

Best Practices City Courts

Personnel Management

Judge Charles W. Kelly
City Court of Shreveport

Judge Roy M. Cascio
Second Parish Court
Parish of Jefferson

BEST PRACTICES
CITY COURTS
PERSONNEL MANAGEMENT
OUTLINE

A. Hiring Procedures

1. Before Hiring

- a. Initial interview
- b. Physical exam
- c. Drug and alcohol screening
- d. Consent and release form
- e. Criminal background check

2. Upon Hiring

- a. I - 9 form (mandatory by Department of Homeland Security)
- b. Personnel manual
- c. Practices
- d. Policies
- e. Judicial ethics
 - i. employee and public
 - ii. employee and co-worker
 - iii. employee in court
- f. Consistency
- g. Job descriptions
- h. Organizational Chart
- i. Work standards
- j. Public records form

B. Employment Generally

1. Louisiana Statutes of Employment

2. Legislation of Exceptions

- a. Discrimination - Equal Employment
- b. Whistle blower
- c. Sexual harassment and discrimination
- d. Religion
- e. Age

- f. Family and Medical Leave Act
 - i. Are you a covered employer?
 - ii. If so, do you have eligible employees?
- g. Americans with Disabilities Act
- h. Worker's Compensation

C. Warning Signs

- 1. Letters to Judges
- 2. Confidential Memos
- 3. Buzz Words
 - a. Whistle blower
 - b. Hostile work environment
 - c. Discrimination
 - d. Harassment

D. Audits

- 1. Systems Audits
- 2. Financial Audits
- 3. Computer Security

E. Liability

- 1. Court
- 2. Clerk
- 3. Judge

F. News Media Inquiry

G. Disaster Planning

H. Security

BEST PRACTICES
CITY COURTS
PERSONNEL MANAGEMENT
FORMS PACKET

1. Initial Interview
 - a. Procedures for Pre-Placement Physicals
 - b. Request for Pre-Placement Physical and Substance Test
 - c. Pre-Placement Physical Exam Form, Parts A, B & C
 - d. Pre-Placement Medical Recommendation
 - e. Drug Screening Examination Form
 - f. Applicant Consent and Release Form

2. Upon Hiring
 - a. I-9 Form
 - b. Public Records Form
 - c. Residency Certification
 - d. Authorization Agreement for Automatic Deposits

3. Miscellaneous Office Forms and Information
 - a. FMLA outline
 - b. Application for Leave
 - c. Employee Grievance Form
 - d. Corrective Discipline Form
 - e. Request for Accommodations as Required by the Americans with Disabilities Act

4. Office Policy Manual

PROCEDURES FOR PRE-PLACEMENT PHYSICALS

STEP I

1. Department makes hiring selection and contacts substance testing office to schedule pre-placement medical exam and substance test with designated East Bank/ West Bank Parish physician.
 - East Bank employees continue to go to Elmwood Industrial Medicine Center.
 - Most West Bank employees continue to go to West Jefferson Industrial Medicine, LLC.
 - West Bank employees from the following departments go to West Jefferson Industrial Medicine, LLC:
 - Community Justice
 - JeffCAP
 - Juvenile Services
 - Inspection and Code Enforcement
 - Property Management
 - Parks & Recreation
 - District Attorney
 - 2nd Parish Court
 - 24th Judicial District Court
 - Juvenile Court
2. Department provides substance office with a copy of DP-10 when filling a safety sensitive position that requires a CDL and is covered by Department of Transportation regulations.
3. Department completes the Request for Pre-Placement Physical & Substance Test form and Part A of the Pre-Placement Physical Examination form . (Pages A1 &A2)
4. Department sends substance testing office:
 - a. Copy of selected candidate's drivers license
 - b. Copy of selected candidate's social security card
 - c. Department budget code number(s)
 - d. Copy of the Request for Medical Form
5. Department informs selected candidate of all necessary documents they are required to produce on the first day of work.
6. Department gives candidate the Pre-Placement Physical Examination forms packet, has candidate complete Part B of the Pre-Placement Physical Examination form (Pages B1, B2, & B3).
7. Department processes forms for pre-placement substance testing.
 - a. Jefferson Parish Drug Screening Examination – Phase I - selected candidate completes Section A1 and the hiring department completes section A2 and original sent to substance testing office. (Page D1)
 - b. Applicant Consent and Release Form – selected candidate reads, signs, and original sent to substance testing office. (Page D2)
 - c. Parental Consent Form(s) - selected candidates under the age of 18 must have parent's consent before substance test and pre-placement physical can be performed. Original is sent to substance testing office and a copy to the doctor. (Page D3 – COE Worker or Page D4 – Student Worker)
8. The candidate is given the date and time of the physical and the location of the doctor's office. The department then directs the candidate to report to the doctor's office for the scheduled appointment and gives the candidate the following forms to take to the doctor's office:
 - a. Request for Medical Service form

- b. Pages A1 & A2 of Pre-Placement Physical Examination form completed by Department
- c. Pages B1, B2, & B3 of Pre-Placement Physical Examination form completed by candidate
- d. Pages C1 and C2 of Pre-Placement Physical Examination form to be completed by doctor
- e. Pre-placement Medical Recommendation form page C3 or page C4 to be completed by the doctor
- f. Parental Consent form page D3 or page D4 if candidate is under 18 years old

STEP II

1. Hiring department sends selected candidate directly to the designated East Bank or West Bank physician's office.
2. Hiring department insures that pre-placement physical forms packet is given to selected candidate to bring to Parish physician.

STEP III

1. Candidate(s) reports for exam and substance testing as scheduled.
2. If candidate did not show up or complete exam, Human Resource substance testing office employee contacts hiring department.

STEP IV

1. Physician initiates physical exam, substance collection, and back x-ray if applicable.
2. Physician reviews Part "A" and Part "B" of Pre-Placement Physical Examination form packet. If physician discovers candidate was not truthful (for example: candidate indicates on section "B" that he/she completed, that no back problems ever existed and he/she never had surgery, but doctor discovers scar on back resulted from major back surgery) he/she is to stop process. Doctor is to notify Human Resource Director or Administrator. A retraction of job offer to selected candidate may result.
3. Candidate completes exam and collection as scheduled without incident.
4. Physician completes Part "C" of Pre-Placement Physical Examination form . (Page C1 & C2)
5. Physician completes Pre-Placement Medical Recommendation form. (Page C4 for JeffCAP Head Start applicants or page C3 for all other applicants)
6. Completed physical form packets are picked up daily by Human Resource staff and brought to Human Resource Department for processing.
7. Collected substance test specimens sent to lab, which reports results to MRO, who sends findings to Human Resource Manager in charge of substance testing.
8. If candidate fails substance test, substance office notifies hiring department that selected candidate can not be hired. Personnel Department is also notified.
9. When candidate successfully completes substance test, this information is matched with pre-placement physical results and a letter is prepared for Human Resource Manager(s) to authorize hiring or rejection of candidate.

STEP V

1. Employing department hires selected candidate
2. Employing department "signs-up" new employee. Employing department will now complete the following:
 - a. I-9 (Attachment E1, E2 & E3)
 - b. Public Records Form (Attachment F)
 - c. Domicile Form (Attachment G) along with other usual forms and documents.
3. The department keeps the originals in the employee's personnel file and sends a copy of each form to the Personnel Department.
4. Employing department sends new employee to parish wide new employee orientation as conducted by Human Resources Department.
5. Employing department provides orientation to new employee.

STEP VI

1. Human Resource Management creates and maintains files for medical, substance testing, and orientation/training for each new employee.

Revised 3/1/2010



Jefferson Parish Louisiana
Department of Human Resource Management

REQUEST FOR PRE-PLACEMENT PHYSICAL & SUBSTANCE TEST

- TO: [] ELMWOOD INDUSTRIAL MEDICINE CENTER**
5800 Plauche Street 733-5885
Harahan, LA 70123
[] WEST JEFFERSON INDUSTRIAL MEDICINE, LLC
4475 Westbank Expressway 347-8471
Marrero, LA 70072
[] WEST JEFFERSON INDUSTRIAL MEDICINE, LLC
107 Wall Blvd 433-5070
Gretna, LA 70056

- [] NON-DOT - 5 PANEL NOT SAFETY SENSITIVE
[] NON DOT - 10 PANEL SAFETY SENSITIVE
[] DOT - 5 PANEL SAFETY SENSITIVE

FROM: Jefferson Parish Department of: _____

DATE: / /

This is your authority to give a pre-placement physical examination including drug test to:

(Applicant's Name)

(Position Offered)

Authorized by: _____
(Department Director)

Name of Person Compiling This Packet: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Requested Start Date: / /

Has applicant previously been employed by Jefferson Parish? YES [] NO []

If "yes," in which department(s) did applicant work? _____

Routing Information: _____

JEFFERS PARISH PRE-PLACEMENT PHYSICAL EXAMINATION

Part A – To be completed by appointing department before examination and reviewed by physician conducting pre-placement physical examination

1. Name of appointing department: _____
2. (a) Will applicant drive a vehicle or operate equipment? Yes No
 (b) Requires CDL? Yes No

Position Title: _____

CHECKLIST:

Physical Activities and Requirements

I. The physical activity of this position. (Please check ALL THAT APPLY)

<input type="checkbox"/>	1. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
<input type="checkbox"/>	2. Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
<input type="checkbox"/>	3. Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
<input type="checkbox"/>	4. Kneeling. Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	5. Crouching. Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	6. Crawling. Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	7. Reaching. Extending hand(s) and arm(s) in any direction.
<input type="checkbox"/>	8. Standing. Particularly for sustained periods of time.
<input type="checkbox"/>	9. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<input type="checkbox"/>	10. Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	11. Pulling. Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
<input type="checkbox"/>	12. Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
<input type="checkbox"/>	13. Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<input type="checkbox"/>	14. Grasping. Applying pressure to an object with the fingers and palm.
<input type="checkbox"/>	15. Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
<input type="checkbox"/>	16. Talking. Expressing or exchanging ideas by means of the spoken word. Activities in which the employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<input type="checkbox"/>	17. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<input type="checkbox"/>	18. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
<input type="checkbox"/>	19. Repetitive motion. Substantial movements (motions) of the feet, legs and knees.

II. Physical requirements of this position. (Please check ONLY ONE block)

<input type="checkbox"/>	1. Administrative/Office Duty. Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	2. Light Physical Duty. Light lifting (under 15 lbs.), light carrying, occasional bending. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input type="checkbox"/>	3. Moderate Physical Duty. Moderate lifting (15-44 lbs.), climbing, moderate carrying, frequent bending.
<input type="checkbox"/>	4. Heavy Physical/Field Duty. Heavy lifting (45 lbs. and over), climbing, heavy carrying, constant bending.
<input type="checkbox"/>	5. Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

III. Visual acuity requirements of this position, including color, depth perception, and field vision. (Please check ONLY ONE)

<input type="checkbox"/>	1. Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
<input type="checkbox"/>	2. Employee is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arms's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technician, service person, plumber, painter, mechanic, etc.
<input type="checkbox"/>	3. The employee is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input type="checkbox"/>	4. The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

IV. The conditions the employee will be subject to in this position. (Please check ALL THAT APPLY)

<input type="checkbox"/>	1. The employee is subject to outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	2. The employee is subject to outside environmental conditions. No effective protection from the weather.
<input type="checkbox"/>	3. The employee is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	4. The employee is subject to hot or cold temperatures for periods of more than one hour. Employee is subject to other environmental conditions also including rain, wind or humidity.
<input type="checkbox"/>	5. Employee is subject to noise sufficient to cause the employee to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	6. Employee is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	7. Employee is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	8. Employee is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	9. Employee is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewerage or line pipes, or other areas that could cause claustrophobia.
<input type="checkbox"/>	10. Employee is required to function in narrow aisles or passageways.
<input type="checkbox"/>	11. None. Employee is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

2. Has a doctor ever restricted your activities? _____ Yes _____ No
If "yes", list the medical condition and list the restrictions which were placed upon you: _____

3. These restrictions were: _____ temporary _____ permanent Are you presently under restrictions? _____ Yes _____ No
Are you presently under any medical treatment by a doctor, psychiatrist, psychologist, social worker, or chiropractor? _____ Yes _____ No
If "yes", list the medical condition; the name, address, and telephone number of the doctor; the doctor's field of specialty: _____

4. Are you presently taking any medication? _____ Yes _____ No
If "yes", list the name of the medications(s); the medical condition(s) for which you are being treated; and the names, addresses, and telephone numbers of all physicians who have prescribed your medication: _____

5. Have you ever had surgery to any parts of your body? _____ Yes _____ No
If "yes", please list the body parts or problems for which you were operated; the type of operation(s) performed; approximate date of operation(s); names of hospital/facility where the operation(s) were performed; and the names, addresses, and telephone numbers of the doctors performing the surgeries: _____

6. Have you ever received treatment for your back, neck, shoulder, or knee from a doctor, chiropractor, or therapist? _____ Yes _____ No
If "yes", list the names, addresses and telephone numbers of all doctors, chiropractors, or therapists who provided treatment; the approximate dates of treatments; and the diagnosis provided by each doctor, chiropractor, or therapist: _____

7. Have you ever had an injury or illness which required you to miss time from work? _____ Yes _____ No
If "yes", list the type of injury or illness; amount of time missed from work; whether the condition fully healed or if it left you with an impairment: _____

8. Do you have any artificial body parts? _____ Yes _____ No If "yes", please specify: _____
9. Do you have loss of sight of one or both eyes or a partial loss of uncorrected vision of more than 75% bilaterally? _____ Yes _____ No
10. Have you ever been rejected or discharged from military service because of illness or injury? _____ Yes _____ No
11. Have you ever received any pension, insurance payments, or compensation for an injury or illness? _____ Yes _____ No
If "yes", currently? _____ Yes _____ No From whom? _____
12. Do you have any physical or mental/psycho-social disorders, conditions, diseases, or disabilities that prevent you from performing the essential functions of this position in a safe manner, without endangering yourself, other employees, or the general public? _____ Yes _____ No
13. Are there any environmental conditions you are unable to work under, such as heat, cold, wet, around chemicals, grass cuttings, other?
_____ Yes _____ No
If "yes", explain: _____

14. Do you have or have you ever had a mental or emotional disability following treatment in a recognized medical or mental institution?
_____ Yes _____ No
15. List any allergies you have: _____

- Date of last tetanus toxoid vaccination: _____
17. Name, address, and telephone number of physician: _____
18. In the event of a building evacuation, I would need the following assistance (explain): _____
- _____
- _____
- _____

Warning: Pursuant to La. R.S. 23:1208.1, I understand that the failure to answer truthfully any of the foregoing questions may result in forfeiture of any right I or my dependents may have to Workers' Compensation Benefits pursuant to the Louisiana Workers' Compensation Act.

This is a pre-placement physical for the purpose of evaluating my fitness for employment. I understand that it in no way replaced a thorough physical performed by my physician.

I hereby authorize the release of my medical history/information/records to Jefferson Parish Government and its agents for the purpose of evaluating my fitness for employment. I understand that the federal Health Insurance Portability and Accountability Act (HIPAA) protecting health information does not apply to an employment record, and the Jefferson Parish Government, and its agents may disclose this information to others in connection with my employment.

I hereby certify that all the information given by me in connection with this examination is correct to the best of my knowledge and belief. I understand that providing false information or withholding information may be grounds for retraction of job offer or termination of employment:

Name of Applicant (PLEASE PRINT)

Applicant's Signature

Date

NAME: _____ S.S.# _____ DATE: _____

Part C – To be completed by examining physician (Please TYPE or PRINT).

Age: _____ BP: _____ Pulse: _____ Height: _____ Weight: _____

Vision: R20/ _____ L20/ _____

Corrected: R20/ _____ L20/ _____

Epilepsy		Limited use of hands, gripping, etc.		High Blood Pressure
Diabetes		Inability to walk on uneven surfaces		Rheumatic Fever
Heart Disease		Inability to climb		Asthma/Bronchial Disorder (triggered by grass cutting, working outdoors, etc.)
Arthritis		Hearing Loss		Back problems
Cerebral Palsy		Heavy Metal Poisoning		Foot/Leg problems
Multiple Sclerosis		Compressed Air Sequelae		Skin Rash/Disease (triggered by working with water, cleaning agents, etc.)
Parkinson's Disease		Hodgkin's Disease		Excess Depression
Cerebral Vascular Accident		Tuberculosis or other communicable disease		Dizzy/Fainting Spells
Silicosis		Hemophilia		Malaria
Chronic Osteomyelitis		Ankylosis of Joints		Hepatitis
Hyperinsulinism		Varicose Veins		Loss of Sight – vision impairment, color blindness
Arteriosclerosis		Ionizing Radiation Injury		Thyroid/Goiter Disorder
Spinal fusion or surgical removal of an intervertebral disc		Brain Damage		Frequent Indigestion/Ulcers
Psychoneurotic disability following treatment in a recognized medical or mental facility		Chronic Sinus/Hay Fever		

Taking any medicines or drugs? Explain: _____

Allergic to any drugs or serum? Explain: _____

Have you had any operations? Explain: _____

Any fractures or accidents? Explain: _____

Are you currently or have you ever received disability payments or Worker's Compensation? Explain: _____

PHYSICAL RECORD

EVALUATE: Urinalysis
 PH: glucose: _____ protein: _____ blood: _____ HEARING: Right Ear _____ Left Ear
 CHECK: Heart: _____ Normal _____ Abnormal(Describe) _____ CHECK: Lungs: _____ Normal _____ Abnormal(Describe) _____
 CHECK: Extremities(range of motion) _____ Normal _____ Abnormal(Describe) _____
 CHECK: Abdominal and viscera(including hernia-rupture) _____ Normal _____ Abnormal(Describe) _____
 CHECK: Skin and lymph nodes(special consideration to positions involving exposure to chemicals, extreme climatic conditions or pollen):
 _____ Normal _____ Abnormal(Describe) _____
 CHECK: HEENT _____ Normal _____ Abnormal(Describe) _____
 CHECK: Neurological System: _____

PHYSICIAN'S COMMENTS:

Physician's Signature

Date



Jefferson Parish Louisiana
Department of Human Resource Management

PRE-PLACEMENT MEDICAL RECOMMENDATION

_____ was examined on _____
(Name of selected candidate) (Date)

at the request of Jefferson Parish to evaluate his/her fitness to perform the duties of:

(Position Title)

Based on this evaluation and in accordance with the provided job specifications and requirements for this position, the medical recommendation is recorded below:

_____ Currently **IS** able to perform this specific job, with or without accommodation.

_____ Currently **IS** able to perform this specific job, with or without accommodation, with the following limitations:

_____ Currently **IS NOT** able to perform the essential job functions of this specific job, with or without accommodation.

_____ **REJECTED** - Physical exam indicates applicant poses a direct threat to the health and/or safety of self and/or others if allowed to perform the specific essential job functions of position for which applicant is being considered.

_____ **REJECTED** - Patient did not return with required medical information.

MEDICAL RECORDS SHOULD BE STORED IN SEPARATE LOCKED MEDICAL FILES AND SHOULD NOT BE PLACED IN AN EMPLOYEE'S PERSONNEL FILE.

_____ M.D.
(Examining Physician's Name)

(Examining Physician's Facility Address)

(Date)

JEFFERSON PARISH DRUG SCREENING EXAMINATION PHASE I

PART A – 1: TO BE COMPLETED BY THE APPLICANT OR EMPLOYEE				
1. NAME (last, first, middle)			2. Social Security Number - -	
3. STREET ADDRESS			4. CITY, ZIP CODE	
5. TELEPHONE NUMBER () -		6. DRIVERS LICENSE NO.		
7. I certify that all of the information given by me in connection with this examination is correct to the best of my knowledge and belief.				
APPLICANT'S OR EMPLOYEE'S SIGNATURE				
PART A – 2: TO BE COMPLETED BY DEPARTMENT				
1. DEPT.	2. JOB TITLE	3. ACCT NUMBER	4. DATE OF TEST	5. HIRE DATE
-				
6. <input type="checkbox"/> NON DOT – 5 PANEL NOT SAFETY SENSITIVE		7. <input type="checkbox"/> NON DOT – 10 PANEL SAFETY SENSITIVE		8. <input type="checkbox"/> DOT – 5 PANEL SAFETY SENSITIVE
PART B: TO BE COMPLETED BY HUMAN RESOURCE MANAGEMENT				
7. REASON FOR TESTING				
(1) PRE-EMPLOYMENT (2) POST-ACCIDENT (3) SAFETY/SECURITY SENSITIVE				
(4) REASONABLE SUSPICION (5) CONDITIONAL STATUS (6) PROMOTIONAL				
8. COLLECTOR		9. MRO	10. LAB	11. ALCOHOL TEST
C1 EIMC ____	C7 CIBI ____	____ EIMC	MedTox (L15)	(1) NO
C2 EJH ____	C8 OMC ____			
C5 WJG ____	C9 WIMC ____		MedTox (L16)	(2) YES



Jefferson Parish Louisiana
Department of Human Resource Management

APPLICANT CONSENT AND RELEASE FORM

NAME: _____

S.S.# - -

DEPARTMENT: _____

The Parish of Jefferson is committed to maintaining the highest employee job readiness standards in order to insure a substance free, safe, healthful and productive work place. Prior to any selected candidate being appointed she/he must, as a condition of employment, submit to and pass a physical examination. A component of this pre-employment physical examination procedure will be a controlled substance test.

As a selected candidate for employment with Jefferson Parish, I _____, hereby give my consent to undergo urinalysis and/or blood test to determine the presence and/or level of alcohol or controlled substances in my body.

I furthermore give my consent to release to the Parish of Jefferson, or its designated agents, the results of urinalysis and/or blood test.

I realize that my refusal to sign this form constitutes a violation of the Parish's Substance Use Policy, and, for that refusal, I will not be considered for, and knowingly waive any possibility of, employment with the Parish of Jefferson. A copy of this consent form shall be valid as an original.

I further understand that while Human Resources gives its approval for this appointment, final authorization requires the Civil Service Department's finalization and approval of my background check. If the Civil Service Department background check process takes longer than 3 calendar weeks from the date of this pre-employment physical and drug test, I may be required to retake the physical and substance tests prior to final authorization for employment.

I understand that this consent and release shall be valid for my length of employment with the Parish of Jefferson.

APPLICANT

WITNESS

Instructions

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

When Should Form I-9 Be Used?

All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.

Filing Out Form I-9

Section 1, Employee

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in Section 1. For employees who indicate an employment authorization expiration date in Section 1, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification

The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his or her own. However, the employee must still sign Section 1 personally.

Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete Section 2 by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, Section 2 must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in Section 2. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers* (Form M-274). You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete Section 3 when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in Section 1 (if any). Employers CANNOT specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B; and:
 1. Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
 2. Record the document title, document number, and expiration date (if any) in Block C; and
 3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing Section 3.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____	OR	_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
-----------------------------	--

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
-----------------------	-------------------	---------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

Documents that Establish Both
Identity and Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

	OR	AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

INTER-OFFICE COMMUNICATION

To: NEW EMPLOYEES.
From: APPOINTING AUTHORITY
Subject: PUBLIC RECORDS

In accordance with LSA R.S. 44-1 et seq., the name address, and phone number of Parish employee is a public record available for review by the public upon request. You may designate that your address and phone number be kept confidential and not subject for review by the public without a a court order. Please review and sign this memorandum and return it to your supervisor.

_____ I understand that my name, address, and phone number is part of a public record available for review and examination by the public upon request. LSA R.S. 44:1.

_____ I want my address and phone number to be kept private and confidential and not subject to disclosure without court order, LSA R.S. 44:1.

EMPLOYEE NAME

SOCIAL SECURITY NUMBER

EMPLOYEE SIGNATURE

NAME OF EMPLOYING DEPARTMENT

DATE

RESIDENCY CERTIFICATION

To insure that all current employer records are accurate, the Parish requires that all employees verify their residence/domicile addresses. If you use a post office box for the receipt of mail, you must include your actual residence/domicile address to complete this employment record. Listing of a post office box only is unacceptable. Therefore, please fill in the following information and certify its correctness.

PLACE OF ABODE-DOMICILE

Name _____
Last _____ First _____ Middle/Maiden _____

Address _____
Number & Street _____ Apartment Number _____ City & State _____ Zip Code _____

ADDITIONAL RESIDENCE(S) (IF ANY)

Name _____

Addresses _____

Mailing Address, if different than either of above:

Department: _____

I hereby certify that the address listed as my place of abode/domicile is my bona-fide primary residence, and any other residence listed is that of a secondary nature and not one in which I reside on a permanent basis, and that I will promptly notify my appointing authority of any subsequent changes.

I fully understand that any false, misleading, or failure to provide this required information may result in disciplinary action and/or dismissal from Parish employment.

Signed: _____

Dated: _____

THIS INFORMATION IS CONFIDENTIAL AND WILL BE USED ONLY FOR
EMPLOYMENT PURPOSES

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)

I hereby authorize Jefferson Parish Payroll, to initiate credit entries to my CHECKING SAVINGS account in the entity named below ("Depository Institution") and authorize the Depository institution to accept and to credit the amount of such entries to my account.

Depository Institution	City					State				
TRANSIT ROUTING NUMBER										
ACCOUNT NUMBER										

This authority shall remain in full force and effect until Jefferson Parish has received written notification from me or the depository institution of its termination in such time and in such manner as to afford Jefferson Parish a reasonable opportunity to act on it and in no event shall such termination be effective with respect to entries processed by Jefferson Parish prior to receipt of notice of termination.

In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry be made, I hereby authorize the depository Institution to indicate such a debit entry in the amount of the error to my account.

I understand that if such debit is created, I shall receive notification from Jefferson Parish, including reasons.

The undersigned hereby agree(s) that all entries initiated hereunder are to be governed in all respects by the Rules of Louisiana-Alabama-Mississippi Automated Clearing House Association and agree(s) to be bound thereby.

PLEASE CIRCLE: PAYCHECK ONLY OR ALL CHECKS

PLEASE CIRCLE: TOTAL NET CHECK OR SPECIFIC AMOUNT _____

Employee's Name	Social Security Number
Date	Employee Number

Signature	Daytime Phone Number
------------------	-----------------------------

1. COMPLETE AND SIGN AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT. (SEE ABOVE)
2. DETERMINE WHETHER YOU WANT YOUR PAYCHECK DEPOSITED TO YOUR CHECKING OR SAVINGS ACCOUNT. AN ACCOUNT THAT OFFERS ANY CHECKING PRIVILEGES IS CONSIDERED A CHECKING ACCOUNT.
3. PLEASE CHOOSE WHETHER YOU WOULD LIKE ALL CHECKS (EXAMPLES: PAYCHECKS, TENURE EXPENSE ALLOWANCE, LEAVE CHECKS) TO BE INCLUDED IN DIRECT DEPOSIT OR JUST YOUR PAYCHECK. **FAILURE TO CHOOSE WILL DEFAULT TO ALL CHECKS.**
4. PLEASE CHOOSE TOTAL NET CHECK OR SPECIFIC AMOUNT. FAILURE TO CHOOSE WILL DEFAULT TO TOTAL NET CHECK. **(CHOOSING TOTAL NET CHECK WILL CANCEL ANY EXISTING TOTAL NET CHECK DIRECT DEPOSITS.)**
5. ATTACH A PERSONALIZED CHECK (VOIDED) OR , IF A SAVINGS ACCOUNT, PLEASE ATTACH A PRINTED FORM FROM THE BANK WITH THE ROUTING AND ACCOUNT NUMBERS ON IT, A DEPOSIT SLIP IS NOT ACCEPTABLE.
6. YOUR PAYCHECK WILL BE CREDITED TO YOUR ACCOUNT ON PAYDAY AT THE PARTICIPATING FINANCIAL INSTITUTION OF YOUR CHOICE. **YOU WILL RECEIVE A PAPER CHECK FOR A LEAST ONE PAYDAY AFTER APPLYING FOR DIRECT DEPOSIT TO ALLOW TIME TO VERIFY THE TRANSIT ROUTING NUMBER AND ACCOUNT NUMBER.** (DIRECT DEPOSITS TO THE JEFFERSON PARISH EMPLOYEES FCU ARE NOT SUBJECT TO THIS ONE PAYDAY DELAY).
7. CANCELLATION OF THIS AUTHORIZATION MUST BE IN WRITING TO THE PAYROLL DEPARTMENT.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

A. What is FMLA?

FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons (up to 26 weeks for military care giver leave).

B. Covered Employer

1. All public agencies, including federal, state and local employers, regardless of number of employees
2. Private employers with 50 or more employees in 20 or more workweeks in the current or previous calendar year
3. Local educational agencies (no 50-employee test; special rules apply)

C. Eligible Employee

1. Employee that works for a covered employer; and
2. Has worked for at least 12 months
 - a. 12 months need not be consecutive as long as they were within last 7 years (exceptions exists for military)
 - b. intermittent employment qualifies; and
3. Has worked a minimum of 1,250 hours over the previous 12 months; and
4. 50 employees within 75 miles of work location (measured by driving miles from employee's work location)

Note: Even if a court has less than 50 employees, the court may fall under the umbrella of a larger local government for purposes of this test if the local government provides any supporting services for the court, such as paymaster services, budget approval or review, retirement plan, or health plan.

D. Leave Entitlement for Eligible Employees

1. Up to 12 weeks of unpaid, job-protected leave (up to 26 weeks for military care giver leave)
2. During a 12-month period
3. Includes leave for:
 - a. birth and care of the employee's newborn child;
 - b. placement with the employee of a child for adoption or foster care;

- c. the employee's own serious health condition;
- d. to care for a spouse, parent, son, or daughter with a serious health condition; or
- e. a qualifying exigency related to the call-up for active duty of the employee's spouse, parent, son, or daughter

E. Determining the Twelve - Month Period for Leave Entitlement

- 1. Four methods of calculation:
 - a. Rolling 12 months measured backward (most favorable to employer)
 - b. 12 months measured forward
 - c. Any set 12- month leave year (favorable to employee)
 - d. Calendar year (favorable to employee)
- 2. Employer chooses the method and must apply method uniformly
- 3. Employee must be given notice of method chosen
(or method most favorable to employee will be applied)

F. Employee's Rights

- 1. To have health benefits maintained during FMLA leave
- 2. Restoration to original job or an equivalent job with equivalent pay, benefits, and other terms and conditions of employment

G. Employee's Obligations

- 1. Provide 30-day notice of need to take FMLA leave if practicable and if need is foreseeable; otherwise, provide notice as soon as practicable;
- 2. Provide supporting certification from health care provider if required by employer and if applicable to leave request

H. Employer's Notice Requirements

- 1. Employee Rights and Responsibilities Notice
 - a. post in conspicuous location
 - b. include in employee handbook or distribute copy to each new employee
- 2. Notice of Eligibility and Rights and Responsibilities for Taking FMLA Leave
- 3. Designation Notice
- 4. Notices are available on U.S. Department of Labor website

APPLICATION FOR LEAVE

Employee's Name _____ Date _____

Department _____

This is a request for _____ days and/or _____ hours of _____
(Annual, Sick, Etc.)

leave for the period beginning at _____ .M. on _____
(Date)

ending at _____ .M. on _____
(Date)

SICK LEAVE CERTIFICATION
(IF APPLICABLE)

This is to certify that my absence from duty was due to the fact that I was unable to perform my work or be present at my post during the period covered by this leave request because of:

_____ Illness or Injury _____ Medical Consultation _____ Dental Consultation
_____ Optical Consultation _____ Death in Family

(NOTE: Doctor's Certificate must be attached if sick leave is more than four days)

(In case of death in family, list name and relationship of deceased to the employee)

Signature of Employee _____ Date _____

_____ Approved _____ Disapproved _____ Date _____
(Supervisor's Signature)

FIRST STEP:

EMPLOYEE GRIEVANCE FORM

EMPLOYEE'S NAME: _____ WORK PHONE: _____

DEPARTMENT: _____ POSITION TITLE: _____

IMMEDIATE SUPERVISOR/TITLE: _____

DATE INCIDENT FIRST OCCURRED: _____ DATE NOTIFIED SUPERVISOR _____

DESCRIBE THE PROBLEM:

WHAT SOLUTION DO YOU SUGGEST? (YOU MAY NOT REQUEST DISCIPLINARY ACTION BE TAKEN AGAINST ANOTHER EMPLOYEE.) _____

I UNDERSTAND THAT ONLY MATTERS CONTAINED IN THIS GRIEVANCE MAY BE DISCUSSED AT ANY STEP IN THIS GRIEVANCE PROCEDURE. I UNDERSTAND THAT THE FINAL RESOLUTION WILL BE BINDING.

DATE _____ EMPLOYEE'S SIGNATURE _____

SUPERVISORY RESPONSE

DATE RECEIVED: _____
SUPERVISOR'S NAME: _____ WORK PHONE: _____
DATE FIRST AWARE OF EMPLOYEE'S PROBLEM/GREIVANCE: _____
SOLUTION OFFERED: _____

DATE _____ SUPERVISOR'S SIGNATURE _____

EMPLOYEE'S RESPONSE

_____ I ACCEPT THE SOLUTION OFFERED
_____ I DO NOT ACCEPT THE SOLUTION AND WISH TO CONTINUE MY REQUEST TO THE DIRECTOR

DATE _____ EMPLOYEE'S SIGNATURE _____

-NOTE- COMPLETION OF FIRST STEP- SEND COPIES AT THIS TIME

SECOND STEP:

DIRECTOR'S RESPONSE

DIRECTOR: _____ DATE GRIEVANCE RECEIVED: _____
DECISION/SOLUTION OFFERED: _____

DATE _____ DIRECTOR'S SIGNATURE _____

EMPLOYEE'S RESPONSE

_____ I ACCEPT THE SOLUTION OFFERED
_____ I DO NOT ACCEPT THE SOLUTION AND WISH TO CONTINUE MY GRIEVANCE TO THE HUMAN RESOURCE MANAGEMENT DEPARTMENT.

DATE _____ EMPLOYEE'S SIGNATURE _____

ORIGINAL=DEPARTMENT
WHITE

EMPLOYEE
YELLOW

HUMAN RESOURCE MGT.
PINK

DEPT. DIRECTOR
GOLDENROD

CORRECTIVE DISCIPLINE COUNSELING SYSTEM

This process can be accelerated if the nature of the incident requires it.

Employee Name/Number _____

VERBAL COUNSELING VERIFICATION

EMPLOYEE'S COPY

Reference to Personnel Rule/Regulation	Date of Incident
SUMMARY	
RESPONSE	
Did Employee Accept?	

Employee Signature

Date

Supervisor Signature

WRITTEN WARNING RECORD

EMPLOYEE'S COPY

Reference to Personnel Rule/Regulation	Date of Incident
SUMMARY	
RESPONSE	
Did Employee Accept?	

Employee Signature

Date

Supervisor Signature

SECOND WRITTEN WARNING or WORK SUSPENSION NOTICE

(From ___ / ___ / ___ Thru ___ / ___ / ___)

EMPLOYEE'S COPY

Reference to Personnel Rule/Regulation	Date of Incident
SUMMARY	
RESPONSE	
Did Employee Accept?	

Employee Signature

Date

Supervisor Signature

EMPLOYEE TERMINATION RECORD

EMPLOYEE'S COPY

Reference to Personnel Rule/Regulation	Date of Incident
SUMMARY	
RESPONSE	
Did Employee Accept?	

Employee Signature

Date

Supervisor Signature

Each of the four steps on this form has carbonless copies so that the final page is a compilation of the process.

NOTICE TO ALL JEFFERSON PARISH EMPLOYEES

REQUEST FOR ACCOMMODATION(S) AS REQUIRED BY THE AMERICANS WITH DISABILITIES ACT

If you are an employee with a qualifying physical or mental disability covered (protected) by the ADA and need an accommodation or accommodations in order to perform the functions of your job, you must request the need for and specify the accommodation(s) in writing to the Director of your Department.* Any accommodation(s) necessary to enable you to perform the functions of your job will be provided if you are qualified, unless it can be demonstrated that providing the accommodation(s) would cause an undue hardship on Jefferson Parish.

Employees with qualifying disabilities under the ADA who are unable to perform the functions of their job even with accommodation(s), may request transfer to another position in the Parish provided they meet the minimum qualification requirements of the position sought. Jefferson Parish will make every effort to reassign the employee to a position of the same pay grade, salary level, and job status. If there are no equivalent positions for which the employee is qualified, Jefferson Parish will offer reassignment to a position in a lower pay grade as an accommodation, if a position is available for which the individual is qualified.

To request an accommodation, you must complete a Request For Accommodation form provided by your Department. In order to complete this form, you will need to discuss the functions of your job with your supervisor. You will also be required to provide medical documentation of your disability, if requested by the Parish. To obtain the form, simply request one from your immediate supervisor or from the administrative office of your Department. If you have difficulty obtaining the form, please contact Mike Scioneaux, Personnel Director at 364-2730, and one will be provided to you. Submit the form, after completing it, to your immediate supervisor. After receipt and review, you will be notified of the status and decision regarding your request.

* Jefferson Parish employees who are persons with a disability are not required to identify themselves as persons with a disability or to request an accommodation. However, the Parish is not required to accommodate an individual who does not inform the Parish about his/her disability or his/her need for an accommodation.

JEFFERSON PARISH

EMPLOYEE REQUEST FOR ACCOMMODATION
TO PERFORM JOB FUNCTIONS

DATE: _____

SS#: _____

EMPLOYEE NAME: _____

DEPARTMENT : _____

WORK LOCATION: _____

JOB TITLE: _____

SUPERVISOR'S NAME: _____

1) Please describe how your impairment(s) functionally limits one or more major life activities. Which major life activity(s) are most significantly affected?

Examples of major life activities are: seeing, hearing, speaking, breathing, smelling, walking, standing, bending, eating, caring for yourself, performing household chores, thinking, concentrating, and working.

2) Please describe how your functional limitation(s) affect or limit your ability to perform the functions of your job. Identify the functions affected and be specific about how your functional limitation(s) impair your ability in each instance:

3) Describe the accommodation(s) you are requesting and how the accommodation will assist you in performing your job functions:

4) Have you previously received a workplace/academic accommodation for this functional limitation(s)? Please provide any information or suggestion you can on how the requested accommodation(s) can be provided. (Name of equipment, vendor, if known, etc.)

Employee Name (Please Print)

Work Telephone

Signature

Date

SHREVEPORT

CITY COURT

**EMPLOYEE
HANDBOOK**

May 2002

Table of Contents

Employee Acknowledgment of Receipt	iii
I. Purpose of the Employee's Handbook	1
II. Administration and Employment	3
A. Equal Employment Opportunity	3
B. Americans With Disabilities Act (ADA)	4
C. Assessment Period - Initial Hire	4
D. Probationary Period	5
E. Promotions and Transfers	6
F. Employee Conduct, Standards of Service and Disciplinary Actions	7
G. Working Conditions	12
H. Smoking Policy	12
I. Attendance Policy	13
J. Reporting of Absences/Tardies	13
K. Use of Time Clock	14
L. Lunch Hours and Breaks	17
M. Benefits	17
N. Credit Union	17
O. Health, Dental, Disability Insurance & Life Insurance	17
P. Parking	18
Q. Educational Reimbursement	18
R. Uniforms	19
S. Key Entry Cards	21
T. Holidays	21
U. Travel Expense/Reimbursement	22
V. Employee of the Month	22
W. Employee Grievance Policy	23
X. Records	24
Y. Political Activities	25
A. Contributions/Charitable Donations	25
III. Employee Evaluation and Compensation - Salary Administration	26
A. Evaluations	27
B. Pay Practices	28
C. Overtime/Compensatory Time	28
D. Annual and Sick Leave Accruals and Usage	29
E. Other Leaves of Absence/Family Medical Leave Act	32
F. Military Leave	34
G. Jury and Witness Duty	35
H. Abuse of Leave	35

Table of Contents (Cont'd)

IV	Working Conditions	36
	A. Employee Safety	36
	B. Harassment/Sexual Harassment	37
V.	Confidentiality and Ethics	38
	A. Confidentiality Agreement	38
	B. Responsibilities of Clerk of Court/Deputy Clerks	39
	C. Code of Judicial Conduct	41
	D. Computer Access/Security	43
VI.	Summary	44
VII.	Addendums	45

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT CITY COURT

Phone: (318) 673-5820

Fax: (318) 673-5813

DATE: October 22, 2009

TO: ALL CLERK OF COURT EMPLOYEES

FROM: Virginia Hester
Clerk of Court/Court Administrator

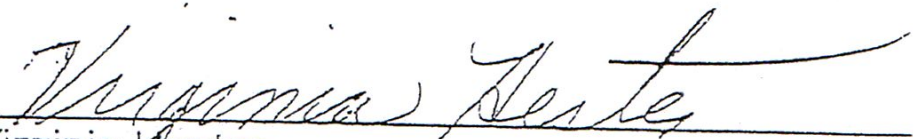
SUBJECT: REVISED UNIFORM POLICY

Effective October 29, 2009, you are required to wear all shirt tails tucked in. This pertains to all blouses, shirts and polo-style shirts.

Please adhere to this uniform policy. If you are in violation of this uniform policy, you will be asked to and expected to correct your uniform by tucking in your shirt tail.

Please be reminded that a violation of the uniform/dress code will be placed in your employee file.

If you have any questions, do not hesitate to contact me.


Virginia Hester

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT CITY COURT

Phone: (318) 673-5820

Fax: (318)673-5813

DATE: January 4, 2008

TO: ALL EMPLOYEES
SHREVEPORT CITY COURT

FROM: Virginia Hester, Clerk of Court/Court Administrator

SUBJECT: Amendment to Employee Handbook

The following policies have been revised or amended for the Employee Handbook. In the next few days you will receive an update to the Handbook wherein you will be able to insert pages to include these amendments and revisions. Although we have specifically reiterated or amended certain rules and procedures below, all rules in the Employee Handbook should be adhered to.

Effective Monday, January 7, 2008, all rules in the Employee Handbook and those listed hereinbelow shall be adhered to by employees as stated. Consequences for violating the rules are outlined in the Employee Handbook or hereinbelow.

1. Personal Phone Calls/Cellular Telephones/Earplugs/Blue Tooth Devices

Personal cellular telephones should only be used in an emergency and have very limited use. Cellular phones should be set to "VIBRATE" so that other employees and customers are not distracted by ringing cellular phones. In the event you do receive a cellular telephone call which is an emergency, please handle the call quickly and quietly.

If you are working with a customer, you should not interrupt the customer to answer a personal phone call, whether on your cellular phone or on your desk phone. Cellular phones should not be used in the Courtroom for any reason and employees should not answer their cellular phone in the Courtroom. If you feel it is an extreme emergency telephone call, you should return the call as soon as you are able by leaving the Courtroom to return the call.

At no time shall any employee wear headsets, ear plugs or blue tooth devices to make or receive cellular phone calls while in the office or at your workstation.

If you abuse this policy stated hereinabove, you will be given a verbal warning by your supervisor for the first infraction. The supervisor will make a notation of this warning in the employee's personnel file. A second infraction will result in a supervisor requesting that the employee turn the cellular phone OFF and a "Performance Documentation" form will be completed and placed in the employee's file. Any subsequent infraction of the policy will result in disciplinary action as determined by the Clerk of Court, including prohibiting the employee from bringing the cellular phone to the workstation, and up to suspension or termination from employment.

2. Radios, CD Players, I-POD's or other Music Media Devices

Radios, CD players, MP3's, I-POD's or other music/media devices, if played in the office, shall be played softly or quietly so that others near your workstation do not hear the sound and are not disturbed or distracted by the sound. Customers should not be able to hear the sounds of any media device. At no time shall any employee wear headsets, ear plugs, or other medica devices to listen to music or other media while at the workstation, except for listening to Court recordings for inputting court minutes.

3. Lunch Hours and Breaks

Smoking breaks are considered the same as a regular fifteen minute break; there is no special or additional break for smoking. Your immediate supervisor will or has assigned you a specific time for lunch and you should take your lunch at that specific scheduled time unless your supervisor informs you otherwise. You are not able to adjust your lunch hour in order to attend medical/dental or business appointments. When you have an appointment, you should go to lunch at your regularly scheduled time and then take sick or annual leave for the appointment.

All morning breaks should be taken between the hours of 9:00 a.m. - 10:30 a.m. and all afternoon breaks should be taken between the hours of 2:00 p.m. and 3:30 p.m.

4. Medical Appointments

Sick leave may be used for medical and dental appointments when scheduled during work hours and for assisting ill or incapacitated family members. In the event an employee has a medical or dental appointment which will, or does, cause the employee to be absent for the entire work day, the employee shall, upon return to work, bring medical documentation or excuse indicating that the employee had to be absent for 8 hours from work due to the medical appointment.

5. Eating/Drinking in Courtrooms/Jail Clearance Room

There shall be no eating or drinking in the courtrooms or in the Jail Clearance Room. Food or drinks should not be carried into the Courtroom or Jail Clearance Room for any reason or at any time.

6. Uniforms and Attire

Employees are issued uniforms after completing one year of employment and the proper uniform should be worn at all times pursuant to the uniform schedule issued to employees each month, or pursuant to any memos issued regarding a change in the uniform schedule. Uniforms should be clean, neat and ironed or free of wrinkles at all times. It is important that each employee of the Court present a good appearance at all times.

Tennis shoes are not proper office attire. The exception to this is the employee must submit to the Judicial Administrator a written medical excuse signed by his or her physician, indicating that tennis shoes must be worn due to a medical condition or problem, and which states the duration of the exception for wearing tennis shoes.

Female employees should wear hosiery (or trouser socks) at all times. Male employees should wear socks or hosiery at all times.

Female employees who have not been issued a uniform should be conscious of the length of skirts or dresses as to not reflect a negative image of the Court.

Blue jeans, skorts and pants or slacks above the ankle are not acceptable court attire. Capris, crop pants or gauchos shall not be worn as they are not proper office attire, no matter how they are accessorized. Crop tops, crop blouses and low cut blouses/shirts or dresses are not acceptable office attire. Attire such as these outlined above are also not to be worn when the standard uniform is not worn, i.e, during the Christmas holidays.

Employees who work in the Courtroom should be in full uniform at all times, including **wearing of the vest or jacket**. Blouses and shirts should be tucked in at all times.

If a situation arises wherein an employee is unable to comfortably wear the standard court uniform for any reason, it is the employee's responsibility to order suitable replacements. Prior to replacing any uniform items, it is suggested that the employee discuss this with their immediate supervisor and/or the judicial administrator. Any deviation from wearing of the uniform should be discussed with the employee's supervisor prior to such deviation.

7. Attendance and Tardiness

The Court is open from 8 a.m. to 5 p.m. and employees are expected to be present and ready for work by the scheduled reporting time of 8:00 a.m. Employees are expected to remain productive throughout the day until the office closes.

In order to offer the most efficient service to our citizens and customers, it is very important that each employee reports to work on a regular basis and on time. In the event that you know that you cannot report to work because of illness or other reasons, you should personally notify your immediate supervisor.

If your supervisor is absent, then personally notify another supervisor in your section. If no supervisor in your section is available, then notify the Assistant Judicial Administrator or the Judicial Administrator by making personal and verbal contact. A Voice Mail Message is not acceptable, as it is preferred that the employee contact his or her immediate supervisor personally to report absences or tardies. It is the employee's sole responsibility to be sure the supervisors are aware of their absence or tardiness, and often a voice mail message may not be retrieved immediately by a supervisor or the supervisor may be out.

January 4, 2008

In the event that your immediate supervisor is not available, please contact the next immediate supervisor in your Section for approval. In the event that all supervisors in your Section are unavailable, please contact the Judicial Administrator or Assistant Judicial Administrator for approval of leave.

In the case of an emergency or in the case of an approved extension of a leave, and you are not available to complete a leave form, a form will be filled out for you. If this should occur, it is the **employee's responsibility to notify his or her supervisor about the type of leave** being taken. If no instruction is given as to the type of leave taken, the supervisor will use in this order: Annual or vacation leave; sick leave; or leave without pay. Upon return to work, the employee shall sign the leave form, making no change as to the type of leave indicated by the supervisor.

If you have any questions concerning the Employee Handbook or anything outlined in this memo, please do not hesitate to contact me.

Virginia Hester

cc: Honorable R. Lee Irvin, Division A
Honorable Judge Charles W. Kelly, IV, Division B
Honorable Judge Randy Collins, Division D

INTER-OFFICE MEMORANDUM

City of Shreveport

SHREVEPORT CITY COURT

Phone: (318) 673-5820

Fax: (318) 673-5813

DATE: March 30, 2005

TO: ALL EMPLOYEES

FROM: Virginia Hester
Clerk of Court/Court Administrator

SUBJECT: Legal Advice

The Court has had a general policy prohibiting employees from giving legal advice to the public. However, I wanted to remind you that this should continue to be the policy for everyone.

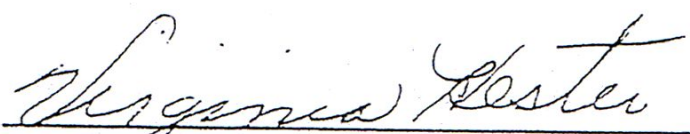
Louisiana law FORBIDS ANYONE who is not an attorney from giving legal advice. As court personnel, we are support to the legal profession and should follow the rules of ethics to which it adheres. Our actions must comply with not only the State Code of Governmental Ethics, but also the Unauthorized Practice of Law Act.

While we know we are not "practicing law," we can unknowingly violate the statute by giving legal advice to the public who frequently asks us for advice while handling business here at the Court. Sometimes it is difficult to know what is "legal advice" and what is not.

Here are a few examples. It is legal advice to tell someone whom they should sue, but it is helpful to assist them in locating an address, or tell them how to serve anyone they decide to sue. It is legal advice to tell someone how long they have to file a suit (when the Statutes of Limitations run), but it is being helpful to suggest that they get their suit filed as quickly as possible to avoid the possible running of prescription.

Please be cognizant to not give an opinion regarding whether someone seems to have a good case or how a judge may rule on a matter. As Court employees, we should not recommend any particular attorney or law firm, but we can provide the telephone numbers of the Lawyer Referral Service or Legal Services of North Louisiana (Legal Aid).

If you have any questions, please do not hesitate to contact me.


Virginia Hester

cc: Marshal Jimmy Dove

I. PURPOSE OF THE EMPLOYEES' HANDBOOK

This handbook has been prepared to define the policies and procedures of the Shreveport City Court. The Shreveport City Court has adopted the Personnel Rules for Non-Classified Employees of the City of Shreveport and have structured these rules and procedures accordingly. A copy of the Personnel Rules for Non-Classified Employees, Executive Order 91-2 (Amended) is available for reference in the Judicial Administrator's office.

Each employee is encouraged to read the information in this handbook so that you have an understanding of the policies and procedures used in the Court. This handbook also offers a summary of working conditions, employee benefits and other policies affecting your employment with the Court. Please feel free to ask questions at any time concerning any subject matter covered herein. Please keep in mind that every situation cannot be anticipated and all questions that you have may not be covered in this book.

The policies and procedures herein are not an employment contract or a legal document and should not be considered a strict interpretation of the policies, procedures or benefits that are described herein. In addition to the policies and procedures of the Shreveport City Court, all employees have a general duty to comply with applicable federal, state and local laws.

The administration reserves the right to change, revise or rescind any of the policies, procedures or benefits described herein whenever the Clerk of Court or Judges, at their sole discretion, deems it appropriate to do so.

The administration welcomes each employee to offer comments about this manual, and to bring to our attention any Federal or State statute which may necessitate the amendment of any section in this manual.

All new employees must attend an Orientation session which is conducted by the City of Shreveport's Personnel Department. The timekeeper or Assistant Judicial Administrator will notify you of the date, time and place to attend this session, which is usually held on the 2nd Wednesday of each month. New employees of the Court should receive a packet containing the following:

1. Employee Handbook
2. City of Shreveport New Hire Information
3. City of Shreveport, Executive Order No. 95-1 (Revised), Harassment Statement dated June 1, 1995
4. City of Shreveport Administrative Procedure 2-9, Employee Performance Management System
5. City of Shreveport Records Management- Electronic (E-)Mail Policy
6. State of Louisiana Code of Governmental Ethics (1998) and Sec. 16.01 of City Charter, City of Shreveport
7. Employee of the Month Policy
8. Employee Report of Absence Report
9. New Employee Orientation Checklist
10. Job Description

II. ADMINISTRATION AND EMPLOYMENT

It is important to realize that each employee of the Shreveport City Court represents an image of the Court. Each of us are on the public relations team. This is true while on the job and off. The manner in which we greet the public plays an important role in how the public sees our offices. We should all put forth our best effort, treat every one with respect, and be courteous and polite.

The Judges and the Administrator have the exclusive right to determine the goals of the Court, to set standards, to establish policies governing its employees, and to exercise discretion in the overall operations of the Court. This includes the assignment of duties, compensation of personnel, discipline, promotion, transfer and the right to relieve employees from duty for legitimate reasons. Each employee is an "at-will" or non-classified employee of the Court.

EQUAL EMPLOYMENT OPPORTUNITY

The Shreveport City Court is an equal employment opportunity employer. An employee will not be discharged from employment, denied employment, or otherwise discriminated against with respect to compensation, terms or condition of employment or any other matter because of race, color, religion, gender, age, handicap, sexual orientation, national origin or any other legally protected classification. All persons qualified for the established requirements of any position will be given equal consideration.

AMERICANS WITH DISABILITIES ACT (ADA)

The Court, at all times, makes every effort to abide by the law in all aspects of the Americans with Disabilities Act. Discrimination is prohibited against qualified individuals with disabilities. This includes applicants for employment and current employees. "Qualified individuals with disabilities" applies to impairments that substantially limit life activities of the individual who otherwise meets legitimate skill, experience, education or other requirements of a position and who is able to perform the essential functions of the position with or without reasonable accommodations. In the case wherein an individual is qualified to perform the job duties except for limitations caused by a disability, the Court will consider whether or not the individual could perform these functions with a reasonable accommodation. However, an applicant or employee with a minor, non-chronic condition which is of short duration, does not qualify.

Selection Process / Assessment Period

INITIAL HIRE

The Shreveport City Court takes exceptional care in selecting its employees. Once applications are received and reviewed by the administration, the most qualified persons will be invited to appear for a personal interview. Applicants must submit to reference checks, and/or other screening procedures. In some instances, applicants with apparent qualifications may be tested.

Probationary Period

Once an applicant is selected for the position and begins employment, it is still necessary that the employee proves worthy in his or her job performance. All employees shall serve an initial probationary period of six (6) months duration from the date of hire, unless extended by the Judicial Administrator. After this period, a written evaluation is prepared and the employee is evaluated on attendance, timely reporting to work, and overall work performance by the immediate supervisor and the Judicial Administrator.

During this probationary period, the employee has the opportunity to decide whether the work relationship is one that he or she wants to continue. Accordingly, the Court also uses this probationary period to assess whether your performance and conduct indicate that you will perform your work duties in a satisfactory manner. Due to the nature of some positions, it is not always possible to determine in the first six months whether to continue your employment. Should more time be needed, your assessment period will be extended by an additional three (3) months, and you will be advised of the reason(s). In certain circumstances, it may be necessary to perform an evaluation on an employee during the first three months of employment. This is at the discretion of the supervisor(s) and the Judicial Administrator.

During the probationary period, an employee earns and accrues sick and annual leave (vacation) hours. No use, however, may be made of such leave so long as an employee remains in an initial probationary period. This does not preclude approval of leave with or without pay which may be granted a probationary employee by the Judicial Administrator for a

good and compelling reason (i.e. medical emergency). Such action may be considered by the Judicial Administrator and granted on a case-by-case basis.

The Judicial Administrator may fill an initial probationary employee's position with a temporary employee while the employee is on leave without pay. However, in no event, shall re-employment be guaranteed or promised if the period of leave without pay exceeds sixty (60) consecutive calendar days. In such event, the employee so re-employed shall begin serving their probationary period from the date of rehire (re-employment) with service time credited for continuous work before the leave of absence began.

PROMOTIONS AND TRANSFERS:

When a position vacancy occurs, the Court gives first consideration to its current employees. When appropriate, notice of new positions or position vacancies will be posted within the Court indicating the position title, the job duties and the deadline for application.

If an employee is interested in a transfer to another Section of the Court or in a promotional position, he or she should express their interest in writing to the Judicial Administrator as soon as the vacancy occurs, or as soon as possible after the position is posted. Once applications are received and reviewed by the administration, the most qualified persons will be invited to appear for a personal interview.

Employees who are promoted from a lower job class to a higher rank, may use any earned and accumulated leave as hereinabove outlined in these Rules.

The Judicial Administrator maintains and reviews an up-to-date personnel file on all employees when a position vacancy occurs. The employee's past work performance and

performance evaluations, recommendations from current and/or past supervisors, seniority and length of continuous service may be considered. The Judicial Administrator shall have the right to choose the most qualified person for any and all positions.

The probationary period for an employee who transfers from another City department to a position in the Court, or one who transfers to another position in the same job class within the Court, or one who is promoted to another job class within the Court, will be a period of six months from the date the employee was transferred or promoted. After this period, a written evaluation may be prepared and the employee may be evaluated on their attendance and overall work performance by their immediate supervisor and the Judicial Administrator.

EMPLOYEE CONDUCT, STANDARDS OF SERVICE AND DISCIPLINARY ACTIONS

City Court employees are selected from a pool of applicants and are selected based upon their past work experience, skills, personal references, character and professionalism. Therefore, it is expected that City Court employees continue to conduct themselves in a professional manner after they are employed.

As public employees, Court employees must maintain a high level of trust and conduct themselves in a professional manner at all times. Cooperation among all employees is very important. Employees who fail to get along with and cooperate with coworkers, supervisors, the administration and customers will be counseled. If no effort is put forth by the employee to improve the working relationship in the Court, employee morale and productivity will suffer.

The ability to communicate with customers, coworkers, supervisors and the administration in an effective, courteous and professional manner is the most important part of our job.

Occasionally, a situation may arise when disciplinary action is necessary due to an employee's actions or behaviors which are not becoming a Court employee and which are unacceptable in the workplace. The following standards of service violations are applicable to all Court employees, both probationary and non-probationary. Violation of the following standards is grounds for disciplinary action. Penalty assessment will depend upon the nature of the infraction, its relation to the job and work environment, prior history and precedent. Employee conduct that is unacceptable include, but is not limited to:

K. Attendance

1. Documented absenteeism;
2. Documented tardiness.

L. Quality of Work

1. Incompetence - inability or unwillingness to perform job assignments satisfactorily;
2. Unable to adapt to job changes or assignments;

M. Work Habits

1. The violation of safety rules in the workplace;
2. Improper use of equipment and improper care of equipment.

N. Relationship with Other Employees.

1. Unwilling or unable to accept supervision;
2. Inability to work with others.

O. Disruption of the Working Environment

1. Fighting, profanity, abusive or threatening language;
 2. Boisterous language or conduct causing injury to fellow employees through deliberate actions or gross negligence; Confrontational gestures or verbal exchange between employees of the Court or involving customers; fighting, profanity, abusive or threatening language;
 3. Insubordination; failure to follow orders;
 4. Illegal strikes;
 5. Sabotage; willful destruction or misuse of City or Court property, deliberate misuse or violation of operating procedures causing a loss in productivity or fiscal assets.
- P. Public Contact
1. Inconsideration, poor tact or rudeness with the public face-to-face, through telephone conversations or correspondence.
- Q. Dishonesty
1. Taking, stealing or misusing City or Court property;
 2. Taking, stealing, or misusing City or Court funds;
 3. Falsifying Court reports or documents;
- R. Reporting to work under the influence of intoxicants or unlawful substances, or using alcohol or controlled substances in the work place; possession of a dangerous weapon, firearm, either loaded or unloaded, or any switchblade knife or spring knife while on City or Court property.
- S. Not following the proper chain of command as outlined hereinafter in this manual;
- T. Breaching confidentiality of Court records and information, either verbally, written, e-mail, use of the internet or other means;
- U. Inconsideration, poor tact or rude remarks to or about customers or employees of

- the Court which are rude, derogatory, or slanderous in nature, whether over the telephone or face-to-face or in correspondence;
- V. Failure to follow directions as given by supervisors or administration, or to follow procedures and policies of the Court;
 - W. Failure to perform job duties in an efficient and acceptable manner; incompetence; inability or unwillingness to perform job assignments in a satisfactory manner;
 - X. Failure to meet the requirements of the initial probationary period as outlined hereinafter in this manual;
 - Y. Unable to adapt to job changes or job assignments;
 - Z. Violation of safety rules; willful destruction or misuse of equipment or improper care of equipment, or operating procedures which may cause a loss in productivity or fiscal assets, or sabotage;
 - AA. Theft from the Court or other employee;
 - BB. Drinking alcoholic beverages on Court premises, or reporting to work under the influence of drugs or alcohol;
 - CC. Assaulting a supervisor, a member of the administration, a Judge, customer or fellow employee;
 - DD. Falsifying records, or giving false or misleading information on an employment application;
 - EE. Possession of firearms or dangerous weapons on Court property.

However, the above actions do not alter the Court's at-will employment policy. Disciplinary

action is sometimes used as a means to simply advise an employee of inappropriate behavior and may be used as an attempt to improve an employee's performance. Discipline should be viewed as a pro-active means and a positive process to change an employee's behavior. The Judicial Administrator may opt to use the following policy for disciplinary action, but is not obligated to do so:

- | | |
|------------------------------|--|
| Employee's First Violation - | The supervisor will give the employee a formal verbal warning with a formal "Performance Documentation" form placed in the personnel file. A copy of this form is attached to the Performance Evaluation form attached as an addendum to this handbook. |
| Employee's Second Violation | The supervisor will give the employee a formal verbal warning, counsel the employee regarding the consequences of this violation and any subsequent violations; and supervisor will complete a "Performance Documentation" form which indicates that this is a second violation, and will place same in the employee's personnel file. |
| Employee's Third Violation - | May result in suspension without pay for a period of time to be determined, or termination of employment. |

The above policy does not preclude the Court, as an at-will employer, from terminating an employee at any time, without regard to the preceding steps.

WORKING CONDITIONS

The Office of the Clerk of Court wants to insure that the working conditions for employees are safe and efficient. We make available to employees the most current and up-to-date equipment and supplies to perform their daily tasks. Equipment should be maintained in proper

working order and used within the manufacturer's guidelines. In the event that the equipment you use fails to operate or functions improperly, please notify your supervisor so that the problem may be corrected.

SMOKING POLICY

Smoking is prohibited in the City Court building. There are designated smoking areas on the outside of the City Court building; however, employees should refrain from smoking at the front entrance of the City Court building (front entrance - east side).

Smoking breaks are provided to employees in the same manner as regular breaks. Employees will receive two fifteen-minute breaks, one in the morning and another in the afternoon. There is no special or additional break for smoking

ATTENDANCE POLICY

- REPORTING OF ABSENCES / TARDIES

Court employees are typically assigned to a standard workweek of forty hours beginning at 8:00 a.m. and ending at 5:00 p.m. Employees are expected to be present and ready for work by the scheduled reporting time. Employees are expected to remain productive throughout the tour until scheduled dismissal. A lunch break of hour per day is standard.

In order to offer the most efficient service to our citizens, it is very important that each employee reports to work regularly and on time. In the event that you know that you cannot report to work because of illness or other reasons, you should personally notify your immediate supervisor.

If your supervisor is absent, then personally notify another supervisor in your section. If no supervisor in your section is available, then notify the Assistant Judicial Administrator or the Judicial Administrator by making personal and verbal contact. A Voice Mail Message is not acceptable, as it is preferred that the employee contact his or her immediate supervisor personally to report absences or tardies. **It is the employee's sole responsibility to be sure the supervisors are aware of their absence or tardiness, and often a voice mail message may not be retrieved immediately by a supervisor or the supervisor may be out.**

The proper form 24 leave form should be completed and approved prior to your absence or, in the case of an emergency absence, immediately upon your return to work. All leave forms should be submitted to your immediate supervisor for approval by the supervisor (supervisor should initial the form indicating time requested is ok) and the Judicial Administrator or Assistant Judicial Administrator.

In the event that your immediate supervisor is not available, please contact the next immediate supervisor in your Section for approval. In the event that all supervisors in your Section are unavailable, please contact the Judicial Administrator or Assistant Judicial Administrator for approval of leave.

In the case of an emergency or in the case of an approved extension of a leave, and you are not available to complete a leave form, a form will be filled out for you. If this should occur, it is the employee's responsibility to notify his or her supervisor about the type of leave being taken. If no instruction is given as to the type of leave taken, the supervisor will use in this order:

- A. Annual or vacation leave;
- B. Sick leave; or
- C. Leave without pay.

Upon return to work, the employee shall sign the leave form, making no change as to the type of leave indicated by the supervisor.

- Use of Time Clock

The Court opens for business at 8:00 a.m. and it is very important that our employees be at their work stations and ready to begin work promptly at 8:00 a.m. to greet our first customers. It is understandable that situations occur occasionally which are beyond our control which cause us to be late or unable to report to work. In this event, employees should notify their immediate supervisor, or, in the absence of the immediate supervisor, notify another

supervisor/administrator as soon as possible. The employee should state the reason for the delay and, upon reporting to work, should personally notify the supervisor of their arrival.

Contacting a friend or co-worker to report that you will be late reporting to work or will be absent is not an acceptable method of reporting absences or tardies. *It is solely the employee's responsibility to be sure the supervisors are aware of their absence or tardiness.* Often a voice mail message may not be retrieved immediately by a supervisor or the supervisor may be

out.

Valid reasons for reporting to work late may be excused. However, employees who consistently report to work late will be counseled and disciplined accordingly. When the accumulation of time for unexcused tardies equates to one hour, the employee should submit a leave form requesting annual leave or leave without pay for the accumulated time.

Three unexcused tardies in a three month period may cause the employee to be counseled and issued a warning in the form of an oral reprimand by the immediate supervisor.

If the employee continues to have unexcused tardies, the following disciplinary actions may be taken:

Employee's First Violation

The supervisor will give the employee a formal verbal warning with a formal "Performance Documentation" form placed in the personnel file. A copy of this form is attached to the Performance Evaluation form attached as an addendum to this handbook.

Employee's Second Violation

The supervisor will give the employee a formal verbal warning, counsel the employee regarding the consequences of this violation and any subsequent violations; and supervisor will complete a "Performance Documentation" form which indicates that this is a second violation, and will place same in the employee's personnel file.

Employee's Third Violation

May result in suspension without pay for a period of time to be determined, or termination of employment. However, the above disciplinary policy does not preclude the Court, as an at-will employer, from terminating an employee for excessive tardiness, at any time, without regard to the preceding steps.

It is very important to remember to clock in when reporting to work, and the start of the lunch hour. Employees should clock in at the end of their lunch hour, but should clock in when actually returning to the workstation and ready to begin work (i.e.: employees should not clock in when returning to the office or at the end of the lunch hour and then return to employee break room to eat a meal).

Employees should also use the time clock at the end of the workday. Employees should not abuse this policy. *Consistent failure to clock in or out will result in disciplinary action.*

- Telephones & Cellular Phones

Each time that you speak with someone on the telephone, you make a definite impression to that individual. Your voice and your language are very important in creating a positive impression for the Court, as well as for yourself. Always answer the telephone promptly, and always identify yourself and your section of the Court. If you know that you will be out of the office for an extended time, change your outgoing voice mail message to inform the caller of the date you will return. Telephones in the office are for business purposes; however personal calls are recognized as being necessary at times but are to be kept to an absolute minimum. Employees should not interrupt serving a customer to answer any ringing telephone on their desk. Long distance calls for personal use are not allowed. Employees shall not use phones in the Courtrooms unless it is an emergency or a call pertaining to the business at hand in the Courtroom.

Personal Cellular Telephones

Personal cellular telephones should only be used in an emergency and have very limited use. Cellular phones should be set to "VIBRATE" so that other employees and customers are not distracted by ringing cellular phones. In the event you do receive a cellular telephone call which is an emergency, please handle the call quickly and quietly. If you are working with a customer, you should not interrupt the customer to answer a personal phone call. Cellular phones should not be used in the Courtroom for any reason and employees should not answer their cellular phone in the Courtroom. If you feel it is an extreme emergency telephone call, you should return the call as soon as you are able by leaving the Courtroom to return the call.

At no time shall any employee wear headsets, ear plugs or blue tooth devices to make or

receive cellular phone calls while in the office or at your workstation.

If you abuse this policy stated hereinabove, you will be given a verbal warning by your supervisor for the first infraction. The supervisor will make a notation of this warning in the employee's personnel file. A second infraction will result in a supervisor requesting that the employee turn the cellular phone OFF and a "Performance Documentation form will be completed and placed in the employee's file. Any subsequent infraction of this policy will result in disciplinary action as determined by the Clerk of Court, including prohibiting the employee from bringing the cellular phone to the workstation, and up to suspension or termination from employment.

- Radios, CD Players, I-Pods or other Music Media Devices

At no time shall any employee wear headsets, ear plugs, or other medical devices to listen to music or other media while at the workstation, except for listening to Court recordings for inputting court minutes.

- Lunch Hours and Breaks

Employees will receive one hour for lunch and two fifteen-minute breaks, one in the morning and another in the afternoon. Smoking breaks are considered the same as a regular fifteen minute break; there is no special or additional break for smoking. Your immediate supervisor will assign you a specific time for lunch and you should take your lunch at that specific scheduled time unless your supervisor informs you otherwise.

BENEFITS

Credit Union

Employees are welcome to become a member of the Shreveport Federal Credit Union and payroll deduction is available. Employees should contact the credit union directly for membership information and benefits: Shreveport Federal Credit Union 1010 Jacobs Street -(318)425-6103.

Health, Dental, Disability Insurance and Life Insurance

Health insurance coverage is provided to all employees desiring to have coverage. This is available for the employee and immediate family members. The City of Shreveport contracts with a health insurance provider on an annual basis to offer this benefit which also includes

prescription drugs. Dental and life insurance is also available for the employee and family. The employee pays a portion of the premium and the City pays the remaining premium.

Long term disability is also available to Court employees for a premium cost to the employee.

All of these benefits are available through payroll deduction. A copy of the City of Shreveport's Group Benefit Plans is attached hereto under Addendum 1 - The City of Shreveport New Hire Information.

For further details concerning your health benefits, dental, disability and life insurance coverage, please contact the Employee Benefits Office with the City of Shreveport at (318)673-5420.

Parking

The Shreveport City Court provides free parking to its employees. Garage parking spaces are assigned according to seniority and are limited. Additional parking spaces are available in the parking lot at the rear of the Court building.

Educational Reimbursement

The purpose of the Employee Educational Program is to provide employees with an educational reimbursement incentive to develop skills and knowledge directly related to current job assignments. Employees are eligible for reimbursement after six months of continuous employment with the Court.

All course work must be degree and job related. The final determination of job-relatedness shall be made by the Chief Administrative Officer of the City of Shreveport. Seminars, workshops and like activities are not eligible for reimbursement under this program.

Please refer to the City's Administrative Procedure for the full explanation of allowable and reimbursable costs for tuition, registration, and textbooks.

Uniforms

Since most of our employees are issued uniforms, the problem of what to wear is solved for you. Either way, it is important that you have a good appearance at all times. Remember, your appearance is a reflection on the Clerk of Court's office and on the judiciary system.

After completing the probationary period, employees are furnished with a complete set of uniforms, which may consist of skirts or pants, vests or jackets and blouses/shirts. Casual dress is permitted on Friday and a casual uniform is also provided (khaki or black pants and polo shirt). Once a set of uniforms is issued to the employee, uniforms should be worn at all times. Uniforms should be clean, neat and free of wrinkles.

Tennis shoes are not proper office attire. The only exception to this is that the employee submits to the Judicial Administrator a medical excuse indicating that tennis shoes must be worn due to a medical problem, and which states the duration of the exception for wearing tennis shoes.

Female employees should wear hosiery (or trouser socks) at all times. Male employees should wear socks or hosiery at all times.

Blue jeans, skorts and pants or slacks above the ankle are not acceptable court attire. Crop tops or crop blouses and low cut blouses/shirts or dresses are not acceptable office attire. Female employees who have not been issued a uniform should be conscious of the length of skirts or dresses as to not reflect a negative image of the Court.

Employees who work in the Courtroom should be in full uniform at all times, including wearing of the vest or jacket. Blouses and shirts should be tucked in at all times.

Any deviation from wearing of the uniform should be discussed with the employee's supervisor prior to such deviation. A uniform calendar is distributed to each employee on a monthly basis to indicate the wearing of specific color uniforms on a daily basis.

If a situation arises wherein an employee is unable to comfortably wear the standard court

uniform for any reason, it is the employee's responsibility to order suitable replacements. Prior to replacing any uniform items, it is suggested that the employee discuss this with their immediate supervisor and/or the judicial administrator.

As a Court employee, please remember that even though you are off duty, or "off the clock", you should act as though you are a Court employee while wearing the Court uniform.

- Key Entry Cards/Court Building Security

For safety precautions, employees are issued an entry card for entering the Court building, parking garage and interior offices. It is imperative that employees keep the key entry cards, in a secure place. Cards are assigned to employees by a security/key number and employees should report lost cards immediately to their supervisor. Replacement cards may be reissued for a fee. Employees are requested to be sure doors close after entering or leaving an office or the Court building for security purposes.

If you are assigned a parking space in the parking garage, please be extremely cautious about the garage doors opening and closing behind you as your vehicle passes through. If you enter or exit the garage and the doors fail to close behind your vehicle, it is your responsibility to see that the door closes properly. There is a manual button positioned at the garage door exit which should be used if the doors fail to close automatically. Leaving the garage doors open is a serious breach of security and endangers employees and the public.

-Holidays

The following holidays with pay will be observed by the City Court. Occasionally, the Court may grant additional paid holidays. The following holidays will be observed by all employees:

New Year's Day	Independence Day
Martin Luther King's Day	Labor Day
President's Day	Thanksgiving Day Holiday (Thursday & Friday)
Good Friday	Christmas Day
Memorial Day	

In addition to the above referenced holidays, City Court employees may also receive

holiday pay for All Saints Day, Veteran's Day, Christmas Eve and New Year's Eve. However, either of the above listed holidays fall on a weekend day, the holiday is not granted during that year.

TRAVEL EXPENSES/REIMBURSEMENT

The Court may, on occasion, allow employees to attend seminars or workshops which are relative to the employee's job tasks and beneficial to the Court. Employees who are approved to attend seminars and workshops may request reimbursement for travel expenses incurred. Mileage expenses will be paid according to the prevailing IRS mileage rate and must be approved by the Clerk of Court prior to traveling. A per diem will be paid according to the prevailing rate approved by the Judicial Administrator. Registration fees for clerks' seminars, conventions, conferences, workshops and related travel expenses will be paid for Clerk of Court employees only, not family members.

When on official Court business or training requiring air travel to out-of-state destinations, the fare will be paid at coach rate for Court employees only.

Employee of the Month

The Court recently implemented an Employee of the Month award as a means to recognize outstanding employees who are nominated by the Judges, supervisors and administrative personnel for going over and above their job duties.

A copy of the "Employee of the Month" award guidelines and nomination form are attached to this Handbook as Addendum No. 7. An "Employee of the Year" is selected annually from employees who were recognized as Employee of the Month during that year.

Employee Grievance Policy

In the event an employee feels that he or she is being mistreated, ignored or having any problem in the workplace, the employee should discuss the problem with their supervisor. Problems or questions concerning the responsibilities of your job or any Court policies should be discussed candidly and completely with your immediate supervisor.

In the event the employee feels that the immediate supervisor is not responding to his/her complaint, or feels that there is no compromise or settlement imminent, the employee may then direct the complaint or problem to the Assistant Judicial Administrator.

If an employee has a grievance which involves his or her supervisor, the matter may be brought directly to the Assistant Judicial Administrator.

However, interpersonal problems in the workplace inevitably occur and it is in the best interest of all parties to try to resolve them quickly. City Court Judges should not be consulted by personnel on matters that can be, and should be, handled by the Supervisors, Assistant Judicial Administrator or the Judicial Administrator.

In an attempt to resolve such matters, employees should follow the procedures listed below:

1. Those involved should attempt to settle the problem by discussing it between themselves, in private, and in a tactful and courteous manner. Those involved should not discuss these matters with other employees in the office.
2. The supervisor is always available if guidance is needed. In the event that one or both of the parties involved feel that the matter or problem has already escalated, the supervisor should be consulted immediately and hopefully a compromise or agreeable solution is agreed upon.
3. If not resolved at this stage, the Assistant Judicial Administrator should be consulted by either party involved, including the supervisor. All parties involved will have an opportunity to explain the situation. The Assistant Judicial Administrator will review the opinion of each party involved and may immediately render a decision after hearing all sides, or may desire to consider the situation and decide upon the matter at a later date, but no later than two (2) working days in most situations.
4. In the event that neither party is satisfied with this decision, and feels that there is still a legitimate issue at hand, either party may then put in writing, to the Judicial Administrator, a request to have the matter resolved. The Judicial Administrator will review the written request and the issues involved and may wish to consult with the parties involved. The Judicial Administrator will render a decision on the matter within three (3) working days in most situations.

RECORDS

Employee personnel records are maintained in the Office of the Clerk of Court. You are responsible for reporting any change or correction of address, telephone number, name change due to marriage, divorce, etc., and the name(s) of person(s) to notify in case of emergency. You should also keep current the name of your beneficiary for life insurance and retirement purposes. The City of Shreveport Personnel Department also maintains a personnel file on each employee.

POLITICAL ACTIVITIES

City Court employees should have no public involvement in political activities. Any non-public political activity which may have an adverse affect on the Shreveport City Court or the Clerk of Court's office is strongly discouraged. If you are not sure about a non-public political activity, please feel free to discuss the matter with the Judicial Administrator.

Employees are prohibited from using Shreveport City Court or City of Shreveport property, equipment and resources in any political campaign activities. Political campaign contributions may not be solicited by, or from, employees of the Court.

Political campaign materials should not be displayed on an employee's desk, work station, work area or in the offices of the Court building.

CONTRIBUTIONS/CHARITABLE DONATIONS

Charitable and for-profit organizations and individuals are not permitted to solicit from Court employees without permission from the Judicial Administrator. However, individuals given permission to solicit, may only do so at a time and place so as to not interfere or disrupt the normal operations of the Court. Employees are not obligated to participate in any such activities unless the employee so desires.

PAGE LEFT BLANK

FOR FUTURE USE

PAGE LEFT BLANK

FOR FUTURE USE

III. EMPLOYEE EVALUATION AND COMPENSATION - SALARY ADMINISTRATION

The Shreveport City Court wants to attract, motivate and retain its employees. Our pay plan provides fair and equitable salaries throughout the Court, and we wish to keep our salaries comparable to those of our competitors and other organizations in our area of a similar nature.

The Court offers a comprehensive package of benefits for full-time employees, which significantly enhances your total compensation. Employees are paid on the 15th and the last day of the month. If the regular pay day falls on a holiday, or a weekend, employees will be paid on the last working day prior to the regular pay day.

Benefits include a full set of uniforms at no cost to the employee (after the initial probationary period), retirement contributions or deferred compensation plan contributions, paid annual (vacation) and sick leave, paid holidays, free parking, and other fringe benefits. Medicare taxes are deducted from employees' pay. Further information concerning your federal, state, or medicare deductions may be obtained by contacting the Payroll Department of the City of Shreveport. Employees may participate in the City of Shreveport's Employees Retirement System or the Deferred Compensation Plan. You should direct detailed questions about these two plans to the Employee Benefits Office in order to make such an important decision regarding retirement options in your career.

Merit increases are usually awarded annually to employees who have proven themselves by the quality of their work, the quantity of their work, their attendance and attitude.

Merit increase percentages are allocated annually and the amount of each merit award is in accordance with the amounts budgeted for merit increases. Cost of living increases are granted in accordance with the City of Shreveport's allocation of cost of living increases.

EVALUATIONS

Employee performance evaluations will be performed at regular intervals which include the initial probationary period of either three (3) months or six (6) months, at the discretion of the supervisor or the administration, and on an annual basis as of the anniversary date. Performance evaluations may also be performed under special circumstances at any other intervals which may include but are not limited to marked changes in an employee's performance, changes in supervisors responsible for evaluating employee, and on occasions of promotion or demotion.

The anniversary date is defined as:

- 1) the date of initial hire; or
- 2) the date of promotion, demotion, or reclassification to another position.

Your supervisor will formally review your performance and conduct on a standard performance evaluation form and will discuss the evaluation with you. A copy of the performance evaluation and related information is attached as Addendum I to this manual. The purpose of the performance evaluation is to identify your strengths and weaknesses and guides appropriate developmental actions. The performance evaluation also serves as a means to reward employees with a salary increase commensurate with job performance.

Pay Practices

All employees will be paid on the 15th and the last working day of each month. Your pay check will be hand delivered to you. If the payday falls on a holiday, or a non-working day, you will be paid on the last working day prior to the holiday or non-working day. Any questions regarding paychecks should be taken up with the fiscal coordinator or timekeeper, or you may discuss the matter with the Assistant Judicial Administrator.

OVERTIME/COMPENSATORY TIME

Our regular office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The standard workweek is not less than nor more than 40 hours per week. On occasion your supervisor may ask you to work overtime due to an unusually heavy work load or a special project.

When overtime is necessary to ease the workload, overtime pay may be granted and is calculated at one and one half (1.5) times the employee's regular rate of pay.

Overtime hours is defined as any time worked in excess of 40 hours in a normal workweek. Time worked in a workweek, for the purpose of determining overtime, does not include any time charged for vacation (annual) leave, sick leave, holiday, bereavement, civil leave, inclement weather, or compensatory time.

All overtime work must be approved in advance by your Supervisor and the Judicial Administrator, except for clerks working in the courtroom and court extends over the 5:00 p.m. workday. When special circumstances occur and the Judicial Administrator is unable to give approval for overtime, then the Assistant Judicial Administrator may approve overtime if the

overtime is warranted. Overtime should not be authorized for tasks, which, with proper planning and management, can be accomplished during the regular working hours of a standard work week.

All overtime hours worked shall be recorded by the employee earning the overtime on the proper form and said report of overtime hours form must be submitted to and approved by reported to the employee's supervisor within 24 hours of earning the overtime hours, and approved by the supervisor and Judicial Administrator.

Overtime pay is granted only after an employee has worked a full forty-hour workweek. If the employee has not worked a 40 hour week, any overtime shall be submitted as straight time up to forty hours and the balance of the overtime hours worked will be submitted at the rate of time and one-half of the employee's regular pay.

ANNUAL LEAVE/SICK LEAVE ACCRUALS AND USAGE

City Court employees earn annual leave hours (vacation) and sick leave each pay period and are creditable at the end of each regular pay period in accordance with the schedule listed below. Although this time is accruing from your first day of work with the Court, you are not eligible to use this time until you have completed your initial probationary period.

Accrued annual leave credited to an employee shall be carried forward to succeeding calendar years without limitation. A maximum of 320 hours of accrued unused annual leave shall be carried forward to succeeding calendar years.

No employee shall be credited with annual leave or sick leave hours for any overtime hours worked nor for any hour of leave without pay. Employees shall earn annual and sick leave hours during periods of leave with pay, except when an employee separates from service without returning to normal duty after a period of leave with pay; the annual and sick leave earned during the last period of leave with pay shall be void and shall not be credited to the employee's accumulated annual and sick leave hours.

Employees shall earn annual (vacation) leave and sick leave time as follows:

1 - 5 years of service:	10 Annual Days	10 Sick Days
6 - 10 years of service	12 Annual Days	12 Sick Days
11 - 15 years of service	15 Annual Days	15 Sick Days
16-20 years of service	18 Annual Days	18 Sick Days
21 years of service & more	21 Annual Days	21 Sick Days

Requests for vacation are approved according to seniority. Vacations should be scheduled and coordinated in order to have sufficient employees at work to maintain efficient operation of the Court. It is preferable that no more than two employees in the same Section of the Court take vacation leave during the same time period. Employees are responsible for seeing that the proper leave request form (Form 24) is turned in to their immediate supervisor for approval of the leave time.

In the case of an emergency, or unplanned leave, a leave form should be submitted to the employee's supervisor for approval and then submitted to the Judicial Administrator for approval.

It is suggested that employees plan their vacations and submit leave requests to their supervisor as early as possible in order that supervisors may properly plan for the absence, especially during the summer months and the holiday season. A proper leave form must be completed and signed by the employee and his or her supervisor and turned in to the Timekeeper immediately upon returning to work unless submitted prior to taking leave time.

When an employee is on scheduled vacation, adjustments may be made for sickness or other incapacity occurring during the scheduled vacation only with proper medical documentation or other appropriate documentation to justify any adjustment being made.

No annual leave time accruals shall be credited an employee for any overtime hours worked, or for any hour(s) of leave of absence without pay.

A Form 24, Absence Request Form, is attached as Addendum III in this packet, and should be completed and signed immediately upon the employees' return to work after any absence.

In the event that an employee terminates his/her employment for any reason, the Court shall pay the employee for any unused annual leave (vacation) hours, less any hours used after the payroll ending date up through the termination date.

Sick leave is to be used only where injury or illness prevents an employee from reporting to work and performing their customary duties. Sick leave may be carried forward without limitation.

Sick leave may be used for medical and dental appointments when scheduled during work hours and for assisting ill or incapacitated family members. In the event an employee has a medical or dental appointment which will, or does, cause the employee to be absent for the entire work day, the employee shall bring medical documentation or excuse indicating that the employee had to be absent for 8 hours from work due to the appointment.

Accumulated sick leave, up to six (6) working days per calendar year, may be used to care for an ill or injured immediate family member. Immediate family member includes mother, father, husband, wife, son or daughter, brother, sister, mother-in-law, father-in-law, grandmother or grandfather. Immediate family also includes any other legal or blood relation living in common domicile with the employee.

When absence due to illness or injury up to and including three (3) consecutive working days occurs, the employee shall return to work with documentation or information concerning the employee's absence. All instances of absence due to injury or illness **exceeding three (3) consecutive working days shall require the employee to submit documentation upon return to normal work duties** which will fully substantiate the employee's inability to perform normal work duties during the time of absence. If the documentation is not acceptable to the Judicial Administrator, appropriate action may be taken to reduce the employee's compensation for the amount of time absent from duty. This documentation shall be submitted whether the employee is using sick leave, being docked or using vacation for the sick time absent from work.

A Form 24, Absence Request Form, is attached as Addendum 8 in this packet, and is also available in Word-Perfect (New Document, City forms, Absence Request Form and Report 24).

OTHER LEAVES/FAMILY MEDICAL LEAVE ACT

Under the Family Medical Leave Act (FMLA), employees with a minimum of one (1) year of service and a minimum of 1250 hours of work, may apply for leave for up to twelve (12) workweeks per year. An employee must first use all accrued leave (sick, annual or compensatory time) within

the 12 week period. After all leave is exhausted by the employee, the employee's status changes to unpaid leave of absence for the remaining time left in the twelve week period.

Prolonged leaves of absence for medical reasons may be granted an employee, for their own illness, or an immediate family member of the employee pursuant to the Family Medical Leave Act (FMLA) at the discretion of the Judicial Administrator and the City of Shreveport Administration, provided the employee has completed the initial probationary period. However, this does not preclude approval of leave with or without pay which may be granted a probationary employee by the Judicial Administrator and City of Shreveport Administration for a good and compelling reason

(i.e. medical emergency for employee or family member). Such action may be considered by the Judicial Administrator and granted on a case-by-case basis:

- a. For the birth of a child and to care for a child after birth
- b. To adopt a child or to receive a child in foster care
- c. To care for a spouse, son, daughter or parent who has a serious health condition
- d. For the employee's own serious health condition that makes the employee unable to perform his or her job

While on FMLA leave, whether paid or unpaid, employees will continue to receive their health and life insurance benefits. However, if the employee exhausts all paid leave hours and is then on unpaid leave, it is the employee's responsibility to contact the benefits office to coordinate how the employee may pay for his or her portion of the health and/or life insurance premiums. This

is very important as the employee could have a lapse of coverage if he or she is not paying premiums from his or her pay check.

When an employee is aware that he or she must be out on extended medical leave from his or her job duties, it is the employee's responsibility to submit, in advance of the effective date of the leave, to their immediate supervisor the proper Family Medical Leave Act forms. Forms may be obtained from the timekeeper or the Assistant Judicial Administrator. Said forms must be completed by the employee and the employee's physician; in the case of an ill family member, by

the family member's physician.

If an emergency situation arises, and the employee is unable to report to work, the employee should contact the Judicial Administrator as soon as possible, to request leave and to request that the Family Medical forms be mailed to the employee and should be completed and returned to the Judicial Administrator as soon as possible.

A leave of absence is not intended for employees who do not intend to return to work. During an unpaid leave of absence, the employee is not paid for court holidays or personal leave. The employee should contact the Judicial Administrator immediately once the employee becomes aware of the date he or she will be able to return to work. Upon returning to work, the employee must submit to the Judicial Administrator, documentation from his or her physician, that the employee is able to return to his or her normal work duties. If the employee is released to return to work by his or her physician with restricted or limited work duties and is unable to perform his or her normal work duties, the employee must provide documentation from the physician which indicates the restricted or limited work duties as well as the duration of the restrictions. Without such medical documentation, it will be assumed that the employee is able to return to his or her regular work duties.

Maternity leave is handled in the same manner as any other medical leave and Family Medical Leave forms should be completed by the employee and the physician.

MILITARY LEAVE

Employees who are members of one of the Armed Services or National Guard, who are ordered to active duty, are granted leave of absence from their positions without loss of pay, time, annual, sick or compensatory leave. Military leave is not to exceed fifteen (15) working days in any calendar year. In cases of deployment or during wartime, the Court will follow the City of Shreveport's policy regarding employee pay.

JURY AND WITNESS DUTY

In the event that an employee is summoned for jury or witness duty before a court, the

employee may be given time off by the Court without loss of pay, leave or compensatory time when subpoenaed to appear as a witness or required to perform jury duty before a court, jury or other public body or commission. Sometime courts require only that a prospective juror telephone the court to determine whether the juror must report to the court. Under such circumstances, if the employee is not ordered to appear at that time, the employee must report to their normal work duties. If the employee is ordered to report for such duty, upon returning to work from jury or witness duty, the employee must provide the office a certificate of attendance for each day of absence. In the event that proper documentation is not provided by the employee, the employee may be docked for the hours absent from work.

ABUSE OF LEAVE

Any employee who abuses any leave policy or fails to follow proper procedures is subject to disciplinary action. Excessive absenteeism and excessive tardiness in reporting to work, or returning from lunch or breaks will result in disciplinary action, including termination of employment.

IV. WORKING CONDITIONS

EMPLOYEE SAFETY

The Shreveport City Court puts forth all effort to maintain a safe work place for its employees and its customers. All employees are expected to abide by applicable safety and security rules and regulations in the performance of their job duties and overall. Failure to observe general safety procedures, neglecting the safety of others, or committing unsafe acts is unacceptable by employees.

The Court does not tolerate violence in the workplace. Any threats to the physical safety of an employee or a customer should be immediately reported to a supervisor, the Judicial Administrator, Assistant Judicial Administrator, the City Marshall or Shreveport Police.

Bomb threats or threats of any nature should be reported immediately to your supervisor. If an employee observes a suspicious item of mail such as an envelope, box or package, the employee should report it immediately to the supervisor and should not handle the mail item until it is inspected by proper authority and deemed safe. Supervisors should report any bomb threat or suspicious mail to the Judicial Administrator, City Marshal and Shreveport Police immediately.

Some observations for detecting "suspicious mail" items are:

- a. An envelope or package with excessive postage without a return address;
- b. A package with excessive tape or string;
- c. Any other unusual characteristic which is not generally observed in routine mail.

If an employee is injured on the job, no matter how minor, the injury or accident must be reported to your supervisor immediately, or to any supervisor or the Judicial Administrator. This includes injury or accident involving a customer. In the event that you witness or discover an accident in which another employee is involved, report the accident immediately to the supervisor.

The Court expects that all employees keep their work areas clean and free of hazards at all times. Report any unsafe practices or hazards to your supervisor. Supervisors should take action when necessary to correct and prevent hazards.

The presence of open flames in any City of Shreveport buildings, including the Court building, on desks, tables, cabinets, stands, etc. is prohibited due to the high danger posed by their use.

In case of fire, employees and customers should evacuate the building immediately and contact 911. The elevators should never be used in case of fire.

Workplace violence can and must be prevented. All employees must do their part to see that workplace violence is prevented. All reports of violence will be investigated and addressed.

Harassment/Sexual Harassment

See the attached Addendum II for the City Court's policy on harassment and sexual harassment. Violation of this policy may result in disciplinary action, which may include termination.

V. CONFIDENTIALITY AND ETHICS

Confidentiality Agreement

Court employees are exposed to certain information which is often confidential. It is very important all employees of the Court maintain confidentiality. No disclosure of confidential information should be made to anyone except as required in the performance of work. No employee shall use court records or confidential information for their personal gain or for the advantage or gain of others. This should be kept in mind at all times - when in the presence of the public, other staff, attorneys, in the office or outside of the Court.

Employees should also be cognizant of this when in conversation with family and friends. This also applies to, but is not limited to, matters involving the personal or professional life of Court employees or their family members. Employees who make statements which could be construed as derogatory to the Judges or administrators, may result in termination.

Always be careful of making statements that may be deemed critical of others. NEVER make critical statements about an attorney, any party to any suit in the court, or about or to customers or users of the Court. Any such statements are not for the office, and it is suggested that they not be made at all. The tone of voice in the office should be held down to a rather quiet volume, especially when discussions do not concern office work. In this way, when there is a discussion that does concern the operation of the Court, it may be heard over any non-business conversation.

RESPONSIBILITIES OF CLERK OF COURT/DEPUTY CLERKS

ACKNOWLEDGMENT OF UNDERSTANDING:

As a Deputy Clerk of the Shreveport City Court, I am subject to the laws of Louisiana relative to the powers, duties and functions of Clerk of Court as well as the criminal laws for any malfeasance in the performance of my duties.

Pursuant to C. C. P. Article 251, I understand the Clerk of Court is the legal custodian of all of its records, and is responsible for their safekeeping and preservation. Any person may be permitted to examine, copy, photograph or make a memorandum of any of these records at any time during which the clerk's office is required by law to be open in accordance with the law.

I understand pursuant to C. C. P. Article 252, the Clerk of Court shall issue all citations, writs, mandates, summons, subpoenas and other process of the court. I will indicate the court from which they issue, and I will sign them in my official capacity and affix the seal of the court thereof. I will deliver them to the City Marshal, or the appropriate sheriff, for service.

I understand, pursuant to C. C. P. Article 253, all pleadings or documents to be filed in an action, or proceedings instituted or pending in this court, and all exhibits introduced in evidence are to be delivered to the Clerk of Court for that purpose.

I understand the Clerk will endorse the fact and date of filing, and shall retain possession thereof for inclusion in the record or in the files of the Shreveport City Court. The fact and date of filing are made upon receipt of the documents by the Clerk regardless of any orders that need to be signed.

I understand, pursuant to C. C. P. Article 253.1, all pleadings are to be randomly assigned to a particular division of the court by:

- 1) drawing indiscriminately from a pool containing designations of all divisions of the court
or
- 2) use of a computer programmed to randomly assign cases to anyone of the divisions of the court.

I understand, pursuant to C. C. P. Article 254, the Shreveport City Court must keep docket and minute books.

I understand the Clerk shall enter in the docket book the number and title of each action or proceeding filed in the court, the date of filing the petition, charging affidavit, exceptions, answers,

and other pleadings, court costs paid and names of counsel of record for all parties.

I understand all orders and judgments rendered, all motions made, all proceedings conducted, the names of the attorneys and the judge, and all judicial acts of the court during each day it is in session shall be entered in the minute book or in a computer record which is not capable of alteration.

I understand, pursuant to C. C. P. Article 256, the minute clerk shall keep the minutes of the court daily when in session and transcribe them into the minute book as required by C. C. P. Article 254; shall file all pleadings and documents tendered for filing in open court; shall administer the oath to all witnesses and shall file, safeguard, and account for, all exhibits offered in evidence when directed by the court.

I understand, pursuant to C. C. P. Article 255, I possess the authority to perform the duties and exercise the functions of the Clerk granted by law; that I am subject to the direction and supervision of the Clerk, and I will perform the duties assigned to me by law, the court and the Clerk of the Shreveport City Court.

I understand if I fail or refuse to perform my assigned duties I may be subject to punishment for contempt of court pursuant to C. C. P. Article 257.

I understand that if I intentionally refuse or fail to perform any duty lawfully required of me as a Deputy Clerk of Court, or if I intentionally perform any such duty in an unlawful manner, or if I knowingly permit any other court employee under my authority to intentionally refuse or fail to perform any duty lawfully required of him, or to perform such duty in an unlawful manner, that I may be subject to a criminal charge of malfeasance in office pursuant to C. C. P. Article 134, and I may be subject to criminal penalties as a result.

Acknowledgment of Receipt:

DEPUTY CLERK

Code of Judicial Conduct

The Court adopts the Code of Judicial Conduct; and the following Canons are applicable to court personnel:

CANON 3. A Judge Shall Perform the Duties of Office Impartially and Diligently

A. Adjudicative Responsibilities

- (3) A judge *shall be patient, dignified, and courteous to litigants, jurors, witnesses, lawyers, and others with whom the judge deals in an official capacity, and should require similar conduct of lawyers, and of staff, court officials, and others subject to the judge's direction and control.* * * *
- (4) A judge shall perform judicial duties without bias or prejudice. A judge *shall not, in the performance of judicial duties, by words or conduct manifest bias or prejudice, and shall not permit staff, court officials or others subject to the judge's direction and control to do so.* * * *
- (8) A judge *shall not, while a proceeding is pending or impending in any court, make any public comment that might reasonably be expected to affect its outcome or impair its fairness or bring the judiciary into disrepute, and shall require similar abstention on the part of court personnel subject to his or her direction and control.* This subsection does not prohibit judges from making public statements in the course of their official duties or from explaining for public information the procedures of the court.

B. Administrative Responsibilities

- (2) *A judge shall require staff, court officials and others subject to the judge's direction and control to observe the standards of fidelity and diligence that apply to the judge and to refrain from manifesting bias or prejudice in the performance of their official duties.*

Each of our staff should support the legal profession, its ethics, rules and regulations. As an adjunct to the legal profession, our goal should be to avoid any act that would hinder, harm or disregard the best interest of the legal profession.

A complete copy of the Code of Judicial Conduct is on file with the Judicial Administrator for your reference. A copy of the State of Louisiana Code of Ethics is attached hereto as Addendum 4. Please read the Code of Ethics and sign and return the form attached at the beginning of this manual indicating your receipt thereof.

COMPUTER ACCESS/SECURITY

All employees of the Court are assigned a user identification number and must use a personal password to access the computer system. Employees are responsible for protecting and securing their passwords and other computer sensitive information issued. To remain within security guidelines, employees must:

1. Not permit other persons to use user identification number or password;
2. Not disclose password to other persons for any reason;
3. Close out or exit the computer system (court case management system) if away from workstation for any length of time;
4. Sign off or log off at the end of each online session including before leaving the office for the day.

Employees who have access to the internet should use the internet according to the policies of the City of Shreveport Electronic (E)-Mail, included in this packet as Addendum 4.

Employees who fail to abide by these terms may be subject to disciplinary action.

V. SUMMARY

The Shreveport City Court is an at-will employer. The Judicial Administrator may, at her discretion, may make any necessary changes in the Employee Policies and Procedures Manual consistent with the Court's best interest. Any such modifications will be in writing and will be applicable to all Court employees. Employees will be given notification of any modifications in this manual and will be given an acknowledgment for receipt of modifications or addendums to the Manual.

The Shreveport City Court judges and administration welcome you and hope that your association with the Court is both rewarding and beneficial! Hopefully your tenure with the Court will be challenging, exciting and rewarding.

VI. ADDENDUMS

The following attachments are included in this manual as Addendums. Please read each addendum attached hereto as each addendum is an important part of this manual and is of the utmost importance to our employees.

Addendum Number

1. City of Shreveport New Hire Information
2. City of Shreveport Executive Order No. 95-1, Revised, Harassment Statement, 6/1/95
3. City of Shreveport Administrative Procedure 2-9, Employee Performance Management System (and Performance Evaluation Form)
4. City of Shreveport Records Management - Electronic (E)-Mail Policy
5. State of Louisiana Code of Governmental Ethics (1998) and Section 2-107 of the City Charter of the City of Shreveport - Section 16.01. City Court
6. Employee of the Month Policy
7. Employee Report of Absence (Form 24)
8. City of Shreveport Executive Order No. 91-2, Personnel Rules for Non-Classified Employees
9. LA Code of Civil Procedure, Section 1. Clerks - General Dispositions. Articles 251-257
10. City of Shreveport Harassment Policy

ACKNOWLEDGEMENT OF RECEIPT

On April __, 2007, I, _____, an employee of Shreveport City Court, attended a workshop on Computer Access/Security; Responsibilities and Ethics as a City Court Employee. I also acknowledge that I did receive a copy of the following at the workshop, which I will read and abide by as an employee of the City Court.

1. Code of Civil Procedure, Article 255 - 257. Deputy Clerks and Other Employees; Minute Clerks and Neglect, Failure, or Refusal. . .
2. Section V. Confidentiality and Ethics - City Court Employee Handbook (5/02)
3. Code of Judicial Conduct - Canon 3 (City Court Employee Handbook (5/02)
4. City of Shreveport - Data Security Policy User Agreement
5. Computer Access/Security (City Court Employee Handbook - 5/02)
6. Louisiana Code of Governmental Ethics
7. Memorandum of 3/30/2005 Regarding "Legal Advice"

EMPLOYEE SIGNATURE

Art. 255. Deputy clerks and other employees

Except as otherwise provided by law, a deputy clerk of a court possesses all of the powers and authority granted by law to the clerk, and may perform any of the duties and exercise any of the functions of the clerk.

Deputy clerks and other employees of a clerk of court are subject to his direction and supervision, and shall perform the duties assigned to them by law, the court, and the clerk.

The clerk of a court is responsible for the performance or nonperformance of their official duties by his deputies and other employees.

Art. 256. Minute clerk

The minute clerk of a court shall keep the minutes of the court daily when in session and transcribe them into the minute book, as required by Article 254; shall file all pleadings and documents tendered for filing in open court; and shall perform such other duties as are assigned to him by law, the court, and the clerk with the approval of the court.

The minute clerk of a trial court shall administer the oath to jurors and witnesses and shall file all exhibits offered in evidence, when directed to do so by the court. If there are two or more judges on a trial court, its rules may require a minute clerk for each division thereof.

When a court has no minute clerk, and there is no deputy clerk available for such duty, the clerk shall perform all of the duties of the minute clerk.

Art. 257. Neglect, failure, or refusal of clerk, deputy, or other employee to perform duty subjects him to punishment for contempt

The neglect, failure, or refusal of a clerk, deputy clerk, or other employee of a clerk of court to perform any ministerial duty subjects him to punishment for contempt of court.

SECTION 2. CLERKS OF DISTRICT COURTS

Art. 281. Certain articles not applicable to Civil District Court for the Parish of Orleans

The provisions of Articles 282 through 286 do not apply to the clerk and the deputy clerks of the Civil District Court for the Parish of Orleans.

Art. 282. Acts which may be done by district court clerk

The clerk of a district court may:

(1) Grant an appeal and fix the return day thereof; fix the amount of the bond for an appeal, or for the issuance of a writ of attachment or of sequestration, or for the release of property seized under any writ, unless fixed by law; appoint an attorney at law to represent a nonresident, absent, incompetent, or unrepresented defendant; or dismiss without prejudice, on application of plaintiff, an action or proceeding in which no exception, answer, or intervention has been filed; and

V. CONFIDENTIALITY AND ETHICS

Confidentiality Agreement

Court employees are exposed to certain information which is often confidential. It is very important all employees of the Court maintain confidentiality. No disclosure of confidential information should be made to anyone except as required in the performance of work. No employee shall use court records or confidential information for their personal gain or for the advantage or gain of others. This should be kept in mind at all times - when in the presence of the public, other staff, attorneys, in the office or outside of the Court.

— Employees should also be cognizant of this when in conversation with family and friends. This also applies to, but is not limited to, matters involving the personal or professional life of Court employees or their family members. Employees who make statements which could be construed as derogatory to the Judges or administrators, may result in termination.

Always be careful of making statements that may be deemed critical of others. NEVER make critical statements about an attorney, any party to any suit in the court, or about or to customers or users of the Court. Any such statements are not for the office, and it is suggested that they not be made at all. The tone of voice in the office should be held down to a rather quiet volume, especially when discussions do not concern office work. In this way, when there is a discussion that does concern the operation of the Court, it may be heard over any non-business conversation.

RESPONSIBILITIES OF CLERK OF COURT/DEPUTY CLERKS

ACKNOWLEDGMENT OF UNDERSTANDING:

As a Deputy Clerk of the Shreveport City Court, I am subject to the laws of Louisiana relative to the powers, duties and functions of Clerk of Court as well as the criminal laws for any malfeasance in the performance of my duties.

Pursuant to C. C. P. Article 251, I understand the Clerk of Court is the legal custodian of all of its records, and is responsible for their safekeeping and preservation. Any person may be permitted to examine, copy, photograph or make a memorandum of any of these records at any time during which the clerk's office is required by law to be open in accordance with the law.

I understand pursuant to C. C. P. Article 252, the Clerk of Court shall issue all citations, writs, mandates, summons, subpoenas and other process of the court. I will indicate the court from which they issue, and I will sign them in my official capacity and affix the seal of the court thereof. I will deliver them to the City Marshal, or the appropriate sheriff, for service.

I understand, pursuant to C. C. P. Article 253, all pleadings or documents to be filed in an action, or proceedings instituted or pending in this court, and all exhibits introduced in evidence are to be delivered to the Clerk of Court for that purpose.

I understand the Clerk will endorse the fact and date of filing, and shall retain possession thereof for inclusion in the record or in the files of the Shreveport City Court. The fact and date of filing are made upon receipt of the documents by the Clerk regardless of any orders that need to be signed.

I understand, pursuant to C. C. P. Article 253.1, all pleadings are to be randomly assigned to a particular division of the court by:

1) drawing indiscriminately from a pool containing designations of all divisions of the court
or

2) use of a computer programmed to randomly assign cases to anyone of the divisions of the court.

I understand, pursuant to C. C. P. Article 254, the Shreveport City Court must keep docket and minute books.

I understand the Clerk shall enter in the docket book the number and title of each action or proceeding filed in the court, the date of filing the petition, charging affidavit, exceptions, answers, and other pleadings, court costs paid and names of counsel of record for all parties.

I understand all orders and judgments rendered, all motions made, all proceedings conducted, the names of the attorneys and the judge, and all judicial acts of the court during each day it is in session shall be entered in the minute book or in a computer record which is not capable of alteration.

I understand, pursuant to C. C. P. Article 256, the minute clerk shall keep the minutes of the court daily when in session and transcribe them into the minute book as required by C. C. P. Article 254; shall file all pleadings and documents tendered for filing in open court; shall administer the oath to all witnesses and shall file, safeguard, and account for, all exhibits offered in evidence when directed by the court.

I understand, pursuant to C. C. P. Article 255, I possess the authority to perform the duties and exercise the functions of the Clerk granted by law; that I am subject to the direction and supervision of the Clerk, and I will perform the duties assigned to me by law, the court and the Clerk of the Shreveport City Court.

I understand if I fail or refuse to perform my assigned duties I may be subject to punishment for contempt of court pursuant to C. C. P. Article 257.

I understand that if I intentionally refuse or fail to perform any duty lawfully required of me as a Deputy Clerk of Court, or if I intentionally perform any such duty in an unlawful manner, or if I knowingly permit any other court employee under my authority to intentionally refuse or fail to perform any duty lawfully required of him, or to perform such duty in an unlawful manner, that I may be subject to a criminal charge of malfeasance in office pursuant to C. C. P. Article 134, and I may be subject to criminal penalties as a result.

Code of Judicial Conduct

The Court adopts the Code of Judicial Conduct; and the following Canons are applicable to court personnel:

CANON 3. A Judge Shall Perform the Duties of Office Impartially and Diligently

A. Adjudicative Responsibilities

(3) *A judge shall be patient, dignified, and courteous to litigants, jurors, witnesses, lawyers, and others with whom the judge deals in an official capacity, and should require similar conduct of lawyers, and of staff, court officials, and others subject to the judge's direction and control. * * **

(4) A judge shall perform judicial duties without bias or prejudice. A judge shall not, in the performance of judicial duties, by words or conduct manifest bias or prejudice, and shall not permit staff, court officials or others subject to the judge's direction and control to do so. * * *

(8) A judge shall not, while a proceeding is pending or impending in any court, make any public comment that might reasonably be expected to affect its outcome or impair its fairness or bring the judiciary into disrepute, and shall require similar abstention on the part of court personnel subject to his or her direction and control. This subsection does not prohibit judges from making public statements in the course of their official duties or from explaining for public information the procedures of the court.

B. Administrative Responsibilities

(2) A judge shall require staff, court officials and others subject to the judge's direction and control to observe the standards of fidelity and diligence that apply to the judge and to refrain from manifesting bias or prejudice in the performance of their official duties.

Each of our staff should support the legal profession, its ethics, rules and regulations. As an adjunct to the legal profession, our goal should be to avoid any act that would hinder, harm or disregard the best interest of the legal profession.

A complete copy of the Code of Judicial Conduct is on file with the Judicial Administrator for your reference. A copy of the State of Louisiana Code of Ethics is attached hereto as Addendum

4. Please read the Code of Ethics and sign and return the form attached at the beginning of this manual indicating your receipt thereof.

City of Shreveport

Data Security Policy

User Agreement

General Security Policy

The City of Shreveport uses access controls and other security measures to protect the confidentiality, integrity, and availability of the information handled by computers and communications systems. In keeping with these objectives, management maintains the authority to: (1) restrict or revoke any user's privileges, (2) inspect, copy, remove, or otherwise alter any data program, or other system resource that may undermine these objectives, and (3) take any other steps deemed necessary to manage and protect its information systems. This authority may be exercised with or without notice to the involved users. The City of Shreveport disclaims any responsibility for loss or damage to data or software that results from its efforts to meet these security objectives.

Individuals using the City of Shreveport information systems are prohibited from gaining unauthorized access to any other information systems or in any way damaging, altering, or disrupting the operations of these systems. Likewise, workers are prohibited from capturing or otherwise obtaining passwords, encryption keys, or any other access control mechanism which could permit unauthorized access.

City of Shreveport management reserves the right to revoke the privileges of any user at any time. Conduct that interferes with the normal and proper operation of the City information systems, which adversely affects the ability of others to use these information systems, or which is harmful or offensive to others will not be permitted.

City of Shreveport computer and communications systems should be used for business purposes only. Users of City of Shreveport computing and communications services must not use these facilities for soliciting business, selling products, or otherwise engaging in commercial activities other than those expressly permitted by City of Shreveport management.

Users are responsible for all activity performed with their personal userids. Userids may not be utilized by anyone but the individuals to whom they have been issued. Users should not allow others to perform any activity with their userids. Similarly, users are not to perform any activity with userids belonging to other users.

Users should not leave their microcomputer (PC), workstation, or terminal unattended without first logging-out unless it is secured by a password protected screen saver or terminal lock function.

Passwords:

The initial password issued by a security administrator is valid only for the involved user's first on-line session. At that time, the user must choose another password before any other work can be done.

All passwords must have at least five (5) characters. Passwords should be difficult to guess. Personal details such as spouse's name and children's names should not be used unless accompanied by additional unrelated characters. Also numeric sequences such as "12345" and "55555" should never be used. Likewise, cyclical passwords which contain characters that do not change with predictable characters or numbers that do change should also be avoided.

Passwords must not be written down and left in a place where unauthorized persons might discover them. ONLY the user should know his or her password. Passwords should never be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user to responsibility for actions that the other party takes with the password. If users need to share computer resident data, they should use electronic mail, public directories on local area network servers, and other mechanisms. All passwords must be promptly changed if they are suspected of being disclosed, or known to have been disclosed to unauthorized parties. Occasionally it might be necessary to disclose a password to a PC or LAN tech in order to resolve a problem. This should be very rare. Again the password should be promptly changed after the problem is resolved.

Mainframe and LAN signon passwords expire every 60 days. Passwords cannot be reused. A history file is kept on both the Mainframe and LAN's that stores previously used passwords. Any other passwords required for special application access should also be changed regularly; at least once a quarter.

To prevent password guessing attacks, the number of consecutive attempts to enter an incorrect password is limited. After three unsuccessful attempts to enter a password, the involved userid is suspended until reset by a system administrator. Passwords will be reset upon a call from an authorized Liaison or Department / Division Head or upon receipt of a Reset Form.

I have read and understand this policy. I further understand that disciplinary actions could occur for failure to follow this policy.

Signature

Date

COMPUTER ACCESS/SECURITY

All employees of the Court are assigned a user identification number and must use a personal password to access the computer system. Employees are responsible for protecting and securing their passwords and other computer sensitive information issued. To remain within security guidelines, employees must:

1. Not permit other persons to use user identification number or password;
2. Not disclose password to other persons for any reason;
3. Close out or exit the computer system (court case management system) if away from workstation for any length of time;
4. Sign off or log off at the end of each online session including before leaving the office for the day.

Employees who have access to the internet should use the internet according to the policies of the City of Shreveport Electronic (E)-Mail, included in this packet as Addendum 4.

Employees who fail to abide by these terms may be subject to disciplinary action.

ACKNOWLEDGEMENT OF RECEIPT

On _____, 20____, I, _____,
an employee of Shreveport City Court, received a copy of the following in my Employee Handbook packet: Computer Access/Security; Responsibilities and Ethics as a City Court Employee. I also acknowledge that I did receive a copy of the following, which I will read and abide by as an employee of the City Court.

1. Code of Civil Procedure, Article 255 - 257. Deputy Clerks and Other Employees; Minute Clerks and Neglect, Failure, or Refusal. . .
2. Section V. Confidentiality and Ethics - City Court Employee Handbook (5/02)
3. Code of Judicial Conduct - Canon 3 (City Court Employee Handbook (5/02)
4. City of Shreveport - Data Security Policy User Agreement
5. Computer Access/Security (City Court Employee Handbook - 5/02)
6. Louisiana Code of Governmental Ethics
7. Memorandum of 3/30/2005 Regarding "Legal Advice"
8. City of Shreveport Harassment/Sexual Harassment Policy

EMPLOYEE SIGNATURE

CITY OF SHREVEPORT
HARASSMENT AWARENESS TRAINING
EMPLOYEE ACKNOWLEDGMENT

On _____, I attended the entirety of a training program presented by the City of Shreveport on Harassment Awareness. During the training program, I was told the following:

- I was told what sexual harassment is and I was shown a videotape which showed people acting out actual examples of behavior that is prohibited.
- I was told that sexual harassment as well as harassment based on race, color, national origin, religion or disability is a violation of Title VII of the Federal Civil Rights Act of 1964 as well as Louisiana law. I was also told the use of racially offensive language is also prohibited.
- I was told the City of Shreveport will not tolerate sexual harassment or any other type of harassment and that I can be disciplined up to and including termination of my employment if I am found to be guilty of harassment.
- I was told that I am required to report sexual harassment or any other type of harassment to my supervisor or to the City of Shreveport Personnel Department.
- I was told that there will be no retaliation tolerated by the City of Shreveport against anyone who reports sexual harassment or any other kind of harassment to a supervisor or the City of Shreveport Personnel Department. If I am a supervisor and anyone tells me about an occurrence or any other type of harassment, I was told that I am required to report such information to the Personnel Department immediately.
- During the training program, I was given a copy of the City of Shreveport Harassment Statement (Executive Order 95-1 Revised) and it was explained to me.
- I was allowed to ask questions about the City of Shreveport Harassment Statement and everything presented in the training program and all my questions were answered.
- I understand the City of Shreveport Harassment Statement and I agree to comply with it as a condition of my employment.

Department of Employee

Signature of Employee

Division of Employee

Name of Employee (printed)

Date

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

of

State of Louisiana Code of Governmental Ethics

I, _____, an employee of the Shreveport City Court, acknowledge that I have received a copy of the Code of Governmental Ethics:

I understand that it is my responsibility to read and comply with the Code of Governmental Ethics.

Employee's Signature

Date

ACKNOWLEDGMENT OF RECEIPT

RESPONSIBILITIES OF CLERK OF COURT/DEPUTY CLERKS

As a Deputy Clerk and/or employee of the Shreveport City Court, I am subject to the laws of Louisiana relative to the powers, duties and functions of Clerk of Court as well as the criminal laws for any malfeasance in the performance of my duties.

In my Shreveport City Court Employee Handbook, I have received a complete copy of the Responsibilities of Clerk/Deputy Clerks on the date I received this handbook.

By my signature below, I acknowledge that I have received this document and it is my responsibility to read the entire document and abide by the responsibilities.

Acknowledgment of Receipt:

EMPLOYEE'S SIGNATURE

Date: _____

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

This Shreveport City Court Employee Handbook provides important information concerning my employment with the Shreveport City Court. I acknowledge that I have received a copy of this handbook and that it is my responsibility to read and comply with the rules and regulations contained in the handbook. After I have had an opportunity to review it, if I have any questions regarding the material contained in the handbook, I may do so. I understand that as I continue my employment with the Shreveport City Court, I may, at any time, consult with my supervisor, the Assistant Administrator of the Court, or the Clerk of Court/Administrator regarding any questions I have concerning my employment or information contained in the handbook.

I understand that I am responsible for abiding by the intent and letter of these rules, and familiarizing myself with the provisions herein. I further understand that the rules and regulations outlined in this handbook are subject to change, and I acknowledge that revisions may occur. All employees will be advised of any such revisions through written notices and the revised information may supersede, modify or eliminate existing rules and regulations.

I understand that the City Court has adopted the City of Shreveport's Personnel Rules for Non-Class Employees, Executive Order No. 91-2. I understand that only the Administrator of the Court or the Judges may adopt any revisions to the rules and regulations outlined herein and any subsequent revisions thereto. The Court also adopts the City of Shreveport Personnel Rules and Regulations, however it is understood that some of the rules contained therein may not apply to non-classified employees.

I understand that nothing in this document should be construed as creating any entitlement to any process described or in any way changing the "at will" nature of non-classified employment. I further understand that I am free to resign from my position with the Court at any time, just as the Court is able to terminate my employment at any time. I understand that this is not a contract of employment.

Employee's Signature

Witness

Employee's Name (Printed)

Date

Copy to Employee's Personnel File