PERSONNEL RULES

OF THE

EAST BANK CONSOLIDATED FIRE PROTECTION DISTRICT PARISH OF JEFFERSON

ISSUED TO:	
DATE:	
EMPLOYEE NUMBER:	
EMPI OYEE SIGNATURE:	

JEFFERSON PARISH, LOUISIANA

Personnel Rules to carry out the policies, procedures, and administration of paid firefighters of the Parish of Jefferson in the classified civil service under the provisions of LSA-R.8. 33:2531 et seq. (Fire and Police Civil Service Law for Small Municipalities and for Parishes and Fire Protection Districts)

Ordinance 18226 March 13, 1991

TABLE OF CONTENTS

RULE	I DEFINITIONS	
	Section 1.	HOURLY RATE 1
	Section 2.	BASE SALARY 1
	Section 3.	APPOINTING AUTHORITY 1
	Section 4.	SUPERINTENDENT 1
	Section 5.	BASIC RATE OF PAY FOR COMPUTING OVERTIME RATE
	Section 6.	IMMEDIATE FAMILY 1
RULE	II PREAMBLE	
	Section 1.	PREAMBLE 2
	Section 2.	NON-DISCRIMINATION 2
	Section 3	GENDER
	beceion 5.	GENDER
RULE	III ORGANIZATIO	ON, RULES AND PROCEDURES FOR PAID FIREMEN CAST BANK CONSOLIDATED FIRE DEPARTMENT 3
RULE	III ORGANIZATIO	ON, RULES AND PROCEDURES FOR PAID FIREMEN
RULE	III ORGANIZATIO OF THE E Section 1. 1.1 Section 2.	ON, RULES AND PROCEDURES FOR PAID FIREMEN CAST BANK CONSOLIDATED FIRE DEPARTMENT 3 ORGANIZATION OF FIRE CIVIL SERVICE
RULE	III ORGANIZATIO OF THE E Section 1. 1.1 Section 2. 2.1	ON, RULES AND PROCEDURES FOR PAID FIREMEN EAST BANK CONSOLIDATED FIRE DEPARTMENT
RULE	III ORGANIZATIO OF THE E Section 1. 1.1 Section 2.	ON, RULES AND PROCEDURES FOR PAID FIREMEN CAST BANK CONSOLIDATED FIRE DEPARTMENT 3 ORGANIZATION OF FIRE CIVIL SERVICE
	III ORGANIZATION OF THE ENGINEERS Section 1. 1.1 Section 2. 2.1 2.2 2.3	ON, RULES AND PROCEDURES FOR PAID FIREMEN CAST BANK CONSOLIDATED FIRE DEPARTMENT
	III ORGANIZATION OF THE ENGINEERS Section 1. 1.1 Section 2. 2.1 2.2 2.3	ON, RULES AND PROCEDURES FOR PAID FIREMEN CAST BANK CONSOLIDATED FIRE DEPARTMENT
	III ORGANIZATIO OF THE E Section 1. 1.1 Section 2. 2.1 2.2 2.3 IV CLASSIFICATION	ON, RULES AND PROCEDURES FOR PAID FIREMEN CAST BANK CONSOLIDATED FIRE DEPARTMENT

RULE V PAY PLAN .	• • • • • • • • • • • • • • • • • • • •	. 6
Section 1.	APPLICABILITY The pay of all positions in the	
1.2	classified service Pay Plan for fire personnel of Jefferson	
1.3	Parish	
Section 2.	SALARY INCREASES An employee entering into the classified service at the prescribed minimum starting rate	. 7
2.2 Section 3 3.1	Promotion Increases	8
Section 4	STAND-BY AND CALL BACK PAY Stand-by pay	10
Section 5	HOLIDAYS	11
Section 6	TENURE AWARD	12
Section 7.	BASIC RATE OF PAY FOR OVERTIME COMPUTATION	13
Section 8.	BASE SALARY FOR COMPUTATION OF PAY RAISES	14
Section 9.	MILEAGE ALLOWANCE	14
RULE VI RETIREMENT	AND PENSION SYSTEM	15
Section 1.	The Parochial Employee's Retirement System of Louisiana and the Firefighters Retirement System	15
Section 2.	All Jefferson Parish employees who work at least twenty-eight (28) hours per week and are under sixty (60) years of age at time of employment	15
Section 3.	The Employees Retirement System of Jefferson Parish	19
Ordinance 18226 March 13, 1991		ii

RULE VII EXAMINATION	s 20
Section 1.	EXAMINATIONS20
Section 2.	APPOINTMENT OF EXAMINERS20
Section 3.	ADMISSION TO EXAMINATIONS20
Section 4.	CONTINUOUS EXAMINATIONS20
Section 5.	RESULTS OF EXAMINATIONS20
Section 6.	ESTABLISHMENT OF PROMOTION LISTS AND EMPLOYMENT LISTS20
Section 7.	POSTPONEMENT AND CANCELLATION OF TESTS20
Section 8.	REMOVAL OF NAMES FROM LISTS20
Section 9.	NON-COMPETITIVE EXAMINATIONS20
Section 10.	SENIORITY20
RULE VIII VACANCIES,	CERTIFICATION, APPOINTMENT22
Section 1.	FILLING VACANCIES22
Section 2.	REQUEST FOR CERTIFICATION22
Section 3.	CERTIFICATION OF ELIGIBLES22
Section 4.	REINSTATEMENT AND RE-EMPLOYMENT22
Section 5.	CONDITIONAL AND TEMPORARY APPOINTMENTS22
Section 6.	FILLING OF VACANCIES22
Section 7.	TRANSFERS22
RULE IX WORKING TES	rs25
Section 1.	EMPLOYEES TO SERVE WORKING TESTS25
Section 2.	INTERRUPTION OF WORKING TESTS25
Ordinance 18226 March 13, 1991	iii

Section 1.	HOURS OF WORK 26
1.1	Holiday pay rate for firefighters2
1.2	Illustrated Work Month2
Section 2.	ANNUAL LEAVE 29
2.1	Each eligible employee in the classified service29
2.2	Persons employed on a subject-to-call
2.3	basis33 Each eligible employee shall earn annual
2.4	leave credits31 No annual leave may be used until an employee has an accumulation of six (6)
2.5	working days31 In computing and recording charges against an employee's accumulated annual
2.6	leave
2.7	States
2.8	accumulated annual leave
Section 3.	SICK LEAVE 34
3.1	Each employee shall earn and accumulate
3.2	sick leave with pay34 Each eligible employee shall earn sick
3.3	leave35 The Superintendent may, at his discretion, advance an employee sick
3.4	leave with pay
	amount of sick leave35
3.5	In support of usage of sick leave with pay
3.6	Sick Leave3
3.7	All unused sick leave remains to an
3.8	employee's credit
	employment38

RULE X HOURS OF WORK AND LEAVES OF ABSENCE (Continued)

Section 3.	SICK LEAVE (Continued)
3.9	When an employee suffers a job-related injury
3.10	Payment of unused accumulated Sick Leave 39
Section 4.	LEAVE PROVISIONS FOR FIREFIGHTING PERSONNEL
4.1	Employees in any of the firefighting classes of work shall earn and accumulate annual leave and sick leave in the same
4.2	manner as all other employees
Coation F	FUNERAL LEAVE40
section 5.	FONERAL LEAVE40
Section 6. 6.1	CIVIL LEAVE The Parish, shall grant leave with pay to an employee for the period of time they are required 'to appear-for a deposition, or before a court, judge, justice, magistrate or coroner as a witness
6.2	Jury Duty42
6.3	Educational Leave42
	LEAVE OF ABSENCE WITHOUT PAY Who Comparint and and more ground and
7.1	The Superintendent may grant an employee42
Section 8. 8.1	SPECIAL LEAVE OF ABSENCE
8.2	pay
8.3	year
	with National Defense43

Ordinance 18226 March 13, 1991

RULE X HOURS OF WORK AND LEAVES OF ABSENCE (Continued)

Section 9. 9.1 9.2	MILITARY LEAVE WITH PAY Any regular or probationary employee Any regular or probationary employee who is inducted or ordered to active duty to fulfill their reserve obligation	44
Section 10. 10.1	MILITARY LEAVE WITHOUT PAY	
10.2	or naval duty	
10.3	work	45
10.4	Any position vacated by an employee placed military leave without pay may be filled only by a conditional	
10.5	appointment A person on authorized military leave of absence shall be permitted to fake any promotional examination given during his period of leave	46
Section 11. 11.1	MATERNITY LEAVE The Parish recognizes that pregnancy and childbirth are conditions which may interfere with the working ability of	46
11.2	female employees	46
11.3	may desire a leave of absence	47
	injury	47
	delivery	47
Ordinance 18226		

RULE XI SPECIAL PROVI	SIONS AND BENEFITS	48
Section 1.	WORKING OUT OF CLASSIFICATION	48
Section 2.	SHIFT EXCHANGE	48
Section 3.	UNIFORM AND PROTECTIVE CLOTHING	49
Section 4.	INCIDENT DISPATCHING	49
Section 5.	EXTREME WEATHER	49
Section 6.	RECREATIONAL EQUIPMENT	49
Section 7.	COMMON MEAL SITE	50
Section 8.	WORK FORCE	50
Section 9	STATION UPKEEP AND MAINTENANCE	50
Section 10.	SAFETY IN WORK PLACES	50
Section 11.	MEDICAL PERSONNEL	50
Section 12.	RULES AND REGULATIONS	51
Section 13.	RIGHT OF ACCESS TO PARISH FACILITIES	51
Section 14.	ASSOCIATION BUSINESS	52
Section 15.	DUES - ASSESSMENTS - INSURANCE CHECKOFF.	53
Section 16.	EMPLOYEE GRIEVANCE PROCEDURE	53
RULE XII DISCIPLINA	RY ACTIONS	61
Section 1.	Pre-Disciplinary Hearing	61
Section 2.	Maintaining Standards of Service	61

RULE	XIII	RECORDS		52
	Sect	ion 1. 1.1	PAYROLL AND ATTENDANCE RECORDS The Superintendent shall install a system	52
		1.2	of payroll and attendance records	
		1.3	person in a position	
		1.4	If the Superintendent finds that a person has been employed in a position in	
			violation of these officer or officers	52
	Sect	ion 2. 2.1	LEAVE RECORDS	
			emproyee in the classified service	,,,
	Sect	ion 3.	APPOINTMENT FORMS	53
RULE	xiv	SERVICE F	RATINGS	54
RULE		SERVICE Fion 1.	ADMINISTRATION A uniform service rating system shall be established which shall provide for evaluation of each employee's on-the-job	
RULE		ion 1.	ADMINISTRATION A uniform service rating system shall be established which shall provide for evaluation of each employee's on-the-job performance Ratings for employees serving in a probationary period shall be in accordance with the Fire and Police Civil Service Law for Small Municipalities and	64
RULE		ion 1. 1.1	ADMINISTRATION A uniform service rating system shall be established which shall provide for evaluation of each employee's on-the-job performance Ratings for employees serving in a probationary period shall be in accordance with the Fire and Police Civil Service Law for Small Municipalities and for Parishes Each employee serving in a Permanent status civil service appointment shall be rated at least once in each calendar	64 64
RULE		ion 1. 1.1	ADMINISTRATION A uniform service rating system shall be established which shall provide for evaluation of each employee's on-the-job performance Ratings for employees serving in a probationary period shall be in accordance with the Fire and Police Civil Service Law for Small Municipalities and for Parishes Each employee serving in a Permanent status civil service appointment shall be rated at least once in each	64 64

viii

March 13, 1991

RULE XIV SERVICE RATINGS (Continued)

	Section 1.	ADMINISTRATION (Continued)	
	1.5	Discussion of a rating with the employee is mandatory if the rating is unsatisfactory in any category, or if the	
	1 6	employee is on probation	64
	1.6	Service ratings are management judgments by appropriate supervisory authority Each employee service rating shall be retained in the files maintained by the	65
		Superintendent	65
RULE	XV LAYOFFS	• • • • • • • • • • • • • • • • • • • •	66
	Section 1.	ADMINISTRATION	66
	Section 2.	DESIGNATION OF CLASSES AND ORGANIZATION UNITS AFFECTED	~ ~
		ONITS AFFECIED	66
	Section 3.	SUCCESSION OF LAYOFFS	66
	Section 4.	PROCEDURE	66
RULE X	VI VETERAN PE	REFERENCE	67
	Section 1.	VETERAN PREFERENCE AND PERSONS ELIGIBLE FOR PREFERENCE	67
RULE X	VII MISCELLAN	NEOUS	68
	Section 1.	CONSTRUCTION WITH OTHER LAWS	68
	Section 2.	SAVING CLAUSE	68