

Contents and General Description

10.12.1.1 General Provisions. This part contains definitions for terms used throughout all the parts; how time is computed for deadlines; employment records including what is confidential and who has access; and other unrelated topics.

10.12.1.2 Appointments. This part describes the types of job categories such as career, term, temporary and emergency. It also describes the probation period.

10.12.1.3 Classification. This part describes how positions are classified in the department.

10.12.1.4 Pay. This part includes definitions related to pay items; describes the elements of a pay plan and assignment of pay ranges; describes the elements of a salary schedule; administration of salary schedules or how decisions regarding salary are governed for hiring, promotion, demotion, transfer etc...; pay differentials; overtime rules; and holiday pay.

10.12.5 Recruitment, Assessment, Selection. This part describes how the LOPD recruits new employees; applications; testing of applicants; preference points; and how they are selected from the pool of applicants.

10.12.6 General Working Conditions. This part describes political activities may or may not participate in; how to rescind a resignation; the internal complaint process; a readiness for work policy; and employees duty to cooperate with internal investigations.

10.12.7 Absence and Leave. This part includes accrual rates and usage requirements for annual and sick leave including leave donation; leave without pay, Family and Medical Leave, absence without leave, administrative leave, educational leave and military leave are described; the personal leave day characteristics are described; and transfer of leave when an employee's status changes is discussed.

10.12.8 Drug and Alcohol. This part provides employees with information on the responsibilities and obligations of employees and the LOPD with respect to drug and alcohol abuse to include: definitions specific to this section; identifying the substance abuse coordinator; specifies when a reasonable suspicion drug or alcohol test may be done and the process for testing; and finally rehabilitation and/or sanctions.

10.12.9 Performance Appraisals. This part gives general guidance regarding the performance appraisal process including the form, training, timelines, and rights to rebuttal.

10.12.10 Furlough, Reduction in Force, Reemployment, Separation without Prejudice. This part describes the requirement of the LOPD to implement furloughs or reduction in force and the impact on employees during and after the action; early return to work and modified duty assignments; the processes for medical separations; and reemployment of employees separated due to work related illnesses or injuries.

10.12.11 Discipline. This part describes the elements of the disciplinary process to include progressive discipline; timelines; the elements of just cause; and due process rights.

10.12.12 Adjudication. This part establishes the process by which employees may appeal disciplinary actions to either the Disciplinary Review Board or through union arbitration.

10.12.13 Rule Making. This part describes the method by which these rules may be modified through adoption, amendment or repeal.