

## GENERAL INFORMATION FOR APPLICANTS

The information contained herein is designed to provide general information and is based on the current policy of the Lafayette Parish Communication District which is subject to change. It is not intended to be all inclusive of District Policy and conditions of employment.

**AN EQUAL OPPORTUNITY EMPLOYER:** The Lafayette Parish Communication District encourages applications from all persons regardless of race, sex, religion, national origin, or political affiliation.

## APPLICATIONS

**FILING:** Application forms may be obtained from the Lafayette Parish Communication District located at 1810 W. Willow Street, Scott, Louisiana or electronically via the District's website, [www.lafayette911.org](http://www.lafayette911.org).

Applications should be returned to the Lafayette Parish Communication District during normal business hours on business days or submitted electronically via the District's website. Applicants are responsible for completeness and truthfulness of all statements made in their application. False statements are grounds for rejection of the application or dismissal. If you should have any questions concerning your application or the position(s) which you are applying for, please feel free to ask.

**CITIZENSHIP:** All applicants must be citizens of the United States or legal aliens.

**RESIDENCE:** All employees must reside within a reasonable distance of the Lafayette public safety answering point. A radius of approximately thirty (30) miles is generally considered to be reasonable. An exception may be granted with prior approval from the Director.

**AGE:** The minimum age for employment is eighteen (18) years.

**MEDICAL EXAMINATION:** All persons appointed for employment may be required to pass a medical examination and tests as prescribed by the District and at the District's expense.

**BACKGROUND INVESTIGATION:** Due to the fact that all employees work in and/or have access to a secure public safety communication facility, all applicants are subject to an extensive background investigation. In order to facilitate this investigation, a complete and extensive Personal History Statement is required. All information requested on the application form and Personal History Statement is necessary due to these security requirements, occupational qualifications, or business necessity.

**QUALIFICATIONS:** Read the Job Announcement carefully. Note the minimum and/or desirable education, experience, and other requirements. You **MUST** specifically show that you meet the minimum requirements that are specified on the Job Announcement; otherwise your application may not be processed.

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**GENERAL:** All employees of the Lafayette Parish Communication District are unclassified (non-civil service). There is no eligible register or waiting list. Those applicants who are selected as candidates for employment may be required to take an examination or examinations.

**PERSONAL INFORMATION:** You are applying for a sensitive public safety position. Your character and background will be reviewed using fingerprint records, polygraph tests, psychological testing and other disclosures.

**EXAMINATIONS:** Exams may include written tests, oral tests, tests of performance, and interview(s).

**SELECTION PROCESS:** The District's hiring process is estimated to take 90 days and consists of:

1. Completed application, and meeting all requirements stated on the job announcement.
2. Management Interviews: The Director, Assistant Director and appropriate supervisor will interview candidates, and this will include questions that are appropriate for the unique combination of education and experience each candidate offers. After the interviews are completed, the selected candidates are notified that pre-employment tests/screens are required.
3. Typing test. You must type at least 25 correct words per minute on a typing test. Anyone not passing must reapply at the next job announcement to begin the process again.
4. Basic Skills Written Test: If you pass typing, you will be given a written test covering basic verbal, arithmetic and map related skills. You must get 74% correct answers on basic skills to continue. Persons who do not achieve 74% must reapply at the next job announcement in order to enter the process again.
5. Professional Testing Services: The District uses a professional testing service to provide tests and scoring services for tests designed to aid in selection of telecommunications personnel. After the Assistant Director reviews the results, a recommendation is sent up to the Director on which applicant(s) are chosen to continue in the hiring process and move to the next phase. Those not selected will be notified in writing, and their applications will be kept active for 12 months and need not reapply if a vacancy occurs during that time.
6. Health screen, Drug Screen, Hearing Test, Vision Examination, Fingerprinting, Personal History, Background, Driver's License, Polygraph and Psychological Testing. A person who does not pass any of these may be informed immediately, and may not reapply for employment in the same position.
7. Once a candidate has successfully passed all elements of the selection process the Director shall make the final decision to offer employment.

**SALARIES:** All salaries as stated in the Job Announcement are based on the current Lafayette Parish Communication District pay plan. Appointments are made at the entry level unless otherwise authorized. The District may provide in lieu of overtime compensation, compensatory time off at a rate of one and one-half hours for each hour of employment worked in excess of 40 hours in a workweek, provided, however, those persons normally assigned to shift work and receiving a shift worker's hourly rate of pay, will be paid overtime compensation for those hours normally scheduled in excess of 40 hours in a workweek.

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VACATION: The amount of vacation time (annual leave) is based on an employee's time of continuous service as shown in the table below:

6 months, but less than 5 years.....	8 hours/month
5 years, but less than 10 years.....	10 hours/month
10 years, but less than 15 years.....	12 hours/month
15 years, but less than 20 years.....	14 hours/month
20 years or more.....	16 hours/month

Employees will be paid for all accumulated annual leave upon termination, retirement, or death.

SICK LEAVE: All employees are credited with 8 hours of sick leave per month beginning with the first full month of employment.

MEDICARE: As required by law, new employees must become members of Medicare and are required to contribute 1.45% of gross salary into the program.

RETIREMENT: All new permanent employees who work at least 28 hours a week and are under the age of 55 shall become members of the Parochial Employee's Retirement System of Louisiana. They do not contribute to the Social Security Program. Employees contribute 9.50% of gross salary and are entitled to receive their contributions if the employee leaves District employment prior to retirement. The system provides disability and survivor benefits. Regular retirement benefits are as follows:

- 30 years of service and age 55
- 10 years of service and age 62
- 7 years of service and age 67

New employees age 55 and older **and** who have 40 quarters or more of Social Security participation have an option to join the Parochial system.

GROUP INSURANCE: Regular employees are provided hospitalization/medical insurance through the Lafayette Consolidated Government Group Insurance Plan. The District will pay the premium for single coverage and also a portion of the employee's dependent medical coverage under the Lafayette Consolidated Government Group Insurance Plan, if the employee wishes to enroll them. Employees choosing to enroll dependents must present his/her marriage license to be photocopied.

VISION AND DENTAL INSURANCE: All employees who have satisfactorily completed the 6 month probationary period with the District will be provided vision and dental insurance at no cost to the employee.

LIFE INSURANCE: Life insurance is provided at no cost to the employee. Employees receive 2 times their annual salary of life insurance coverage, rounded to the nearest thousand, not to exceed \$200,000.

WORKMEN'S COMPENSATION/UNEMPLOYMENT COMPENSATION: Employees are covered under the provisions of the workmen's compensation and unemployment compensation programs as prescribed by state law.

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CREDIT UNION: Employees may join the Maple Federal Credit Union.

UNIFORMS: Employees may be required to wear uniforms as prescribed by the District.