than five (5) years of continuous service shall accumulate at the rate of one-half (1/2) of a working day per bi-weekly pay period worked;
  - (b) an employee with more than five (5) but fewer than ten (10) years of continuous service shall accumulate at the rate of five-eighths (5/8) of a working day per bi-weekly pay period worked;
  - (c) an employee with ten (10) or more years of continuous service shall accumulate at the rate of three-quarters (3/4) of a working day per bi-weekly pay period worked;

- (d) leave accruals shall be in hours or decimal parts thereof commensurate with the regular base hours of work;
- (e) earned but unused Annual Leave credits shall be accumulated for each employee and shall be carried forward from one calendar year to the next, but the maximum amount of accumulated leave which may thus be carried forward shall be:

- (1) Ninety (90) days for those employees on the payroll prior to April 26, 1986, for so long as they remain continuously employed by the parish;  
or

- (2) Forty (40) days for those employees hired on or after April 26, 1986.

2.4 Each employee shall be entitled each year to use at least the amount of leave accumulated during that year and may, with the approval of his immediate supervisor, use any amount not in excess of the total accumulated and unused. Such leave may be used only at the time or times approved by the immediate supervisor, based upon the work load and the demand for the employee's services.

#### **Leave Reimbursement**

2.5 Any employee who has a current balance of ninety (90) or more days of Annual Leave may be reimbursed for any number not in excess of thirty (30) days. Any employee who has a current balance of forty (40) or more days of Annual Leave may be reimbursed for any number up to, but not in excess of, thirteen (13) days. Payment of the reimbursement shall be made, if funds are available, on the same basis as payment for accumulated Annual Leave upon termination of employment. When reimbursement is made, the number of days recompensed shall be deducted from the employee's leave balance. Under no condition shall the reimbursement be considered as salary or wages for work performed, for purposes of retirement benefit computation, or for any other purpose; the reimbursement being merely an advance payment of a potential terminal leave benefit.

For budgetary purposes, request for reimbursement must be submitted to the Finance Department in writing not later than October 1 of the year preceding the year in which reimbursement is to be made. Reimbursement may be denied in any case in which such advance request is not submitted.

2.6 Upon an employee's death, termination of employment, or entry into active duty with the Armed Forces of the United States, such employee shall be paid for all unused Annual Leave accrued to his/her credit, except that:

- (a) an employee hired on or after April 1, 2009, will not be reimbursed for advanced annual leave during the initial twelve (12) months of employment;

- (b) an employee hired on or after April 1, 2009, who uses the entire amount of annual leave advanced upon employment and separates from Parish service before completing the initial twelve (12) months of employment, will reimburse Jefferson Parish the amount of annual leave used versus the amount of annual leave normally accrued during that time;

- (c) in the event of the death of an employee during this initial twelve-month period, 2.6(b) will not apply;
  - (d) an employee hired on or after April 26, 1986, may be reimbursed for up to but not more than twenty (20) days of accrued Annual Leave;
  - (e) when an employee resigns without giving at least ten (10) working days notice, the employee shall be paid only that portion of Annual Leave accumulation in excess of ten (10) days; except that the required ten (10) days notice requirement may be waived for cause stated in writing by the Appointing Authority.
  - (f) if an employee moves to a classified position without a break in service, or with a break in service not in excess of one full bi-weekly pay period, all unused Annual Leave accrued to such employee's credit shall remain to his/her credit when s/he begins service in the new position; or
  - (g) when an employee is removed from the Parish service, s/he shall be paid for all accumulated leave in accordance with (a) above; provided, however, that the Appointing Authority may withhold payment in any amount necessary to offset the cost to the Parish for damages which may have been caused by the employee or for the failure of the employee to return in good condition any Parish equipment or materials which may have been issued to him/her.
- 2.7 Payment for each day of unused accumulated Annual Leave shall be determined by reference to the Pay Plan.
- 2.8 When an employee has used all accumulated Sick Leave, but has Annual Leave accumulations available for use, upon request by the employee, s/he shall be permitted to use Annual Leave in lieu of Sick Leave (for sick leave purposes).
- 2.9 No annual leave shall accrue to an employee for any bi-weekly pay period during which the employee is on Leave Without Pay or is Absent Without Leave for more than one (1) working day.

### **III. Sick Leave**

- 3.1 An unclassified employee hired on or after April 1, 2009 in pay grade 8 or above of the Executive Pay Plan, for their initial twelve (12) month period, shall be advanced 13 days of sick leave upon employment. After the initial twelve (12) month period, employees will earn sick leave in accordance with 3.2 below.
- (a) Employees in pay grades 7 and below will not participate in this sick leave practice. Employees in these pay grades will earn leave in accordance with 3.2 below.
- 3.2 Each employee shall earn and accumulate Sick Leave with pay at the rate of one-half (1/2) of one working day per bi-weekly pay period worked. Leave accumulations shall be in hours or decimal parts thereof commensurate with the regular base hours of work.

- 3.3 No Sick Leave shall accrue to an employee for any bi-weekly pay period during which the employee is on Leave Without Pay or is Absent Without Leave for more than one (1) working day.
- 3.4 The Appointing Authority may, at his/her discretion, advance an employee Sick Leave with pay, providing that such advanced leave must be charged against the first available Sick and/or Annual Leave accumulations credited to the employee. In such a case, the Appointing Authority will furnish the employee notice of the action, and a copy of this notice will be sent to the Finance Department.
- 3.5 There shall be no limitation on the amount of Sick Leave which may be accumulated and carried forward from one year to the next.
- 3.6 In support of usage of Sick Leave with pay, an employee shall furnish his supervisor notice of the need for and cause of his absence from work, and where appropriate, a prognosis.
- 3.7 In computing and recording charges against an employee's accumulated Sick Leave, deduction shall be made only for such time that the employee is absent when scheduled to work.
- 3.8 All unused Sick Leave remains to an employee's credit:
  - (a) If an employee moves to a classified position without a break in service or with a break in service not in excess of one full bi-weekly pay period;
  - (b) during any period when s/he is carried on authorized Military Leave Without Pay; or
  - (c) when s/he is transferred from one Parish department or agency to another.

Records of the central payroll office shall be used in determining the amount of leave involved.

- 3.9 Upon separation from the Parish service after having attained seven (7) years of creditable service to qualify for a current or deferred retirement benefit under the Parochial Employee's Retirement system and/or the Employees' Retirement System of Jefferson Parish, an employee shall be paid for unused Sick Leave credits, as follows:
  - (1) one-half (1/2) of all unused leave remaining at the time of separation, for those employees on the payroll prior to April 26, 1986, and who remain continuously employed by the Parish until the time of separation, or
  - (2) all unused Sick Leave up to but not more than forty (40) days, for those employees hired on or after April 26, 1986.

All unused or unreimbursed Sick Leave credits shall be certified to the retirement system for credit as provided by applicable law. To this end, an employee may waive the entitled payments for Sick Leave credits.

The Sick Leave credits to be reimbursed or certified as herein above provided shall be limited only to that Sick Leave which is earned under provisions of this rule. No such

payment or certification shall be made for any other Sick Leave advanced or bestowed under any other authority.

- 3.10 When an employee suffers a job-related injury which results in the employee's inability to perform the normal duties of his position, with or without accommodation, and which entitles him to compensation under the state Workers' Compensation laws, the normal leave provisions provided elsewhere in these Rules shall apply.

Payment shall be made to the employee for all leave charges against the employee's accumulated Sick Leave in addition to any Workers' Compensation payments received by the employee.

#### **IV. Civil Leave**

- 4.1 An employee shall be given time off without loss of pay when performing jury duty; when subpoenaed to appear before a court, public body, commission, or board in capacity other than as a party to a cause or action; when performing emergency civilian duty in connection with national defense; when ordered to appear for a medical or other examination by the Selective Service System or by a branch of the Armed Forces of the State or the United States; for the purpose of voting or serving as an election official in either a primary, general, or special election in Jefferson Parish. An employee taking an examination for a license or certificate from a city or state agency may be granted Civil Leave if the Appointing Authority certifies that the service will benefit by the employee's acquisition of the certificate or license.
- 4.2 When an employee is authorized or assigned to attend a convention, a conference, or a training program directly related to his/her own position or to the functions and operations of his/her department, s/he shall be considered to be on duty and no leave shall be reported for or charged against the employee.
- 4.3 When an employee is subpoenaed to appear before the Personnel Board or its duly appointed hearing officer in a capacity other than as a party to a cause or action, time spent at the hearing site or other designated work site, while testifying or waiting to testify, shall be considered as hours worked for purposes of computing pay due the employee.

#### **V. Leave of Absence Without Pay**

- 5.1 The Appointing Authority may grant an employee Leave Without Pay for a period not to exceed an aggregate of ninety (90) working days within a period of twelve (12) consecutive months, whenever such leave is considered to be in the best interest of the service provided that Leave Without Pay for a longer period will be considered on a case-by-case basis.

#### **VI. Military Leave With Pay**

- 6.1 Any employee who is a member of a reserve component of the Armed Forces of the United States or the State of Louisiana shall be granted Military Leave of absence from his/her position for a period not to exceed fifteen (15) working days in any calendar year, without

loss of pay, Annual or Sick Leave, or other benefits, when ordered to active duty for field training or other related or similar purposes.

The Appointing Authority may grant an employee Annual Leave, Leave Without Pay, or both, in accordance with other provisions of these Rules for periods of training in excess of fifteen (15) working days.

- 6.2 Any employee who is inducted or ordered to active duty to fulfill his/her reserve obligation, or who is ordered to active duty for an indefinite period on connection with reserve activities, and who has not been granted full leave with pay benefits, shall be granted Military Leave With Pay up to an amount which, when added to any leave previously granted within the current calendar year, equals not more than fifteen (15) working days.

The provisions of this sub-section apply only to leave eligibility during the initial calendar year of a length or indefinite tour of duty that spans a period which extends into two or more calendar years.

In no case shall the combined total of leave granted exceed fifteen (15) working days in a calendar year.

Additional leave, if necessary, shall be granted under this Rule.

- 6.3 In support of a request for Military Leave With Pay, an employee shall submit, as soon as possible, a copy of the written orders issued to the employee.

## **VII. Military Leave Without Pay**

- 7.1 Any employee who enters upon active military or naval duty with the Armed Forces of the United States or the State of Louisiana shall be placed on Military Leave Without Pay. Such leave shall extend through a date ninety (90) days after s/he is relieved from military service or from hospitalization continuing after discharge for a period of not more than one (1) year.

The employee shall be restored to the position which he vacated, provided: (1) s/he makes written application to the Appointing Authority within ninety (90) days from the date of his honorable discharge or discharge under honorable conditions, or from hospitalization continuing after discharge for a period of not more than one (1) year; and (2) s/he is physically and mentally capable of performing the work of his/her position to the satisfaction of the Appointing Authority.

An employee who was placed on Military Leave while serving an introductory period, upon returning to his position, shall be required to serve the remaining portion of the introductory period.

- 7.2 If a position vacated by an employee entering the armed service no longer exists when s/he qualifies to return to work, s/he shall be entitled to re-employment, provided such re-employment does not necessitate laying off an employee appointed at an earlier date than the employee returning from Military Leave.

- 7.3 If a position vacated by an employee entering the armed services no longer exists when s/he qualifies to return to work, and if no other position to which s/he might be entitled through re-employment privileges exists, his/her name shall be placed upon an appropriate re-employment list by the Appointing Authority, who shall take all steps to effect re-employment at the earliest possible date. Names of persons placed on re-employment lists shall be given preference.

### **VIII. Maternity Leave**

- 8.1 The Parish recognizes that pregnancy and childbirth are conditions which may interfere with the working ability of female employees. Accordingly, inability to work resulting from pregnancy or childbirth shall be viewed as illness and shall entitle an employee to Sick Leave benefits elsewhere provided in this Rule, subject to the regular conditions and limitations set forth for the use of Sick Leave.
- 8.2 It is further recognized that, in some cases of pregnancy or childbirth, an employee, although not disabled for work, may desire leave of absence for purposes of personal convenience. In any such case, the Leave of Absence Without Pay benefits elsewhere provided in this Rule may be utilized by the employee, under the conditions and limitations set forth therein.

### **IX. Holidays**

- 9.1 The following days shall be observed as holidays, except as otherwise provided, specifically, elsewhere in these Rules.

January 1 (New Year's Day)  
Third Monday in January – Martin Luther King Day  
Mardi Gras  
Good Friday  
Last Monday in May- Memorial Day  
July 4 (Independence Day)  
First Monday in September (Labor Day)  
November 11 (Veteran's Day)  
Fourth Thursday in November (Thanksgiving Day)  
Fourth Friday in November (Day after Thanksgiving Day)  
December 25 (Christmas)

Should any of the above listed holidays fall on a day that is not a scheduled working day, the next following or immediately preceding working day, whichever is closer, shall be observed as a holiday.

- 9.2 In addition, any other holiday which may be declared by the Parish Council or the Parish President shall be observed by such employees and under such conditions as might be specified in the declaration of such holiday.

## **X. Funeral Leave**

- 10.1 When there is a death in the immediate family (as defined in these Rules) of an employee, the immediate supervisor shall grant two (2) days of Funeral Leave which shall not be charged to the employee's Annual or Sick Leave. The employee may be granted Sick Leave as necessary for out-of-local-area travel.
- 10.2 When there is a death in the immediate family (as defined in these Rules) of the spouse of the employee, the immediate supervisor shall grant one (1) day of Funeral Leave which shall not be charged to the employee's Sick or Annual Leave. Additional leave of absence, chargeable to Sick Leave, may be granted to permit out-of-local-area travel.
- 10.3 In support of requests for Funeral Leave and Sick Leave, the employee shall furnish notice of the need for absence, including the relationship of the deceased and such other information as may reasonably be required to justify the leave requested.

## **XI. Family and Medical Leave and Military Family Leave**

- 11.1 The Family and Medical Leave Act (FMLA) entitles employees to take up to twelve (12) weeks of unpaid leave within a 12-month period for family and medical reasons. To be eligible for FMLA leave, an employee must have worked for Jefferson Parish for at least 12 months and must have worked for Jefferson Parish for at least at least 1,250 hours during the immediately preceding 12-month period.
- 11.2 Employees shall be entitled to and shall be granted Sick Leave, Annual Leave, and/or Leave Without Pay for Family and Medical Leave purposes in order to comply with the Family and Medical Leave Act of 1993, as amended.
- 11.3 Military Family Leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees to take up to twelve (12) work weeks of unpaid FMLA leave during any 12 month period for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent, or next of kin.
- 11.4 Military Caregiver Leave shall be granted to eligible employees up to a total of 26 unpaid workweeks during a single 12 month period to care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member.

## **XII. Voluntary Leave Transfer Program**

- 12.1 The Voluntary Leave Transfer Program is to be administered by the Department of Human Resource Management for all unclassified employees. Under the Voluntary Leave Transfer Program, a regular employee may donate leave directly to another regular employee, classified or unclassified who has a personal medical emergency (as defined in the Definitions section) or medical emergency of an immediate family member and who

has exhausted his or her paid leave, subject to the following conditions as outlined in this Section.

12.2 The donation of leave shall be strictly voluntary, without coercion, implied or otherwise. An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to contributing, receiving, or using leave under this section. Such actions may be grounds for disciplinary action.

12.3.1 A regular employee may be approved as a leave recipient and receive/use donated leave under the following conditions:

- (a) The potential leave recipient has been employed with the Parish for a period of at least one (1) year at the time of application.
- (b) The potential leave recipient is not currently on Worker's Compensation.
- (c) The potential leave recipient must be entitled to accrue leave.
- (d) The potential leave recipient (or representative acting on behalf of the potential leave recipient, if appropriate) must complete and submit all application forms prescribed by the Department of Human Resource Management for the purpose of consideration as a potential leave recipient. Such forms include, but are not limited to, a medical certification from a licensed physician. The Appointing Authority may, at Parish expense, require the potential leave recipient to obtain a second medical certification from a licensed physician. If there is a conflict between the first and second medical certification, the Appointing Authority may, at Parish expense, require the potential leave recipient to obtain a third medical certification from a licensed physician jointly approved by the Parish and the potential leave recipient. The third opinion shall be binding on both the Parish and the employee. All forms must be submitted to the potential leave recipient's Appointing Authority.
- (e) The Appointing Authority shall approve or disapprove an application of a potential leave recipient and notify the potential leave recipient (or representative acting on behalf of the potential leave recipient, if appropriate) of the decision, in writing, within ten (10) working days of receipt of the required completed forms.
- (f) Leave recipient must have exhausted all appropriate paid leave (Sick, Annual, and/or Compensatory leave) prior to the receipt of donated leave.
- (g) Leave recipient is not eligible to accrue leave time while using donated leave.
- (h) Leave recipient shall be paid at his designated hourly rate of pay.
- (i) Leave recipient shall be limited to receiving donated leave in an amount not to exceed a total of twelve (12) workweeks within a period of twelve (12) months.
- (j) Leave recipient may use donated leave only for purposes related to the medical emergency for which the leave recipient is approved.
- (k) The eligibility for receipt and use of donated leave shall be considered terminated on the date of which:
  1. the leave recipient notifies his Appointing Authority, in writing, that the medical emergency no longer exist;
  2. the Appointing Authority of the leave recipient determines, after written notification and opportunity for the leave recipient (or his representative acting on his behalf, if appropriate) to respond orally or in writing, that the medical emergency no longer exists; or
  3. termination of the leave recipient's employment with the Parish.

- (l) Any unused donated leave remaining to a leave recipient's credit on termination of the medical emergency must be restored to the leave accounts of the leave donors and shall be prorated between the leave donors except under the following conditions:
  - 1. donated leave shall not be restored or paid to leave donors no longer employed by the Parish;
  - 2. donated leave shall not be restored if such restored leave would be less than one (1) hour; or
  - 3. restoration of donated leave is not administratively feasible, as determined by the Department of Human Resource Management Director.

12.4 A regular employee may be approved as a leave donor and donate leave under the following conditions:

- (a) Potential leave donor must complete and submit all forms prescribed by the Department of Human Resource Management for the purpose of donating leave. All forms must be submitted to the potential leave donor's Appointing Authority. A designated employee of the Department of Human Resource Management shall review and concur in advance of the transfer of leave to confirm the eligibility of the potential leave donor.
- (b) Leave donor cannot have a leave balance of less than thirty (30) days of sick leave and less than ten (10) days of annual leave after donation of leave.
- (c) Leave donor may donate up to ten (10) days of sick leave and ten (10) days of annual leave in a leave year. However, a leave donor who has a current balance of forty (40) or more days of annual leave may donate up to the amount of annual leave they accrue in the leave year.
- (d) The minimum amount of leave that can be donated is one (1) day.
- (e) Donation is irrevocable once made. The leave donor shall relinquish all future claims to donated leave, regardless of the medical condition of either the leave donor or leave recipient.
- (f) Leave donor cannot donate leave to his direct or indirect supervisor.

12.5 Leave donated by the leave donor shall be distributed to the leave recipient based on the monetary value of the leave. The conversion method (rounded to the nearest two (2) decimal places) takes the value of leave determined at the current hourly wage of the leave donor multiplied by hours donated then divided by the current hourly wage of the leave recipient.

Ex.: Donor leave value: 1 hour = \$10; donates 10 hours of leave  
 Recipient leave value: 1 hour = \$15

$$\frac{10 \times 10}{15} = \frac{100}{15} = 6.67 \text{ hours}$$

12.6 Nothing in Section 23-112 of the Jefferson Parish Code of Ordinance shall apply with solicitation, donation, or acceptance of leave under this Section.

### **XIII. The Domenic A. Albano Tenure Award Program**

In addition to the pay rates heretofore provided in this Plan, each employee who received a "Satisfactory" rating on his or her annual performance evaluation and having two (2) or more years of continuous service shall be paid \$25.00 for each full calendar year of such service. For purposes of this compensation, years of continuous service shall be computed as of December 31

of the year in which payment is to be made. This payment shall be termed a Tenure Award, shall be intended to encourage and recognize service, and shall be payable to employees in a lump sum, annually, on December 1. No payment shall be made for any service of less than one full year; except that, if an employee dies or retires within the last calendar quarter of his final year of service, s/he (or his/her heirs) shall be eligible for the Tenure Award that he otherwise would have received.

- 13.1 The Tenure Award information supplied by the Payroll Office must be checked by each department and/or district. The Appointing Authority must certify the accuracy of the dates of employment and the amounts to be paid. Certifications must be returned to the Payroll Office not later than November 15.
- 13.2 A Satisfactory annual performance evaluation rating for the previous year shall be the basis for qualification for the current year's Tenure Award.
- 13.3 Any employee who is separated from Parish service before December 1 is not eligible for Tenure Award. In an employee retires within the last quarter of a year (either under the Parish Retirement Systems and/or Social Security provisions), s/he shall be entitled to receive Tenure Award just as if he had completed the full year. If an employee dies within the last quarter of a year, Tenure Award shall be made to his/her heirs in the amount that would have been paid to the employee had s/he completed the year. If an employee is laid off and re-employed in accord with these rules within thirty (30) calendar days, s/he shall be construed to have uninterrupted service. If reemployment occurs more than thirty (30) days following layoff, the employee shall be given credit for service rendered prior and subsequent to layoff, but not for the interval of absence of duty.
- 13.4 Tenure Awards are payable on December 1; checks will be available for distribution to employees on that date, or the nearest working day prior thereto.
- 13.5 Persons employed on or after January 6 are not eligible for a Tenure Award for the first year of their employment.
- 13.6 Any employee who is on Leave Without Pay for an aggregate period of thirty (30) or more working days in any calendar year shall have deducted from his/her Tenure Award check for that year the amount of one full year's award (\$25.00); except that, this period shall be extended up to ninety (90) working days in cases resulting from on-the-job injuries. Any employee who is carried on Leave Without Pay for an aggregate of sixty (60) working days or more in any one calendar year shall permanently forfeit Tenure Award (\$25.00) eligibility for that year only.
- 13.7 In the case of an employee who has continuous service interrupted by Military Leave of Absence Without Pay in excess of thirty (30) calendar days, the employee shall receive a Tenure Award for continuous years of service prior and subsequent to, but not for, the calendar year or years in which the military service fell.
- 13.8 For purposes of computing Tenure Award credits, Absence Without Leave shall be considered to be the same as Leave Without Pay, and shall be combined with Leave Without Pay.

## **XIV. Retirement Systems Membership Eligibility**

**Eligibility requirements for retirement are as established by applicable state laws governing the Louisiana Parochial Employees' Retirement System. Additional information on Retirement Eligibility may be found in the Jefferson Parish Employee Benefits Book or in the Parochial Employees' Retirement System Summary of Benefits.**

## **XV. Deferred Compensation Program**

- 15.1 The Deferred Compensation supplemental retirement plan benefit can be purchased with pre-tax dollars. Participation in the program is voluntary, and Jefferson Parish does not pay for any portion of this plan.

## **XVI. Introductory Period**

- 16.1 Even though serving at-will, every person appointed to an unclassified position shall serve an Introductory Period while occupying the position.
- 16.2 Unless otherwise stated, the Introductory Period shall be six (6) months.
- 16.3 Although the Parish hopes that the employment experience is enjoyable, an unclassified employee is employed at-will, which means an unclassified employee is free to resign at any time for any reason, just as the Parish is free to end an unclassified employee's employment at any time, and for any reason, with or without prior notice.

## **XVII. Performance Evaluations**

- 17.1 Each employee serving in an Introductory Period shall be evaluated at least once during the Introductory Period.
- 17.2 Each employee shall be evaluated at least once in each calendar year, in conjunction with consideration of the employee's annual pay raise eligibility.
- 17.3 The performance evaluation of each employee shall be made by the appropriate supervisor and/or the Appointing Authority, and shall be reviewed by the Appointing Authority or his/her designated agent. Both the evaluator and reviewer shall sign the rating form.
- 17.4 Discussion of an evaluation with the employee is mandatory.

## **XVIII. Pay**

### **Applicability**

For the purposes of administering the Executive Pay Plan and its incorporated Pay Plan Benefit and Pay Rules, each pay grade shall consist of an open range including a minimum entrance annual rate, a normal maximum annual rate, and an absolute maximum annual rate. The grade range between the normal maximum rate and the absolute maximum rate shall be used for longevity pay purposes. Under no circumstance shall an employee's pay exceed the absolute maximum rate of the pay grade to which his position is assigned. Where the term maximum rate is used in this Rule, it shall mean the normal maximum rate stated in the Pay Plan, or, in the case of an employee having sufficient service to qualify for longevity pay, that employee's individual longevity maximum rate.

When necessary to the operation of the Parish automated payroll system, salary equivalents of the annual pay rates stated in the Pay Plan may be computed on an hourly, day, and bi-weekly basis as follows:

- (a) hourly rate = annual rate/annual base hours for the class or position (2080 hours for 40 hour/week base, or 1820 hours for 35 hour/week base), rounded to the nearest four (4) decimal places.
- (b) day rate = hourly rate \* regular hours per day, rounded to the nearest two (2) decimal places.
- (c) bi-weekly rate = day rate\*10.

18.1 The pay of all positions shall be determined in accordance with the Pay Plan. No person shall be paid at less than the minimum rate nor more than the maximum rate provided for his/her position, except as specifically permitted elsewhere in this Rule or as specifically provided in the Pay Plan.

18.2 All appointments shall be made at the minimum rate or such other starting rate as specifically authorized by the Appointing Authority.

18.3 Whenever the Pay Plan is amended to set a higher pay grade for any position, additional "across-the-board" pay increases may be granted to employees occupying positions affected.

### **Pay Increases**

18.4 Subject to the availability of funds, an employee may be granted a pay increase (subject to the maximum rate limitation) on the first day of the pay period immediately following satisfactory completion of the Introductory Period. Thereafter, annually, if the initial pay raise was effective between the first and fifteenth day of the month (inclusive), the employee's pay raise eligibility date shall be the first day of that month; and, if the initial pay raise was effective between the sixteenth and last day of the month (inclusive), the employee's eligibility date shall be the sixteenth of that month.

Each employee shall be considered for an annual pay raise of five (5) percent of current annual salary on his/her eligibility date. If approved, this shall be effective on the first day of the pay period immediately following the eligibility date.

- 18.5 In addition to the employee's annual pay raise, the Appointing Authority shall have discretion to grant to an executive employee a merit raise for outstanding job performance of up to five percent of the employee's salary, subject to the following limitations:
- (a) Not more than one such discretionary raise shall be granted per calendar year to any executive employee; and
  - (b) No such discretionary raise granted in addition to an employee's annual raise shall be effective unless and until such raise is ratified and approved by resolution of the Jefferson Parish Council.
- 18.6 Pay increases above the normal maximum rate provided in the Pay Plan (except for across-the-board cost-of-living raises elsewhere permitted in these Rules) shall be used only as a reward and incentive for long-career and continued merit service. To be eligible for such raises(s), an employee must have at least seven (7) years of service, and the employee's pay rate after raise shall not exceed the normal maximum rate by more than five (5) percent compounded for each three (3) years of service.
- (1) When an employee with years of service in either the Classified Pay Plan, the Pay Plan for Fire Personnel, or the Judicial Compensation and Classification Plan transfers into the Executive Pay Plan, his years of service in the other Pay Plan, are credited to him only for the purpose of determining his entitlement to longevity pay raises above the normal maximum in the Executive Pay Plan for Unclassified Employees.

### **Pay Reductions**

- 18.7 If an employee is changed to a position having a maximum salary rate which is lower than the employee's current pay rate, the employee's pay may be frozen, and no additional raises shall be granted while the employee occupies that position except in cases of an across-the-board cost-of-living adjustment and/or a revision of the Pay Plan.

### **Maintenance and Allowance**

- 18.8 Reimbursement of actual and necessary expenses authorized or incurred as incidents to employment shall not be considered as deductible allowances; contributions or payments made by the Parish for the purpose of providing group insurance and/or retirement benefits shall not be considered as deductible allowances.

### **Automobile Allowance**

- 18.9 Employees may be provided with the use of a Parish vehicle for the conduct of Parish business, or, in lieu of such, may receive a monthly car allowance as reimbursement for expenses incurred as a result of using their personal vehicle in the conduct of Parish business.
- 18.10 For those employees receiving the monthly car allowance reimbursement, payment of such allowance shall be suspended whenever the employee recipient is on extended leave of absence from duty for a period in excess of thirty (30) days.

## **XIX. Hours of Work**

- 19.1 Employees are expected to work whenever and whatever hours are required to satisfy the needs of the service.

## **XX. Outside Employment and Outside Interests**

- 20.1 The Parish job shall be considered the employee's primary occupation, taking precedence over all other occupations.
- 20.2 An employee shall not have any secondary or "outside" employment without the express written approval of the Appointing Authority.
- 20.3 Each employee shall be required to periodically execute, in writing, a signed statement with regard to secondary or "outside" employment.
- 20.4 If, in the opinion of the Appointing Authority, outside employment is adversely affecting an employee's job performance, s/he may be asked to refrain from such activities by his/her immediate supervisor as a condition of employment.

## JOB CLASSIFICATION LIST- ALPHABETICAL ORDER

Job Code & Title	FLSA Status	Pay Grade	ANNUAL SALARY RANGE		
			Minimum	Mid-Point	Maximum
<b>A</b>					
211 Accounting Director	E	16	61,933	71,223	87,146
701 Administrative Hearing Officer	E	15	58,700	67,505	82,597
613 Administrative Law Clerk		3	19,908	22,894	28,013
702 Adult Supervision Director	E	17	65,165	74,940	91,694
314 Animal Shelter Director	E	13	52,235	60,070	73,500
329 Assistant Parish Attorney	E	12	49,003	56,353	68,952
401 Admin Aide to Council District #1	E	17	65,165	74,940	91,694
402 Admin Aide to Council District #2	E	17	65,165	74,940	91,694
403 Admin Aide to Council District #3	E	17	65,165	74,940	91,694
404 Admin Aide to Council District #4	E	17	65,165	74,940	91,694
405 Admin Aide to Council District #5	E	17	65,165	74,940	91,694
406 Admin Aide to Council District #6	E	17	65,165	74,940	91,694
410 Admin Aide to Council Chairman	E	17	65,165	74,940	91,694
<b>B</b>					
411 Bligh Eradication and Community Liaison	E	17	65,165	74,940	91,694
212 Budget Director	E	16	61,933	71,223	87,146
<b>C</b>					
126 Capital Projects & Public Works Coordination Director	E	21	78,097	89,811	109,890
102 Chief Administrative Assistant/Information Services	E	23	84,562	97,246	118,987
103 Chief Administrative Assistant/Development	E	23	84,562	97,246	118,987
104 Chief Administrative Assistant/Operations	E	23	84,562	97,246	118,987
100 Chief Operating Officer	E	28	100,725	115,834	141,730
301 Chief of Staff of Parish Council	E	18	68,398	78,658	93,243
115 Citizens' Affairs Director	E	16	61,933	71,223	87,146
306 Community Development Director	E	16	61,933	71,223	87,146
704 Community Justice Agency	E	22	81,329	93,528	114,438
705 Compliance and Ethics Officer	E	22	81,329	93,528	114,438

## JOB CLASSIFICATION LIST- ALPHABETICAL ORDER

Job Code & Title	FLSA Status	Pay Grade	ANNUAL SALARY RANGE		
			Minimum	Mid-Point	Maximum
<b>C</b>					
116 Coordinator of Senior Citizen Services	E	12	49,003	56,353	68,952
118 Coastal Zone Management Coordinator	E	16	61,933	71,223	87,146
119 Cross-Cultural Community Outreach Coordinator	E-S	10	42,537	48,917	59,854
<b>D</b>					
106 Deputy Chief Operating Officer	E	25	91,027	104,681	128,084
124 Deputy Parish Attorney	E	22	81,329	93,528	114,438
223 Director of Legal Analysis	E	19	71,631	82,376	100,792
328 Director of Security	E	12	49,003	56,353	68,952
216 Director of Transit Administration	E	14	55,468	63,788	78,049
206 Drainage Director	E	21	78,097	89,811	109,890
<b>E</b>					
127 Electronic Information Systems Director	E	17	65,165	74,940	91,694
220 Emergency Management Director	E	15	58,700	67,505	82,597
122 Engineering Director	E	21	78,097	89,811	109,890
309 Environmental Affairs Director	E	19	71,631	82,376	100,792
105 Executive Assistant to Parish President	E	17	65,165	74,940	91,694
<b>F</b>					
120 Finance Director	E	26	94,259	108,398	132,632
308 Fire Director	E	17	65,165	74,940	91,694
215 Fleet Management Director	E	14	55,468	63,788	78,049
707 Floodplain Management & Hazard Mitigation Director	E	16	61,933	71,223	87,146
117 Film Coordinator	E-S	10	42,537	48,917	59,854
<b>G</b>					
209 General Manager, Alario Center	E	13	52,235	60,070	73,500
302 General Services Director	E	15	58,700	67,505	82,597
<b>H</b>					
210 Human Resource Management Director	E	22	81,329	93,528	114,438
<b>I</b>					
214 Inspection & Code Enforcement Director	E	22	81,329	93,528	114,438

## JOB CLASSIFICATION LIST- ALPHABETICAL ORDER

Job Code & Title	FLSA Status	Pay Grade	ANNUAL SALARY RANGE		
			Minimum	Mid-Point	Maximum
<b>I</b>					
218 Internal Audit Director	E	22	81,329	93,528	114,438
<b>J</b>					
317 Jeff CAP Director	E	14	55,468	63,788	78,049
217 Juvenile Services Director	E	17	65,165	74,940	91,694
<b>L</b>					
322 Law Clerk		7	32,839	37,765	46,208
307 Library Director	E	17	65,165	74,940	91,694
413 Legal Secretary I		4	23,141	26,612	32,562
414 Legal Secretary II		5	26,374	30,330	37,111
415 Legal Secretary III		7	32,839	37,765	46,208
<b>P</b>					
320 Paralegal I		5	26,374	30,330	37,111
321 Paralegal II		6	29,606	34,047	41,659
616 Paralegal Supervisor	E	8	36,071	41,482	50,756
123 Parish Attorney	E	27	97,492	112,116	137,181
201 Parish Clerk	E	18	68,398	78,658	96,243
213 Parks & Recreation Director	E	16	61,933	71,223	87,146
310 Parkways Director	E	16	61,933	71,223	87,146
121 Planning Director	E	19	71,631	82,376	100,792
412 Property Maintenance Zoning/Quality of Life	E	18	65,165	74,940	91,694
311 Public Information Officer	E	16	61,933	71,223	87,146
101 Public Works Director	E	27	97,492	112,116	137,181
657 Purchasing Director	E	16	61,933	71,223	87,146
708 Public Safety Grants and Administration	E	16	61,933	71,223	87,146
<b>R</b>					
125 Research Director	E	19	71,631	82,376	100,792
221 Risk Management Director	E	17	65,165	74,940	91,694

## JOB CLASSIFICATION LIST- ALPHABETICAL ORDER

Job Code & Title	FLSA Status	Pay Grade	ANNUAL SALARY RANGE		
			Minimum	Mid-Point	Maximum
<b>S</b>					
324 Senior Assistant Parish Attorney	E	16	61,933	71,223	87,146
205 Sewerage Director	E	20	74,863	86,093	105,340
204 Streets Director	E	19	71,631	82,376	100,792
<b>T</b>					
323 Telecommunications Director	E	16	61,933	71,223	87,146
216 Transit Administration Director	E	14	55,468	63,788	78,049
318 Tourism & Community Affairs Director	E	12	49,003	56,353	68,952
<b>W</b>					
207 Water Director	E	20	74,863	86,093	105,340
305 Workforce Connection Director	E	13	52,235	60,070	73,500

## JOB CLASSIFICATION LIST – GRADE ORDER

<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>			<u>FLSA STATUS</u>	<u>JOB CODE AND TITLE</u>
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>		
1	13,443	15,459	18,916		
2	16,676	19,177	23,465		
3	19,908	22,894	28,013		613 Administrative Law Clerk
4	23,141	26,612	32,562		413 Legal Secretary I
5	26,374	30,330	37,111		414 Legal Secretary II 320 Paralegal I
6	29,606	34,047	41,659		321 Paralegal II
7	32,839	37,765	46,208		322 Law Clerk 415 Legal Secretary III
8	36,071	41,482	50,756	E	
9	39,304	45,200	55,305		
10	42,537	48,917	59,854	E-S	117 Film Coordinator 119 Cross Cultural Community Outreach Coordinator
11	45,770	52,635	64,403	E-S	
12	49,003	56,353	68,952		
				E	329 Assistant Parish Attorney
				E	116 Coordinator of Senior Citizen Services
				E	328 Director of Security
				E	318 Tourism & Community Affairs Director
13	52,235	60,070	73,500		
				E	314 Animal Shelter Director
				E	209 General Manager – Alario Center
				E	305 Workforce Connection Director

**JOB CLASSIFICATION LIST – GRADE ORDER**

<b>GRADE</b>	<b>ANNUAL SALARY RANGE</b>			<b>FLSA STATUS</b>	<b>JOB CODE AND TITLE</b>
	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>		
<b>14</b>	55,468	63,788	78,049	E	Fleet Management Director
				E	317 JeffCAP Director
				E	216 Transit Administration Director
<b>15</b>	58,700	67,505	82,597	E	701 Administrative Hearing Officer
				E	220 Emergency Management Director
				E	302 General Services
<b>16</b>	61,933	71,223	87,146	E	211 Accounting Director
				E	212 Budget Director
				E	115 Citizens' Affairs Director
				E	306 Community Development Director
				E	310 Parkways Director
				E	707 Floodplain Management & Hazard Mitigation Director
				E	213 Parks & Recreation Director
				E	311 Public Information Officer
				E	657 Purchasing Director
				E	324 Senior Assistant Parish Attorney
				E	323 Telecommunications Director
				E	708 Public Safety Grants & Administration Director
				E	118 Coastal Zone Management Coordinator
<b>17</b>	65,165	74,940	91,694	E	702 Adult Supervision Director
				E	401 Admin. Aide to Council District #1
				E	402 Admin. Aide to Council District #2
				E	403 Admin. Aide to Council District #3
				E	404 Admin. Aide to Council District #4
				E	405 Admin. Aide to Council District #5

**JOB CLASSIFICATION LIST – GRADE ORDER**

<b><u>GRADE</u></b>	<b><u>ANNUAL SALARY RANGE</u></b>			<b><u>FLSA STATUS</u></b>	<b><u>JOB CODE AND TITLE</u></b>
	<b><u>Minimum</u></b>	<b><u>Mid-Point</u></b>	<b><u>Maximum</u></b>		
<b>17</b>	65,165	74,940	91,694	E	406 Admin. Aide to Council District #6
				E	410 Admin. Aide to Council Chairman
				E	411 Blight Eradication & Community Liaison
				E	127 Electronic Information Systems Director
				E	308 Fire Director
				E	217 Juvenile Services Director
				E	307 Library Director
				E	221 Risk Management Director
				E	105 Executive Assistant to Parish President
<b>18</b>	68,398	78,658	96,243	E	301 Chief of Staff of Parish Council
				E	201 Parish Clerk
				E	412 Property Maintenance Zoning/Quality of Life
<b>19</b>	71,631	82,376	100,792	E	204 Streets Director
				E	309 Environmental Director
				E	223 Director of Legal Analysis
				E	121 Planning Director
				E	125 Research Director
<b>20</b>	74,863	86,093	105,340	E	205 Sewerage Director
				E	207 Water Director
<b>21</b>	78,097	89,811	109,890	E	126 Capital Projects & Public Works Coordination Director
				E	122 Engineering Director
				E	206 Drainage Director
<b>22</b>	81,329	93,528	114,438	E	704 Community Justice Agency Director
				E	705 Compliance and Ethics Officer
				E	124 Deputy Parish Attorney

**JOB CLASSIFICATION LIST – GRADE ORDER**

<b><u>GRADE</u></b>	<b><u>ANNUAL SALARY RANGE</u></b>			<b><u>FLSA STATUS</u></b>	<b><u>JOB CODE AND TITLE</u></b>
	<b><u>Minimum</u></b>	<b><u>Mid-Point</u></b>	<b><u>Maximum</u></b>		
<b>22</b>	81,329	93,528	114,438	E	210 Human Resource Management Director
				E	214 Inspection & Code Enforcement Director
				E	218 Internal Auditor
<b>23</b>	84,562	97,246	118,987	E	102 CAA/Information Service
				E	103 CAA/Development
				E	104 CAA/Operations
<b>24</b>	87,794	100,963	123,535		
<b>25</b>	91,027	104,681	128,084	E	106 Deputy Chief Operating Officer
<b>26</b>	94,259	108,398	132,632	E	120 Finance Director
<b>27</b>	97,492	112,116	137,181	E	123 Parish Attorney
				E	101 Public Works Director
<b>28</b>	100,725	115,834	141,730	E	100 Chief Operating Officer