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Governor

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**Youth Services
Employee Manual
A.2.1 (a) General Employment Information**

May 2017

FOREWORD

Welcome to the DPS&C- Youth Services. The following pages contain information pertinent to all Youth Services staff by providing guidelines and information concerning their employment.

The manual includes employment-related information regarding Civil Service Rules, state statutes, federal mandates and ACA standards. The following information is meant to address employee rights, benefits, and provides an overview of the Civil Service Rules which govern personnel practices for all state employees. Hyperlinks to regulatory or administration agents have been provided to assist employees who seek additional information or greater detail.

Employees are encouraged to review this manual carefully and then perform their duties with confidence and pride.

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Deputy Secretary
Youth Services

YOUTH SERVICES EMPLOYEE MANUAL

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Mission Statement

The Office of Juvenile Justice protects the public by providing safe, and effective individualized services to youth, who will become productive, law abiding citizens.

Vision

OJJ is a quality system of care which embraces partnerships with families, communities and stakeholders to assist youth in redirecting their lives toward responsible citizenship.

Guiding Principles

- | | |
|----------------------|---|
| Honest - | To be honest; do everything with integrity. |
| Achievement- | To be outcome-oriented in achieving results consistent with our mission. |
| Versatility - | To value, promote and support diversity and cultural competence. |
| Ethical - | To be ethical; to do the right thing, both legally and morally. |
| Focused - | To be focused on empowering people to succeed. |
| Accountable - | To be accountable for the effective and efficient management of our resources. |
| Informed - | To be informed and guided in our decisions by appropriate and valid data. |
| Team work- | To be an effective and efficient team of professionals. |
| Harmonious - | To be inclusive- involve all parties, both internal and external, who need to be a part of the process. |

HAVE FAITH: TOGETHER WE CAN HELP CHANGE LIVES

AGENCY OVERVIEW

The Department of Public Safety and Corrections is comprised of three agencies: Public Safety Services, Corrections Services, and **Youth Services**. The Deputy Secretary, who is appointed by the Governor, serves as the chief executive officer of Youth Services.

Central Office Administration is comprised of centralized sections that support the management and operations of secure facilities, non-secure facilities, probation and parole regional offices, and all other services provided by Youth Services (YS).

Office of the Deputy Secretary

The Deputy Secretary is responsible for the functioning and control of all programs within YS. He/She formulates rules and regulations and determines policy regarding management, personnel, and overall operations. He/She leads and supports the staff, which is charged with carrying out the mission of the agency. Under the direction of the Deputy Secretary, YS has policy oversight and support responsibilities for state programs for youth who are adjudicated delinquent and any youth and their families ruled in need of services by courts of juvenile jurisdiction. YS staff also support the Administrative Remedy Procedure for youth and perform quality assurance activities for the youth facilities.

As part of the Deputy Secretary's Office, the Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, the Deputy Assistant Secretary over Intergovernmental Relations, Communications and Training, and the Regional Directors are responsible for special duties and functions as assigned by the Deputy Secretary.

The Assistant Secretary of YS duties and functions are provided in statute, and as determined by the Deputy Secretary. The Assistant Secretary serves on the Children's Cabinet Advisory Board.

The Undersecretary of YS is responsible for the functions of the Office of Management and Finance which include: accounting and budget control, procurement, and contract management, data processing, management and program analysis, personnel management, and the financial components of grants management.

There are three (3) Regional Directors that oversee the functions and operations for the Northern, Central & Southwestern, and Southeastern service areas.

Other Central Office executive staff carry out long and short-term projects. The Legal Services Section represents and defends YS in litigation, including Civil Service matters.

Youth Services is responsible for the management of seven (7) programs: Administration, Northern Region, Central Southwest Region, Southeast Region, Contract Services, and Auxiliary and Louisiana Housing for Juvenile Offenders.

Youth Services operates three (3) twenty-four (24) hour male secure facilities: Bridge City Center for Youth (Bridge City), Swanson Center for Youth (Monroe), and SCY's satellite campus Swanson Center for Youth at Columbia (SCYC). A fourth twenty-four (24) hour male secure facility, Acadiana Center for Youth (ACY), is under construction in the town of Bunkie, Louisiana, and is expected to open in 2017.

In addition, within YS is Field Services, which provides probation and parole supervision and coordinates both residential and non-residential treatment services for delinquent youth as well as status offenders and their families. There are eleven regional offices, which are located in Alexandria, Baton Rouge, Hammond, Lafayette, Lake Charles, Monroe, Natchitoches, New Orleans, Shreveport, Tallulah, and Thibodaux ~~and one sub-district in Opelousas.~~

Youth Services include:

- Evaluation and diagnostic services for youth adjudicated delinquent and youth of families adjudicated in need of services.
- Community placement services for youth adjudicated delinquent and youth of families adjudicated in need of services and disposed to the custody of Youth Services.
- Alternative services in lieu of out-of-home placement for youth adjudicated delinquent and youth of families adjudicated in need of services and disposed to the custody or supervision of Youth Services and for their families.
- Treatment services in secure custody facilities for youth adjudicated delinquent disposed to the custody of YS and who, as determined by the agency, require this restrictive level of care and custody.
- Probation and other programs of supervision for youth adjudicated delinquent and youth of families adjudicated in need of services.
- Community services directed at prevention of juvenile delinquency, intake screening, and diversion as deemed appropriate by YS.
- In addition the agency participates in programs for the care and treatment of youth taken into custody under the provisions of the Louisiana Children's Code pending adjudication, disposition, placement, or any or all of the above.
- Under the authority of the Undersecretary, the Office of Management and Finance provides management support to all units in activities involving fiscal matters and grant management, information services, food services, maintenance and construction, performance audit, procurement and contractual review and human resources.

GENERAL EMPLOYMENT INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

As an equal opportunity employer, YS assures equal opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, age, veteran's status or any other non-merit factor, national origin, political affiliation or disability (except where sex, age or physical requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation of the agency/organization).

Opportunities are provided for all employees of YS in the areas of compensation, promotion, recruitment, training, and all other aspects of employment. Youth Services Policy No. A.2.47 "Equal Employment Opportunity" provides a detailed analysis of the agency's commitment in this area.

A copy of the most recently approved EEO plan is available with each unit's Human Resource Liaison. Concerns about EEO are handled by the Central Office Legal Section or the Equal Employment Opportunity Commission (EEOC).

AMERICANS WITH DISABILITIES ACT (ADA)

Title I of the Americans with Disabilities Act (ADA) of 1990, which took effect July 26, 1992, as amended by the ADA Amendments Act of 2008 (P.L. 110-325), prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. To request an accommodation, assistance, or to learn more about the ADA, an employee may contact the unit's Human Resources Liaison. In addition, Youth Services Policy No. A.2.13 "Americans with Disabilities Act (Employees)" provides further information, such as Coordination of ADA matters, Requests for Accommodation, Essential Job Functions, Determination of Disability, and Conciliation Options, etc.

EMPLOYMENT

An individual's employment with YS shall be in either the classified or unclassified service. The Department of Civil Service establishes minimum qualifications for each classified job.

APPOINTMENTS IN CLASSIFIED SERVICE

Applicants may be appointed to positions in the classified service in several ways.

A. Job Appointment

A job appointment is a temporary appointment used to fill a position in the classified service for a limited period of time, not to exceed four (4) years. For rational business reasons, an appointing authority may request a longer term job appointment from the Civil Service Commission, who may approve such requests or delegate approval authority to the Civil Service Director. An appointing authority may terminate a job appointment at any time. This rule is subject to Civil Service Rules 17.20(b) 4 and 17.25 concerning layoff related actions. Probational Appointment

A probational appointment is a required step toward permanent status. Pursuant to YS Policy No. A.2.40 "Probationary Period" the probationary period for YS is one (1) year. During this working test period of employment an employee shall demonstrate his/her ability to satisfactorily perform his/her duties.

YS Policy No. A.2.2 "Pay Administration and Management" provides information about when an employee enters a probational appointment without a break in service. In accordance with Civil Service Rule 6.5 (a), pay shall not be reduced when an employee has served longer than six (6) months and is earning more than the minimum for the job the employee occupies, and is subsequently appointed to a probationary position in the same job class or different job class with the same maximum rate of pay within YS without a break in service.

An employee may be removed from employment at ANY time during the probationary period under Civil Service Rule 9.1(e). While on probation employees earn and may take annual, sick and compensatory leave, are paid for holidays, and are eligible for health care and retirement benefits.

A. Permanent Status

After an employee has satisfactorily completed his/her probationary period, permanent status is attained. Attainment of permanent status is beneficial because many of the rights under the State Civil Service system are limited to permanent employees.

A permanent employee who is promoted, transferred, reassigned or demoted to another position shall not be required to serve a probationary period in the new position.

A permanent or probationary employee who is appointed to another position following certification from an open competitive eligible list is considered a new employee in the new position, and shall serve a probationary period of no less than six (6) months or no more than twenty-four (24) months in such new position.

Employees who have already attained permanent status may transfer into YS as a permanent employee. Some positions may require that a permanent employee serve a probationary period.

B. Non-Competitive Reemployment

A former permanent employee who resigns from classified service in good standing or who was removed for non-disciplinary reasons may, within ten (10) years, be non-competitively reemployed in any position for which he/she is qualified and which has the same or a lower pay level than the class in which he/she had permanent status.

Persons who are reemployed serve a new 24 month probationary period. All unused sick leave and any annual leave for which the employee was not paid at the time of his/her resignation or non-disciplinary removal may be restored if reemployment is within five (5) years of separation. The employee shall be placed in the appropriate leave-earning category based upon years of prior service. It is the employee's responsibility to contact the Unit's Human Resources Liaison to have leave re-credited and prior state service verified.

An employee who resigns to avoid being terminated from his/her position in state service shall lose reemployment eligibility and unpaid leave.

C. Department Preferred Reemployment

If an employee is laid off or displaced during a layoff, he/she shall be given preferential hiring rights. Additional information is available from the Public Safety Services, Human Resources Office.

D. When Actually Employed (WAE)

WAE refers to a classified employee who is paid only "when he/she is actually employed." In accordance with Civil Service Rule 6.5 (d) compensation for employees hired as classified WAE appointments may be set at any rate of the applicable pay range. Pursuant to Civil Service Rule 23.6, a person may work as a classified WAE no more than 1245 during a 12-month period. Approval to exceed the 1245 hours must be granted by the Civil Service Commission. State Civil Service allows for the use of WAE appointments to address filling positions in a regular manner, filling positions to address an emergency, and to address work overload situations. A WAE must meet the Minimum Qualifications for the job; however, a test score is not required. Classified WAE appointees may be terminated at any time. A WAE employee shall not receive leave, benefits or attain permanent status.

POSITION CHANGES

Once an employee has attained permanent status, he/she may be eligible to consider career options and opportunities that involve promotions and transfers. Employees may also elect a voluntarily demotion.

A. Promotion:

A promotion is movement to a position in a job class with a higher pay range. Only classified permanent employees are eligible for promotions. Promotions do not require another probationary period.

A promotion may be either competitive or non-competitive. Competition is determined by the pay level of the position to be filled and by other limitations set by State Civil Service. Youth Services has the authority to issue in-house promotional announcements. No employee who has a current official overall performance evaluation of "Needs Improvement/Unsuccessful" shall be promoted.

B. Demotion:

A demotion is movement from a position in one job class to a position in another job class with a lower minimum pay rate for which the employee qualifies. A demotion may result from inefficiency in job performance, disciplinary action or the employee's own request (voluntary demotion). Employees who voluntarily demote may do so without a cut in pay with the approval of the agency's Appointing Authority. Demotions as a result of poor job performance or disciplinary action shall result in a cut in pay.

C. Transfer:

A transfer is movement from one position to another position. This may be between state agencies or between units within an agency. Another probationary period is not required to be served as a result of a transfer, although some state agencies require a new probationary period.

A transfer may be to a higher position (promotion), lower position (demotion), or a position on the same level (lateral). To transfer within YS, employees shall request and obtain approval from the appropriate Unit Heads.

D. Reassignment and Position Change:

The Deputy Secretary may reassign any probationary or permanent employee to a position with a different job title that has the same maximum rate of pay, provided the employee meets the minimum qualifications of the job to which the employee is being assigned and has State Civil Service requirements for testing and competition.

The Deputy Secretary may position change any probationary or permanent employee to a different position number with the same job title.

E. Detail to Special Duty:

A Detail to Special Duty is a temporary assignment to perform the duties of another position. If an employee is detailed to a job with a higher pay level, he/she shall be paid according to the rules on promotion. If he/she is detailed to a job with a lower pay level, the employee shall retain his/her current pay. No detail shall extend beyond one year without the State Civil Service Director's approval. The Deputy Secretary may end a detail at any time.

POSITION DESCRIPTION

The duties and responsibilities assigned to a particular job are recorded on a SF-3 Position Description Form, and are reviewed annually by the supervisor as part of the employee's performance evaluation and planning documents, as well as on the employee's anniversary hire date, to determine if duties described therein are current and accurate. Each employee shall receive a copy of his/her position description, as it outlines the duties he/she is expected to perform.

Temporary changes in an employee's duties may be made by the Unit Head or supervisor. If the changes eventually become permanent, the position description shall be updated to reflect the changes.

Position descriptions shall be reviewed at least every five (5) years, when major duty changes have taken place, and prior to filling a vacant position at the supervisory level or above, unless the position description has been updated within the last 12 months, or is encompassed by a master job description in a high volume hiring situation such as Juvenile Justice Specialist (JJS).

Copies of position descriptions are available in the Public Safety Services, Human Resources Office. Youth Services Policy No. A.2.23 "Position Descriptions" provides information about the Position Description (SF-3), including an Instruction Sheet to be used as a guideline for completing the SF-3, and a Position Description Optional form to be used as needed for those positions with specific requirements, etc.

RECRUITMENT

Youth Services utilizes various options provided in Chapter 6 of the Civil Service Rules to recruit the best new employees and retain the most knowledgeable and experienced current employees. (Refer to YS Policy Nos. A.2.2, A.2.69, A.2.70, A.2.71 and A.2.72) These policies include:

- Special Entrance/Retention Rates – Civil Service Rule 6.5 (b)
- Pay above Minimum for Extraordinary Qualifications/Credentials – Civil Service Rule 6.5 (g)
- Non-competitive and Job Shortage Classes - Civil Service Rule 22, 23, and 24
- Attainment of a Juvenile Justice Certificate of Technical Studies – Civil Service Rule 6.16 (d)
- Attainment of Advanced Degree – Civil Service Rule 6.16 (h)
- Attainment of Baccalaureate Degree – Civil Service Rule 6.16 (d)
- Attainment of Advanced Degree – Civil Service Rule 6.16 (h)
- Optional Pay for Retention – Civil Service Rule 6.16.2
- Premium Pay – Civil Service Rule 6.16 (a)
- Individual Pay Adjustment – Civil Service Rule 6.16 (c)

RESIGNATIONS AND TERMINATIONS

Resignations shall only be accepted by employees delegated with appointing authority. An employee's oral or written resignation becomes effective on the date and time specified by the employee. An employee may not withdraw or modify the resignation after the appointing authority accepts it, unless the appointing authority agrees. Supervisors and employees are encouraged to report any resignation concerns in order to provide as much information as possible concerning the reasons why individuals leave employment. This information is essential in gaining important data necessary to improve operations, as well as employee relations. A State Civil Service exit interview is completed with employees who leave employment through the unit's Human Resources Liaison.

SENIORITY

Seniority is usually defined by circumstance and situation such as layoff, service awards, promotion or rank. Guidelines in determining the definitions of seniority for these different circumstances include applicable Civil Service Rules, sections of the Union Contract and applicable YS Policies. Additional information is available in the Public Safety Services Human Resources Office.

TIME AND ATTENDANCE

A pay period is a two-week (bi-weekly) record of an employee's attendance which begins on Monday and ends on Sunday of the following week. The Time and Attendance Report (OJJ Time Sheet) is a record of hours worked and leave taken during a specific bi-weekly pay period. All YS employees must submit a request for leave to their supervisor through the LEO on-line leave request prior to taking leave or as soon as they return to duty. An "Application for Leave Form" (SF-6) shall be utilized only when the requested leave was designated for a prior pay period.

Attached to the Time and Attendance Policy is the Time Entry Sheet which is used to record the number of hours worked and leave taken during a specific pay period, and the Leave Usage and Overtime Accumulation Chart, which is used to correctly calculate time entry.

It is the employee's responsibility to verify their time is recorded accurately and to signify this by signing and dating the time sheet at the end of each pay period prior to forwarding it to their supervisor. If an employee believes an error has been made in the reporting of their time, the employee should discuss the matter with their supervisor immediately.

Youth Services Policy No. A.2.55 "Time and Attendance" provides further information, including the responsibilities of supervisors, designated trained Time Administrators, and the role of Public Safety Services Human Resources (PSS/HR).

FLEX TIME WORK SCHEDULES

It is the policy of the Deputy Secretary and YS to offer flexible schedules and flexible work hours when the effectiveness and functions of the agency are not compromised. Each unit shall identify the flexible work schedule options available to its employees based on the particular needs and business requirements of the office. Flexible work schedules and breaks are not vested rights to which employees are entitled, but privileges which may be granted to employees at the discretion of the Unit Head. Youth Services Policy No. A.2.50, "Flexible Work Schedules" addresses the procedures. Flexible work schedules consist of the following three options:

Traditional Work Hours:

A paid eight (8) hour work day, with an additional unpaid 30-minute to one (1) hour lunch time, Monday through Friday that encompasses the agency's business hours (8:00 a.m. to 4:30 p.m. or 8: a.m. to 5:00 p.m.) and totals 40 hours per week.

Flexible Work Schedule Options:

Option 1:

Four (4) paid work days of ten (10) hours each week of the pay period with the day off being **any** day, Monday through Friday, for a total of 40 hours per week.

Option 2:

Four (4) paid work days of (9) hours and one paid day of four (4) consecutive hours, totaling 40 hours each week of the pay period. The four (4) hour day may be on any day, Monday through Friday, with one-half day off in the morning or in the afternoon. [No lunch period is allowed on the four (4) hour workday.]

One Day Flexible Work Schedule:

One (1) day flexible work schedule in which the hours worked must be worked within a day regularly scheduled to be an eight (8), nine (9), or ten (10) hour workday, depending upon the option above that the employee works. An employee shall not be allowed to work a flexible day schedule that would cross over into another working day. The employee must meet the requirements of the normal work day hours on this particular day.

PAY

Pay adjustments, overtime compensation and special pay rates are governed by Youth Services Policy No. A.2.2 "Pay Administration and Management," within the parameters of the Fair Labor Standards Act and Civil Service Rules. An employee's salary is quoted as a monthly amount. However, the fiscal year is divided into twenty-six (26) pay periods. Each paycheck is based on the employee's yearly salary divided by the number of pay periods, which is twenty-six (26).

PAY SCHEDULE

Employees are paid under various pay schedules which are available from Public Safety Services HR, the unit's Human Resources Liaison or the Civil Service website: <http://www.civilservice.louisiana.gov/divisions/compensation/payschedules.aspx>

DIRECT DEPOSIT

The State of Louisiana requires mandatory direct deposit participation for all state employees. The unit's Human Resources Liaison will provide assistance in establishing a direct deposit account with the financial institution of choice, or employees may utilize Louisiana Employees Online (LEO – <https://leo.doa.louisiana.gov>) system to create and/or maintain direct deposit transactions.

LEAVE TYPES

(Civil Service Rules - Chapter 11)

A. Annual Leave

Annual leave shall be earned by each full-time and part-time employee who has a regular tour of duty, except that no employee shall earn annual or sick leave while serving on a classified WAE appointment or while using leave from an agency leave pool as defined in Civil Service Rule 11.34. The earning of such leave shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or at the end of each regular pay period.

Annual leave is intended primarily for vacations and personal business. It shall be applied for in advance and may only be used when approved by the employee's supervisor. Annual leave shall be applied for in six (6) minute increments. Annual leave is requested in advance, online through LEO, or on the "Application for Leave" Form SF-6. The unit's Human Resources Liaison will advise employees which method to use.

An employee should never sign a blank or incomplete leave form. Upon completion of the leave form, the employee should forward it to the appropriate supervisor for approval.

Accrued unused annual leave earned by an employee shall be carried forward to succeeding calendar years.

B. Sick Leave

Sick leave may be utilized by an employee who has sufficient leave to his credit for necessary absence from duty because of illness or injury which prevents him from performing his usual duties, or medical, dental, or optical consultation or treatment. The appointing authority may require a statement from a registered physician or some other acceptable proof that the employee was ill and unable to report to work.

An employee is required to file an application for sick leave stating the amount of time absent. Sick leave is requested in advance, if possible, online through LEO or on the

"Application for Leave" Form SF-6. The minimum amount which can be taken is six (6) minute increments.

If an employee has accrued compensatory leave ("K" time), that leave shall automatically be used before sick leave. However, employees may request the use of sick leave in lieu of accrued "K" time in writing to their supervisor, which shall be approved.

Accrued unused sick leave earned by an employee shall be carried forward to succeeding calendar years.

C. Family and Medical Leave

The Family and Medical Leave Act (FMLA) of 1993, as amended in 2008, 2010 and 2013 under Section 585 of the "National Defense Authorization Act" (NDAA), the U.S. Department of Labor (DOL), Wage and Hour Division (WHD) and in Civil Service Rules, requires covered employers to provide up to twelve (12) weeks, or 26 weeks in a case under the NDAA for FY 2008, of job-protected time off to eligible employees for certain family and medical reasons. In 2010, the FMLA was again amended, expanding the military related leave protections, as well as to include a special eligibility provision for airline flight crew employees. The Final Rule for this purpose was published in 2013.

Specific items covered under FMLA are birth or care for a newborn, adoption, placement of a child, care for an employee's own parent, child or spouse with a serious health condition and an employee's own serious health condition, to deal with deployment or return of a family member on Active Duty under NDAA, or to care for a parent who is incapable of self-care necessitated by the covered active duty of a military member.

If an employee has annual or sick leave credit, the Unit Head may require or the employee may elect to take such leave. Leave earned in accordance with the Fair Labor Standards Act (time and one-half compensatory leave) may not be used for family and medical leave. Employees with accumulated leave in the system will be coded accordingly. Sick leave may be used as paid leave under the FMLA for an employee's own illness, but may not be used for taking care of a family member.

Additional information is available in Youth Services Policy No. A.2.5, "Family and Medical Leave of Absence" and from Public Safety Services Human Resources Office or the unit's Human Resources Liaison.

The National Defense Authorization Act (NDAA) also permits an employee to take FMLA leave for "any qualifying exigency" (as defined by regulation). A number of broad categories for which military employees can use FMLA leave are as follows: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; and (9) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

D. Military Leave

Requests for military leave, with pay when advanced notice is given, shall be granted on a nondiscriminatory basis to employees serving on job appointments, probationary or permanent status who are members of the Reserve Component of the Armed Forces of the United States who are called to duty for military purposes, and to members of National Guard Units which are called to active duty as a result of a non-local or non-state emergency, consistent with applicable laws and rules.

1. Military Leave with Pay

Employees serving on job appointments, probationary or permanent status and are members of a Reserve Component of the Armed Forces of the United States shall be entitled to military leave with pay provided advance notice is given.

No advance notice is required when such notice is either precluded by military necessity or otherwise impossible or unreasonable.

Maximum military leave with pay shall be fifteen (15) working days per calendar year.

2. Use of Annual and Compensatory Leave for Military Purposes

Employees serving on job appointments, probationary or permanent status, who give advance notice of military obligations and apply for annual or compensatory leave for military purposes, shall be granted such leave.

No advance notice shall be required when such notice is either precluded by military necessity or otherwise impossible or unreasonable.

3. Use of Leave Without Pay for Military Purposes

Employees serving on job appointments, probationary or permanent status who have exhausted either annual or compensatory leave, or have chosen not to use this paid leave for military purposes shall be placed on leave without pay. This period of leave without pay for military purposes shall not exceed six (6) years. After six (6) years, the employee shall be separated from the classified service.

4. Rights Upon Return

Provisional, probational and permanent employees, and employees serving on job appointments returning to their classified positions under the provisions of the Civil Service Rules 11.26. (d) and 23.15, shall return with such seniority, status, pay, and annual and sick leave accrual rates as they would have earned if they had not been absent for military training or military active duty. Both provisional and probational status, however, shall be governed by the provisions of the Civil Service Rule 9.3.

E. Civil, Emergency, and Special Leave

Upon request to his/her supervisor, an employee serving in a job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave or sick leave under certain circumstances including:

1. Performing Jury Duty when summoned to serve on jury duty.
2. Summoned to appear as a Witness before a court, grand jury or other public body or commission when the employee is not the plaintiff or defendant (except when the summons to appear is job related).
3. Performing Emergency Civilian Duty in relation to national defense.
4. An Act of God/Catastrophic Emergency which prevents an employee from performing his/her duties. The Deputy Secretary shall decide when weather conditions constitute an emergency and determine what action shall be taken.

He/She may close an office, designate which personnel may be excused and which employees shall remain on duty or report to duty in order to continue to provide public service. An employee shall contact his/her supervisor when in doubt.

5. A Civil Service examination on a regular work day or taking a required examination pertinent to the employee's State employment. (Documentation shall be provided to the employee's supervisor regarding the time and date of the examination.)
6. When the appointing authority determines that because of local conditions or celebrations it is impracticable for employees in such locality to work. This could be limited to a single facility/office within the agency.
7. The employee is ordered to report for pre-induction physical examination incident to possible entry into the military forces of the United States.
8. The employee is a member of the National Guard and is ordered to active duty incident to local emergency, act of God, civil or criminal insurrection, civil or criminal disobedience, or similar occurrences of an extraordinary and emergent nature which threatens or affects the peace or property of the people.
9. When an employee is an attorney who is ordered to represent a criminal defendant by a court. However, if the employee is compensated from other sources special leave will not be granted.
10. When an employee is a current member of the Civil Air Patrol and is ordered to perform duties with troops or to participate in training. However, the employee is only entitled to 15 days of special leave and it cannot be used for normal unit meetings and training.

F. Compensatory Leave

Compensatory leave ("K" time) is compensation for overtime hours worked. Once an employee has earned "K" time, the employee may request to use it. "K" time balances shall be used before annual leave is used. The agency shall substitute "K" time for sick leave consistent with FMLA and Civil Service Rules and guidelines.

Compensatory time earned while employed with YS does not create a vested property or contractual right. It is the policy of the agency that upon transfer from another agency, no "K" time shall be credited to the employee's leave balance, and payment shall be made for "K" time balances upon separation in accordance with the flexibility allowed in the State Civil Service Rules Chapter 21.

At the time of hire, all employees shall sign a "Statement of Agreement Regarding Compensation for Overtime Work". Supervisors are responsible for monitoring the accrual of compensatory leave to ensure that the caps on accrual are not exceeded.

Further clarification on compensatory leave is available from the employee's supervisor and in YS Policy No. A.2.2, "Pay Administration and Management." This policy includes information about the earning of compensatory leave, payment of, and the amount of hours that can be transferred to the next fiscal year.

G. Other Types of Leave

The following types of leave may be granted at the option of the Unit Head:

1. Funeral Leave

Probationary and permanent employees may be granted time off without loss of pay, annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent, or grand-child; provided such time off shall not exceed two (2) days on any one occasion.

2. Leave without Pay

An employee may be granted a leave of absence without pay for specific time periods as approved by his/her Unit Head. Leave without pay for a time period beyond that approved by the Unit Head shall be approved by the Deputy Secretary on a case-by- case basis.

Leave without pay for educational purposes may be granted an employee for a period equivalent to the period of attendance at the educational institution.

Educational Leave

An employee may be granted educational leave with pay for a maximum of thirty (30) calendar days in one (1) year to attend a course if it is relevant to his/her job.

In addition, an employee may be granted educational leave with pay for a maximum of ninety (90) calendar days in one year to attend training courses relevant to his/her job.

3. Voting Leave

A probationary or permanent employee may be granted time off without loss of pay, annual leave or sick leave when voting in a primary, general or special election which falls in his/her regularly scheduled work day. However, no more than two (2) hours of non-chargeable special leave shall be allowed to vote in the parish where he is employed and no more than one (1) day to vote in another parish.

4. Voluntary Disaster Service Leave

A full time probationary or permanent employee may be granted time off without loss of pay, annual leave, compensatory leave or sick leave, for a period not to exceed fifteen (15) work days in any calendar year to participate in American Red Cross relief services in Louisiana for disasters designated at Level III or above in the American Red Cross Regulations and Procedures. Such employees shall have received a certification from the American Red Cross as a Trained Disaster Volunteer. All such requests shall be made in writing and approved by the appointing authority.

5. Enforced Leave- Annual and Sick:

- a. Enforced Annual Leave - Subject to Civil Service Rule 11.9 subsection (b), and military leave provisions in Civil Service Rule 11.26, an appointing authority may require an employee to take annual leave when in his/her administrative judgment such action would be in the best interest of the agency.

No employee shall be required to reduce his/her accrued annual leave to less than 240 hours except;

- i. Prior to being granted leave without pay, but subject to the right granted the employee by the military leave provisions of these rules; or,
 - ii. Where it is determined that the need to be absent from work is because of a condition covered by the United States Family and Medical Leave Act; or,
 - iii. If the leave is required during closures in accordance with Civil Service Rule 17.10 as a layoff avoidance measure.
- b. Enforced Sick Leave- An appointing authority may place an employee on sick leave when the employee asserts the need to be absent from the work place because of the employee's illness or injury.

6. Uncharged Leave for Training, Testing and Interviews - C.S. Rule 11.23(f) states, "An employee serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave, or sick leave when:
 - a. Participating in a State Civil Service examination on a regular day, or;
 - b. Taking a required examination pertinent to the examinee's state employment, before a State licensing board."

LEAVE EARNING RATES

- A. Annual and Sick Leave shall be earned by each full-time and each part-time employee who has a regular tour of duty, except that no employee shall earn annual or sick leave while serving on classified WAE appointment or while using leave from an agency leave pool as defined in Civil Service Rule 11.34.
- B. The earning of such leave shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or at the end of each regular pay period in accordance with the following general schedule:

Full Time State Service	Leave Earning Rates (<i>per hour of regular duty</i>)
Less than 3 years	0.0461 hour of annual leave and .0461 hour of sick leave
3 years but less than 5 years	0.0576 hour of annual leave and .0576 hour of sick leave
5 years but less than 10 years	0.0692 hour of annual leave and .0692 hour of sick leave
10 years but less than 15 yrs.	0.0807 hour of annual leave and .0807 hour of sick leave
15 or more years	.0923 hour of annual leave and .0923 hour of sick leave

- C. No employee shall be credited with annual or sick leave for:
 1. Any overtime hour.
 2. Any hour of leave without pay.
 3. Any hour in on-call status outside his/her regular duty hours as defined in Civil Service Rules 11.1 and 11.2.
 4. Any hour of travel or other activity outside his/her regular duty hours as defined in Civil Service Rules 11.1 and 11.2.
 5. Any hour of a holiday or other non-work day that occurs while he/she is on leave without pay.

OVERTIME

In emergencies, on designated holidays, and at other times considered necessary by the Unit Head or supervisor, an employee may be required to work overtime hours. State overtime is defined as:

- Time worked in excess of an employee's regularly scheduled work hours;
- Time worked in excess of an employee's regularly scheduled work period;
- On a holiday, including designated holidays; and
- During official office closures.

In accordance with the Fair Labor Standards Act, Civil Service Rules and YS policy, an employee shall be compensated for overtime in one of the following methods depending upon his/her salary level and position title:

- Cash payment at the time-and-one-half rate;
- Cash payment at the regular rate;
- Compensatory leave earned at the time-and-one-half rate;
- Compensatory leave earned hour for hour; or
- No compensation.

On the Civil Service Commission may grant exceptions to Overtime rules.

HOLIDAYS

The following are observed as State holidays:

New Year's Day	Labor Day
Veterans Day	General Election Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Mardi Gras Day	Christmas Day
Good Friday	Independence Day
Inauguration Day (in Baton Rouge City limits, every four years)	

A full time employee who is required to work on one of the above listed holidays on a day within his/her scheduled work week shall be compensated as authorized in Civil Service Rule 6.12.1, which provides overtime options for work on holidays. When one of these holidays falls on his/her regular day off, his/her holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated. The Governor has the authority to declare holidays other than those listed.

RETIREMENT

Retirement issues can be very complex and employees are encouraged to:

- For information pertaining to retirement planning, details about retirement benefits, and retirement options, contact the unit's Human Resource Liaison.

Contributions

Contributions to the retirement system are based on the retirement plan the employee is a part of as listed below. Public Safety Services Human Resources or the units Human Resource Liaison can answer any questions regarding contribution rates.

Youth Services employees fall under two retirement plans: LASERS and Teachers (TRSL).

A. LASERS

For an explanation of membership benefits, contributions, and retirement plans available, refer to the LASERS website (<http://lasersonline.org>) or contact a LASERS Representative.

1. Regular Retirement
2. Hazardous Duty Services Plan

B. Teacher's Retirement

Teachers, teachers' aides, coaches and principals are eligible to join the Teachers' Retirement System of Louisiana (TRSL). There are different retirement plans available through TRSL. Refer to the following website: www.trsl.org for more information.

Retirement Options

A. Initial Benefit Option (IBO)

The IBO is an option that is selected at retirement that pays up to 36 months of the maximum benefit in a lump sum, which reduces future benefits. If an employee chooses the IBO, he/she is not allowed to select Option 1 as a retirement option. The IBO is not available to DROP participants, disability retirees, or 20 year retirees (La. R.S. 11:441(A)(4)). Refer to LASERS website: <http://lasersonline.org> for more information.

B. Deferred Retirement Option Plan (DROP)

The Louisiana Legislature authorized the DROP, an optional method of retiring, in 1990. The eligibility for DROP participation was changed in the 1995 legislative session.

It is the employee's responsibility to review his/her specific retirement options. Go to the following website for information regarding state employees' retirement plans: <http://lastersonline.org>.

C. Disability Retirement

If you are a Regular Member and become totally disabled and incapable of performing your normal job duties, you may be eligible to start receiving a Disability retirement benefit. Refer to LASERS website: <http://lasersonline.org> for more information.

MEDICARE COVERAGE

On April 1, 1986, Medicare coverage for newly hired state employees became mandatory in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. This does not apply to employees who are currently covered under Social Security or those employees hired prior to April 1, 1986. Payment of this tax for an appropriate number of quarters makes one eligible for Medicare coverage as determined by Social Security.

INSURANCE

The State Office of Group Benefits offers group health and life insurance to its employees through various programs. Coverage is effective the first day of the month following one full month of employment. For example: If a person is employed on June 1, coverage will be effective July 1. If an employee's first day of employment is June 2, coverage will be effective August 1. There are also supplemental policies available for dental care, life insurance, accident, intensive care and cancer coverage. Contact the HR Liaison for the list of participating vendors. YS employees should refer to the following website: www.groupbenefits.org for more information.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986 (COBRA).

If an employee leaves employment with the state (other than by termination for cause), he/she is eligible to maintain his/her insurance coverage for a limited time under the provisions of COBRA. YS employees should refer to the following website: www.groupbenefits.org for more information.

TAX-FREE FLEXIBLE BENEFITS PLAN

The Flexible Benefits Plan (Flex Plan) with Premium Conversion and Flexible Spending Account gives an employee a way to take home more money in every paycheck. An employee's eligible insurance premiums, dependent care expenses, and medical care expenses are deducted from his/her gross salary – before taxes. Therefore, the employee pays less in tax and will see an increase in his/her net pay. YS employees should refer to the following website: www.groupbenefits.org for more information.

DEFERRED COMPENSATION

The Louisiana Deferred Compensation is a long-term savings/investment plan that provides a means of tax-sheltering a portion of an employee's income. As a supplement to other retirement benefits or savings that an employee may have, this voluntary Plan allows him/her to save and invest extra money for retirement - tax deferred. Not only will the employee defer taxes immediately, he/she may build extra savings consistently and automatically, have a variety of investment options to choose from, and learn more about saving and investing for a secure financial future.

An employee may also qualify for a federal tax credit by participating in this Plan. Visit the following website: www.louisianadcporetire.gwrs.com for detailed investment options, planning tools, educational material; and enrollment documents on the deferred compensation plan.

All enrollment documents should be sent directly to:

State of Louisiana Public Employees Deferred
Compensation Plan
2237 S. Acadian Thruway, Suite 702
Baton Rouge, LA 70808
(225) 926-8082 or (800) 937-7604

CREDIT UNIONS

Employees and retired employees of YS, as well as their spouses and children, are eligible to join the Department of Corrections Credit Union (DOCCU) or LaCapitol Federal Credit Union (LaCap).

Information regarding the LaCap can be obtained at their website: <http://www.lacapfcu.org/>.

Information regarding the DOCCU can be obtained at their website: <http://www.doccu.com/>.

EMPLOYEE AWARDS

The Deputy Secretary has established formal policy and guidelines for recognition of service by employees of YS. Youth Services Policy No. A.2.4, "Employee Awards," outlines award categories and the process taken to recognize exemplary employee service. Employee awards are selected and issued at both the unit and agency levels. There are categories for both monetary and non-monetary awards.

SAVINGS BONDS

A payroll savings plan is available through the purchase of United States Savings Bonds, which provide a convenient way to set money aside for building retirement or education funds. National Bank and Trust (NBT) is the administrator of the bond program for the State of Louisiana. Employees must contact them directly. Deductions are made through the ISIS/HR system. For more information go to the following website: www.nbtco.com or call 800-426-9314

WORKERS' COMPENSATION

The Workers' Compensation program is designed to protect employees from loss of income due to injuries that occur on the job. Any employee who is injured while on duty is covered under the "Louisiana Workers' Compensation Benefits" program.

When an employee is injured while working on the job, it is his/her responsibility to notify his/her immediate supervisor, regardless how minor the injury may appear. It is the supervisor's responsibility to report the incident to the Unit Head and the unit's Safety Officer. Necessary emergency medical treatment should be obtained as soon as possible. A Report of Injury or Illness Form must be completed by the employee and his/her supervisor and must be promptly

forwarded to the unit's Human Resources Liaison. For the necessary forms, contact the unit's Loss Prevention Officer.

If the injury requires outside medical attention or time away from work, the employee must contact the unit's Human Resources Liaison immediately to complete necessary paperwork. Approved medical expenses are covered by the Office of Risk Management. An employee shall be required to secure a release from his/her attending physician prior to returning to work. Refer to Youth Services Policy Nos. A.2.28, "Return to Work" and A. 2.49 "Worker's Compensation" for more information about an employee's return to work following an injury, and the required forms.

PERFORMANCE EVALUATION SYSTEM

The Performance Evaluation System (PES) is an essential aspect of the state's performance management system. It is designed to facilitate communication, formal and informal, between the employee and supervisor about expectations for doing the necessary job assignments to meet the goals and priorities of YS.

Unit guidelines and procedures for the PES shall be in compliance with Chapter 10 of the State Civil Service Rules, which is available in the unit's Human Resources Liaison's Office or online at: <http://www.civilservice.louisiana.gov/progasst/csrules/Chapter10/CHAP10A.HTM>.

All classified employees are covered by Civil Service Rules, Chapter 10, Performance Evaluation System, and shall be evaluated annually between July 1 and August 31st. All new employees shall have a Performance Planning Session completed within ninety (90) days of hire. All current employees shall have a Performance Planning Session completed between July 1st and September 30th. The Performance Planning Session and Performance Evaluation Session shall be

documented utilizing the "PES Planning and Evaluation Form". Refer to YS Policy No. A.2.45 "Performance Evaluation System" for more information about the performance plan itself, the PES planning session, how the performance evaluation is conducted and how to request a review of a performance evaluation, etc.

STAFF DEVELOPMENT

It is the philosophy of YS to provide employees the knowledge, skills, attitudes and abilities needed to perform their jobs at a maximum level of efficiency, to promote employee growth and to enhance job enrichment.

Employees shall be provided orientation, basic training, in-service training, on-the-job training, and career development training appropriate to the needs of YS.

Minimum training hours are determined by one's job category and title. Each unit has a training plan available for review. Employees shall receive instructions regarding when and where to report for training and may be compensated for training hours exceeding normal regular work hours in accordance with Civil Service Rules and the Fair Labor Standards Act. They shall also receive training credits for all time spent in training.

SUPERVISORY TRAINING (EDGE)

Effective January 1, 2012, the Minimum Supervisory Training requirements for Group 1 Supervisors consists of a blended learning approach of online classes and instructor-led training. The five (5) online courses and the instructor-facilitated workshop are part of the new Employee Development Growth & Enhancement (EDGE) program, which expands on the current Comprehensive Public Training Program (CPTP). Online courses are accessible to all state employees through the Louisiana Employees Online (LEO) system.

Training program information and a list of Frequently Asked Questions (FAQ) may be accessed at the following website: <http://www.civilservice.la.gov/Training/CPTP/edge.asp>. Questions or concerns may be emailed to CPTPLSO.Coordinator@la.gov.

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of YS to maintain an Employee Assistance Program (EAP) to enable employees whose personal or family problems are adversely affecting job performance to resolve these problems and achieve their maximum potential. Brochures are available with each unit's Human Resources Liaison explaining how the program works. Employees are encouraged to take advantage of the EAP to mutually benefit themselves and YS. Refer to YS Policy No. A.2.11, "Employee Assistance" for more information.

PERSONNEL FILES

A personnel record on each employee is maintained in the Public Safety Services Human Resources Office. Electronic personnel files on each employee are also maintained in the Human Capital Management (HCM) system in addition to hard copies of some employment records. Personnel records shall include all paperwork necessary to effect one's employment, along with other correspondence and records relevant to personnel matters.

The only documents contained in the personnel record that shall be produced in a response to request for information are those which are considered public information. Information may be provided to law enforcement officials and district attorneys who are conducting an official inquiry into a potential violation of law or prosecuting a criminal proceeding arising from an alleged violation of law.

Employee medical information shall only be released to those entities with a need to know based on business related reasons. Relevant medical information may be released to appropriate personnel involved in processing an employee's Worker's Compensation claim.

An employee may review the contents of his/her personnel file at any time in the presence of the Records Custodian in the Public Safety Services Human Resources Office. YS Policy No. A.2.12 "Personnel Records," offers further clarification.

LOUISIANA EMPLOYEES ONLINE (LEO)

LEO is a portal providing a single point of access to a variety of employee information and services for employees paid through ISIS HR. Employees can access their pay statement information, benefits plans (all insurances, deferred compensation and retirement), and the state employee directory. Employees also have the ability through LEO to change their emergency contact information, address, bank and tax withholding information, view their leave records, and enter leave requests, and submit requests for Travel Reimbursements.

For frequently asked questions (FAQ) pertaining to LEO go to: www.ojj.la.gov

Employees can access LEO directly through the following websites:

1. <https://leo.Louisiana.gov> ; or
2. Louisiana.gov (Click once with the left mouse button on the LEO: Louisiana Employees Online link under the Online Services section (left side of the page).

EMPLOYEE GRIEVANCE PROCEDURES

A grievance is an official internal agency procedure used to resolve employee complaints and other personnel actions that are not appealable to the Civil Service Director or to the Civil Service Commission or charges which should be filed under EEOC.

This procedure applies to all YS employees and is a method of determining the specific cause for a grievance, assessing the situation, and finding the best way to resolve the grievance. The procedure is intended for use when a dissatisfaction that cannot be resolved by less formal means arises in a day-to-day relationship between employees or between an employee and their employer.

Employees of YS are encouraged to make use of the agency's grievance procedure when informal efforts to resolve differences do not suffice; however, nothing contained herein should be construed as denying employees the right to grieve non-disciplinary actions to the Louisiana Civil Service Commission, or any other outside entity from which relief may be requested directly.

YS Policy No. A.2.46 "Employee Grievance Procedure" outlines the steps and timelines associated with the process, as well as the "Employee Grievance Form" for filing. Grievance forms are maintained with each Unit Human Resources Liaison and are accessible on-line under OJJ forms on the OJJ website: www.ojj.la.gov.

Complaints involving sexual harassment shall be handled in accordance with YS Policy No. A.2.8 "Sexual Harassment".

Complaints or appeals involving Performance Evaluation shall be addressed through procedures outlined in the YS Policy No. A.2.45 "Performance Evaluation System".

An employee who files a grievance shall not be retaliated against.

What is Grievable?

The following types of complaints are grievable: health and safety concerns, personality disputes between supervisor and subordinates or among co-workers, perceived unfair treatment that does not rise to the level of discrimination, changes in work location or hours, and requirements of supervisory plans. However, for many actions, the difference between whether the action is "appealable" or "grievable" is WHY the employee is challenging the action or sometimes WHO the employee is. The following chart contains some examples:

AGENCY ACTION	REASON	GRIEVANCE vs. APPEAL
Denial of Performance Adjustment	because of race	Appeal to CS Commission
	"unfair" attendance policy	Agency Grievance
Denial of Promotion	because of gender	Appeal to CS Commission
	person selected did not meet qualification requirements	Appeal to CS Commission
	employee believes they are better qualified	Agency Grievance
No overtime compensation	non-exempt employee	Appeal to CS Commission
	exempt employee	Agency Grievance
Suspension with pay	permanent employee	Appeal to CS Commission
	non-permanent employee	Agency Grievance

Questions Regarding Grievances:

Questions regarding grievances shall be directed to the Undersecretary/designee or Public Safety Services Human Resources Office.

What is Appealable to the Director of Civil Service?

1. An allocation or reallocation decision – Civil Service Rule 5.3.
2. A Reviewer's decision concerning a Performance Evaluation given to a permanent employee – Civil Service Rule 10.14.

What is Appealable to the Civil Service Commission?

1. A suspension without pay, reduction in pay; involuntary demotion, or dismissal of a permanent employee.
2. A non-disciplinary removal of a permanent employee.
3. A layoff of a permanent employee.

4. An employment action/decision that discriminates against an employee because of their political or religious beliefs, sex or race.
5. An employment action/decision that violates a Civil Service Rule or the Civil Service Article X, Part 1 of the state constitution.

APPEAL RIGHTS

Civil Service Commission Appeals

State employees have certain rights and protections through the Department of State Civil Service. One of those rights is the appeal process. If an employee decides to file an appeal with the Civil Service Commission, he/she should go to the Civil Service website at: www.civilservice.louisiana.gov/ or contact his/her unit's Human Resources Liaison for a copy of Chapter 13 of the Civil Service Rules. This chapter identifies those appealable issues, and outlines the time frame and specifics for filing an appeal.

Only the following persons have a right of appeal to the Commission:

- a. A state classified employee with permanent status who has been removed or subjected to one of the disciplinary actions listed in Civil Service Rule 12.2(b).
- b. A state classified employee who has been discriminated against in any employment action or decision because of his/her political or religious beliefs, sex or race.
- c. A state classified employee who has been adversely affected by a violation of any provision in the Civil Service Article or of any Civil Service Rule other than a rule in Chapter 10.

Youth Services Appeals

Youth Services has an internal grievance process for resolution of issues generally not appealable to Civil Service. Employees are encouraged to seek resolution of issues not appealable to Civil Service through this grievance process. However, seeking resolution through the YS internal grievance procedure does not prevent one from filing an appeal with the Department of Civil Service.

Employees may appeal a disciplinary action regarding demotions and dismissals to the Deputy Secretary only if a timely written response was furnished by the employee.

CODE OF ETHICS

All state employees are governed by the State Code of Governmental Ethics (La. R.S. 1950, Title 42, Chapter 15). Since state employees are in a position of public trust, they are not to engage in any activities, either privately or officially, where a conflict of interest may exist. State employees are prohibited from accepting gifts, gratuities or rewards for doing any service pertaining to the duties expected in the performance of their jobs. A state employee in this context is any individual in the classified or unclassified service, board member or contractual employee. The Code of Ethics is addressed in YS Policy No. A.2.38 "Ethics for Public Employees: Nepotism, Prohibited Relations, Gifts, Ethics Opinions".

Questions regarding the Code of Ethics should be directed to the unit's Human Resources Liaison. In some instances, it may be necessary for that Human Resources Liaison to request guidance from the Public Safety Services Human Resources Section or the Office of the Deputy Secretary. When necessary, the Deputy Secretary will take action based upon the Agency's operational needs within legal and ethical determinations.

RESTRICTIONS/PROHIBITED ACTIVITIES

Classified Civil Service employees face certain restrictions, particularly in the area of politics. Political activities in which a state employee is allowed to participate include the following:

- Voting;
- Voicing a political opinion privately on his/her own time;
- Attend election night parties (following runoff elections);
- Serving as a Poll Commissioner or official watcher at the Polls on behalf of the government (not a Poll watcher on behalf of a campaign);
- Attend debates or other free functions where all candidates may express their views; and
- Supporting or opposing bond issues, taxes or constitutional amendments on his/her own time.

Most other political activities are prohibited. Some examples of prohibited activities are:

- Soliciting votes or contributions;
- Making political contributions;
- Displaying political stickers on personal car;
- Distributing political campaign cards;
- Making public political statements or addresses;
- Placing political signs on personal property unless his/her spouse, who resides on the property, is not a state employee;
- You may not "Like" a candidate on Facebook or "Follow" a candidate on Twitter or take other measures in social media that would exhibit support for or against an individual's campaign;
- Publicly announcing support of, donation to, or volunteering time for a particular political party or faction; and
- Becoming a candidate for nomination or election to public office.

Additional information regarding these activities is available with each unit's Human Resources Liaison and from the Department of Civil Service website: www.civilservice.louisiana.gov/.

DRUG FREE WORKPLACE

It is the policy of YS to promote increased employee awareness of substance abuse through comprehensive education programs in order to achieve and maintain a workplace free of drugs and alcohol.

All employees are subject to drug and alcohol screening/confirmatory testing. Failure to comply with instructions/orders to submit to a drug and alcohol screen/confirmatory test may result in termination from employment. Youth Services Policy No. A.2.7 "Drug Free Workplace" offers additional guidance, and includes information about the types of screening/testing and when and why screening/testing is conducted.

SEXUAL HARASSMENT

It is the Deputy Secretary's intent to maintain a workplace free of sexual harassment from any source, either supervisor or co-workers, and to discourage any instance of malicious accusation. YS prohibits and does not tolerate any such behavior. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Training on "sexual harassment" issues is required and provided for all employees. Youth Services Policy No. A.2.8 "Sexual Harassment," establishes a formal policy regarding sexual harassment. A copy of the policy is available with each unit's Human Resources Liaison.

UNIONS

Eligible YS employees may become members of an organized union. The agency has an agreement with the American Federation of State, County and Municipal Employees Council 17 (AFSCME). Persons wishing to join AFSCME may contact their unit's Human Resources Liaison for the name of the local union steward.

LEGAL REPRESENTATION

It is the policy of YS to furnish legal representation to all employees who are sued for actions or inactions arising within the scope of their employment.

The Legal Section of the Deputy Secretary's Office is responsible for determining appropriate representation for employees who have been sued. Any employee who is served with papers as a result of his/her employment with the agency shall advise his/her supervisor immediately as required by YS Policy No. A.2.43 "Employee Subpoenas, Notices of Hearing, Discovery, and Legal Correspondence."

OFFICIAL USE OF SOCIAL NETWORK

It is the Deputy Secretary's policy to protect and safeguard the confidentiality and security of Youth Services' operations by restricting the use of proprietary information concerning YS on social networks as referenced in YS Policy No. A.5.9. The official use of any social network shall be directed and coordinated by the Deputy Secretary/designee. Each employee is personally responsible for any on-line activity conducted with a YS/OJJ email address which can be traced back to YS/OJJ's domain and or uses YS/OJJ's assets. Employees may be disciplined, up to and including termination, for violating the provisions of YS Policy No. A.5.9 "Social Networking".

EMPLOYEE HOTLINE

It is the intent of the Deputy Secretary to provide a confidential outlet for staff to inform management about issues that need to be investigated, while at the same time protecting the identity of the caller. OJJ has expanded its toll free hotline, currently available to secure care youth, for use by staff statewide to bring their concerns to management while maintaining strict confidentiality.

The number for the OJJ Employee Hotline is **1.800.626.1430**.

STATE FACILITIES



BRIDGE CITY CENTER FOR YOUTH (BCCY)

3225 River Road
Bridge City, LA 70094

SWANSON CENTER FOR YOUTH (SCY)

4701 South Grand
Monroe, LA 71202

SWANSON CENTER FOR YOUTH at COLUMBIA (SCYC)

132 Highway 850
Columbia, LA 71418

Probation and Parole Offices



Regional Offices (*Denotes)

Region 1

New Orleans Office

2150 Westbank Expressway Suite 424
Harvey, LA 70058
(504) 361-6890
Fax: (504) 361-6891

Region 2

Baton Rouge Office

660 N. Foster Dr. Suite C-200
Baton Rouge, LA 70806
(225) 922-1300
Fax: (225) 922-1315

Region 3

Hammond Office

42381 Deluxe Plaza
Hammond, LA 70403
(985) 543-4096
Fax: (985) 543-4100

Region 4

Thibodaux Office

1077 Highway 3185
Thibodaux, LA 70301
(985) 447-0902
Fax: (985) 447-0818

Region 5

Lafayette Office

130 Chappuis St.
Lafayette, LA 70501
(337) 262-5662
Fax: (337) 262-1072

Region 7

Alexandria Office

1510 Lee Street
Alexandria, LA 71301
(318) 487-5252
Fax: (318) 487-5767

Region 8B

Natchitoches Office

116 South Dr., Suite 101
Natchitoches, LA 71457
(318) 357-3152
Fax: (318) 357-3243

Region 9B

Tallulah Office

508 East Bayou Drive
Tallulah, LA 71284
(318) 574-3552
Fax: (318) 574-2516

Region 6

Lake Charles Office

807 West Bayou Pines
Lake Charles, LA 70601
(337) 491-2833
Fax: (337) 491-2842

Region 8A

Shreveport Office

1525 Fairfield Ave. Suite 627
Shreveport, LA 71101
(318) 676-7020
Fax: (318) 676-7027

Region 9A

Monroe Office

1907 Washington Street
Monroe, LA 71201
(318) 262-5262
Fax: (318) 362-5209

IMPORTANT LINKS

AGENCY: YS/[OJJ](#)

STATE LINKS:

Info Louisiana: <http://louisiana.gov>

Louisiana Department of Civil Service: www.civilservice.louisiana.gov

Louisiana Employees Online (LEO): <https://leo.doa.louisiana.gov>

Louisiana State Legislature: www.legis.la.gov

Louisiana's Employee Retirement System (LASERS): www.lasersonline.org

Louisiana's Teachers Retirement System (TRSL): www.trsl.org

Louisiana Deferred Compensation: <https://louisianadcpretire.gwrs.com>

GROUP BENEFITS:

Group Benefits: <https://www.groupbenefits.org>

Blue Cross/Blue Shield: <http://www.bcbsla.com/ogb>
HMO Plan – Health Maintenance Organization
CD – HSA Plan – Consumer Driven Health Spending Account

People's Health: www.peopleshealth.com

Vantage Health Plan: <http://www.vhp-stategroup.com>
DataPath Flexible Benefits: <https://securemyrsc.com>

Catamaran RX Prescriptions: <https://www.mycatamaranrx.com>

FEDERAL LINKS

The Department of Labor: www.dol.gov/

[FMLA](#)

[COBRA](#)

CREDIT UNIONS

LaCAP: www.lacapfcu.org

DOC: www.doccu.org

TRAINING

CPTP: www.civilservice.louisiana.gov/Divisions/Training/

Training Calendar: [SharePoint](#)

MISCELLANEOUS

<https://OYD-HELPDESK/portal>

Jets.Helpdesk@la.gov