

Policies and Procedures Manual

Capital Area Groundwater Conservation District



**CAPITAL AREA
GROUND WATER
CONSERVATION
COMMISSION**

INTERNAL POLICIES AND PROCEDURES

June 20, 2024

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Introduction

The Capital Area Groundwater Conservation District (CAGCD) was created by Act No. 678 passed by the legislature of the state of Louisiana at the regular session of 1974 and amended by the following:

- Act No. 213 passed by the legislature of the state of Louisiana at the regular session of 1976
- Act No. 738 passed by the legislature of the state of Louisiana at the regular session of 1980
- Act No. 601 and 753 passed by the legislature of the state of Louisiana at the regular session of 2012
- Act No. 795 passed by the legislature of the state of Louisiana at the regular session of 2014.

The Capital Area Groundwater Conservation District shall be a body politic and corporate and a political subdivision of the state of Louisiana and shall be composed of the parishes of Ascension, East Baton Rouge, East Feliciana, Pointe Coupee, West Baton Rouge, and West Feliciana.

The purpose of the CAGWCD is to provide for the efficient administration, conservation, orderly development and supplementation of groundwater resources by the establishment of a groundwater conservation district composed of the parishes of Ascension, East Baton Rouge, East Feliciana, Pointe Coupee, West Baton Rouge, and West Feliciana.

Louisiana Revised Statute of 1950, comprising R.S. 38:3071 through R.S. 38:3084

*This manual and revisions are published with the intent of making the major policies of the **Capital Area Groundwater Conservation District** available to each board member and employee. It will be the responsibility of each board member and employee to update their "manual" when revisions are distributed.*

Personnel

Hiring

The Executive Committee consisting of the Chairman, Vice-Chairman, Treasurer, Administrative Committee Chairman and Technical Committee Chairman may recommend candidates for the position of Executive Director to the full board, but the full board shall have sole authority to hire and terminate the Executive Director. The Executive Committee is responsible for the evaluation of the Executive Director.

The Executive Director is responsible for the hiring and termination of the Assistant Executive Director, the Deputy Director and all staff employees and consultants. The Executive Director is responsible for the evaluation of all staff employees.

The Commission will select an Executive Director to serve as the manager of the CAGWCD. The Executive Director is responsible for the day-to-day management of the District, answering to the Board, and operating within a budget.

Employee Benefits

The CAGWCD will use guidelines established by the Department of State Civil Service to administer annual and sick leave for both classified and unclassified employees. (Appendix A)

The CAGWCD employees will be compensated for all State Paid Holidays as posted in the State Civil Service General Circulars. State Paid Holidays include but are not limited to the following days:

New Year's Day	Labor Day Election Day Veterans Day
Martin Luther King	Thanksgiving
Mardi Gras	Christmas
Good Friday	
Memorial Day	
Independence Day	

CAGWCD employees will be eligible for "unpaid" time off subject to approval.

Leave requests, whether paid or unpaid, must be submitted to the Executive Director on the Leave request form. The request is to be signed by both parties. (Appendix B)

Payroll

The Executive Director and Assistant Executive Director are responsible for ensuring all staff time, including annual, sick, and paid holidays, is documented and processed properly. Once processed, the Executive Director will review the Payroll Summary then authorize the Assistant Executive Director to process the checks.

Employees will be paid based on their approved salary in the budget. Time summaries will be kept and approved by the Executive Director or Assistant Executive Director. Leave requests must be filed and approved to document any time missed.

Employees will be paid on a biweekly basis. Additionally, annual and sick leave will be accrued based on the regulations set forth by the Louisiana Office of Civil Service. (Appendix A)

Salary Adjustments

The Executive Director will determine salary adjustments for the staff and will present any adjustments to the full Board for approval.

The CAGWCD Administrative Committee will determine salary adjustments for the Executive Director then present them to the full Board for approval.

Special Rewards and Recognition

Employees who demonstrate exceptional work on special projects, are innovative, develop a new idea/procedure, improve upon an existing idea/procedure, or make a significant achievement that results in savings through reduced cost, increased productivity, efficiency, or increased membership satisfaction may be rewarded a one-time monetary amount not to exceed 10 percent of the employee's base salary within a fiscal year. Nominations should contain an explanation of the idea/procedure or significant achievement and how it was beneficial.

Implementation of Policy:

The names of recipients and the amounts granted shall be publicly posted.

The District will submit an annual report by July 31 to the Department of State Civil Service detailing payments made to employees under this policy.

These one-time payments or rewards shall not exceed the amount allowed by the Department of Civil Service as defined in Rule 6.16.1.

Leave Payment

Upon employee termination, annual leave payments must adhere to all state employee requirements (per the Office of Civil Service). Under no circumstances will any employee receive payment for accrued sick leave. At the time of retirement, an employee may receive additional benefits for unused, accumulated annual and sick leave (per the Louisiana State Employees Retirement System LA R.S. 11:4211).

Optional Pay Policy (State Civil Service)

See Appendix E-1 through E-4.

Accounts Payable/Receivable

Payable

All expenses must be approved by the Executive Director prior to the rendering of payment. Payments for out-of-District travel expenses must be approved by the Executive Director and one member of the Executive Committee.

Recurring operating expenses such as rent, phone, internet, or any fixed expense do not need approval unless the bill exceeds the normal range.

The Assistant Executive Director will remit payment to all vendors in a timely fashion and will keep accurate documentation for all checks written, Automated Clearing House payments and wire transfers. Travel expenses will be paid in accordance with the Policy and Procedure Memorandum (PPM 49) and as outlined in the State Travel Guide. (Appendix C)

The CPA will review each remittance on a monthly basis when performing the reconciliation. The review will include ensuring appropriate documentation of each payment was provided. The Executive Director will review, then approve with signature or signature stamp the monthly expenses and reconciliations on a monthly basis.

Receivables/Deposits

Deposits are made by the Assistant Executive Director. A voucher will be

written for each check/cash received with a copy of the check or check stub and retained in the financial records. Copies of deposit slips will be kept for documentation. Deposits will be made on a weekly basis.

Contracts/Vendor Selection

Before a new vendor can be added, the approval of the Executive Director is required, provided there are sufficient funds in the approved budget.

The Executive Director and legal counsel are responsible for ensuring all state requirements, as provided for by the Louisiana Office of Contractual Review, are followed and documented appropriately. Should the Board need a contractor, aside from legal, accounting, or other professional services, for more than \$50,000/annually, the District's legal counsel is responsible for working with the Office of Contractual Review to complete the RFP process.

Contract Review and Approval

Each year, the Executive Director will review all recurring contracts prior to being signed. All new contracts above \$50,000 per year must be presented to the Executive Committee for approval. All contracts must be signed by the Executive Director and Chairman. Any contract included in the yearly budget shall be deemed as approved once the Board has approved the Budget and may be executed by the Executive Director.

Financials

Review of Financials

The Board's CPA will reconcile the District's accounts on a monthly basis.

The Administrative Committee Chairman reviews and presents the financial report(s) to the Board at each board meeting.

The Assistant Executive Director will routinely compare the monthly bank reconciliation to payments and relevant supporting documentation.

Annual Financial Reports

Legislative Audits - The Assistant Executive Director assists the Board in completing the "Louisiana Attestation Questionnaire" subject to final approval by the Board. (Appendix C) The Assistant Executive Director, under the supervision of the Executive Director, will work directly with the CPA assigned to perform the Audit and will provide documentation as requested.

Budget

The Assistant Executive Director, Executive Director and CAGWCD Secretary/Treasurer and Chairman shall prepare the annual proposed budget for the fiscal year and present it to the Administrative Committee for review at the March board meeting. The budget is approved at the June board meeting by the full Board.

Travel Reimbursement for Board Members and Board Staff

Travel reimbursement forms must be filled out and presented the Chairman for his signature of approval. (Appendix E) Reimbursements of all Board members and staff expenses are subject to approval. Reimbursement guidelines are based on the state travel recommendations (PPM 49).

Receipts for lodging, transportation, parking, rental cars and gasoline must be submitted for reimbursement. A travel reimbursement form must be filled out and submitted within 30 days of travel.

The CAGWCD follows the PPM 49 for travel and reimbursement.

Ordering/Office Supplies

The Assistant Executive Director and Executive Director have the authority to purchase routine office supplies as needed as long as it is within the budgeted amount in each category.

Ethics Training and Reporting Requirements

Annual Ethics Training

Each public servant shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his public employment or term of office. Each political subdivision shall designate at least one person who shall provide information, notices, and updates to employees and officials of the political subdivision and assist the board in any way necessary to fulfill the education requirements. (R.S. 42:1170)

The CAGWCD Assistant Executive Director will serve as the Ethics Agent for the CAGWCD and will complete all necessary training as required to fulfill this responsibility.

The Assistant Executive Director, as Ethics Agent, will notice and follow up with all board members regarding the necessary Annual Ethics Training. The Assistant Executive Director will maintain a record of who has completed the training.

All Board Members and staff are to refrain from any and all activity that may be perceived as a violation of the Louisiana State Ethics Guidelines. Any potential violations are to be reported to the CAGWCD legal counsel where it will be investigated. If indeed, a violation is substantiated, a complaint will be submitted as required to the address below:

LOUISIANA ETHICS ADMINISTRATION PROGRAM
P.O. Box 4368
Baton Rouge, Louisiana 70821

Annual Ethics Training is to be completed annually, by December 31st.

Tier 2.1 Personal Financial Disclosure Statement

Each Board member is required to file a Tier 2.1 Personal Financial Disclosure Statement. As per state law if you are a member (or designee) of a board or commission that has the authority to expend, disburse, or invest \$10,000 or more of funds in a fiscal year, and members of the State Civil Service Commission and the Louisiana Stadium and Exposition District Board of Commissioners. (See R.S. 42:1124)

The CAGWCD Assistant Executive Director will notify all board members regarding the

necessary filing of Tier 2.1 Personal Financial Disclosure Statement on an annual basis. The reporting deadline is May 15th.

Credit Cards

Credit card accounts require the approval of one member of the Executive Committee and are only for the official business of the District.

Employees are responsible for obtaining receipts/documentation as proof of purchase for documenting the business purpose on the receipts. The Executive Director is responsible for reviewing the receipts and documentation. Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of one member of the Executive Committee.

The Assistant Executive Director is to attach the receipts and documentation to the monthly statement and submit it to the Executive Director for review and approval of payment.

Official Journal

The official journal of Capital Area Ground Water Conservation Commission is The Advocate.

Appendices

Appendix A

Louisiana State Civil Service Paid Leave Accrual Guidelines

Appendix B

Leave Request Form

Appendix C

State Travel Pocket Guide

Appendix D

Louisiana Attestation Questionnaire

Appendix E

State of Louisiana Travel Expense Form

Annual and Sick leave

The CAGWCD will use guidelines established by the Department of State Civil Service to administer annual and sick leave for employees. Complete Civil Service Code and guidelines can be viewed at civilservice.la.gov

11.5 Earning of Annual and Sick Leave

(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 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:

1. Less than three years of service, at the rate of .0461 hour of annual leave and .0461 hour of sick leave for each hour of regular duty.
2. Three years but less than five years of service, at the rate of .0576 hours of annual leave and .0576 hours of sick leave for each hour of regular duty.
3. Five years but less than ten years of service, at the rate of .0692 hours of annual leave and .0692 hours of sick leave for each hour of regular duty.
4. Ten years but less than fifteen years of service, at the rate of .0807 hour of annual leave and .0807 hour of sick leave for each hour of regular duty.

Fifteen or more years of service, at the rate of .0923 hour of annual leave and .0923 hours of sick leave for each hour of regular duty.

Capital Area Ground Water Conservation District

Leave Request

Leave Information

Employee Name: _____

Type of Leave Requested:

- Sick Annual Bereavement Military
 Jury Duty Maternity/Paternity Leave Without Pay
 Other

Dates of Leave: From: _____ **To:** _____

Hours of Leave _____

Employee Signature

Date

Supervisor Approval

Supervisor Signature

Date

**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public agencies)**

Dear Chief Executive Officer:

Attached is the Louisiana Attestation Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of the review/attestation engagement of Louisiana quasi-public agencies. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting.

The completed attestation questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the independent certified public accountant at the beginning of the engagement.** The CPA will, during the course of his engagement, perform certain agreed-upon procedures to the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the CPA during the course of his engagement. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

_____ (Date Transmitted)

(Auditors)

In connection with your review of our financial statements as of _____ and for the period then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

Federal, State, and Local Awards

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes [] No []

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes [] No []

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes [] No []

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes [] No []

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13- 0043 and the guidance in the publication “Open Meeting FAQs,” available on the Legislative Auditor’s website at <http://app1.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes [] No []

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes [] No []

Reporting

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [] No []

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes [] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
_____	President	_____	Date

TRAVEL EXPENSE ACCOUNT

BA-12 (3/97)

The statement on the reverse side must be completely filled in by the payee prior to signature. Receipts must be attached as required by travel regulations.

NAME OF OFFICER OR EMPLOYEE	DATE OF CLAIM
ADDRESS	DEPARTMENT
CITY	DIVISION
	SECTION
	FOR PERIOD

Expense Summary

Automobile:	Lump-Sum Allowance		\$	
	Per Mile Cost:	mi. @ .58	\$	
		mi. @ .58	\$	\$
Subsistence:	Lodging		\$	
	Meals (SEE PPM 49 FOR RECEIPTS REQUIRED FOR SPECIAL AND HIGH-COST AREA MEALS)		\$	\$
Tolls and Parking				\$
Tips (for baggage handling only)				\$
Other Expenses				\$
Less: Travel Advance				\$
Total Reimbursable Costs				\$

Certificate of Payee

I certify that this expense account is just and true in all respects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the State and none of the expenses have been paid by the State; and that the full amount is justly due.

SIGNED BY PAYEE	TITLE OR POSITION	OFFICIAL DOMICILE
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Certificate of Head of Budget Unit

I certify that the charges set forth on this expense account have been examined by me; that the services for which the charges are made were necessary and proper; and that, in my opinion, the amounts claimed are just and reasonable.

NAME	SIGNED BY:	TITLE
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GARY J. BEARD
EXECUTIVE DIRECTOR

CAPITAL AREA GROUNDWATER CONSERVATION DISTRICT

OPTIONAL PAY ADJUSTMENT POLICY

Effective: April 3, 2024

POLICY

In accordance with State Civil Service Rule 6.16.2, *Optional Pay Adjustments*, it is the policy of the CAPITAL AREA GROUNDWATER CONSERVATION DISTRICT to consider granting optional pay adjustments for the recruitment and retention of employees.

APPLICABILITY

This policy applies to all full-time permanent, classified employees of the CAPITAL AREA GROUNDWATER CONSERVATION DISTRICT.

No employee shall receive more than the maximum amount allowed by State Civil Service Rule 6.16.2 within a fiscal year.

IMPLEMENTATION

This policy becomes effective upon the date approved by the State Civil Service Commission. Subsequent revisions shall become effective on the date revisions are approved by the State Civil Service Commission.

PURPOSE

Provided that funding is available, the CAPITAL AREA GROUNDWATER CONSERVATION DISTRICT will consider granting optional pay to permanent employees in the following circumstances:

I. **MATCHING A JOB OFFER**

To provide for the retention of employees deemed essential to the agency.

An employee deemed by the Executive Director to be essential to the agency may receive a base pay increase of up to 10% of the employee's base salary to match a written and verified job offer from a private employer, for an unclassified position at another state agency, or a position at a non-state governmental entity.

Employees at range maximum shall not be eligible for a payment under this provision.

3074 Westfork Drive, Suite A • Baton Rouge, Louisiana 70816
Telephone (225) 293-7370 • Website: capitalareagroundwater.com

II. COMPRESSION PAY

The Executive Director may grant a base pay increase of up to 10% to an employee to reduce pay compression.

Employees at range maximum shall not be eligible for a payment under this provision.

Salary compression may occur when managers/supervisors are paid at a rate lower than those that they supervise. Please remember that it is perfectly logical that a 20-year employee in a staff level position will have a higher salary than a supervisor with just seven years of service/experience. However, if the supervisor has 20 years of service/experience and makes less than the subordinate with 7 years of service, an agency may want to give an increase to the supervisor.

Salary compression may also be caused when there is only an insignificant difference in pay between employees in the same job series, despite significant differences in merit factors such as:

- length of total state service
- time in current job series
- skills and experience
- education/credentials
- performance

This often happens when the current employee pay hasn't kept up with increases in the market pay rate resulting in a situation in which new hires are hired at levels similar to employees who have been with the state for many years. Merit factors should always be taken into consideration and only employees at your agency should be compared.

If an agency is planning to pay a large group of employees, give compression to the same employee in multiple fiscal years, or would like to address something the agency feels is compression specifically not listed above, please contact the Compensation Division prior to making payment.

CAPITAL AREA GROUNDWATER CONSERVATION DISTRICT will maintain documentation about the employee, the comparable employee(s), reason for the payment, and any merit factors used to determine that the compression payment is justified.

III. RECRUITMENT

To recruit employees into difficult-to-recruit jobs.

The Executive Director may grant a base pay increase of up to 10%, in addition to any other compensation granted under State Civil Service Rule 6.7, to recruit employees into a position for which recruiting is difficult.

Employees at range maximum shall not be eligible for a payment under this provision.

IV. **ADDITIONAL DUTIES**

To provide compensation for employees who perform additional duties.

A. Permanent Additional Duties

The Executive Director may grant a base pay increase or lump sum payment of up to 5% to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official position description and processed by State Civil Service within 30 days prior to granting the adjustment.

An employee may not receive more than 10% in base pay increases for additional duties within three (3) consecutive years.

B. Temporary Additional Duties

The Executive Director may grant a lump sum payment of up to 5% to an employee who is assigned additional duties on a temporary basis. Payment of such a lump sum may be made in one payment at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment not to exceed one year. If the duration of the assignment exceeds one year, a request for payment must be resubmitted to the Executive Director for approval.

Employees at range maximum who are assigned additional duties shall only be eligible for a lump sum payment under this provision.

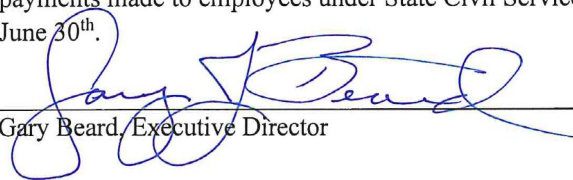
An employee shall not be eligible for either a lump sum or base pay increase for additional duties if he/she has already been compensated according to another State Civil Service Rule.

Employees who are at range maximum cannot receive lump sum payments in consecutive years, even if the reasons for the payments are different.

POSTING/REPORTING REQUIREMENTS

This policy shall be posted in a manner that assures its availability to all employees along with a listing of all employees who receive payments according to this policy.

An annual report shall be submitted to the Department of State Civil Service by July 31 detailing payments made to employees under State Civil Service Rule 6.16.2 during the previous fiscal year ending June 30th.



Gary Beard, Executive Director

3-13-24
Date



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

April 8, 2024

Mr. Gary Beard, Executive Director
Capital Area Groundwater Conservation District
3535 S. Sherwood Forest Blvd., Suite 137
Baton Rouge, LA 70816-2255

Dear Mr. Beard,

This is to advise that at its general business meeting held on April 3, 2024, the State Civil Service Commission granted the request of the Capital Area Groundwater Conservation District to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2. Approval was granted effective April 3, 2024.

If you have any questions, please contact Monique Parker, Human Resources Consultant, at 225-342-8084.

Sincerely,

Byron P. Decoteau, Jr.
Director

EX:BD:jr⁽¹⁷⁾

Equal Opportunity Employer

