



## Jackson Parish Police Jury

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### Scaler Pay Policy

Adopted by the Jackson Parish Police Jury effective May 13, 2019

**PURPOSE:** Policy to establish the calculation of hours and pay for the Solid Waste Department scaler shift.

**SCOPE:** This policy applies to authorized hourly personnel in the Jackson Parish Police Jury (Police Jury) Solid Waste Department that have acquired the necessary DEQ licensing and certification and the training to be the on-staff scaler during the four-hour Saturday shift at the landfill. No other department or employees are eligible for this provision. This policy is not applicable for Department Supervisors or Superintendents as the licensing and certifications are mandatory requirements for their other job duties.

**POLICY STATEMENT:** The Police Jury recognizes that the Solid Waste permit through the DEQ has specific and mandatory requirements for staff licensing and certification. The Police Jury, in an effort to encourage its employees to achieve these certifications, has created a provision to pay an additional stipend to those employees that have done so.

### PROCEDURES

- A. The Solid Waste Superintendent will set the rotational schedule to determine the availability of one employee to run the scales for the four-hour Saturday shift.
- B. The Solid Waste Superintendent will verify that the assigned employee has the appropriate licensing, certification, and training to perform the functions of the on-site scaler.
- C. The Solid Waste Superintendent will denote this employee's Saturday shift with a separate line item on the employee's weekly time sheet as "Scaler Pay".
- D. Compensation
  - a. The employee will receive their regular rate of pay (or overtime pay if applicable) for their hours worked
  - b. In addition to regular pay, the employee will receive a flat rate of \$10.00 as Scaler Pay as an additional provision for achieving their licensing and certification for DEQ.
- E. Exclusions
  - a. The Solid Waste Superintendent and Solid Waste Supervisor are both required to have the necessary licensing to be the on-site scaler. This licensing is a requirement of their job positions. If either of these positions serves as the Saturday Scaler, they will not be paid the additional Scaler Pay provision.
  - b. They will be compensated for their worked hours at the appropriate rate of pay.