



POLICIES

VERNON PARISH POLICE JURY

POLICIES

Nothing in this compilation of policies, or any other Police Jury document, creates an express or implied contract of employment.

Your employment with the Vernon Parish Police Jury is at-will in accordance with Louisiana law. This means that both the employee and the Vernon Parish Police Jury have the right to terminate the employment relationship at any time, for any reason, with or without cause or advance notice.

No manager, supervisor, or representative of the Vernon Parish Police Jury, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. This at-will relationship shall remain in full force and effect notwithstanding any contrary statements, policies, or practices, including but not limited to those in any employee handbook, performance evaluation, or verbal representations.

The Police Jury will notify you of any changes or additions by providing you with updates or additional pages or by other appropriate means. Any changes will be effective as of the date of approval and will **supersede and replace all prior policies** and understandings, whether oral or written, relating to the subject matter thereof. You will be required to execute an acknowledgement acknowledging your receipt of these new policies and procedures.

Updated policies are available on the Vernon Parish Police Jury website <https://www.vppjla.com/> - see [Employee Information](#) at the bottom of the home page.

Because the law is subject to change, to the extent any policy or procedure herein is contrary to applicable law, and these policies and/or procedures have not been updated to comply with the applicable law, these policies and/or procedures shall be deemed amended to comply with the applicable law.

If you have any questions concerning these policies or procedures, or any of the policies or procedures set forth herein, please make an appointment to see Human Resources.

LIST OF POLICIES RECEIVED

Alcohol & Drug Use Policy	<i>effective 8/18/2025</i>
At-Will Employment Policy	<i>effective 4/20/2026</i>
Classifications, Benefits, and Other Related Policies	<i>effective 4/20/2026</i>
Exempt v. Non-Exempt Employees	Overtime
Work Hours	Tardiness
Probationary Period	Absences
Full-Time Employees	Holidays
Part-Time Employees	Inclement Weather
Temporary or Seasonal Employees	Annual Leave

Sick Leave
Donated Sick Leave
Bereavement Leave (funeral leave)
Military Leave

Civil Leave (jury duty)
Maternity Leave
Family & Medical Leave Act
Workers Compensation

Communication Device Policy *effective 8/18/2025*

Computer Usage Policy *effective 8/18/2025*

Electronic Notification & Pay Stub Consent Form

Ethics Policy *effective 8/18/2025*

Harassment Policy *effective 8/18/2025*

Motor Vehicle Records Disclosure *DRAFT – available soon*

Nepotism Policy *effective 4/20/2006*

Paid Time Off Payout Policy *2012*

Parish Vehicle & Equipment Policy *effective 8/18/2025*

Parish Vehicle Home Storage Policy *effective 8/18/2025*

Pre-Employment Screening Policy *effective 8/18/2025*

Social Media Policy *effective 6/15/2026*

Timesheet Policy *effective 8/18/2025*

Uniform Policy *2012*

ACKNOWLEDGEMENT OF RECEIPT

As an employee of the Vernon Parish Police Jury, I hereby acknowledge that I have been provided with a copy of the above listed Vernon Parish Police Jury Policies, and that I have read, and I understand all policies and procedures contained therein.

I am aware that violations of any policies and procedures contained in the Vernon Parish Police Jury Policies may subject me to termination of services and/or disciplinary action, up to and including discharge from employment as the circumstances may warrant.

Print Name

Signature

Date



VERNON PARISH POLICE JURY

ALCOHOL & DRUG USE POLICY

POLICY

This policy is to protect the safety, order, and security of our staff and facilities by establishing an alcohol and drug free environment.

APPLICABILITY

This policy applies to all employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

REQUIREMENTS & PROHIBITIONS

1. Employees are required to submit to random alcohol or drug screening.
2. Alcohol and drug screenings are required following all job-related accidents.
3. At the time the specimen is given, it is the responsibility of the candidate, or employee, to tell the lab technical of the medications that have been taken for the past 60 days. Do not omit any medication that you have taken as they could result in a positive drug screen. You may also be asked to provide prescriptions or the name of the prescribing physician to Human Resources.
4. All employees are subject to search for alcohol, contraband, and/or drugs upon entering the premises.
5. Employees who refuse to submit to an alcohol and drug screening, refuse a search or have a positive alcohol or drug screen will be subject to termination.

MEDICAL MARIJUANA

In accordance with Act 651 of the 2022 Regular Session of the Louisiana Legislature, no state agency shall subject an employee or prospective employee to negative employment consequences solely on a positive drug test for marijuana, marijuana components, including tetrahydrocannabinols, or marijuana metabolites if the employee or prospective employee has been clinically diagnosed as suffering from a debilitating medical condition and a licensed

physician has recommended marijuana for therapeutic use by the employee or prospective employee in accordance with R.S. 40:1046.

Act 651 shall not be construed to prohibit the imposition of negative employment consequences on an employee who uses or is impaired by marijuana on the premises of the employer or during work hours.

Act 651 does not apply to any employee whose principal responsibility is to operate a parish vehicle, maintain a parish vehicle, or supervise any employee who drives or maintains a parish vehicle as their principal responsibility. In addition, Act 651 does not apply to emergency medical services, law enforcement, and firefighter services.

VIOLATIONS

Any employee failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Alcohol & Drug Use Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

AT-WILL EMPLOYMENT POLICY

POLICY

This policy describes the Vernon Parish Police Jury's guidelines about At-Will Employment.

APPLICABILITY

This policy applies to all employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

AT-WILL EMPLOYMENT

In Louisiana, you may be fired for any reason or no reason, unless:

- you have a contract of employment for a specific length of time; or
- you are a union member with a collective bargaining agreement.

However, you cannot be fired for a reason protected by federal or state law (see Louisiana Revised Statute 23:301, et seq.).

Your employment with the Vernon Parish Police Jury is at-will in accordance with Louisiana law. This means that both the employee and the Vernon Parish Police Jury have the right to terminate the employment relationship at any time, for any reason, with or without cause or advance notice.

No manager, supervisor, or representative of the Vernon Parish Police Jury, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. This at-will relationship shall remain in full force and effect notwithstanding any contrary statements, policies, or practices, including but not limited to those in any employee handbook, performance evaluation, or verbal representations.

VIOLATIONS

Any employee of the Vernon Parish Police Jury failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Employment At-Will Policy and understand that I am expected to comply with this policy.

I understand that no representative, employee, or elected official, of the Vernon Parish Police Jury has the authority to make any agreement contrary to this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

EMPLOYEE CLASSIFICATIONS, BENEFITS, AND RELATED POLICIES

POLICY

This policy describes the Vernon Parish Police Jury's guidelines for benefits and other related policies.

APPLICABILITY

This policy applies to all Permanent, Part Time, or Temporary, Exempt & Non-Exempt employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

AT-WILL EMPLOYMENT

Your employment with the Vernon Parish Police Jury is at-will in accordance with Louisiana law. This means that both the employee and the Vernon Parish Police Jury have the right to terminate the employment relationship at any time, for any reason, with or without cause or advance notice.

No manager, supervisor, or representative of the Vernon Parish Police Jury, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. This at-will relationship shall remain in full force and effect notwithstanding any contrary statements, policies, or practices, including but not limited to those in any employee handbook, performance evaluation, or verbal representations.

EXEMPT VERSUS NON-EXEMPT EMPLOYEES

NON-EXEMPT EMPLOYEES

Non-exempt employees work a set schedule of 40 hours per week and are entitled to overtime pay for hours over 40 a week. Non-Exempt employees have more rigid, tracked hours to ensure accurate pay.

EXEMPT EMPLOYEES

Exempt employees are salaried workers not entitled to overtime pay, typically holding executive, administrative, or professional roles. Exempt employees often have more flexible schedules but are expected to work as long as necessary to complete tasks.

WORK HOURS

The regular work week is Friday – Thursday.

Non-Exempt, permanent, full-time employees are expected to work forty (40) hours per week.

Non-Exempt, permanent, part-time employees are expected to work **NO MORE** than twenty-eight (28) hours per week.

All time worked by Non-Exempt employees must be recorded.

Reporting hours are dependent on which department the employee is assigned to (please see your supervisor or Human Resources).

PROBATIONARY PERIOD

All new employees are subject to a six (6) month Probationary Period. This Probationary Period does not alter the employment at-will relationship and is not intended as a guarantee of employment.

FULL-TIME EMPLOYEES *(permanent employees that work forty (40) hours per week)*

Full-time employees are considered full-time after completion of the probationary period. All permanent, full-time, non-exempt employees must work a regular schedule of **forty (40) hours per week**.

Permanent full-time employees are eligible for the following benefits:

- Health Insurance
- Retirement
- Full Paid Time Off
- Paid Holidays

PART-TIME EMPLOYEES *(permanent employees who work 28 hours or less per week)*

Part-time employees are considered part-time after completion of the probationary period. All permanent part-time employees must work a regular schedule and work **NO MORE than 28 hours per week**. Paid Time Off is provided on a pro-rated basis based on the number of hours worked per week.

Permanent part-time employees are eligible for the following benefits:

28	Retirement and Prorated Time Off
27 or less	Prorated Paid Time Off

TEMPORARY OR SEASONAL EMPLOYEES

Temporary employees, full-time or part-time, that are hired on a Temporary or Seasonal basis are not eligible for benefits or paid time off.

OVERTIME

Non-Exempt employees who work more than forty (40) hours per week shall be paid overtime at a rate of 1.5 times their regular pay.

Non-Exempt employees that work on a scheduled holiday will receive their regular pay for the day, plus overtime at a rate of 1.5 times their regular pay for any hours worked on the scheduled holiday.

Exempt employees are not eligible for Overtime Pay. Under special circumstances, the Administrator may authorize Overtime Pay for Exempt employees.

TARDINESS

Repeated late arrivals and early departures will not be tolerated. Tardiness without proper notification, as well as excessive tardiness are subject to discipline, up to, and including, termination.

ABSENCES

An employee who is absent from work for any reason is required to notify their supervisor before the scheduled absence or as soon as possible. Absences without proper notification, as well as excessive absences, are subject to discipline, up to and including, termination.

If illness is given as a cause of absence, the Police Jury reserves the right to request a written statement from the employee's physician.

Employees who are under doctor's care and have been absent for an extended period **may be required** to submit a physician's release prior to returning to work.

All absences must be reported by the Supervisor and recorded on the employee's timesheet.

HOLIDAYS

Permanent, full-time, employees are eligible for a full day of holiday pay.

Permanent, part-time, employees will receive holiday pay on a prorated basis based on their regular work schedule.

21-28 hours	paid 6 hours for a regularly scheduled holiday
20 hours or less	paid 4 hours for a regularly scheduled holiday

Temporary employees are not eligible for holiday pay.

The following holidays are observed by the Vernon Parish Police Jury. The annual holiday schedule is approved during the January Vernon Parish Police Jury meeting and distributed to employees at that time.

Martin Luther King, Jr. Holiday	Labor Day
President's Day	Columbus Day
Mardi Gras	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth Nat'l Independence Day	New Year's Day
Independence Day	

In addition, the Administrator may observe other holidays upon the approval of the Police Jury and the Police Jury may proclaim additional holidays as necessary.

INCLEMENT WEATHER

In the event of Inclement Weather, the Administrator will decide if, and when, departments will close, or close early, to permit employees to travel safely. Employees will be notified by their supervisor.

If such weather conditions occur, and an Inclement Weather Day is not declared, employees are expected to make every reasonable effort to report to work. If an employee is uncomfortable reporting in such circumstances, they must report their absence to their supervisor and Annual Leave may be used.

ANNUAL LEAVE

Annual Leave is accrued from anniversary-to-anniversary date, it is not accrued monthly and will be received after twelve (12) months of service.

Annual leave balances of **up to 240 hours** may be carried over from year to year. Employees are encouraged to use their Annual Leave to keep their balance under 240 hours, so they do not lose their Annual Leave time.

Only two (2) weeks of Annual Leave can be used during one (1) month and there must be at least two (2) weeks worked between requests for Annual Leave, unless there is prior approval from the Parish Administration.

All Annual Leave time must be reported by the Supervisor and recorded on the employees' timesheet.

FULL TIME EMPLOYEES

Permanent full-time employees accrue annual leave each year on their anniversary date in the following manner:

- 1.) 1st & 2nd year anniversary date: accrue 40 hours of annual leave
- 2.) 3rd – 7th year anniversary date: accrue 80 hours of annual leave
- 3.) 8th – 14th year anniversary date: accrue 120 hours of annual leave
- 4.) 15th year anniversary date: accrue 160 hours of annual leave

PART TIME EMPLOYEES

Permanent part-time employees accumulate annual leave each year on their anniversary date on a prorated basis based on the number of hours they work per week.

21-28 hours	earn 30 hours per year on their anniversary
20 hours or less	earn 20 hours per year on their anniversary

TEMPORARY EMPLOYEES

Temporary employees are not eligible for Annual Leave.

SICK LEAVE

Sick Leave is defined as any period of time during which an employee may be excused from work without loss of pay due to:

1. Personal illness, injury, or any other type of physical disability **except** injuries incurred on the job (those are covered under Workers Compensation).
2. Medically related appointment(s) that cannot be scheduled during non-work hours including dental appointments.
3. Illness of an immediate family member.

Employees requiring three (3) or more days off due to illness may be required to submit a physician's statement.

Employees who are under physician's care and have been absent for an extended period of time, **may be required** to submit a physician's release prior to returning to work.

All absences must be reported by the Supervisor and recorded on the employee's timesheet.

Sick Leave shall be credited to a permanent **full-time employee** at the rate of eight (8) hours for each month of continuous employment (96 hours per year).

Permanent **part-time employees** shall accumulate Sick Leave on a pro-rated basis based on the number of hours worked per week.

21-28 hours	earn 6 hours per month
20 hours or less	earn 4 hours per month

In either case, Sick Leave may accumulate to a **maximum of 320 hours**. An employee cannot use Sick Leave until it is accrued.

Temporary employees are not eligible for Sick Leave.

An employee needing Sick Leave shall inform their supervisor of the fact, and the reason, as soon as possible. Failure to do so by 8:30 a.m. on the first day of illness may result in denial of paid Sick Leave for the period of absence. Absences for part of the day shall be charged proportionately.

All Sick Leave must be reported by the Supervisor and recorded on the employee's timesheet.

An employee fraudulently obtaining Sick Leave, or a supervisor found falsifying Sick Leave records, shall be subject to disciplinary action up to and including, termination.

DONATED SICK LEAVE

Employees may donate Sick Leave (**not** Annual Leave) to another permanent employee in certain cases. The employee that is receiving the Donated Sick Leave must have exhausted all their Sick Leave, Annual Leave, and any other benefit time **before** they can receive donated Sick Leave.

There must be an urgent need, such as dire circumstances, life threatening illness, or another serious situation. All requests for time donations to another employee require advance approval from Human Resources.

Time donations must be on a volunteer basis, must be Sick Leave only, and cannot exceed six (6) weeks of time total. Donated time off will count toward any time that is used under the Family Medical Leave Act.

BEREAVEMENT LEAVE (Funeral Leave)

Bereavement Leave, of **up to three (3) days**, is a courtesy to permanent employees to be used in the event of a death within the employee's immediate* family. Any additional time needed will have to be taken from the employees' Sick Leave or Annual Leave balances.

** For purposes of this section, an employee's immediate family shall be considered the **employee's** parents, grandparents, spouse, spouse's parents, children, grandchildren, and siblings (including stepfamily members).*

MILITARY LEAVE

- A. Active Duty: A permanent full-time employee who is drafted or is called for active duty in the armed forces of the United States, the Coast Guard, Public Health Service or Civil Defense, or is drafted in the Merchant Marine Service, shall (in accordance with existing law) be entitled to re-employment after honorable discharge or discharge under honorable conditions from such services, provided he is physically and mentally able to do the work required and reports for work within ninety (90) days of such discharge or within ninety (90) days after he is released from hospitalization continuing after discharge for a period of not more than one year. He shall be employed in the job he had when he left at the same salary or, if the job has been upgraded, at that salary. In the event their former job no longer exists, he shall be employed in such capacity for which he is qualified at a salary comparable with that he formerly received.
- B. Reserve training: A permanent full-time employee who is a member of a Reserve Military Organization of the United States or a member of the National Guard of the state and who attends a regular military reserve training will be given necessary time off with pay for such training for a period not to exceed ten (10) working days in any one (1) calendar year. Time off for the purpose of attending military reserve training will not be considered as vacation time.

CIVIL LEAVE (Jury Duty)

Any employee called for Jury Duty during their regularly scheduled workday **will be paid their regular wages less the amount paid by the court system***. The employee will be expected to report for work if a reasonable amount of time remains during their regular workday.

Employees must present a copy of their Jury Duty Summons to their supervisor and Human Resources.

**If you accept the payment from the court system your pay will be reduced by that amount for the day. If you DO NOT accept the pay from the court system, you will receive your full salary for that day.*

MATERNITY LEAVE

- A. A permanent full-time employee who has completed one (1) or more years of continuous service may request Maternity Leave by submitting such request in writing to Human Resources. Each employee who desires to request such leave must submit a physician's statement regarding the anticipated delivery date. The judgement of the employee's physician will determine the length of time before delivery that an employee can work.
- B. Maternity Leave will end within a period not to exceed two (2) months after the date of childbirth. Additional leave may be allowed if approved for medical reasons.
- C. No later than thirty (30) days after the delivery, the employee will notify Human Resources, in writing, of their desire to return to work. Lack of such notification will be considered automatic termination. Employees who desire to return from Maternity Leave will be

considered for either their original position, if vacant, or another at a similar level of responsibility and pay as soon as such is available.

- D. Employees, if enrolled in the insurance program, will receive hospitalization benefits during the period of leave, provided they continue to pay their portion of the required insurance premiums.
- E. For the purposes of this section, the employee may use any accumulated Sick Leave or Annual Leave.
- F. In general, pregnancy and childbirth should not differ from any other long-term illness in considering an employee's rights and responsibilities. Maternity leave is covered under the Family and Medical Leave Act.

FAMILY AND MEDICAL LEAVE ACT

The Family Medical Leave Act entitles eligible employees of covered employers to take unpaid (or paid), job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- **Twelve workweeks of leave in a twelve (12) month period for:**
 - the birth of a child and to care for the newborn child within one (1) year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of their job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six (26) weeks of leave during a single twelve (12) month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

For more information on FMLA, make an appointment to see Human Resources or additional information may be found at <https://www.dol.gov/agencies/whd/fmla>

WORKERS COMPENSATION

If an employee is on extended leave due to an injury qualifying as Workers Compensation, the employee may continue their health insurance for up to six (6) months provided they continue making their payments to the Police Jury for the portion of the premium they are responsible for.

If the employee must remain on Worker's Compensation beyond six (6) months, the employee must sign up for COBRA if they wish to continue their health insurance coverage.

If, and when, the disability of an employee is of the nature that they are entitled to payments under any Worker's Compensation which is in effect, they shall be entitled to be paid Sick Leave in the amount necessary (until accrued Sick Leave is exhausted) to raise their total payment of compensation plus Sick Leave to the amount they were being paid at the time they became disabled. If Worker's Compensation does not begin at the time of disability but later, they shall be paid at the regular Sick Leave rate (but not to exceed accrued Sick Leave) up to the time Worker's Compensation becomes effective, after which any remaining Sick Leave shall be used as prescribed above.

VIOLATIONS

Any employee of the Vernon Parish Police Jury failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

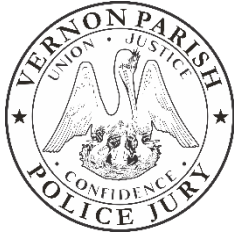
ACKNOWLEDGEMENT

I have read the above Leave, Holiday, Hours, Benefits, and Related Policies and understand that I am expected to comply with these policies.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

COMMUNICATION DEVICE POLICY

POLICY

This policy describes the Vernon Parish Police Jury's guidelines with regard to the use of company owned communication devices such as land-line telephones, cellular telephones, tablet devices, laptop computers, radios, beepers, pagers, etc.

APPLICABILITY

This policy applies to all employees and individuals authorized to use parish owned communication devices.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

PRIVACY

The Vernon Parish Police Jury respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of Vernon Parish Police Jury provided property or equipment. The Vernon Parish Police Jury has the right, but not the duty, to monitor any and all use of company owned communication devices, property, and equipment. You should be aware that the following guidelines may affect your privacy in the workplace.

REQUIREMENTS & PROHIBITIONS

1. The provision of communication devices to employees is provided as a business tool, to be used for business related purposes.
2. Each employee is responsible for the security and use of communication devices, property, and equipment assigned to him or her.
3. Each employee in possession of company owned communication devices, property, or equipment is required to take appropriate precautions to prevent theft and vandalism of the equipment.
4. If a device that is issued to you is lost, stolen, or damaged you must immediately report the loss, theft, or damage to your supervisor.
5. Employees may not use these devices for soliciting outside business ventures, advertising for personal enterprises, soliciting non-company related purposes, or any illegal activity.

6. Offensive or harassing messages or statements including the disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs is prohibited.
7. **Effective August 1, 2025, Louisiana law prohibits the use of wireless telecommunications devices while operating a motor vehicle.** This includes engaging in a call, writing, sending, or reading text-based communications. (House Bill 519 of the 2025 Regular Session).
8. Upon termination of employment, any communication devices, property, or equipment assigned to the employee must be turned in to the Vernon Parish Police Jury.

PERSONAL USE & DISCLOSURE

Employees using parish-issued communications devices are permitted to use these devices for personal use. However, personal use while working or while on other police jury related business should be kept to a minimum. Employees are also reminded that all usage and communications (audio, video, or text based), whether public, private, or personal on a parish-issued device is subject to applicable laws regarding public records and disclosure. Employees should exercise good judgement and discretion while using their parish-issued devices.

UNAPPROVED CHARGES

Monthly phone bills will be reviewed and monitored by management. Any unapproved charges above the regular monthly bill amount (i.e. international calls, premium-rate telephones numbers, etc.) are the responsibility of the employee and shall be reimbursed to the police jury.

VIOLATIONS

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination. Non-compliance likewise may result in the withdrawal of the communication device and/or the authorized person to be prohibited from using parish owned communication devices.

ACKNOWLEDGEMENT

I have read the above Communication Device Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

COMPUTER USAGE POLICY

POLICY

This policy describes The Vernon Parish Police Jury's guidelines with regard to computer usage, Internet access and disclosure of electronic mail messages sent or received by Vernon Parish Police Jury employees with use of the Police Jury computer system.

APPLICABILITY

This policy applies to all employees and individuals authorized to use parish owned computers and/or email services.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

PRIVACY

The Vernon Parish Police Jury respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of Vernon Parish Police Jury provided equipment or supplies. You should be aware that the following guidelines may affect your privacy in the workplace.

REQUIREMENTS & PROHIBITIONS

The provision of computer workstations to office personnel is provided as a business tool, to be used for business related purposes at significant cost to the Police Jury. The Vernon Parish Police Jury spends a lot of time and money in purchasing, upgrading and maintaining computer hardware/software. Our computer hardware/software system must be protected from personal misuse and from the potentially devastating effects from the introduction of a virus.

Each employee is responsible for the security and content of his/her workstation. User identifications and passwords help maintain individual accountability for computer usage. Passwords are meant to be kept confidential and need to be changed periodically. Please be advised that use of Vernon Parish Police Jury computer systems, Internet access, and email expressly prohibits the following:

1. Installing or downloading (from the internet or other media source) any software on computer systems without management approval
2. Changing computer system settings that can jeopardize the operation of our system
3. Installing, downloading, or playing games on computer systems

4. Distribution of destructive programs (i.e., viruses and/or self-replicating code)
5. Intentional damage of computer systems (for example, hacking and distributing viruses)
6. Making publicly accessible obscene files
7. Solicitation
8. Sending, receiving, printing or otherwise disseminating any confidential information in violation of company policy
9. Improper or excessive nonbusiness use of computer systems, internet, and email
10. Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs
11. Sending or soliciting sexually oriented messages or images
12. Operating a business or soliciting money for personal gain
13. Sending chain letters, gambling or engaging in any other activity in violation of the law
14. Any violation of this policy will include disciplinary action up to and/or including termination

VIRUS DETECTION & PROTECTION

All material to be installed from the Internet, computers, or other media sources, **MUST** be approved and scanned for viruses and other destructive programs before being placed onto the Vernon Parish Police Jury's computer system. This included opening files from any external media source such as floppy disks, compact disks, or zip disks.

Do not open any email attachments unless you are expecting them. Be very cautious of attachments with the file extension such as, .vbs, .bat, .exe, .pif, and scr files. These files are used commonly to spread virus's. Be cautious on the internet, simply visiting a compromised Web site can expose your computer system to infection. Shut down and log off your computer each day before you leave.

If you have any reason to suspect that your pc has become infected, immediately disconnect your computer from the computer network, then call your system administrator.

WAIVER OF PRIVACY

The Vernon Parish Police Jury has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees.

Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.

All usage and communications, whether public, private, or personal on a parish-issued computer or sent from parish email services are subject to applicable laws regarding public records and disclosure. Employees should exercise good judgement and discretion while using their parish-issued computers and email.

VIOLATIONS

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination. Non-compliance likewise may result in the withdrawal of the computers or email service and/or the authorized person to be prohibited from using parish computers or email services.

ACKNOWLEDGEMENT

I have read the above Computer Usage Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

CONSENT FOR ELECTRONIC NOTIFICATIONS AND PAY STUB DISTRIBUTION

Please provide a **PERSONAL email account** below that we can send your voucher to (not a work email).

The Vernon Parish Police Jury will also begin sending out notifications to employees electronically, via email and text message. The notifications will include, but are not limited to: open enrollment for health insurance, notification of meetings, notifications for inclement weather, reminders, etc.

Please provide **ALL** requested information.

Personal cell phone: _____

Personal email (mandatory for pay stubs): _____

Work cell phone: _____

Work email: _____

PLEASE ADD hr@vppjla.onmicrosoft.com to your contact list, your safe senders list, AND send an email to this address from your email.

ACKNOWLEDGEMENT

By signing below, I agree to receive electronic pay stubs, text messages, and/or email notifications from the Vernon Parish Police Jury. The police jury will not disclose your information to anyone else and will not send unnecessary or "spam" notifications.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

ETHICS POLICY

POLICY

Recognizing that as an officer, official, volunteer, or employee of the Vernon Parish Police Jury, whether appointed or elected, paid or unpaid, is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Vernon Parish Police Jury, individually and collectively, are governed by the Louisiana Code of Governmental Ethics.

APPLICABILITY

This policy applies to all officers, officials, volunteers, or employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

GENERAL STATEMENT

Certain actions of officers, officials, volunteers and employees of the Vernon Parish Police Jury, whether appointed or elected, paid or unpaid, may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of officers, officials, volunteers, and employees of the Vernon Parish Police Jury, whether appointed or elected, paid or unpaid, shall be in accordance with state law.

TRAINING

All officers, officials, volunteers and employees of the Vernon Parish Police Jury, whether appointed or elected, paid or unpaid, must complete one hour of ethics training per year. Newly elected officials must complete this training within 90 days of taking office. Education and training shall be provided by employees of the Louisiana Board of Ethics or others authorized to provide such training by the Louisiana Board of Ethics, and shall be administered through seminars or via the Internet.

Note: The Vernon Parish Police Jury is required to maintain proof of each individual who has completed ethics training.

VIOLATIONS

Violation of the Code of Ethics may result in:

- (1) Censure.
- (2) Forfeiture of any gifts and/or payments received.
- (3) Removal, suspension, reduction in pay, or a demotion of the public employee.
- (4) Up to a \$10,000 fine.
- (5) In addition to the statutory penalty, you may be fined the entire amount of economic gain from violating the Code, plus an additional 50%.

ACKNOWLEDGEMENT

I have read the above Ethics Policy and understand that I am expected to abide by the Vernon Parish Code of Ethics.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

HARASSMENT POLICY

POLICY

This represents the corporate policy of the Vernon Parish Police Jury concerning harassment - both general and sexual. Any questions concerning the context of this policy should be discussed with Human Resources.

APPLICABILITY

This policy applies to all officers, officials, volunteers, or employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

GENERAL STATEMENT

It is the Vernon Parish Police Jury's belief that its employees are the primary means by which the goals and objectives of the organization will be met. All employees of the Vernon Parish Police Jury must understand its position on harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment..

The Vernon Parish Police Jury strongly disapproves of activity which falls within the definitions of unlawful harassment and will take appropriate action to end said harassment and/or prevent the recurrence of any such misconduct. Sexual harassment and discrimination in the workplace are prohibited by federal law through the Civil Rights Act of 1964 and by state law through La. R.S. 23:301 et seq. Any form of harassment or discrimination that violates federal, state or local law, including but not limited to that which is related to an individual's race, religion, color, sex, sexual orientation, national origin, pregnancy, age, disability, or other traits, characteristics, or activities that are protected by law, is a violation of this policy and will be treated as a disciplinary matter.

TRAINING

All officers, officials, volunteers and employees of the Vernon Parish Police Jury, whether appointed or elected, paid or unpaid, must complete one hour of harassment training per year. Education and training are available online or via others authorized to provide such training, and shall be administered through seminars or via the Internet.

Note: The Vernon Parish Police Jury is required to maintain proof of each individual who has completed harassment training.

REPORTING

The procedure for reporting and dealing with these very sensitive issues is as follows:

1. If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
2. If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor.
3. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact Human Resources at (337) 238-0324.

DEFINITION

More specifically as to the issue of Sexual Harassment, it may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over employees including but not limited to the following:

1. *Verbal:* Sexual innuendos, suggestive comments, threats, sexual humor;
2. *Non-Verbal:* Leering, whistling, obscene gestures, showing inappropriate images; and
3. *Physical:* Touching, brushing the body, coerced sexual activity, assault, impeding egress or passage.

INVESTIGATION

Whether or not a particular incident is sexual harassment requires a complete factual investigation, and the Vernon Parish Police Jury will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or may be the subject of a filed complaint. In all instances, a prompt and thorough investigation will take place, giving careful consideration to protect the rights and dignity of all persons involved. It is mandatory that all parties to an allegation of sexual harassment participate in the investigation of the incident, and cooperation in the investigation of claims of harassment is an express element of each employee's employment with the Vernon Parish Police Jury. The Vernon Parish Police Jury will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

RETALIATION

It must be understood also that the Vernon Parish Police Jury will investigate by gathering

information, in as confidential manner as possible, given the need to investigate the complaint, from all concerned parties, and will not retaliate against any employee as a result of reports of alleged harassment or cooperation with any investigation. The Vernon Parish Police Jury may consult its legal representative for assistance in determining whether conduct which has occurred does in fact constitute sexual harassment. Regardless of the outcome of the investigation by the Vernon Parish Police Jury, a complainant may pursue a claim under state and /or federal law. The Vernon Parish Police Jury may also make subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of such harassment has not suffered any retaliation. No retaliation of any kind will be tolerated because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

Any employee who believes he or she has been subjected to unlawful harassment, sexual harassment, or retaliated against for reporting such activities or assisting in a related investigation of such activities must report the alleged act immediately or as soon as possible to the employee's immediate supervisor or to Human Resources. It is not necessary to complain to an offending supervisor in order to report sexual harassment.

VIOLATIONS

Any employee, manager, or supervisor found by the Vernon Parish Police Jury to have unlawfully harassed, sexually harassed, otherwise unlawfully discriminated against, or unlawfully retaliated against another employee will be subject to appropriate discipline, up to and including termination.

ACKNOWLEDGEMENT

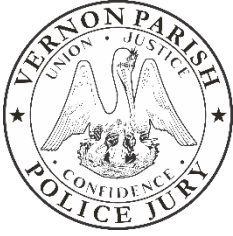
I have read the above Harassment Policy and understand that I am expected to abide by the policy.

Print Name

Signature

Date: _____

DRAFT



VERNON PARISH POLICE JURY
MOTOR VEHICLE RECORDS POLICY

MVR Records Policy Place Holder

DRAFT

MVR Records Policy Place Holder



VERNON PARISH POLICE JURY

NEPOTISM POLICY

POLICY

This policy describes the Vernon Parish Police Jury's guidelines with regard to nepotism.

APPLICABILITY

This policy applies to all employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

NEPOTISM

No member of the immediate family* of an agency head shall be employed by his agency.

No member of the immediate family* of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity.

The Police Jury will not employ members of the immediate family** of present employees to work in the same office, or work crew, or in direct supervisory relationships.

** Immediate family, as the term relates to a public servant, means his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.*

***For purposes of this section, an employee's immediate family shall be considered the **employee's** parents, grandparents, spouse, spouse's parents, children, grandchildren, and siblings (including stepfamily members).*

EXCEPTIONS

Any person serving in public employment on the effective date of this policy, whose employment is in violation of this policy, may continue in such employment and the provisions of this Section shall not be construed to hinder, alter, or in any way affect normal promotional advancements in public employment for such employee.

The provisions of this policy shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of public employees' immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

VIOLATIONS

A willful violation of this policy shall subject the agency head, member of the governing authority, the public employee having authority to hire and fire the employee, the immediate supervisor of the employee, whether or not such persons are immediate family members of the employee, and such employee, to disciplinary action and penalties, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Nepotism Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

PAID TIME OFF PAYOUT POLICY (Termination Leave)

POLICY

This policy describes the Paid Time Off Payout (Termination Leave) Policy of the Vernon Parish Police Jury and was last updated in 2012.

APPLICABILITY

This policy applies to all employees of the Vernon Parish Police Jury who accumulate Annual Leave and/or Sick Leave.

1 - 9 YEARS OF SERVICE

Employees with at least 1 year of service, but less than 10 years of service, are eligible to be paid up to 160 hours of accrued Annual Leave upon termination of employment.

10 OR MORE YEARS OF SERVICE

Employees with 10 or more years of service are eligible to be paid up to 240 hours of accrued Annual Leave and/or Sick Leave upon termination of employment.

VIOLATIONS

Any employee failing to satisfy the requirements of this policy, or violating the prohibitions of this policy, will be subject to corrective action, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Paid Time Off Payout Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

PARISH VEHICLE & EQUIPMENT POLICY

POLICY

The Vernon Parish Police Jury provides vehicles and equipment for certain authorized individuals to use for business purposes only.

APPLICABILITY

This policy applies to all employees and individuals authorized to operate or use parish owned vehicles or equipment.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

REQUIREMENTS & PROHIBITIONS

1. Parish vehicles and equipment are provided for business use only – use of vehicles or equipment for personal reasons is strictly prohibited. Personal use of vehicles or equipment means nonwork-related purposes such as: taking vehicles or equipment home, using it for personal business, using it on the weekend or for a vacation, or someone other than your employee using it, like a family member, friend, or neighbor.
2. Only parish authorized personnel engaged in official parish business are permitted to operate or ride as passengers in parish vehicles or equipment.
3. Authorized personnel operating parish vehicles or equipment must possess and maintain a valid Louisiana driver's license and have an acceptable motor vehicle record. A copy of your valid driver's license must be provided to Human Resources.
4. Vehicle or equipment operation must be in strict compliance with applicable state and local traffic laws and ordinances, and also comply with parish policies and directive regarding equipment use.
5. No authorized individual who has used, or has within their system, alcohol, medical marijuana, or any illegal controlled dangerous substance in any measurable quantity is permitted to operate parish vehicles or equipment.
6. No authorized individual who has used, or has within their system, medication, prescribed or otherwise, which impairs their ability to operate parish vehicles or equipment is permitted to operate parish vehicles or equipment.

7. All traffic accidents in parish vehicles or equipment, regardless of severity, damage or injury, must be immediately reported to your supervisor and the appropriate law enforcement authority.
8. Drivers are personally responsible for traffic tickets, citations and fines received while operating parish vehicles or equipment except those due to the condition of the vehicle.
9. All tickets, citations or arrests for any violation of law (traffic or criminal) while operating parish vehicles or equipment must be reported to your supervisor within 24 hours of occurrence.
10. Smoking is strictly prohibited within parish vehicles and equipment by both drivers and passengers.
11. Seat belts must be worn at all times by both drivers and passengers.
12. **Effective August 1, 2025, Louisiana law prohibits the use of wireless telecommunications devices while operating a motor vehicle.** This includes engaging in a call, writing, sending, or reading text-based communications. (House Bill 519 of the 2025 Regular Session).
13. Parish vehicles and equipment must be maintained in compliance with laws (lights, mirrors, horns, etc.) and display inspection stickers, license plates, parish decals, and equipment numbers.
14. Parish equipment is to be secured and parked in a secure area when not in use.
15. Authorized personnel are required to routinely inspect their assigned equipment to ensure proper oil levels, water, coolant, antifreeze, belt wear and tear, and tire inflation. Preventative and scheduled maintenance requirements, as recommended by the manufacturer, must be timely performed.
16. Parish equipment shall remain clean and be washed on a regular basis.

MOTOR VEHICLE RECORDS

All employees that operate equipment or drive a parish-owned vehicle are subject a motor vehicle record check upon employment and as provided by law.

Commercial Driver's License (CDL) holders are required to provide a copy of their current medical certificate to Human Resources.

Effective January 1, 2026, CDL holders will be reimbursed the cost for their annual Department of Transportation (DOT) Medical Examination (CDL physical). Receipt for physical must be submitted to Human Resources for reimbursement. This applies to Truck Driver and Foeman positions only.

Effective January 1, 2026, CDL holders will be reimbursed for the cost for their CDL Renewals. Receipt for renewal must be submitted to Human Resources for reimbursement. This applies to Truck Driver and Foeman positions only.

VIOLATIONS

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Parish Equipment Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

PARISH VEHICLE HOME STORAGE POLICY

POLICY

The Vernon Parish Police Jury provides vehicles for certain authorized individuals to use for business purposes only. Home storage of such vehicles is permitted for those that have received permission from parish administration.

APPLICABILITY

This policy applies to all employees and individuals authorized to take home parish owned vehicle.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

REQUIREMENTS & PROHIBITIONS

1. Parish vehicles are provided for business use only. Use of such vehicles for personal reasons is strictly prohibited.
2. Only parish authorized personnel engaged in official parish business are permitted to operate or ride as passengers in a parish vehicle.
3. Authorized personnel operating a parish vehicle must possess and maintain a valid Louisiana driver's license and an acceptable motor vehicle record.
4. Vehicle operation must be in strict compliance with applicable state and local traffic laws and ordinances, and also comply with parish policies and directive regarding vehicle use.
5. No authorized individual who has used, or has within their system, alcohol, medical marijuana, or any illegal controlled dangerous substance in any measurable quantity is permitted to operate a parish vehicle.
6. No authorized individual who has used, or has within their system, medication, prescribed or otherwise, which impairs their ability to operate a motor vehicle is permitted to operate parish vehicle.
7. The use, possession, or presence of alcohol, medical marijuana, or illegal controlled substances in a parish vehicle are strictly prohibited.

8. All traffic accidents in a parish vehicle, regardless of severity, damage or injury, must be immediately reported to your supervisor and the appropriate law enforcement authority.
9. Drivers are personally responsible for traffic tickets, citations and fines received while operating a department vehicle except those due to the condition of the vehicle.
10. All tickets, citations or arrests for any violation of law (traffic or criminal) while operating a parish vehicle must be reported to your supervisor within 24 hours of occurrence.
11. Smoking is strictly prohibited within parish vehicles by both drivers and passengers.
12. Seat belts must be worn at all times. This requirement applies to drivers and passengers.
13. **Effective August 1, 2025, Louisiana law prohibits the use of wireless telecommunications devices while operating a motor vehicle.** This includes engaging in a call, writing, sending, or reading text-based communications. (House Bill 519 of the 2025 Regular Session).
14. Parish vehicles must be maintained in compliance with laws (lights, mirrors, horns, etc.) and display inspection stickers, license plates, parish decals, and equipment numbers.
15. Parish vehicles are to remain locked and parked in a secure area when not in use.
16. Authorized personnel are required to routinely inspect their assigned vehicle to ensure proper oil levels, water, coolant, antifreeze, belt wear and tear, and tire inflation. Preventative and scheduled maintenance requirements, as recommended by the manufacturer, must be timely performed.
17. Parish vehicles shall remain clean and be washed on a regular basis.

MOTOR VEHICLE RECORDS

All employees that operate equipment or drive a parish-owned vehicle are subject a motor vehicle record check upon employment and as provided by law.

TAX OBLIGATION

Home storage of parish vehicles on an ongoing basis is considered by the Internal Revenue Service to be a taxable, non-cash fringe benefit. All taxes applicable to home storage are the responsibility of the authorized user.

Personal use of a vehicle means nonwork-related purposes such as: the commute between home and work, using it on the weekend or for a vacation, or someone other than your employee using it like a family member, friend, or neighbor. If we cannot determine business versus personal use, the IRS deems the use 100% personal to the authorized personnel.

Vehicle Logs must be submitted to the Payroll Department to properly identify the fringe-benefit for reporting to the Internal Revenue Service. Logs will be provided to you by the administration.

VIOLATIONS

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination. Non-compliance likewise may result in the withdrawal of the home storage privilege and/or the authorized person to be prohibited from operating a parish vehicle.

ACKNOWLEDGEMENT

I have read the above Parish Vehicle & Home Storage Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

PRE-EMPLOYMENT SCREENING POLICY

POLICY

The Vernon Parish Police Jury requires all candidates for employment to pass a pre-employment screening. This screening includes alcohol and drug testing as well as a physical.

APPLICABILITY

This policy applies to all candidates for employment by the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

REQUIREMENTS & PROHIBITIONS

1. All candidates for employment must pass an alcohol and drug screening prior to being employed by the police jury.
2. Refusal to submit to an alcohol or drug screening will result in **not** being hired.
3. Failing a drug or alcohol screening will result in **not** being hired.
4. At the time the specimen is given, it is the responsibility of the candidate for employment to tell the lab technical all of the medications that you have taken for the past 60 days. Do not omit any medication that you have taken as they could result in a positive drug screen. You may also be asked to provide prescriptions or the name of the prescribing physician to the Human Resources Department.
5. All candidates for employment must pass a physical exam prior to being hired.
6. Refusal to submit to a pre-employment physical will result in **not** being hired.
7. Results of pre-employment physicals will be reviewed on an individual basis. As a condition of employment, you may be required to have a doctor's release prior to starting work.

MEDICAL MARIJUANA

In accordance with Act 651 of the 2022 Regular Session of the Louisiana Legislature, no state agency shall subject an employee or prospective employee to negative employment

consequences solely on a positive drug test for marijuana, marijuana components, including tetrahydrocannabinols, or marijuana metabolites if the employee or prospective employee has been clinically diagnosed as suffering from a debilitating medical condition and a licensed physician has recommended marijuana for therapeutic use by the employee or prospective employee in accordance with R.S. 40:1046.

Act 651 shall not be construed to prohibit the imposition of negative employment consequences on an employee who uses or is impaired by marijuana on the premises of the employer or during work hours.

Act 651 does not apply to any employee whose principal responsibility is to operate a parish vehicle, maintain a parish vehicle, or supervise any employee who drives or maintains a parish vehicle as their principal responsibility. In addition, Act 651 does not apply to emergency medical services, law enforcement, and firefighter services.

CONSENT & RELEASE

I give my consent for the results of my drug, alcohol, and physical screenings to be released to Vernon Parish Police Jury Human Resources Department to determine my eligibility for employment.

VIOLATIONS

Any candidate for employment failing to satisfy the requirements of this policy will **not** be hired by the Vernon Parish Police Jury.

ACKNOWLEDGEMENT

I have read the above Pre-Employment Screening Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

SOCIAL MEDIA POLICY

POLICY

This policy describes the Vernon Parish Police Jury's guidelines about social media.

APPLICABILITY

This policy applies to all employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

FACEBOOK, INSTAGRAM, TWITTER, YOUTUBE, BLOGS, AND OTHER RELATED SOCIAL NETWORKING OUTLETS

The Vernon Parish Police Jury recognizes the importance of social media in shaping public thinking about the organization, its services, employees and members.

VERNON PARISH POLICE JURY SPONSORED SOCIAL NETWORK OUTLETS

Should the Vernon Parish Police Jury determine that it is in its best interest to sponsor a social networking outlet including, but not limited to, Facebook, Instagram, Twitter, YouTube, blogs or any similar outlet, it is expected that the outlet will be used in a way to disseminate information that is in the best interest of the parish, such as event announcements, recognizing appropriate achievements of the parish and its officials, recognizing appropriate achievements the parish employees, or any other information deemed appropriate or necessary by the members of the Vernon Parish Police Jury or the Parish Administration.

Access to these accounts, including log-in and password information, shall be strictly limited to a select number of employees. Discretion should be used if allowing any other employees access to these accounts. All posts will be made solely by the above referenced individuals.

VERNON PARISH POLICE JURY EMPLOYEE PERSONAL SOCIAL NETWORKING ACCOUNTS

The Vernon Parish Police Jury recognizes social media as an innovative outlet for communication. In doing so, employees should be aware that their online presence may reflect on the Vernon Parish Police Jury. Appropriate business behavior is expected to continue within the world of social networking. Therefore, it is important that employees are thoughtful in how they present themselves in online social networking sites.

Any interactions with social networking outlets shall not interfere with the daily job responsibilities expected from Vernon Parish Police Jury employees. It is recommended that any interactions on social networking outlets be done during required breaks, including lunch, or after working hours.

Content may be posted to blogs and/or social networks to the extent that it cannot violate Vernon Parish Police Jury policies. This includes, but is not limited to, actions captured in images, posts, comments, fan pages, and/or groups

The Vernon Parish Police Jury's logo and trademark, or any logo or trademark of its departments, may not be used without explicit permission from the Vernon Parish Police Jury. In addition, you may not share information that has not been publicly released by the Vernon Parish Police Jury. Further, care should be taken to ensure that nothing is disseminated that would violate the Copyright or infringe upon the trademarks of any third party.

If an employee is unsure if the content they would like to post is objectionable, they should seek the approval of Human Resources.

VIOLATIONS

Any employee of the Vernon Parish Police Jury failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Social Media Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

TIMESHEET POLICY

POLICY

An official record of time worked and time paid is required for all non-exempt police jury employees. This employee time record will be by electronic time clock, punched time card, or timesheet based on management discretion, and will be properly prepared and signed for audit and record keeping purposes.

APPLICABILITY

This policy applies to all non-exempt employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

REQUIREMENTS & PROHIBITIONS

For locations with electronic time clocks and employee access to computers:

1. Employees clock in and out daily using biometric timeclocks at each location.
2. Supervisors review time clock data daily to ensure proper reporting.
3. At the end of the pay period, employees create and submit their electronic timesheet based on the time clock data.
4. Timesheets are reviewed and approved by Human Resources or the Parish Secretary and then submitted to Payroll for processing.

For remote locations with electronic time clocks, but without employee access to computers:

1. Employees clock in and out daily using biometric timeclocks at each location.
2. Supervisors review time clock data daily to ensure proper reporting.
3. At the end of the pay period, the supervisor creates an electronic timesheet for each employee based on their time clock data. That timesheet is then submitted electronically to the Parish Road Manager for approval.

4. The Parish Road Manager then reviews and approves each timesheet and submits them to Human Resources and/or the Parish Secretary for final approval.
5. Timesheets are reviewed and approved by Human Resources or the Parish Secretary and then submitted to Payroll for processing.

For locations without electronic time clocks or employee access to computers:

1. Employees must sign and date their timesheets, certifying that the hours reported as worked on timesheet was actually worked by the employee.
2. Supervisors must sign and date timesheets, certifying that the hours reported as worked on the timesheets were actually worked by the employee in his/her department.
3. Supervisors are responsible for keeping up with actual hours worked by each employee, location and/or job the employee is working on, days absent, etc.
4. Timesheets will not be submitted to payroll for payment until they are completed and signed.
5. Approved leave requests must be submitted with each timesheet for any vacation or sick leave - these must be also be signed by the employee and the supervisor.
6. Overtime approval slips must be completed and submitted with each timesheet, these must be signed by the employee, supervisor, and parish road manager. Overtime will not be paid until completed overtime requests have been turned in.

VIOLATIONS

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

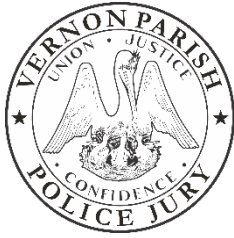
ACKNOWLEDGEMENT

I have read the above Parish Timesheet Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____



VERNON PARISH POLICE JURY

UNIFORM & NAMETAG POLICY

POLICY

This policy describes the Uniform & Nametag Policy of the Vernon Parish Police Jury and was last updated by the Police Jury in 2012.

UNIFORMS

The following departments are required to wear uniforms provided by the Police Jury that are clearly marked with "Vernon Parish Police Jury," or the Police Jury logo, along with the employee's name.

Vernon Parish Landfill
Parishwide Maintenance Mechanic Shop
Buildings & Grounds Maintenance Department

Uniforms will be maintained and cleaned by a uniform service provided by the Vernon Parish Police Jury.

Employees are required to inform the uniform service of any missing or damaged uniforms as soon as possible. Failure to notify the uniform service of missing or damaged uniforms may result in the employee being responsible for the cost of the uniform.

TERMINATION

Employees are responsible for the care and conditions of their uniforms while working for the jury. Upon termination, employees are required to return their uniforms to the uniform service. Failure to return all uniforms may result in the employee being responsible for the cost of the uniform.

NAMETAGS

The following departments are required to wear name tags provided by the Police Jury that are clearly marked with "Vernon Parish Police Jury" and the employee's name.

Custodial Department

WORK SHIRTS

ADMINISTRATIVE (OFFICE) STAFF

The Police Jury may purchase work shirts for administrative staff to wear at the annual Police Jury Convention, special events when representing the parish, and during office hours. Each shirt will be clearly marked with the Police Jury logo.

POLICE JURORS

The Police Jury may purchase work shirts for the Police Jurors to be worn at the annual Police Jury Convention and other special events when representing the parish. Each shirt will be clearly marked with the Police Jury logo and the Jurors name and district.

VIOLATIONS

Any employee failing to satisfy the requirements of this policy and/or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Uniform & Nametag Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____