

# Personnel Office/Civil Service Board

*Presentation to St. Charles Parish Council*

*July 2020*



# Personnel Staff Primary Functions

- Dayna Parker, Personnel Officer
  - *Civil Service System Interpretation and Administration*
  - *Advisor to Parish Departments/Administration/Employees on Personnel Related Topics*
  - *Local, State and Federal Law Compliance in Relation to Personnel*
  - *Employee Relations/Grievance Process*
  - *Drug Testing which includes Pre-employment, Random, Probable Cause and Post Accident*
  - *Employee Training and Wellness Program Administration*
- Kayla Petit, Personnel Analyst
  - *Employment Process which includes Recruitment, Qualifying, Testing, and On-boarding*
- Renee Agurcia, Benefits Specialist
  - *Employee Benefits Coordination and Administration: Group Health, Dental, Vision, Life & Disability Insurance*
  - *Retirement System Administration*
- Kim Perret, Personnel Technician
  - *Deferred Compensation*
  - *FMLA*
  - *Payroll Preparation and Verification of Sick, Vacation & Compensatory Balances*
  - *Workman's Compensation and Unemployment Reporting and Administration*

# Employment Statistics

As of July 1<sup>st</sup> we currently employ:

- 401 Civil Service Employees
- 34 Appointed Employees (Parish President's Staff)
- 128 Others on payroll (Library, Elected/Appointed, WIA)
- 38 Part-time or Temporary Employees

The Personnel Office posted 104 jobs in 2019.

- 61 filled in-house
- 43 filled externally

The Personnel Office posted 78 jobs\* so far in 2020. *\*Some jobs were reposted this year.*

- 26 filled in-house
- 22 filled externally

# Retirements

- 2019 Processed Retirements - 10 retired, 1 disability
- 2020 Currently Processed Retirements - 12 retired, 0 disability

DROP = Deferred Retirement Option Plan

- 19 employees are currently in the DROP

*The plan allows the pension benefit that is accrued at the time of entry into DROP to be calculated and to accumulate.*

# Personnel Office Activities

- A 2% cost of living pay increase was approved and awarded for all eligible employees effective 12/14/2019.
- A 1% or 3% merit increase for civil service employees, based on performance evaluations was approved, and awarded to eligible employees effective 12/14/2019.
- Service Awards Banquet was canceled this year due to COVID-19. All service award and perfect attendance recipients will be recognized at the 2020 banquet.
- Coordinated and scheduled pre-employment, random, probable cause and post-accident drug screening for Parish Employees, per Ordinance #90-5-7
- Coordinated Sexual Harassment and Ethics Training for all Parish employees

# Personnel Office Activities

- There were two in house grievances filed by parish employees and investigated by the Personnel Officer so far in 2020. There were no in house grievances that went for an appeal to the Civil Service Board.
- Continued implementation of the Wellness Program
  - Hosted onsite bio-metric screenings & flu shots for Parish employees
  - A Hello Health Lecture was provided for employees on Holiday Survival
  - Individual Health Coaching was offered to employees as part of the wellness program
- Coordinated renewal process for group health, life, dental, vision and long term disability insurance. The Parish was able to negotiate a 5.1% increase in our premiums this year for group health. A new medical insurance option, Ochsner Only Plan, was added as part of the July 2020 renewal.

# Personnel Office Activities

- Created and executed the Workplace Policy for COVID-19 on Monday, March 23, 2020 to allow for the best opportunity to sustain normalcy for our employees while continuing to provide essential services to our residents.
- Created and executed the Families First Coronavirus Response Act Policy and corresponding request forms effective April 1, 2020, pursuant to the Families First Coronavirus Response Act (FFCRA) addressing the COVID-19 outbreak that was signed into law on March 18, 2020.
- Revised and implemented the Uniform Policy for 2020.
- Revised the Declared Emergency Pay Plan signed by Parish President Jewell on June 4, 2020 in preparation for the 2020 Hurricane Season.

# Civil Service Board

- James “Jimmy” Breaux – Chair
- Sara Champion – Vice Chair
- Brett Terrebonne – Member
- Ralph Wilderson – Member
- Dr. Cressend Schonberg - Member



# Activities of Civil Service Board

2020

- Two Civil Service Board meetings have been held in 2020
- The following agenda items were covered:
  - Two requests for approval of rate above entry level
  - A request for approval of an additional 90 days of temporary leave from the Civil Service System
  - A COVID-19 Response update was provided to Civil Service Board Members at the June meeting



# Questions