

RULE I
DEFINITIONS

1. “Administrative Leave”: A leave of absence from regularly scheduled work hours granted to employees pending an administrative investigation.
2. “Allocation”: The official determination by the Board or the Director of the class to which a position in the classified service belongs.
3. “Annual Leave”: A paid leave of absence from regularly scheduled work hours earned by eligible employees for the purpose of rest and recreation, or to attend to personal affairs.
4. “Appointing Authority”: The Mayor - President or any administrative officer designated in writing by the President or by law to effect personnel status changes for positions under his jurisdiction and the Lafayette City-Parish Civil Service system as Appointing Authority for the Department of Civil Service positions as provided in the Charter. Any delegation of signature authority must be executed in writing with a copy to the Civil Service Director and shall then be accepted by the Director as the official action of said Appointing Authority. *(Revised 12/3/19)*
5. “Appointment”: The designation of a person by a duly empowered Appointing Authority to become an employee in a position, and the person’s induction into the position.
6. “Band”: A group of test scores considered to be ties based on the psychometric properties of the examination.
7. “Board”: The Lafayette City-Parish Civil Service Board, (excluding commissioned Fire and Police employees).
8. “Calendar Year”: As used in regards to annual leave, the term calendar year refers to the payroll calendar year rather than the actual calendar year. The payroll year begins on the first day of the first pay period payable in January and ends on the last day of the last pay period payable in December.
9. “Casual Employee”: A temporary appointment where the schedule of work is limited to 1248 hours per fiscal year. *(Revised 7/8/21)*
10. “Certify” or “Certification”: The furnishing to an Appointing Authority by the Civil Service Director, of a list of names of persons from an appropriate employment list, who are eligible to be considered for appointment to a position in the classified service.

11. "Certification After Probation": Official notice by an Appointing Authority that an employee has satisfactorily completed his working test period.
12. "Charter": The home rule charter for the Lafayette City-Parish Consolidated Government effective June 3, 1996.
13. "Civil Service Board": The Lafayette City-Parish Civil Service Board.
14. "Class" or "Class of Position": A definitely recognized kind of employment in the classified service, designated to embrace positions that are so nearly alike in the essential character of their duties, responsibilities, and consequent qualification requirements, that they can fairly and equitably be treated alike under like conditions for all personnel purposes. (Revised 5/8/14)
15. "Classification Plan": All the classes of positions established for the classified service.
16. "Classified Position": Any position in the service that is subject to the Civil Service requirements as contained in the Lafayette City-Parish Consolidated Government Charter, and applies to every position in the service that is not expressly unclassified by said Charter.
17. "Classified Service": Every appointive office and position of trust or employment in the City-Parish Consolidated Government which has as its primary duty one (1) of the functions specifically set forth to be included in the classified service by the provisions of the Lafayette City-Parish Consolidated Government Charter. All current employees of the Lafayette City-Parish Consolidated Government who were continuously employed by the City of Lafayette and were members of the City of Lafayette Municipal Civil Service System immediately prior to June 3, 1996, or who were continuously employed by the Parish of Lafayette and were members of the Parish of Lafayette Classified Personnel System immediately prior to June 3, 1996, and who have been continuously employed since June 3, 1996 by the Lafayette City-Parish Consolidated Government shall be deemed to be members of the classified service of the Lafayette City-Parish Consolidated Government Civil Service System and shall be entitled to retain all rights, privileges, and benefits earned, including, but not limited to, seniority arising from continuous time served in a class or position held while employed by the City of Lafayette and/or the Parish of Lafayette prior to June 3, 1996. Revised Effective 12/18/00.
18. "Continuous Service": An employee's uninterrupted classified and regular unclassified service from the most recent date of employment. Service shall not be interrupted by leave of absence of thirty (30) days or less. Service dates shall be adjusted by the total period of any layoff or leave of absence without pay in excess of thirty (30) days.

19. “Demotion”: A change of an employee in the classified service from a position of one class to a position of another class for which a lower minimum rate of pay is prescribed. (Revised 3/2/2010)
20. “Department Head”: The Director of any Department appointed by and subject to the direction of the President in accordance with the Charter.
21. “Department Service”: Employment in the public service offered and performed separately by the City-Parish Departments.
22. “Departments”: Public Works, Administrative Services, Utilities, Parks and Recreation, Planning, Zoning & Codes, Finance, President’s Office, Community Development, Civil Service, Police* and Fire*, or any other unit established by reorganization under the charter.

*References to employees in the Fire and Police Departments in these rules shall include only those non-commissioned employees not otherwise covered under the Police and Fire Civil Service.
23. “Director”: As used in these rules shall mean the Civil Service Director.
24. “Discharge”, “Dismissal” or “Removal”: The termination of employment for cause.
25. “Discrimination”: Unequal and unfair treatment of an employee by any employment decision that affects hiring, promotion, training, working conditions, compensation, benefits, discipline, or discharge based on race, color, religion, gender, national origin, citizenship, age, physical or mental disability, sexual orientation, political ideas or affiliation, or membership in the armed forces.
26. “Eligible”: A person whose name is on an employment list.
27. “Employee”: A person legally occupying a position in the Civil Service System.
28. “Employment List” or “Lists”: A reinstatement list, a promotional employment list, an open employment list, a reemployment list, or an open/promotional list containing the names of those who passed the applicable examination.
29. “Emergency Appointment”: Assigning a person to a position because of an emergency of a temporary and special nature.
30. “Entrance Test”: A test for positions in a particular class, admission to which is not limited to persons employed in the classified service.

31. “Examination”: Examinations are devices or procedures developed or sanctioned by the Civil Service Office that, by means of numerical scores, measure merit of applicants.
32. “Funeral Leave”: A paid leave of absence from regularly scheduled work hours granted to employees so that they may attend the funeral of a member of their family.
33. “Furlough”: A period of absence from work without pay required of employees in order to avoid layoff.
34. “Gender”: As used in these rules, shall mean both male and female gender even though only the male or female word is expressed therein.
35. “General Increase”: An increase, by the same percentage, of all pay rates of all Civil Service employees, on the same date. *(Revised 5/10/16)*
36. “Governing Authority”: The Lafayette City Council and/or Lafayette Parish Council, in accordance with the Charter. *(Revised 12/3/19)*
37. “Layoff”: The removal of an employee because of lack of work, failure of financial appropriation, or other causes which do not reflect on the employee.
38. “List”: The official register of names of persons eligible for appointment to the various classes of positions in the classified service.
39. “List of Nominees”: The list of nominees named by the executive head of the institutions named in Section 4-15 of the Charter for the purpose of filling vacancies on the Civil Service Board.
40. “May”: As used in these rules, it shall denote an ability to use discretion or contingency based on the facts of the situation.
41. “Merit Increases”: A merit increase is an increase, which may vary, awarded to eligible employees at varying dates and is based upon the evaluation of work performance.
42. “Open List”: A list of eligibles formed from the results of an examination open to the public with no promotional preferences given to permanent employees.
43. “Part-Time Labor”: Labor hired for temporary work not to exceed nine (9) months per year, and paid on an hourly basis.
44. “Outside Agencies”: All commissions, boards, or agencies not covered by the Charter.

45. "Pay": Salary, wage, fee, allowance, and all other forms of valuable consideration, or the amount of any one (1) or more of them earned by or paid to an employee, by reason of service rendered in any position, but does not include any allowance for expense authorized and incurred as incidence of employment.
46. "Pay Plan": All the rates of compensation prescribed by the Board for classes of positions in the classified service.
47. "Pay Range Assignment": The official determination by the Board, or the Director, of the Pay Plan Range to which a class is assigned.
48. "Position": Any office and employment in the classified service, the duties of which call for service to be rendered by one (1) person.
49. "Probationary Appointment": The appointment of an employee, following the certification of his name from a list, to begin or to continue his working test.
50. "Promotion": Shall mean a change of a regular employee in the classified service from a position of one class to a different position in a different class for which a higher minimum rate of pay is prescribed. For the purposes of promotion, the subminimum or apprentice rate may be considered as the minimum rate of pay.
51. "Promotional Employment List" or "Promotion List": An employment list containing the names of eligible persons who are regular employees in the classified Civil Service.
52. "Promotional Test": A test for positions in a particular class, admission to which is limited to regular employees in the classified service.
53. "Provisional Appointment": The temporary appointment of a person to a position in the absence of an eligible list or lack of a class title, pay range, or examination; or the temporary appointment of a classified employee to an unclassified director position. *(Revised 7/8/21)*
54. "Public Hearing": A hearing held after at least one (1) public notice in the official journal or journals of the Lafayette City-Parish Government not less than seven (7) calendar days before the meeting, at which any person may have a reasonable opportunity to be heard, in accordance with the rules and regulations adopted by the Board.
55. "Public Notice": Shall consist of the posting of a notice of intention on the part of the Board to take a certain action. This notice shall be posted on the Civil Service Office bulletin board and e-mailed to the President, City-Parish Council, all Department and Division Heads to be posted on their respective bulletin boards. *(Revised 2/27/14)*

56. “Range Number”: Shall mean the number prescribed in the Pay Plan which identifies the minimum, midpoint, and maximum rate of pay assigned to a given class of positions.
57. “Reallocation”: The change of a position from one class to another due to either an error in the previous allocation or a significant change in the duties and responsibilities.
58. “Reassignment”: The change of an employee from a position in one (1) class to another different position in a different class, both classes of which have the same minimum rate of pay. (Revised 3/2/2010)
59. “Re-employment List”: An employment list to restore former employees to employment in the same or similar class from which they were involuntarily separated through no fault of their own. This list shall not be applicable to persons who have been discharged.
60. “Regular Appointment”: The confirmation of appointment of an employee who has been appointed from a list and has successfully completed his working test.
61. “Regular Employee”: An employee who has been appointed to a position in the classified service after certification by the Civil Service Office and after completing his working test period.
62. “Reinstatement Employee List” or “Reinstatement List”: An employment list containing names of persons eligible for reinstatement in positions in the same or similar class from which they have been demoted for reasons other than disciplinary action. (Revised 5/25/22)
63. “Removal” or “Dismissal”: The termination of employment for cause.
64. “Resignation”: The voluntary termination of employment by an employee.
65. “Selective Certification”: Certification to an Appointing Authority, by the Director, of a list of names of persons who have been specifically selected from an appropriate employment list because of their possession of certain necessary and specified qualifications.
66. “Shall”: As used in these rules, it shall denote an obligation or mandatory duty, without the use of discretion.
67. “Sick Leave”: A paid leave of absence from regularly scheduled work hours granted to employees who have been disabled due to sickness or injury or who are receiving medical, dental, psychiatric, chiropractic, or optical treatment.

68. "Supervisory Responsibility, Supervisor": Responsible for training, scheduling, assigning tasks to, and conducting performance evaluations for at least three regular classified employees, wherein these responsibilities include signing time sheets, leave authorization/reports, as well as having the authority to change work assignments, equipment allocation, and schedules, such that the incumbent's opinion has substantial weight in decisions regarding hiring, firing and disciplinary actions, and this type of work constitutes greater than 15% of an incumbent's work time. (Added 3/2/2010)
69. "Suspension": The enforced leave of absence without pay of an employee for disciplinary purpose.
70. "Termination of Service": Separation of an employee from his position by reasons of death, resignation, layoff, dismissal, expiration of his term of appointment, or failure to return after the expiration of a period of authorized leave.
71. "Temporary Appointment": The appointment of an employee for a limited period of service without acquisition by the appointee of any continuing right to be retained beyond the period.
72. "Transfer": The change of an employee from one position in a class to a different position, in the same class, where the incumbent's pay is subject to adjustment according to Rule VI Section 3.1B. (Revised 8/26/09)
73. "Working Test": Continuous and uninterrupted performance of the duties, and carrying out the responsibility of a position as an employee in that position for a period of six (6) months.
74. "Working Test Period": The period during which an employee is considered to be in an on-the-job test situation. The term "probationary period" shall be considered identical with the term "working test period".
75. "Working Test Period Employee": An employee who has been appointed to a position from an employment list, but who has not completed his working test period. The term "probational employee" shall be considered identical with the term "working test period employee".