

PONCHATOULA MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD RULES

RULE I

DEFINITIONS

The following words and phrases, when used in this set of rules, shall have the following meaning unless otherwise specified in the rule:

1. "Board" means the Ponchatoula Municipal Fire and Police Civil Service Board.
2. "Civil service law" means Louisiana Revised Statutes 33:2531, et. seq. (Act 282 of 1964).
3. "Employee" or "employees" means an employee of the classified police and fire service.
4. "Legal Holidays" is defined in Louisiana Revised Statute 1:55 to include Saturdays, Sundays, all major holidays observed by the state, additional days depending on the event or locale, and days of declared emergencies.
5. "Member" or "members" means persons appointed to Ponchatoula Municipal Fire and Police Civil Service Board.
6. "R.S." means Revised Statute of the State of Louisiana.
7. "Regular and permanent employee" means an employee who has been appointed to a position in the classified service in accordance with civil service law after completing his

RULE II

GENERAL BUSINESS MEETINGS OF THE BOARD

SECTION 1: The board shall hold at least one regular meeting within each quarterly period of the calendar year. The board shall post notice of all regular meetings at the beginning of each calendar year and it shall state the date, time, and place of such meetings. The board may also hold special meetings as may be called by the chairperson.

SECTION 2: The board shall meet at any time upon the call of the chairperson, who shall give all members at least a five (5) calendar day, exclusive of

Saturdays, Sundays, and legal holidays, notice if it is a regular meeting and at least a twenty-four (24) hour, exclusive of Saturdays, Sundays, and legal holidays, notice if it is a special meeting. If the chairperson fails or refuses to call a quarterly meeting of the board, the members shall meet upon the written call of any four (4) members mailed at least ten (10) calendar days, in advance of the date of the meeting.

SECTION 3: Notice of all meetings shall be given by posting such notice at 125 Hickory Street, Ponchatoula, Louisiana, 70454 or at the building in which the meeting is to be held. If the board has a website, notification of such meetings shall also be posted on the website.

Notice of all meetings shall be posted no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting.

Notice of all meetings shall include the date, time, place, and agenda of the meeting.

The board shall provide the news media with a copy of the notice of all meetings, when requested, in the same manner as the public is notified.

Each item on the agenda shall be listed separately and with reasonable specificity. The agenda shall not be revised less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting. Before the board may take any action on an agenda item at a meeting, the chairperson or his designee shall read aloud the description of the item.

SECTION 4: At all meetings, the board may take up a matter not on the agenda upon unanimous approval of the members present. In order to add an item to the agenda, a motion must first be made to take up the matter and it must include, with reasonable specificity, the purpose for the addition to the agenda, and it must be entered into the minutes of the meeting. The public shall be given an opportunity to comment before an item is added to the agenda.

- SECTION 5:
- a. All meetings shall be open to the public, except when the board meets in executive session.
 - b. The board may allow its open meetings to be sonic or video recorded or broadcast live. Any person wishing to record or broadcast a meeting shall register with the board secretary not less than fifteen (15) minutes in advance of the scheduled meeting time. Persons recording or broadcasting the meeting may be asked to position themselves in the back of the meeting room. Persons shall not interfere with the entrance or egress of others, shall not interfere with the orderly conduct of the meeting, nor cause unreasonable interference with the audience=s view of or participation in the meeting.
 - c. No one shall be permitted to set up or disassemble equipment while the board is conducting its meeting. No bright lights that may impair the meeting shall be used, except by approval of the chairperson given at least twenty-four (24) hours in advance of the meeting.
 - d. There shall be no interviews conducted in the meeting room while the board is conducting its meeting.
 - e. Compliance with the provisions of this section shall be strictly enforced. Persons in violation of these provisions may be removed without a warning.

- SECTION 6:
- a. Four (4) members of the board must be present to constitute a quorum of the board.
 - b. Concurring votes of three (3) members are necessary for a decision of all matters before the board except as provided in Rule II, Section 4.
 - c. In the event a quorum is not present at the time scheduled for a meeting, the meeting may be immediately cancelled, or time may be allowed to obtain a quorum. If a member leaves a meeting which results in the loss of a quorum, the meeting may recess, or a motion

may be made to adjourn. If the meeting is recessed and a quorum cannot be obtained after it's called back to order, a motion shall be made to adjourn.

- SECTION 7:
- a. The chairperson may vote on all matters before the board except in situations when he is required to recuse himself as provided in R.S. 33:2561(D) and in accordance with the Louisiana Code of Ethics. The vice-chairperson shall act in the absence of the chairperson and shall be authorized to sign all board documents, as necessary.
 - b. The chairperson shall have complete charge of all meetings and shall conduct them in accordance with Rule III, Sections 2 and 3 and as he deems advisable. The chairperson may order the removal of any person who willfully disrupts a meeting to the extent that the orderly conduct of the meeting is seriously compromised.

SECTION 8: The board secretary or another person designated by the board chairperson, shall keep written minutes of all open meetings. The minutes shall include but shall not be limited to the date, time, and place of the meeting; the members recorded as either present or absent; a record of officials, attorneys, and others present; the substance of all matters decided by the board; a record of all motions and votes; and any other information that any member, the Office of State Examiner, and others request to be discussed at the meeting and included in the minutes.

If the board has a website, a copy of the written minutes of all meetings shall be posted on its website within a reasonable time after the meeting, for at least three (3) months.

RULE III

ORDER OF BUSINESS AT MEETINGS OF THE BOARD

SECTION 1: At all meetings, the order of business may be as follows:

1. Call to Order
2. Roll call of members present
3. Adoption of the agenda
4. Reading and approval of the minutes of previous meetings
5. Unfinished Business
6. New Business
7. Executive Sessions
8. Announcements
9. Adjournment

SECTION 2: A public comment period shall be provided for at any point in a meeting prior to action on an agenda item upon which a vote is to be taken. Public comment on proposed rules of the board shall be provided for within the context of the public hearing. Any person wishing to comment shall raise his hand until recognized by the chairperson. Each person recognized to speak shall state his full name. The board may limit the time in which a person may speak. Upon expiration of an allotted time to speak, the person shall immediately cease making comment.

SECTION 3: Business at meetings may be conducted in the following manner:

- a. Introduction of Business - business shall be introduced according to the posted agenda or by a motion passed to rearrange the items on the agenda. Business may also be introduced by the proper addition of an item to the agenda.
- b. Discussion of Business - the chairperson shall open a discussion on an agenda item.
- c. Motions and Voting - to propose a decision or action, a main motion must be made. A second motion must then be made in order to place the business before the board for discussion and/or a vote. The members may then vote on the matter with or without discussion.
- d. Seconding Motions - the chairperson may repeat a main motion before calling for a second. If a motion is not seconded, the chairperson may ask if the motion is seconded. If there is no second, the chairperson shall declare the

motion dead due to the lack of a second. Once the motion is dead, a member may make another main motion on the matter.

- e. Tabling a Matter - the board may consider a motion to table an agenda item until a later meeting.
- f. Adjourning a meeting - a member must make a motion to adjourn the meeting followed by a seconded motion and voting.

RULE IV

EXECUTIVE SESSIONS

The board may meet in executive session during any meeting, by two-thirds (2/3) vote of those present in order to discuss those matters which are exceptions to open meetings as provided in R.S. 42:17. Any voting on matters discussed in executive sessions shall be conducted only upon return to the public meeting.

The board may go into executive session to discuss an employee's character, professional competence, or physical or mental health only if such employee was notified in writing of the executive session discussion at least twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time contained in the notice of the meeting at which such executive session is to take place and that such employee may request that the discussion be held in an open meeting.

RULE V

APPLICATION FOR APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS

SECTION 1: Any person authorized to appeal to the board under the provisions of R.S. 33:2561 may demand, in writing, a hearing and investigation by the board to determine the reasonableness of the action taken. The board encourages employees to submit such an appeal by giving a statement of the action complained against, the basis of the appeal, and the relief sought.

Any person who wishes to request the board conduct other hearings and investigations pursuant to civil service law not otherwise provided for under

R.S. 33:2561, shall do so by providing the board with a written request.

All requests for appeals and other hearings and investigations must be signed by the petitioner or applicant or his counsel, if any. All requests must include the full name, preferred mailing address, phone number, and email address (if applicable) of the petitioner or appellant and of his counsel. All requests shall be filed with the chairperson of the board or the board official so designated to receive such requests.

SECTION 2: Written requests for appeals to the board under the provisions of R.S. 33:2561 shall be made only by regular and permanent employees and shall be limited to matters involving discharge, corrective or disciplinary action.

Written requests under the provisions of R.S. 33:2561 must be received by the board within fifteen (15) calendar days after the date the employee is notified of the discharge, corrective or disciplinary action. The fifteen (15) calendar day period shall begin the first day after the employee is notified of the disciplinary action either verbally or in writing.

The board shall meet within thirty (30) calendar days after receipt of the written request for a hearing under the provisions of R.S. 33:2561. The board shall review the request in order to determine if the request complies with the provisions of civil service law and to consider granting the appeal. The board shall notify the employee and the appointing authority of the date, time, and place of the hearing at least ten (10) calendar days in advance of the date set for the hearing.

SECTION 3: All other written requests for hearings and investigations pursuant to civil service law not otherwise provided for under R.S. 33:2561 shall set forth the section of the civil service law under which the request is brought.

Written requests showing just cause for hearings and investigations shall be granted at the first board meeting following receipt of the request or at a special meeting. Investigations conducted

under the provisions of R.S. 33:2537 (4) and (5) shall be completed within sixty (60) calendar days of the board's receipt of the request. Investigations into prohibited political activity pursuant to R.S. 33:2564(B) shall be completed by the board within thirty (30) days after receiving written charges for violations of R.S. 33:2564.

RULE VI

SUBPOENAS AND LISTS OF WITNESSES AND EXHIBITS

SECTION 1: Subpoenas

- a. Each member shall have the power to subpoena witnesses and compel the production of books and papers. The board may serve such subpoenas in any manner it deems appropriate or it may hire an outside entity to serve subpoenas. No person shall deny or interfere in any manner with a member's action to serve a subpoena.
- b. Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books or papers must apply for appropriate order, to the board, in writing, no less than eight (8) calendar days, inclusive of weekends and legal holidays, prior to the date set for the hearing. Such application shall state the purpose of the subpoena and what evidence or testimony is sought by the issuance of the subpoena.
- c. If the board hires an outside entity to serve a subpoena, a subpoena service fee shall be charged in order to cover all cost incurred per subpoena. Excessive requests shall be restricted in number at the discretion of the board. Any party may request an estimate of the subpoena fees from the board prior to requesting the subpoena.
- d. All subpoena fees shall be paid in the form of a money order or cashier's check, payable to the Ponchatoula Municipal Fire and Police Civil Service Board. If the subpoena fee is

not provided to the board, the board shall reject the subpoena request.

- e. Reasonable copy fees may be assessed against the requester by the custodian of records for the production of books or papers pursuant to such subpoenas.

SECTION 2: Lists of Witnesses and Exhibits

- a. Both parties shall have the right to call witnesses and to produce exhibits. A list of prospective witnesses and exhibits shall be submitted to the board and to the opposing party no less than eight (8) calendar days, inclusive of weekends and legal holidays, prior to the date set for the hearing. Each list shall include a general statement of the relevancy of the evidence to be adduced. The board and the opposing party shall be provided a copy of each exhibit appearing upon the list of exhibits. The witness lists shall include the name and residential address of each potential witness; however, if a witness is an employee of the classified service, the employee's business address shall be provided.
- b. Failure to comply with the provisions of this section, without good and sufficient cause, may cause the witness or exhibit to be excluded from the hearing. Subject to the objections of the opposing party, the board may reject any witness whose name does not appear on the witness list and/or any exhibit not upon the exhibit list.
- c. Testimony by such witnesses and on such exhibits shall be for the board's determination of whether or not the appointing authority acted in good faith for cause. Any witness, exhibit, and subpoena requested for testimony as to the character of either party shall not be admitted.

RULE VII

PROCEDURES ON APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS

SECTION 1: All hearings on appeals and investigations shall be open to the public except when the board goes into executive session as provided for in R.S. 42:16 and R.S. 42:17. The chairperson shall have

complete charge of all hearings and investigations that come before the board and shall conduct them in accordance with civil service law, the board's rules, and in any manner he deems advisable, without prejudice to any person or party thereto. The procedures followed shall be informal and not necessarily bound by the rules of evidence.

SECTION 2: Any member of the board who is the immediate supervisor or direct work associate of any officer or employee appealing removal, suspension, demotion, discharge, or any other disciplinary action by the appointing authority and who is directly involved in the incident out of which such action arose shall recuse himself from voting on any decision by the board to affirm, reverse, or modify the order of the appointing authority. Also, any member of the board who is an immediate family member of the appealing employee shall recuse himself from voting on any such decision. For purposes of this section, immediate family member shall mean any parent, child, sibling, or spouse.

If such recusal by a member of the board results in the inability of the board to reach a decision by the concurring votes of three (3) members, the board shall be considered to have affirmed the action of the appointing authority.

Any other grounds for recusation of a board member shall be the same as the grounds for the recusation of judges of the courts of the State of Louisiana.

SECTION 3: Parties shall have the right, but shall not be required, to be represented by an attorney. The board shall be notified of the full name, preferred

mailing address, phone number, and email address of all attorneys retained by any party. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

SECTION 4: Rulings on procedural matters shall normally be made by the board chairperson, and parties and attorneys appearing before the board shall not have the right to require a vote of the full board on particular procedural matters arising during the progress of a hearing. A vote of the full board shall be conducted on any matter at any time upon the motion and second of a member. In the event of a tie vote, the motion fails, and the hearing shall proceed forthwith unless another motion is made.

SECTION 5: The rules of evidence as applied in civil trials before the courts of this state shall not be strictly complied with, but the board shall limit evidence to matters having a reasonable relevance to the issues before the board. The burden of proof shall be on the appointing authority except in those cases where, (1) an employee is alleging that he was not given a fair opportunity to prove his abilities in his position after the appointing authority has failed him in his working test as provided for in R.S. 33:2555 and, (2) when an employee alleges discrimination based on political or religious beliefs, sex, or race.

SECTION 6: Parties and witnesses shall be subject to cross-examination. The party bearing the burden of proof shall be first to present evidence and testimony followed by the evidence and testimony of the other party. Board members may ask questions of witnesses.

SECTION 7: The board may, on request of any party or on its own motion, sequester witnesses and thus exclude them from the hearing room. While sequestered, no person shall discuss or exchange with any other person any information regarding the matter before the board except to speak with an attorney of record.

SECTION 8: All parties, or their attorneys, shall state their names and addresses for the record, and shall be permitted to give a brief preliminary statement.

SECTION 9: All persons who will offer testimony or make statements of fact during the hearing shall be sworn. This may be done as a group at the outset of the hearing or individually as they are called to testify. Every statement of fact made at any time during the hearing by any person after having been thus sworn shall be considered to have been made under oath, whether the statement is in response to a specific question or is volunteered in the course of a general discussion.

SECTION 10: An effort shall be made to complete the questioning of each witness by all parties before beginning the questioning of the next witness.

SECTION 11: Information available from a particular witness may be received in narrative form, by question and answer, or otherwise as may be directed by the board from time to time.

SECTION 12: Documentary evidence shall be filed with and marked for identification by the secretary of the board, or another person designated by the chairperson.

SECTION 13: At the conclusion of the hearing or investigation and before any motions, the board may, in its discretion, hear oral argument, imposing such time limits as it deems appropriate.

SECTION 14: A public comment period shall not be provided during appeal hearings.

SECTION 15: In reviewing disciplinary action taken against an employee, the board shall determine if the disciplinary action was taken in good faith and just cause, and, if so, whether the punishment imposed is commensurate with the infraction. The board shall determine if the employee's conduct impaired the efficient operation of the police and fire departments.

After the conclusion of the hearing or investigation, if the board finds that the action taken by the appointing authority was in good faith and just cause and the punishment imposed was

commensurate with the infraction, the board shall affirm the action of the appointing authority.

If the board finds that the action taken by the appointing authority was in good faith and just cause but the punishment was not commensurate with the infraction, the board shall modify the action of the appointing authority to a lesser punitive action that may be appropriate under the circumstances.

If the board finds that all of the disciplinary action taken was not in good faith and just cause, the board shall overturn the action of the appointing authority. The board shall order the immediate reinstatement of such individual in the office, place, position, or employment from which he was removed, suspended, demoted, or discharged. The reinstatement shall, if the board so provides, be retroactive and entitle him to his regular pay

from the time of removal, suspension, demotion, discharge, or other disciplinary action.

If the board finds that the appointing authority violated any part of the Louisiana Fire Service Bill of Rights or Police Officer Bill of Rights and the individual was not afforded his due process in accordance with R.S. 33:2181.C the board shall declare the action to be an absolute nullity, and overturn the action taken by the appointing authority.

SECTION 16: In the case of a tie vote and no board member recused himself under the provisions of R.S. 33:2561(D) and Section 2 of Rule VII, the board shall not have reached a decision. The board shall set a new date for the appeal hearing and rehear the case, allowing for any additional admissible evidence, and render a decision that would be appealable to the district court. The board shall notify the employee and the appointing authority of the date, time, and place of the hearing at least ten (10) calendar days in advance of the date set for the new hearing.

SECTION 17: The decision of the board together with the board's written finding of fact, shall be certified in writing to the appointing authority and shall be enforced forthwith by the appointing authority.

SECTION 18: Any employee and/or the appointing authority may appeal from any decision of the board or from any action taken by the board under the provisions of civil service law which is prejudicial to the employee or appointing authority. This appeal shall lie direct to the court of original and unlimited jurisdiction in civil suits of Tangipahoa Parish. This appeal shall be taken by serving the board, within thirty (30) calendar days of its decision, a written notice of appeal, stating the grounds thereof and demanding that a certified transcript of the record, or written findings of fact, and all papers on file in the office of the board affecting or relating to such decisions, be filed with the designated court. The board shall, within ten (10) calendar days after the filing of the notice of appeal, make, certify and file the complete transcript, if available, with the designated court.

RULE VIII

DISMISSAL AND CONTINUATION OF APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS CONDUCTED BY THE BOARD

SECTION 1: Requests to reschedule appeal hearings against disciplinary action and other hearings and investigations shall be made in writing and submitted to the board secretary. The secretary shall immediately report such requests to the board chairperson and place requests on the agenda for the next meeting. The board shall act on such requests as it determines to be for cause and in the public interest under the circumstances.

SECTION 2: If the appellant or his attorney requests the continuance of an appeal hearing for disciplinary action under the provisions of R.S. 33:2561, the board may require a stipulation of the employee receiving no back pay after the original date set for the hearing. The board shall approve the stipulation at the time it grants the continuance.

SECTION 3: If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed. If either the appointing authority or

the appellant fails to appear at the place and time fixed for any hearing, the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon the preponderance of evidence, as may be adduced at the hearing.

SECTION 4: If, at the appointed time for a hearing, the board does not have a quorum present, or finds other cause for not proceeding at that time, the hearing shall be rescheduled. If an appeal or other hearing is not completed at one meeting, the hearing shall be continued at another meeting. The board shall notify all pertinent parties of the rescheduled hearing date.

RULE IX

TRANSCRIPTS OF APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS

SECTION 1: The board shall not be required to have the testimony of a hearing or investigation by the board taken and transcribed. If any party to the hearing desires a permanent transcript of any hearing, the party shall furnish a court reporter for said purpose at the party's own expense.

SECTION 2: Where a court reporter is furnished, and the proceedings are transcribed, the first copy of the original of the transcript shall be filed with the board and shall become part of the permanent record of any subsequent appeal. Where no court reporter is furnished, the secretary of the board shall maintain as complete notes as is feasible and the board shall issue a written finding of fact. Any party may request a copy of the minutes of the hearing, and, if recorded, a copy of the recording.

RULE X

APPLICATION FOR ADMISSION TO TESTS

SECTION 1: Tests for entry upon promotional and competitive employment lists shall be advertised for and administered in accordance with R.S. 33:2552. Tests for entrance upon competitive employment

lists may be given as the needs of the service require as determined by the board. Tests for entry upon promotional employment lists may be given as the needs of the service require as determined by the board and shall be given at least one time during each successive period of eighteen (18) months.

SECTION 2: Applications for admission to tests on board approved forms, shall be received only by those individuals designated by the board at any time before the final date for receiving applications. Applications filed with persons other than those designated to receive them shall not be considered to have been filed with the board until submitted to such designated persons. Individuals designated to receive applications shall forward such applications to the board secretary, which shall be kept as a permanent record of the board.

The board shall reject all applications filed after the time fixed for closing date for receipt of applications as announced in the public notice of the tests. Approved applicants shall be notified at least five (5) calendar days in advance of the date fixed for the exam.

SECTION 3: Competitive employment lists shall be maintained by the board for eighteen (18) months. Promotional employment lists shall be maintained by the board for forty-eight (48) months.

SECTION 4: Admission to tests shall be governed by provisions of R.S. 33:2553 and the qualification requirements of the classification plan of the board. In the event of a demonstrated need for an eligibility list, the board may waive any requirement, except those required by civil service law, in the classification plan deemed necessary in order to establish a qualified pool of applicants for testing. A demonstrated need is established when an active provisional appointment exists in the classification to be tested and it is anticipated that an adequate list cannot be established under existing rules.

SECTION 5: A classified employee who was unable to apply for and/or missed a promotional examination due to his placement on military leave with or without pay may apply for such examination upon his return.

It is the employee's responsibility to contact the board in order to determine if he missed a promotional examination.

In order to be eligible for admission to a promotional examination, the employee must have been on military leave during the entire thirty (30) day posting period for the examination. The employee must have met all the qualification requirements for the examination as posted by the board and would have been approved for admission to the examination if he had not been on military leave. Or, if the employee had submitted an application and was approved to be admitted to the examination, he must have been on military leave on the date of the examination.

If the employee did not have an opportunity to submit an application, the employee shall submit his application and all required attachments to the board within thirty (30) calendar days following his return to duty with the police department or fire department. If the employee had submitted an application and was approved to be admitted to an examination and was on military leave on the date of the examination, the employee must submit a request to take the examination within thirty (30) calendar days following his return to duty with the police or fire department.

When the board receives an application for admission to an examination or a request to take an examination from an employee who was on military leave it shall review such at its next regular meeting. If the application or request is approved, the board shall contact the Office of State Examiner in order that the examination may be scheduled. Such examinations shall be administered by the Office of State Examiner at their Baton Rouge office. The board shall notify the employee at least five (5) calendar days in advance of the date fixed for the exam.

SECTION 6: When the results of any examination are furnished to the board, it shall consider such approval at its next regular meeting or the chairperson may call a special meeting. However, the board chairperson shall call a special meeting within fifteen (15) calendar days for consideration of approval of the results of any examination needed

for a vacancy that has been filled by a provisional appointment. Employment lists shall become effective upon approval of and by a majority vote of the board. The board shall file a copy of the approved grades with the Office of State Examiner which shall include the signature of the chairperson and the date of the board's approval.

RULE XI

RULES OF THE BOARD - ADOPTION AND AMENDMENT OF THE CLASSIFICATION PLAN AND BOARD RULES

SECTION 1: The board shall adopt, amend and maintain a classification plan that shall consist of classes designated by class titles for all positions in the classified service and a set of board rules necessary to carry out effectively the provisions of civil service law and to provide for leaves of absence for the classified police and fire employees. The classification plan and the board rules shall be maintained as rules of the board and shall have the force and effect of law.

SECTION 2: The board shall approve proposed revisions to its classification plan or board rules at a public hearing. The board shall hold a public hearing to consider amending the rules of the board. The board shall provide notification of the hearing, including a copy of the current classification plan or board rule(s) and the proposed classification plan or board rule(s) for a period of not less than thirty (30) calendar days prior to the date set for the public hearing. Such notice shall be posted at the place of the hearing and shall be provided to the police chief, the fire chief, the state examiner, and any other party whom the rule may in any way affect. Such notice shall also be posted for the same period at each police and fire station and building occupied by employees of the classified service.

SECTION 3: The board shall hold a public hearing at which time anyone in person or via written correspondence may offer comment as to why such rule or any part thereof should not be adopted.

SECTION 4: Within thirty (30) calendar days after adoption of amendments to the rules of the board, the board

shall provide one copy of such to the governing authority, the fire and police chiefs, the state examiner, each board member, and to the police and fire departments for duplication and distribution to each station and building occupied by the employees of the classified service.

SECTION 5: A copy of the classification plan and/or board rules shall be given to any person requesting such.

RULE XII

LEAVES OF ABSENCE

- A. Leaves of absence are classified as follows:
1. Leave of absence with pay
 2. Leave of absence without pay
 3. Absence without leave and pay
Absence without leave and pay (AWOL) occurs when an employee does not report to work on his assigned work shift and did not receive permission to take time off and is in a non-approved and non-pay status. Any employee who is absent without leave and pay may be subject to disciplinary action, up to and including termination.
- B. Vacation Leave

Each full-time **police** employee shall be entitled to annual leave with full pay after one (1) year of service with the Ponchatoula Police Department in accordance with Table 1.

1. Vacation leave shall not be carried over to the following year.
2. The appointing authority has the right to regulate the time at which any employee is granted vacation leave.
3. No cash payment may be made in lieu of vacation until such time as the employee has separated from his/her employment.
4. Full-time employees accrue vacation leave on a monthly basis and sick leave on an annual basis,

according to the following schedule, and shall be calculated on an 8-hour basis.

Each full-time **fire** employee shall be entitled to annual leave with full pay after having served one (1) year of service with the Ponchatoula Fire Department in accordance with Table 2.

1. A vacation day shall be defined as a calendar day from midnight to midnight, upon which personnel would normally be scheduled to work. Therefore, personnel whose work schedule covers parts of two (2) calendar days, will be charged two calendar days of vacation leave to take off a full shift and the entire calendar days associated with their shift. Employees shall not be required to use their annual vacation days on days that they are not scheduled to work.

2. "Vacation day" may be used in increments of hours at the discretion of the Appointing Authority, based on the average hours worked in a calendar day. The average hours worked per calendar day, per week are 12 hours (except the average hours worked for an 8-hour a day employee shall be based on their regular daily hours and a vacation day for such employees shall be based on their regular daily hours.)

3. No cash payment may be made in lieu of vacation until such time as the employee has separated from his/her employment.

4. The appointing authority has the right to regulate the time at which any employee is granted annual leave as provided in Revised Statute 33:2557.

C. Sick leave

1. Sick leave may be granted for any sickness or injury or incapacity not brought about by the employee's own negligence or culpable indiscretion.

2. Each full-time **police** employee shall accrue sick leave on an annual basis at the rate of 84 hours per year, according to Table 3 below, and shall be calculated on an 8-hour basis.
3. Each full-time **fire** employee shall accrue sick leave on an annual basis at the rate of 72 hours per year, according to Table 4 below, and shall be calculated on an 8-hour basis.
4. Employees starting after January 1 will receive a pro-rated amount of sick leave.
5. At the discretion of the appointing authority, vacation leave may be used for sick leave purposes after sick leave has been exhausted.
6. When an employee suffers a job-related injury or illness which entitles him to compensation under the State of Louisiana Worker's Compensation laws, he shall be granted sick leave with pay not to exceed the amount necessary to receive his full salary for sick leave and worker's compensation payments.
7. When an employee receives worker's compensation benefits, such employee's pay shall be decreased by the amount of worker's compensation payments received by such employee unless the governing authority receives such payments.
8. Sick leave shall not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination.

TABLE 1

Police Department Allowance for Vacation	
Police Department	
1 year	42 hours
3 years	84 hours
10 years	126 hours
20 years	168 hours
30 years	210 hours

TABLE 2

Fire Department Allowance for Vacation		
Fire Department	40-Hour/Week Employees - Hours accrued per year of service	24-Hour Shift Employees - Hours accrued per year of service
1-10 years	144	216
11 years	152	228
12 years	160	240
13 years	168	252
14 years	176	264
15 years	184	276
16 years	192	288
17 years	200	300
18 years	208	312
19 years	216	324
20 years	224	336
21 years	232	348
22 years and more	240	360

TABLE 3

Type of Leave	Hours of Leave Per Year
Police Department	
Sick Leave	84 hours
Personal Leave	12 hours

TABLE 4

Type of Leave	Hours of Leave Per Year
Fire Department	
Sick Leave	72 hours
Personal Leave	24 hours

D. Bereavement Leave

1. In the event of the death of a member of an employee's immediate family or in the employee's spouse's immediate family the employee shall be entitled to bereavement leave, with pay, which shall not exceed three (3) calendar days, as circumstances warrant.

Immediate family is defined as spouse, parent, brother, sister, child, step-parent, step-child, step-sister, step-brother, mother-in-law, father-in-law, grandparent, great-grandparent, or grandchild.

2. At the discretion of the appointing authority, an employee may be granted additional time off without pay to attend funerals of other relatives and friends. Alternatively, unused sick leave or a

day of earned annual leave may be granted for this purpose.

E. Examination Leave

1. Each permanent employee shall be granted examination leave with pay to take any municipal fire and police civil service examination to which he has been approved for admission by the Ponchatoula Municipal Fire and Police Civil Service Board.
2. Each provisional/probational employee who has not obtained permanent status with the police or fire department shall only be granted examination leave with pay to take a municipal fire or police civil service examination for the class that he holds provisionally as follows:

EITHER

- a. The employee must have been approved for admission to such examination by the Ponchatoula Municipal Fire and Police Civil Service Board.

OR

- b. The employee must have been approved for admission to such examination and his test score may be reported to the Ponchatoula Municipal Fire and Police Civil Service Board in accordance with civil service law.

F. Civil Leave

1. Each employee shall be granted civil leave with pay for the following:
 - a. when ordered to jury duty.
 - b. when subpoenaed as a witness, for departmental business, in any court proceeding, civil service hearing, or in proceedings of other duly authorized public body.
2. Each employee may be granted civil leave with pay in order to participate in emergency or civilian duty in connection with national defense or

homeland security.

3. Civil leave shall not be granted for absences incurred because of court attendance relating to personal affairs.

G. Civil Service Board Attendance Leave

The police or fire department member of the board shall be granted civil service board attendance leave with pay for the following reasons.

1. For the duration of any board meeting he attends.
2. Any time he is required to assist with civil service examinations.
3. To attend training related to his duties and responsibilities as the police or fire department board member.
4. To attend to other official business of the board.

H. Military Leave with Pay

Each employee shall be authorized to take military leave with pay without loss of pay, time, annual leave, or efficiency rating on all days during which he is ordered to duty with troops or at field exercises, or for instruction required by membership of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens Military Training Corps, the Coast Guard Reserve, or the Civil Air Patrol, either as officers or enlisted personnel, for a maximum of fifteen (15) days in any one (1) calendar year, as provided by R.S. 42:394.

I. Military Leave without Pay

1. Each employee, except as provided in number 3, who leaves employment in order to perform voluntary or involuntary service in the uniformed services of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, reserve military personnel, members of the National Disaster Medical System as specified in federal law, and other category of

persons designated by the President in time of war or national emergency, shall be given any leave due the employee in Section H. Should the employee have used all leave to which he is entitled (in Section H), he shall be granted military leave without pay in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (38 U.S.C. 4301-4334).

2. Any such employee may request and shall be granted any unused annual leave or compensatory leave. An employee cannot be required to use such leaves of absence.
3. An employee serving in a provisional appointment who is not a regular and permanent employee shall not be granted military leave without pay. He shall be required to resign or be separated from the service.
4. A recruit serving in formal training who has been placed on military leave without pay for thirty (30) or more continuous calendar days shall have his formal training interrupted for the duration of the military leave. The employee shall resume his formal training the day he reports to active duty with the police or fire department. The time the employee served in his formal training prior to the interruption and the time the employee serves in the formal training after it is resumed will be used in calculating the total time served in his formal training. The employee must meet the requirements of R.S. 33:2555.1 prior to beginning his working test.
5. A probational employee serving in a working test who has been placed on military leave without pay for thirty (30) or more continuous calendar days shall have his working test interrupted for the duration of the military leave. The employee shall resume his working test the day he reports to active duty with the police or fire department. The time the employee served in his working test prior to the interruption and the time the employee serves in the working test after it is resumed will be used in calculating the total time served in his working test. The employee must meet the requirements of R.S. 33:2555 prior to confirmation as a permanent employee in his respective class.

6. An employee who has his formal training or working test interrupted due to military leave shall be made whole at the completion of such periods. The employee's records shall reflect the date he would have completed his formal training or working test had he not been on military leave. The employee's seniority date, if required, shall be adjusted to reflect the date he would have begun accruing seniority had he not been on military leave.

6. The appointing authority shall report military leave without pay, interruption of formal training and working test, and resuming the formal training and working test to the board within fifteen (15) calendar days of the effective date of action.

J. Special Leave

Each employee may request special leave with or without pay, for a period not to exceed twelve (12) consecutive months when such leave is determined to be in the departmental interest. Special leave in excess of thirty (30) calendar days is subject to the approval of the civil service board.

Before an employee is granted leave without pay, he shall be required to exhaust his compensatory time and/or accumulated annual leave.

Under no circumstances shall such special leave be granted for the purpose of engaging in other employment.

K. Leave for Specialized Disaster Service Volunteer

Each employee who is a disaster service volunteer may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for the American Red Cross.

L. Administrative Leave With Pay

(1) The appointing authority may grant administrative leave with pay for periods not to exceed sixty (60) days (for FIRE department employees) when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee or as may otherwise be required under department policies and procedures. This period may not be extended beyond sixty (60) days except with prior approval of the civil service board, when circumstances warrant such extension. Administrative leave shall be terminated upon the employee being ordered to return to active duty or upon the appointing authority affecting disciplinary action, whichever occurs first.

(2) The appointing authority may grant administrative leave with pay for periods not to exceed seventy-five (75) days, inclusive of Saturdays, Sundays and legal holidays (for POLICE department employees), when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee or as may otherwise be required under department policies and procedures. This period may not be extended beyond seventy-five (75) days, inclusive of Saturdays, Sundays and legal holidays, except with prior approval of the civil service board, when circumstances warrant such extension. Administrative leave shall be terminated upon the employee being ordered to return to active duty or upon the appointing authority affecting disciplinary action, whichever occurs first.

M. Determination of Seniority when on Leave Without Pay

In the event an employee is granted leave without pay for a period greater than thirty (30) consecutive calendar days, the board shall determine whether departmental and/or promotional seniority is to be interrupted or continued.

N. Expiration of Leave

Any employee who fails to report for duty upon the expiration of any authorized leave shall be considered to be absent without leave and pay and may be subject to disciplinary action, up to and including termination.

PN Board Rules
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