

**ST. TAMMANY FIRE PROTECTION DISTRICT NO. 3
CIVIL SERVICE BOARD RULES**

RULE I

MEETING OF THE BOARD:

- SECTION 1: The board shall hold one regular meeting within each quarterly period of the calendar year, in the months of January, April, July, and October. The board shall hold such special meetings as may be called by the chairperson or as provided in Act 282 of 1964, hereinafter referred to as the Civil Service Act (Revised Statute 33:2531 and those that follow).
- SECTION 2: Unless otherwise provided in the notice for such meetings, all meetings shall be held at the main fire station Administration building on 8th Street in Lacombe.
- SECTION 3: Notice of regular meetings shall be given by posting such notice in the city hall or at the building in which the meeting is to be held, not less than five (5) days before the date fixed for such meeting, unless otherwise provided by law. Such notice shall state whether the meeting is regular or special, and shall include the date, time, place, and agenda of the meeting, provided that upon approval of two-thirds of the members present at a meeting of a public body, the public body may take up a matter not on the agenda.
- SECTION 4: Special meetings of the board will be held only upon call of the chairperson, or in such absence the vice-chairperson, or as provided by the Civil Service Act.
- SECTION 5: All board meetings shall be open to the public, except when the board meets in executive session as provided by Revised Statute 42:4.1, and those statutes that follow.
- SECTION 6: All board members must be notified not less than five (5) days preceding all regular board meetings. Special meetings may be held upon twenty-four hour notice, as provided by law.

SECTION 7: Two members of the board must be present to constitute a quorum of the board. Concurring votes of two members are necessary for decision of all matters before the board.

RULE II

SUBJECT MATTER OF MEETINGS:

SECTION 1: At regular meetings of the board it shall consider all old and new business which may be brought to its attention in the manner hereinafter provided.

SECTION 2: At special meetings the board shall consider only those items of business for which the meeting was called, except by agreement of two-thirds of the board members, other matters may be considered.

RULE III

ORDER OF BUSINESS:

SECTION 1: At regular meetings the order of business shall be as follows:

1. Reading of the minutes
2. Special and general reports
3. Decisions and orders on matters considered at previous hearings and meetings.
4. New business.

SECTION 2: At special meetings the order of business shall be as follows:

1. Reading of minutes
2. Decisions and orders on matters considered at previous hearings and meetings.
3. Hearing of matters previously fixed for the special meeting.

RULE IV

EXECUTIVE SESSIONS:

SECTION 1: The board, if required, will meet in executive

session during regular or special meetings, by two-thirds vote of those present when considering those matters which may be discussed under provisions of Revised Statute 42:6.1, (relative to exceptions to open meetings). Any voting on matters discussed in executive sessions will be conducted **only** upon return to public meeting.

RULE V

APPLICATION FOR APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS

SECTION 1: Any person authorized to appeal to the board under the provisions of civil service law may demand, in writing, a hearing and investigation by the board to determine the reasonableness of the action taken. The board encourages employees to submit such an appeal by giving a statement of the action complained against, the basis of the appeal, and the relief sought. All petitions for appeals and other hearings and investigations must be signed by the petitioner or applicant or his/her counsel, if any. All petitions must include the full name, preferred mailing address, phone number, and email address of the petitioner or appellant and of his/her counsel. Written notice shall be filed with the chairperson of the board or the board official so designated to receive such applications.

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

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

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

SECTION 3: All other written petitions for hearings and investigations pursuant to civil service law not otherwise provided for under R.S. 33:2561 shall set forth the section of the civil service law under which the petition is brought. The board shall institute and conduct such hearings and investigations in accordance with civil service law and the St. Tammany Fire Protection District No. 3 Civil Service Board Rules.

Written petitions showing just cause for hearings and investigations by the board as provided for in civil service law shall be granted at the first board meeting following receipt of the petition or at a special meeting. Investigations conducted under the provisions of R.S. 33:2537 (4) and (5) shall be completed within sixty (60) calendar days of the board's receipt of the petition. Investigations into prohibited political activity pursuant to R.S. 33:2564(B) shall be completed by the board within thirty (30) days after receiving written charges for violations of R.S. 33:2564.

SECTION 4: The secretary of the board shall cause the date of filing of all hearings and investigations to be noted on each notice of the hearing and shall file said hearing on the hearings docket, giving the said hearing an appropriate title.

RULE VI

PROCEDURES ON APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS

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

R.S. 42:17. The chairperson shall have complete charge of all hearings and investigations that come before the board and may conduct them in any manner he/she deems advisable, without prejudice to any person or party thereto. The procedures followed shall be informal and not necessarily bound by the legalistic rules of evidence.

SECTION 2: In accordance with R.S. 33:2561.D, any member of the board who is the immediate supervisor or direct work associate of any officer or employee appealing removal, suspension, demotion, discharge, or any other disciplinary action by the appointing authority and who is directly involved in the incident out of which such action arose shall recuse himself/herself from voting on any decision by the board to affirm, reverse, or modify the order of the appointing authority. Also, any member of the board who is an immediate family member of the appealing employee shall recuse himself/herself from voting on any such decision. For purposes of this section, immediate family member shall mean any parent, child, sibling, or spouse.

If such recusal by a member of the board results in the inability of the board to reach a decision by the concurring votes of two (2) members, the board shall be considered to have affirmed the action of the appointing authority.

SECTION 3: Parties shall have the right, but shall not be required, to be represented by counsel. When any party is represented by an attorney, the board shall be notified as soon as counsel is retained. Notification must provide the full name, preferred mailing address, phone number, and email address of the attorney. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

SECTION 4: Rulings on procedural matters shall normally be made by the board chairperson, and parties and attorneys appearing before the board shall not have the right to require a vote of the full board on particular procedural matters arising during the progress of a hearing. A vote of the full board shall be conducted on any matter at any time upon the motion of two (2) members. In the event of a tie vote, the motion

fails, and the hearing shall proceed forthwith unless another motion is made.

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

SECTION 6: Parties and witnesses shall be subject to cross-examination as in civil trials. The board looks with favor upon stipulations of undisputed facts. The party bearing the burden of proof shall be first to present evidence and testimony followed by the evidence and testimony of the other party. Board members may ask questions of witnesses.

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

SECTION 8: a. Subpoenas

Each board member shall have the power to subpoena witnesses and compel the production of books and papers without compensation. The board may serve such subpoenas in any manner it deems appropriate. No person shall deny or interfere with in any manner a board member's action to serve a subpoena. The board may hire an outside entity to serve subpoenas and the cost shall be billable to the St. Tammany Fire Protection District No. 3 Fire Board of Commissioners.

Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books or papers must apply for appropriate order, to the board, in writing, at least fifteen (15) calendar days, inclusive of weekends and legal holidays, prior to the date set for the hearing. Such application shall state the purpose of the subpoena and what evidence or testimony is sought by the issuance of the subpoena.

A subpoena service fee shall be required for each subpoena requested after the first four (4) in order to cover all cost incurred per subpoena. Excessive requests shall be restricted in number at the discretion of the board. Any party may request an estimate of the subpoena fees from the board prior to requesting the subpoena. The subpoena fees shall be submitted to the board at the time of the request for the subpoena. All subpoena fees shall be paid in the form of a money order or cashier's check, payable to the St. Tammany Fire Protection District No. 3 Fire Board of Commissioners. If the subpoena fee is not provided to the board, the board shall reject the subpoena request. Reasonable copy fees may be assessed against the requester by the custodian of records for the production of books or papers pursuant to such subpoenas.

b. Lists of Witnesses and Exhibits

Both parties shall have the right to call witnesses and to produce exhibits. A list of prospective witnesses and exhibits shall be submitted to the board and to the opposing party not less than ten (10) calendar days, inclusive of weekends and legal holidays, prior to the date set for the hearing. Each list shall include a general statement of the relevancy of the evidence to be adduced. The board and the opposing party shall be provided a copy of each exhibit appearing upon the list of exhibits. The witness lists shall include the name and residential address of each potential witness; however, if a witness is an employee of the classified service, the employee's business address shall be provided.

Failure to comply with the provisions of this subsection, without good and sufficient cause, may cause the witness or exhibit to be excluded from the hearing. Subject to the objections of the opposing party, the board may reject any witness whose name does not appear on the witness list and/or any exhibit not upon the exhibit list.

Testimony by such witnesses and on such exhibits shall be for the board's determination of whether or not the appointing authority acted in good faith for cause. Any witness, exhibit, and subpoena requested for testimony as to the character of either party shall not be admitted.

Section 9: All parties, or their attorneys, shall state their names and addresses for the record, and shall be permitted to give a brief preliminary statement.

Section 10: All persons who will offer testimony or make statements of fact during the hearing shall be sworn. This may be done as a group at the outset of the hearing or individually as they are called to testify. Every statement of fact made at any time during the hearing by any person after having been thus sworn shall be considered to have been made under oath, whether the statement is in response to a specific question or is volunteered in the course of a general discussion.

- Section 11: An effort shall be made to complete the questioning of each witness by all parties before beginning the questioning of the next witness. However, the board's hearings may sometimes be expedited by a discussion type interrogation involving more than one witness at a time and this shall be permitted upon occasion within such limitations as the board may find necessary or desirable in a particular case.
- Section 12: Information available from a particular witness may be received in narrative form, by question and answer, or otherwise as may be directed by the board from time to time.
- Section 13: Documentary evidence shall be filed with and marked for identification by the secretary of the board, or another person designated for the purpose by the board chairperson.
- Section 14: At the conclusion of the hearing or investigation and before any motions, the board may, in its discretion, hear oral argument, imposing such time limits as it deems appropriate. If the proceedings are being transcribed by an official reporter, the oral argument may or may not be transcribed and bound with the transcript of testimony as the board may direct.
- Section 15: In reviewing disciplinary action taken against an employee, the board shall determine if the disciplinary action was taken with good faith and just cause, and, if so, whether the punishment imposed is commensurate with the infraction. The board shall determine if the employee's conduct impaired the efficient operation of the fire department.

After the conclusion of the hearing or investigation, if the board finds that the action taken by the appointing authority was with good faith and just cause and the punishment imposed was commensurate with the infraction, the board shall affirm the action of the appointing authority.

If the board finds that the action taken by the appointing authority was with good faith and just cause but the punishment was not commensurate with the infraction, the board shall modify the action of the appointing authority. The board shall modify the order of removal, suspension, demotion,

discharge, or other disciplinary action by directing a suspension without pay for a given period, a reduction in pay to the rate prevailing for the next lower class, a reduction or demotion to a position of any lower class and to the rate of pay prevailing thereof, or such other lesser punitive action that may be appropriate under the circumstances.

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

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

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

Section 17: The decision of the board together with the board's written finding of fact, shall be certified in writing to the appointing authority for enforcement.

Section 18: Any employee and the appointing authority may appeal from any decision of the board or from any action

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

RULE VII

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

- SECTION 1: Requests to reschedule appeal hearings against disciplinary action and other hearings and investigations shall be made in writing and submitted to the board secretary. The secretary shall immediately report such requests to the board chairperson and place requests on the agenda for the next meeting. The board shall act on such requests as it determines to be for cause and in the public interest under the circumstances.
- SECTION 2: If the appellant or his/her attorney requests the continuance of an appeal hearing for disciplinary action under the provisions of R.S. 33:2561, the board may require a stipulation of the employee receiving no back pay after the original date set for the hearing.
- SECTION 3: If the appellant fails to appear at the place and time fixed for any hearing, his/her appeal may be dismissed. If either the appointing authority or the appellant fails to appear at the place and time fixed for any hearing, the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon the preponderance of evidence, as may be adduced at the hearing.

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

RULE VIII

TRANSCRIPTS OF APPEAL HEARINGS AND OTHER HEARINGS AND INVESTIGATIONS

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

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

RULE IX

APPLICATION FOR ADMISSION TO TEST:

SECTION 1: Test for entry upon promotional and competitive employment list shall be advertised for and administered in accordance with Section 2552 of the Civil Service Act. Test for entrance upon competitive employment list may be given as the needs of the service require as determined by the civil service board. Test for entry upon promotional employment list may be given as the needs of the service require and shall be given at least one time during each successive period of eighteen months.

SECTION 2: Applications for admission to tests on board approved

forms, will be received by those individuals designated by the board at any time before final date for receiving applications. Approved applicants will be notified at least five (5) days in advance of the date fixed for the exam. Individuals designated to receive applications will forward such applications to the board secretary and shall be kept as a permanent record of the board in accordance with Civil Service Act.

SECTION 3: Promotional and competitive employment lists shall be maintained by the board for eighteen (18) months.

SECTION 4: Admission to tests shall be governed by provisions of Section 2553 of the Civil Service Act and the qualification requirements of the classification plan. In the event of a demonstrated need for an eligibility list, the board may waive any requirements in the classification plan in order to establish a qualified pool of applicants for testing. A demonstrated need is established when an active provisional appointment exists in the classification to be tested and it is anticipated that an adequate list cannot be established under existing rules.

SECTION 5: When results of any examination are furnished to the board by the State Examiner, the chairperson shall forthwith call the board for a special meeting for approval thereof. Employment lists shall become effective upon approval of and by a majority of the board and filing of the same by the board with the State Examiner.

RULE X

DISTRIBUTION OF BOARD RULES:

SECTION 1: One copy of the board rules shall be distributed to each board member, governing body one copy, Fire Chief one copy, and fire station bulletin boards one copy.

SECTION 2: A copy of the board rules shall be given on request to an appellant or his counsel prior to a hearing.

RULE XI**LEAVES OF ABSENCE**

SECTION 1: Leaves of Absence

A. Leaves of absence are classified as follows:

1. Leave of absence with pay
2. Leave of absence without pay
3. Absence without leave and pay
Absence without leave and pay (AWOL) occurs when an employee does not receive permission to take time off and is in a non-approved and non-pay status. Any employee who is absent without leave and pay may be subject to disciplinary action, up to and including termination.

B. Sick leave:

1. Each employee of the classified fire service shall be entitled to and given, with full pay, sick leave not less than fifty-two (52) weeks for any sickness or injury or incapacity not brought about by the employee's own negligence or culpable indiscretion. Any employee of the classified fire service who draws such full pay during sick leave shall have such pay decreased by the amount of workman's compensation benefits actually received by such employee.
2. Sick leave shall not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination.
3. Sick leave is applicable to maternity claims. Maternity leave commences when a doctor certifies that the employee cannot perform the duties of the position as assigned by the appointing authority.

C. Funeral Leave

1. An employee's immediate family is defined to consist of the employee's spouse, children, step-children, mother, father, step-mother, step-father, brother, sister, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, and sister-in-law.
2. Funeral leave in the event of a death in the employee's immediate family shall be authorized without loss of pay or leave time up to, and not to exceed two (2) work shifts for employees who work 24-hour shifts and four (4) calendar days for employees who work 40 hours a week.
3. Calendar day shall be defined as a continuous 24-hour period of time from midnight to midnight upon which a work shift may fall.

Work shift shall be defined as a continuous period of duty which may cover parts of two (2) calendar days.

D. Examinations

Each employee of the classified service shall be granted "leave of absence with pay" to take any civil service examination to which he/she has been approved for admission by the St. Tammany Fire Protection District No. 3 Civil Service Board.

Provisional employees are granted "leave of absence with pay" to take a municipal fire civil service examination for the class that they hold provisionally.

E. Civil Leave

Each employee of the classified service shall be granted civil leave with pay when ordered to jury duty. If an employee is subpoenaed as a witness in any court proceeding, civil service hearing, or in proceedings of other duly authorized public body, or when summoned to

appear before a court, public body, board, or commission, such classified employee shall be granted civil leave with pay for any period of time his/her presence and availability is demanded. If an employee is subpoenaed for departmental business while on duty, employee shall be granted civil leave with pay and shall be allowed time away from his assigned duties in accordance with departmental policies. Civil leave shall not be used for absences incurred because of court attendance relating to personal affairs. When an employee is required to be in attendance in court on personal affairs and possesses a valid subpoena, the appointing authority shall grant the employee annual or compensatory leave with pay. If the employee has no unused annual or compensatory leave, the employee shall be granted leave without pay in accordance with the board's rules. Civil leave with pay may be granted in order to participate in emergency or civilian duty in connection with national defense or homeland security.

F. Civil Service Board Attendance

The fire department member of the civil service board shall be granted leave of absence with pay for the duration of any civil service board meeting which the employee representative attends, or for any time required to assist with civil service examinations, or other official business of the civil service board.

G. Military Leave with Pay

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

year, as provided by Louisiana Revised Statute 42:394.

H. Military Leave without Pay

1. Any member of the classified service, except as provided in number 3, who leaves employment in order to perform voluntary or involuntary service in the uniformed services of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, reserve military personnel, members of the National Disaster Medical System as specified in federal law, and other category of persons designated by the President in time of war or national emergency, shall be given any leave due the employee in Sub-section G. Should the employee have used all leave to which he/she is entitled (in Sub-section G), he/she shall be granted military leave without pay until he/she returns to duty.
2. Any such employee may request and shall be granted any unused annual leave or compensatory leave. An employee cannot be required to use such leaves of absence.
3. An employee serving in a provisional appointment who is not a regular and permanent employee shall not be granted military leave without pay. He/she shall be required to resign or be separated from the service.
4. A recruit serving in formal training who has been placed on military leave without pay for thirty (30) days or more shall have his/her formal training interrupted for the duration of the military leave. The employee shall resume his/her formal training the day he/she reports to active duty with his/her respective department. The time the employee served in his/her formal training prior to the interruption and the time the employee serves in the formal training after it is resumed will be used in calculating the total time served in his/her formal training. The

employee must meet the requirements of R.S. 33:2555.1 prior to beginning his/her working test.

5. A probational employee serving in a working test who has been placed on military leave without pay for thirty (30) days or more shall have his/her working test interrupted for the duration of the military leave. The employee shall resume his/her working test the day he/she reports to active duty with his/her respective department. The time the employee served in his/her working test prior to the interruption and the time the employee serves in the working test after it is resumed will be used in calculating the total time served in his/her working test. The employee must meet the requirements of R.S. 33:2555 prior to confirmation as a permanent employee in his/her respective class.
6. An employee who has his/her formal training or working test interrupted due to military leave shall be made whole at the completion of such periods. The employee's records shall reflect the date he/she would have completed his/her formal training or working test had he/she not been on military leave. The employee's seniority date, if required, shall be adjusted to reflect the date he/she would have begun accruing seniority had he/she not been on military leave.
7. The appointing authority shall report military leaves of absence without pay, interruption of formal training and working test, and resuming the formal training and working test to the board within fifteen (15) days of the effective date of action.

I. Personal Time Off

Each member of the classified service may apply to the chief of the department for personal time off when such time off will not exceed two (2)

days and no accumulated annual leave has been accrued. This leave is classified as "leave of absence without pay."

Any member of the classified service taking personal time off without applying for same shall be considered as "absent without leave or pay."

J. Annual Leave

1. Each full time employee of the classified fire service shall be entitled to annual leave with full pay as provided in Tables 1 and 2.

Table 1 24 Hour Shift Employees	
Years of Service with St. Tammany F.P.D. No. 3	Hours accrued per pay period
0 to 10 years	8.31 Hours
11 years	8.77 Hours
12 years	9.23 Hours
13 years	9.69 Hours
14 years	10.15 Hours
15 years	10.62 Hours
16 years	11.08 Hours
17 years	11.54 Hours
18 years	12.00 Hours
19 years	12.46 Hours
20 years	12.92 Hours
21 years	13.39 Hours
22 years and after	13.85 Hours

(continued on next page)

Table 2 40 Hour Week Employees	
Years of Service with St. Tammany F.P.D. No. 3	Hours accrued per pay period
0 to 10 years	5.54 Hours
11 years	5.85 Hours
12 years	6.15 Hours
13 years	6.47 Hours
14 years	6.77 Hours
15 years	7.08 Hours
16 years	7.39 Hours
17 years	7.70 Hours
18 years	8.00 Hours
19 years	8.31 Hours
20 years	8.62 Hours
21 years	8.93 Hours
22 years and after	9.24 Hours

2. Employees shall not be required to use their annual vacation days on days that they are not scheduled to work.
3. The vacation privileges herein provided for shall not be forfeited by any member of the fire department for any cause.
4. The appointing authority has the right to regulate the time at which any employee is granted annual leave as provided in Revised Statute 33:2557.

K. Special Leave - Seniority

Special leave of absence, with or without pay, may be granted by the appointing authority for a period not to exceed one(1) calendar year

where such leave is determined to be in the departmental interest. Notification of the board shall not be required for special leave with pay for a period not to exceed thirty (30) consecutive days. Where special leave of absence may be granted with or without pay for a period greater than thirty (30) consecutive days, the board shall be notified in writing of the complete reasons therefor at least thirty (30) days prior to the effective date of the leave of absence. In the event that special leave of absence without pay may be granted for more than thirty (30) consecutive days, the board shall determine whether departmental seniority is to be interrupted or continued.

Before beginning special leave, the employee shall be required to first exhaust all accumulated annual and compensatory leave. Such leave shall not be granted in lieu of military leave or other leave of absence, as otherwise provided in these rules. However, special leave of absence may be applied in emergency situations in which employees may be called to serve in a non-military capacity in relation to national defense and homeland security. Under no circumstances shall such special leave be granted for the purpose of engaging in other employment.

L. Leave for Specialized Disaster Service Volunteer

1. Any employee who is a trained disaster volunteer may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services.
2. Leave may be granted upon written request of the employee to the appointing authority which shall include certification of the employee as a trained disaster volunteer, the nature and

location of the disaster, anticipated duration of the leave, nature of services required, certification by an official of the disaster relief organization that the employee's services are needed, and the identity and title of the official of the organization to whom the employee is to report.

M. Paternity Leave

1. Each full-time employee of the classified fire service shall be entitled to paternity leave up to and not to exceed two (2) calendar days per calendar year.
2. Calendar day shall be defined as a continuous 24-hour period of time from midnight to midnight upon which a work shift may fall.
3. Paternity leave shall be granted to an employee due to the birth of a child to the employee's spouse or significant other residing in the same household as the employee.
4. Paternity leave shall be granted at the time an employee adopts a child.
5. Employees shall not be required to use their paternity leave on days that they are not scheduled to work.

N. Family Medical Leave (Public Law 103-3)

1. Notwithstanding the provisions of Subsection 2.b. (Military FMLA Leave):
 - a. Eligibility for Family Medical Leave shall be extended to classified employees of the fire service who have worked a total of at least 12 months and at least 1,250 hours in the 12 months immediately preceding the commencement of the leave.
 - b. A classified employee who is a returning uniformed service member

protected under the USERRA shall be eligible if, but for his or her military service, the employee would have worked a total of at least 12 months and at least 1,250 hours in the 12 months immediately preceding the commencement of the leave.

2. a. Regular FMLA Leave - Employees of the classified service shall be eligible for up to twelve (12) workweeks of unpaid leave due to:
 - i. birth and care of eligible employee's child;
 - ii. placement for adoption or foster care of a child with the employee;
 - iii. care of an immediate family member (spouse, child, parent) who has a serious health condition;
 - iv. care of the employee's own serious health condition;
 - v. because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered member on active duty or has been notified of an impending call or order to active duty, in support of contingency operation, or;
 - vi. other reasons provided in Public Law 103-3.

Not more than twelve (12) weeks of the combined total may be for applied to regular FMLA leave during any single twelve-month period.

- b. Military FMLA Leave - Employees of the classified service shall be eligible for up to twenty-six (26) workweeks of unpaid leave in order to care for a covered service member with a serious injury or illness, as provided in Public Law 103-3. Such service member shall be defined as:

- i. a member of the armed forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness;
- ii. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the armed forces (including the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The combined total of military FMLA leave and regular FMLA leave shall not exceed twenty-six (26) weeks during a single twelve-month period.

3. Spouses employed by the same department shall be limited in the amount of FMLA leave to a combined total of twelve (12) weeks of regular FMLA leave or twenty-six (26) weeks of military FMLA for the following reasons:
 - a. the birth and care of a newborn child
 - b. placement of a child for adoption or foster care
 - c. to care for a patient who has a serious health condition
4. At the discretion of the appointing authority, FMLA leave may run concurrently with paid leave, as follows:
 - a. Paid sick leave, only when such leave is necessary for the care of the employee's own serious health

condition.

b. Compensatory and/or paid annual leave, when such leave is necessary for all other FMLA reasons. Compensatory leave shall be exhausted prior to using annual leave.

5. When paid leave is exhausted, an employee shall be entitled to the remaining unpaid FMLA leave, if any, to which he/she is entitled.

6. Accrual of departmental seniority while on FMLA leave shall continue only when FMLA leave is run concurrently with paid leave. Unpaid FMLA leave shall be served without credit for departmental seniority.

O. Administrative Leave with pay

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

P. Expiration of Leave

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

RULE XIIIncentive Pay

A. Emergency Medical Technician-Paramedic Incentive Pay Criteria

St. Tammany Fire District No. 3 (STFD #3) offers a stipend in the EMT-Paramedic incentive program. Note: An EMT-Paramedic (EMT-P) is also known as a Paramedic.

All employees of STFD #3 are eligible to receive the stipend upon the completion of all of the following criteria:

- Successfully complete and pass an approved Nationally Registered Emergency Medical Technician-Paramedic school
- Successfully complete and pass the Nationally Registered Emergency Medical Technician-Paramedic "written"/computerized exam
- Successfully complete and pass the Nationally Registered Emergency Medical Technician-Paramedic practical skills exam
- Successfully complete and pass an approved American Heart Association Healthcare Provider (CPR) course
- Successfully complete and pass an approved American Heart Association Advanced Cardiac Life Support (ACLS) course
- Successfully complete and pass an approved American Heart Association Pediatric Advanced Life Support (PALS) course
- Upon obtaining a higher level EMT certification, the previous-level EMT stipend is nullified
- The administration reserves the right to increase, decrease, or cancel the EMT-Paramedic incentive stipend for budgetary reasons and/or any other legitimate reason(s) decided upon by the STFD#3 Board of Commissioners.

Adopted	03-17-08
Revised	05-08-14, 08-25-15, 08-22-18