

St. Charles Parish

Personnel Presentation to the Council

December 16, 2024

Dayna Parker, Personnel Officer



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*
- *Employee Training and Wellness Program Administration*

- **Kayla Petit, Personnel Generalist**

- *Employment Process which includes Recruitment, Qualifying, Testing, and On-boarding*
- *Drug Testing which includes Pre-employment, Random, Probable Cause and Post Accident*

- **Renee Agurcia, Benefits Specialist**

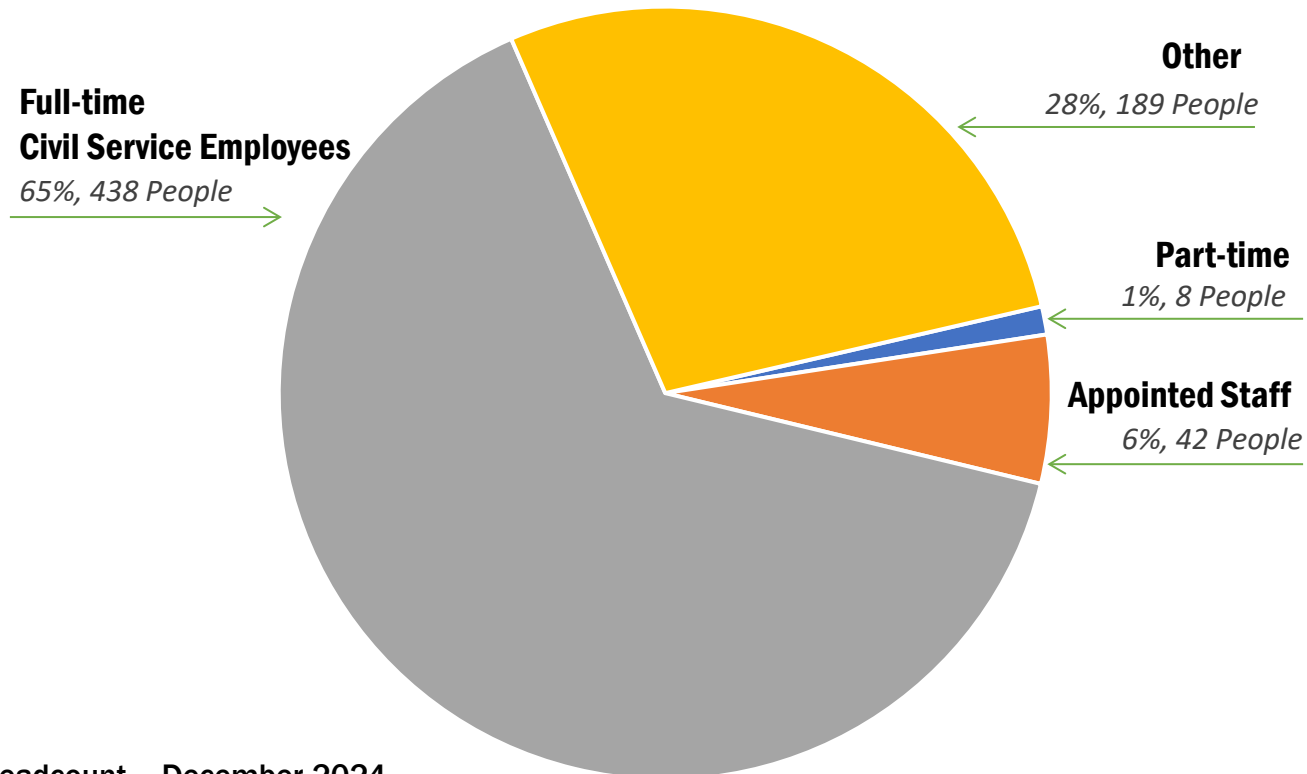
- *Employee Benefits Coordination and Administration: Group Health, Dental, Vision, Life & Disability Insurance*
- *Retirement System Administration*

- **Kim Perret, Personnel Specialist**

- *Deferred Compensation*
- *FMLA*
- *Payroll Change Transactions and Employee Data Management*
- *Workman's Compensation and Unemployment Reporting and Administration*
- *Wellness Program*

Employment Statistics

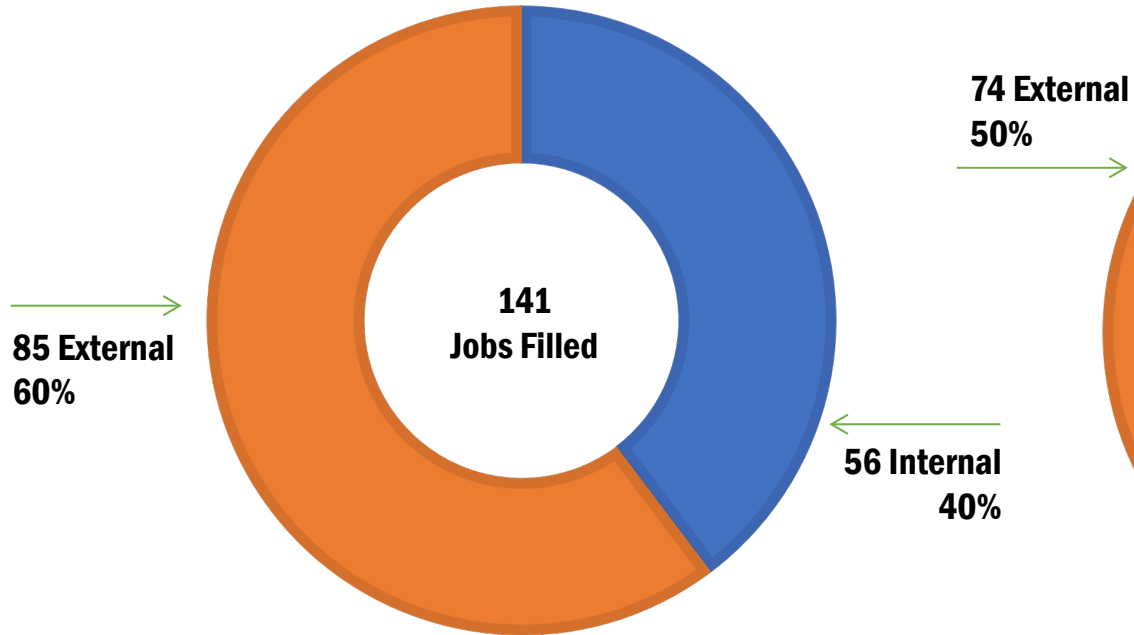
677 Current PAYROLL
634 in 2023 HEADCOUNT*



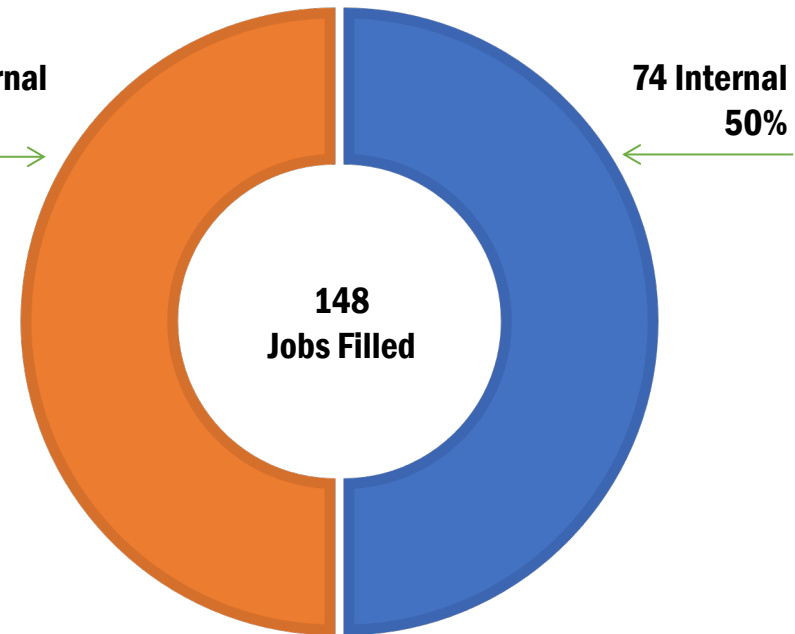
* Headcount - December 2024

Hiring Statistics

2023 Hiring



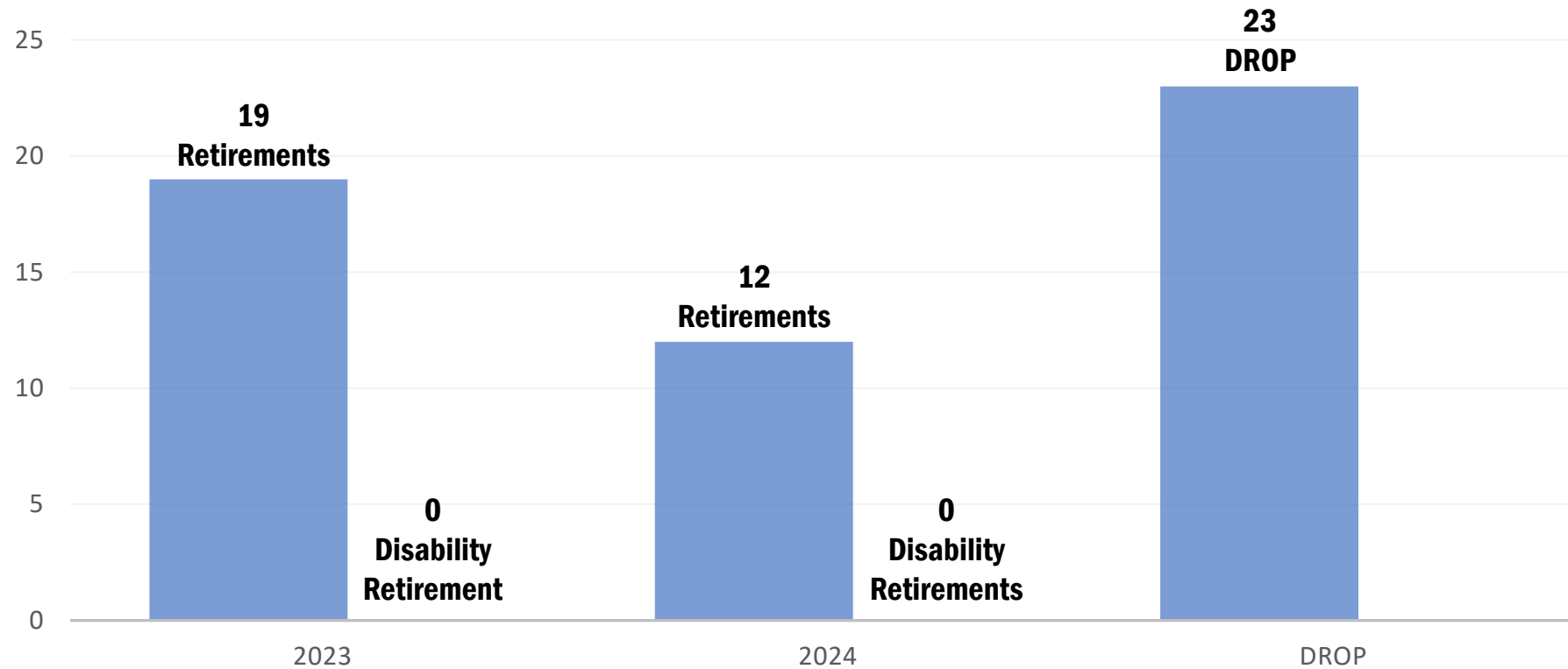
2024 Hiring



*** Currently through December**

Personnel staff is attending Career Fairs to share about St. Charles Parish career opportunities.

Retirements



DROP (Deferred Retirement Option Plan)

The plan allows the pension benefit that is accrued at the time of entry into DROP to be calculated and to accumulate with the retirement system while the DROP participant continues to work, freezing the future retirement benefit at retirement. The pension benefit is calculated as if the member were actually retiring

Personnel Activities

2024 Benefits Renewal

- We continue to see an increase in claims and prescription drug costs within the past year, resulting in a substantial increase in the 2024 renewal.
- The initial increase of 21.1% was presented to the Parish, but the administration was able to successfully negotiate this increase down to 19.7%.
- We will continue to offer both an HMO and PPO plan with the same coverage as last year.
- Due to rising costs, employees did see a slight increase of \$25 for single coverage and \$75 for family coverage.

Current Premiums

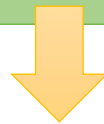
PPO	Employee	Parish	Total
Single	\$89.11	\$764.08	\$853.19
Family	\$244.88	\$2,016.06	\$2,260.94
HMO	Employee	Parish	Total
Single	\$78.49	\$759.69	\$838.19
Family	\$216.74	\$2,004.43	\$2,221.17

Benefit	Carrier
Personnel Office	St. Charles Parish
Medical	Blue Cross Blue Shield of Louisiana
Dental	Lincoln Financial
Vision	Humana
Life and AD&D Short & Long Term Disability	Lincoln Financial

Personnel Activities

Wellness Program

- Hosting onsite wellness screenings & flu shots
 - Screenings credited: 412
- Offering individualized health coaching
 - Completed health coaching program: 9
- Promoting wellness activities and challenges to engage employees
 - Free exercise program offered to employees through Ochsner Performance Training this Fall
- Providing wellness incentives for active participation:



- Preferred Health Insurance Premium
- Wellness Day Off



LEVEL 1: REGISTER IN THE [BALANCE WITH BLUE LA PORTAL](#)

LEVEL 2: EARN YOUR PREFERRED HEALTH INSURANCE RATE BY [OCTOBER 31, 2024](#)

- Complete Level 2 by earning 2000 wellness portal points.
- Complete the Level 2 Mandatory Biometric Screening or annual Wellness Exam (PCP Visit) - 1000 points
 - Complete the Level 2 Mandatory Health Assessment - 1000 points

LEVEL 3: EARN YOUR WELLNESS DAY OFF BY [DECEMBER 31, 2024](#)

- Complete Level 3 by earning 2500 wellness portal points.
- Complete the Level 3 Mandatory Wellness Exam (Primary Care Physician Visit) - 400 points
 - Complete 4 of the below Level 3 Mandatory activities - 100 points
 - Complete Health Coaching - 50 points
 - Attend a Healthy Seminar Lecture - 25 points
 - Donate Blood - 25 points
 - Complete a Unique Journey - 25 points
 - Complete Annual Skin Cancer Screening - 25 points
 - Complete CPR Training - 25 points
 - Dental Exam - 25 points
 - Get a COVID Booster - 25 points
 - Get a COVID Vaccine - 25 points
 - Get a Flu Shot - 25 points
 - Get an Age/Gender Appropriate Screening - 25 points
 - Initial Health Coaching - 25 points
 - Participate in a Step Challenge - 25 points
 - Vision Exam - 25 points
 - Volunteer - 25 points
 - Wellness Event - 25 points



Personnel Activities

Paid Parental Leave

○ New policy approved by Civil Service Board to provide approved paid leave for the birth of a child/children for the purposes of recovering from pregnancy and childbirth as well as approved leave for child bonding.

- Childbirth Leave:
 - Paid leave up to four (4) consecutive weeks
- Child Bonding Leave:
 - Paid leave for up to two (2) consecutive weeks for the purposes of care and bonding

Leave Accrual Process

○ The Civil Service Board approved a change to how annual leave and sick leave are earned for employees.

- This change allows employees to earn each pay period.
- The earning rate was determined based on years of service and how much annual & sick leave an employee currently earns.
- The amount of leave earned per year did not change.

Personnel Activities

Paycom

A comprehensive HR and Payroll solution.

Challenges:

- Duplication of work
- Paper processes:
 - On-boarding
 - Employee personal information changes
 - Initiating pay and benefit changes between departments
 - Annual and sick leave requests and approval
- Limited employee interaction and review of timesheets
- Limited manager involvement
- Pay statements received after processing
- Cumbersome electronic timesheet system
- Two departments and other agencies on paper timesheets
- Difficulty with annual training distribution and tracking

➤ Employee Self-Service

- Review and approve timecards
- Request time-off and access leave balances
- Maintain personal information
- Access to benefits, manage dependents & beneficiaries
- Ease of access to previous pay statements
- Approve My Check
- Paycom Learning

➤ Manager Involvement

- Manage employee accountability
- Approve employee timecards
- Manage and approve employee leave
- Assign training to employees and access training for their own professional development
- Manage employee performance through electronic interface

Civil Service Board

**Regmon Chaney
(Chair)**

**Brett Terrebonne
(Vice Chair)**

**Sara Champion
(Member)**

**Jim Carlson
(Member)**

**Patrick O'Malley
(Member)**

- Four Civil Service Meetings have been held.
- Agenda items included:

- Personnel updates
- Offers made above entry rates
- Performance evaluation process
- Paycom - HR & Payroll System Upgrade
- Employee benefits update
- Staffing changes & upgrade requests
- 2025 Holiday Schedule
- 2025 Civil Service Meeting Schedule
- No appeal hearings

- Civil Service Rules & Regulations addition:
 - Section 7.11 Paid Parental Leave Benefit
- Civil Service Rules & Regulations changes:
 - Section 7.04 Special Leave
 - Section 7.10 Sick Leave Use Prior to Retirement
 - Section 4.05 Merit Increase
 - Section 7.02.a. Annual & Sick

Thank you for your time.
