



Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70664

Thomas Bourgeois, Chairman

NOTICE OF A PUBLIC HEARING

PROPOSED REVISIONS TO THE CIVIL SERVICE BOARD RULES

The Sulphur Municipal Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to **Rule XII, Section 1: A. 4. Administrative Leave** of the civil service board rules. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on **Wednesday, January 17, 2024**, at **5:30 p.m.** at the City of Sulphur Council Chambers located at 1551 East Napoleon Street, Sulphur, LA 70663.

Current Board Rule XII, Section 1. A. 4. reads:

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

Proposed Revisions to Board Rule XII, Section 1. A. 4.:

- A. Leave of absence are classified as follows:
 - 4. Administrative leave - The appointing authority may grant administrative leave with pay for periods not to exceed sixty (60) days (**for Fire Department employees**) when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee or as may otherwise be required under department policies and procedures. This period may not be extended beyond sixty (60) days except with prior approval of the civil service board, when circumstances warrant such extension. Administrative leave shall be terminated upon the employee being ordered to return to active duty or upon the appointing authority affecting disciplinary action, whichever occurs first.
 - 5. Administrative leave - The appointing authority may grant administrative leave with pay for periods not to exceed seventy-five (75) days, inclusive of Saturdays, Sundays, and legal holidays (**for Police Department employees**), when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee or as may be otherwise required under department policies and procedures. This period may not be extended beyond seventy-five (75) days, inclusive of Saturdays, Sundays, and legal holidays, except with prior approval of the civil service board, when circumstances warrant such extension. Administrative leave shall be terminated upon the employee being ordered to return to active duty or upon the appointing authority affecting disciplinary action, whichever occurs first.

By direction of the chairman:

Lee Ann Hebert

Secretary

POST THIS NOTICE FROM DECEMBER 14, 2023 THROUGH JANUARY 17, 2024

DO NOT REMOVE BY ORDER OF THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

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