

(current rule) Rule VI § 18 OVERTIME PAY

VI§18.4 Compensation Rate for Exempt Employees (Added October 1, 2010)

The Appointing Authority shall not compensate exempt employees for overtime, except in emergencies as declared by the City Council.

(proposed rule)

Rule VI § 18 OVERTIME PAY

VI§18.4 Compensation Rate for Exempt Employees (Added October 1, 2010)

The Appointing Authority shall ~~not~~ compensate exempt employees ~~for overtime, except in emergencies as declared by the City Council~~ in accordance with one of the following options:

- (a) No overtime compensation.
- (b) Compensation at the straight (hour for hour) rate may be granted to exempt employees in accordance with policies approved by the Civil Service Commission.
- (c) Overtime performed during official closures due to emergency situations shall be compensated in accordance with Rule VI § 20.
- (d) Compensation at the time and one-half rate may be granted to exempt employees upon Commission approval.

(current rule)

RULE VI § 26

APPRENTICE PAY PROGRESSION

Pay progressions may be approved by the Commission for classes where employees are required to obtain certification by a statute or an agency with lawful rule-making authority. In these classes, where certification is required for continued employment, hiring or promotion may occur between the minimum of the pay grade and a program completion rate as justified by progress toward final certification. Failure to achieve the certification identified as necessary for positions in the respective class will result in removal of the employee. An apprentice period cannot be extended for any reason other than authorized leave. The Director of Civil Service is authorized, subject to funding, to make minor adjustments in completion rates, 'steps' in the progression and resulting pay rates as necessary to preserve relationships between pay, progress in the program, and length of service.

(proposed rule)

RULE VI § 26

APPRENTICE PAY PROGRESSION

VI§26.1 Pay progressions may be approved by the Commission for classes where employees ~~are required to obtain certification by a statute or an agency with lawful rule-making authority~~ participate in a formal, documented training program where completion is required in order for continued employment.

VI§26.2 ~~In these classes, where certification is required for continued Employment, hiring or promotion~~ may occur between the minimum of the pay grade and a program completion rate as justified by qualifications. ~~Failure to achieve the certification identified as necessary for positions in the respective class will result in removal of the employee.~~ Unsuccessful completion of training within the predefined training period shall result in demotion of the employee if a vacancy is available for which the employee is qualified, or termination of the employee.

A. An apprentice period ~~cannot be extended for any reason other than authorized leave~~ may be extended by the Commission for the following reasons:

1. ~~Authorized absences occurring during the apprenticeship.~~
2. ~~Failure by the governing authority to fund the apprenticeship pay progressions, as described in VI§26.2 above.~~
 - a. ~~Extensions granted under the provisions of VI§26.2(A)(2) shall be effective upon approval by the Commission and remain in effect until appropriate funding is secured or for a maximum of one calendar year from the date of approval, whichever comes first.~~
 - b. ~~The Commission may grant subsequent extensions, subject to the conditions set forth VI§26.2(A)(2)(a) above.~~
3. ~~Failure by the governing authority to fund the training program required for successful completion of the training program and continued employee in the class.~~
 - a. ~~Extensions granted under the provisions of~~

VI§26.2(A)(3) shall be effective upon approval by the Commission and remain in effect until appropriate funding is secured or for a maximum of one calendar year from the date of approval, whichever comes first.

b. The Commission may grant subsequent extensions, subject to the conditions set forth VI§26.2(A)(3)(a) above.

B. Employees participating in an apprenticeship program, who have not completed the program, shall not be eligible for merit increases.

C. The Director of Civil Service shall, after consultation with the Appointing Authority, have the authority ~~is authorized, subject to funding,~~ to make minor pay adjustments ~~in completion rates, 'steps' in the progression and resulting pay rates as necessary to preserve relationships between pay, progress in the program, and length of service.~~ to employees of a class while administering apprenticeship progressions and upon completion of the apprenticeship programs, to preserve pay differentials related to seniority, qualifications, or merit, subject to funding.

(current rule)

RULE XI§ 4 CIVIL, EMERGENCY, OR SPECIAL LEAVE

XI § 4.1 A permanent employee shall be given time off without loss of pay, annual leave, or sick leave when: (Amended July 18, 2018)

- A. Performing jury duty;
- B. Summoned or subpoenaed to appear as a witness before a court, grand jury, or other public body or commission, or to give a deposition, provided it is work related and the employee is not a plaintiff. If an employee is subpoenaed to appear or is a party in a personal matter, the employee may elect to use accrued annual leave or be allowed approved leave without pay;
- C. Performing emergency civilian duty in relation to national defense;
- D. The Appointing Authority determines the employee is prevented by an act of God, such as extreme weather conditions or natural disasters, from performing his duties;
- E. Serving on a public board or commission;
- F. Serving as an election official or commissioner in either a primary or general election;
- G. When voting in a primary, general or special election, provided the employee's work schedule conflicts with poll hours and provided not more than two hours of leave shall be allowed to vote in Rapides Parish and additional hours, not to exceed one day, to vote in another parish upon the employee providing a voters registrar card for another parish;
- H. Taking a required examination pertinent to the employee's continued employment before a state licensing board; or
- I. The Appointing Authority determines that because of local conditions or celebrations it is impracticable for employees in such locality to work.
- J. The Appointing Authority determines in the best interest of the City, when a statewide stay at home order is issued in response to a declared statewide emergency by the Governor, that it is impractical for employee to perform his duties.

(proposed rule) RULE XI§ 4 CIVIL, EMERGENCY, OR SPECIAL LEAVE

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- A. Performing jury duty;
- B. Summoned or subpoenaed to appear as a witness before a court, grand jury, or other public body or commission, or to give a deposition, provided it is work related and the employee is not a plaintiff. If an employee is subpoenaed to appear or is a party in a personal matter, the employee may elect to use accrued annual leave or be allowed approved leave without pay;
- C. Performing emergency civilian duty in relation to national defense;
- D. The Appointing Authority determines the employee is prevented by an act of God, such as extreme weather conditions or natural disasters, from performing his duties;
- E. Serving on a public board or commission;
- F. Serving as an election official or commissioner in either a primary or general election;
- G. When voting in a primary, general or special election, provided the employee's work schedule conflicts with poll hours and provided not more than two hours of leave shall be allowed to vote in Rapides Parish and additional hours, not to exceed one day, to vote in another parish upon the employee providing a voters registrar card for another parish;
- H. Taking a required examination pertinent to the employee's continued employment before a state licensing board; ~~or~~
- I. The Appointing Authority determines that because of local conditions or celebrations it is impracticable for employees in such locality to work;
- J. The Appointing Authority determines in the best interest of the City, when a statewide stay at home order is issued in response to a declared statewide emergency by the Governor, that it is impractical for employee to perform his duties; ~~or~~
- K. To receive a COVID-19 vaccination, provided such leave shall not exceed 4 hours for each administration of the vaccine. Appointing authorities shall require the employee to provide proof of vaccination for documentation purposes.