

# Plaquemines Parish Government

Parish President  
**Keith Hinkley**

Randy A Duke  
CPA, CIA, CIGA  
Chief Internal Auditor

## INTERNAL AUDIT

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## Council Members

District 1 - Tyrone Edwards  
District 2 - Brian Champagne  
District 3 - Christopher "Chris" Schulz  
District 4 - Dr. Stuart J Guey, Jr.  
District 5 - Patricia L. "Patty" McCarty  
District 6 - Lloyd "Ronnie" Newsom, Jr.  
District 7 - Carlton M LaFrance Sr.  
District 8 - Mitch Jurisich, Jr.  
District 9 - Mark "Hobbo" Cognevich

## MEMORADUM

**To:** Council Member Mr. Christopher Schulz  
Chair - Audit Committee

**Date:** June 27, 2023

Council Member Mr. Mark Cognevich  
Vice Chair - Audit Committee

Council Member Mr. Lloyd Newsom Jr.  
Audit Committee Member

**From:** Randy A. Duke, C.P.A., CIA, CIGA  
Chief Internal Auditor

**Re:** Plaquemines Parish Government (PPG)  
Emergency Medical Service (EMS) Department  
Internal Audit Report, Project No. 2023-03

Please find the attached EMS Department Internal Audit report. This report details the audit objectives, scope, methodology, and provides my Findings, Observations, Recommendations, and Conclusions.

I would like to express my appreciation to the EMS Department employees for their help during this Internal Audit.

cc: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Jeff Dimarco,  
Director of Public Service, Plaquemines Parish Government.

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## Plaquemines Parish Government EMS Department Internal Audit Report Project No. 2023-03

Randy A. Duke, CPA, CIA, CIGA  
Chief Internal Auditor  
Internal Audit Department

EMS DEPARTMENT INTERNAL AUDIT  
PROJECT NUMBER: 2023 - 03

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## EXECUTIVE SUMMARY

This executive summary represents the results of our internal audit work on the EMS Department.

Our objectives were as follows:

### Objectives

- Is the EMS Department in compliance with policies, rules and regulations?
- Is the EMS Department financial information accurate?
- Are the EMS Department assets safeguarded?
- Is the EMS Department operating in an efficient and effective manner?
- Is there a risk of fraud, waste, and abuse in the EMS Department?
- To make recommendations that add value to the EMS Department.

## The EMS Internal Audit Conclusions

### EMS Internal Control Improvements and Deficiencies

1. The EMS Department personnel should be following daily written policies and procedures.
2. The Prior Public Service Director should not have approved the EMS Managers work arrangement with Nunez Community College.
3. The EMS Department's salaries and wages may be overstated.
4. The EMS Department's assets may not be safeguarded.
5. The EMS Department is not following Civil Service Rule IX - Section 1 a. the Plaquemines Parish Government daily normal work hours.<sup>1</sup>
6. The EMS Department is not following Civil Service Rule XII Service Ratings (Employee Evaluations) Section 1 - Administration 1.3.<sup>2</sup>
7. The EMS Department's administrative operations are not working efficiently.
8. Plaquemines Parish Government should fund and properly staff the EMS Department.
9. The Public Service Director should hire an experienced EMS Manager and a Managers Assistant.
10. The EMS Manager and Manager Assistant Job Descriptions should require that they report to the EMS Office daily and work the hours in accordance with Civil Service Rule IX - Section 1 a. The EMS Manager and Assistant should be on a timeclock.
11. The EMS Department shows a high possibility of fraud, waste, and abuse.
12. When Plaquemines Parish Government employees observe that fraud, waste, and abuse may be occurring within Plaquemines Parish Government they should promptly report their concerns to top level management and the Internal Auditor.

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<sup>1</sup> Finding # 1 EMS - Manager Work Hours

<sup>2</sup> Finding # 2 EMS - Department Management

## Findings and Observations

Based upon the information provided by management, the following audit Findings and Observations were noted during this Internal Audit.

### Finding # 1 - EMS Manager Work Hours

**Criteria:** Plaquemines Parish Government Employees should not work and receive a salary from another entity such as Nunez Community College while working and receiving a salary from Plaquemines Parish Government for the same days and hours.

**Civil Service Rule IX - Section 1 a** - The normal work week is Monday through Friday between the hours of 8 a.m. and 4:30 p.m. with a thirty (30) minute lunch period. Rest breaks, if allowed, are considered as time worked.<sup>3</sup>

The EMS Manager Job Description requires maintaining a twenty-four-hour day operation and always managing full-time and part-time employees. **Attachment II - EMS Manager Job Description.**

**Conditions/Background:** The EMS Manager started working for the EMS on 04/22/2019 as an EMT Paramedic. She was promoted to the EMS Manager on 4/19/2021. The EMS Manager replaced Maylyn Geissler, who was the Supervisor that resigned in 2020. At that time, Ambulance was under Fire and was not under Civil Service as Classified.<sup>4</sup> The EMS Manager resigned from Plaquemines Parish Government in the beginning of 2023.

The allegation is that the EMS Manager started working full-time for Nunez Community College **from at least** during the period from August - December 2022 on Tuesdays and Thursdays from 1:00 pm to 3:00 pm. The EMS Manager timesheets show that the EMS Manager was working for the Plaquemines Parish Government EMS Department during Tuesdays and Thursdays. The EMS Manager was working a flexible work schedule. **Attachment III - EMS Manager Timesheets.**

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<sup>3</sup> Plaquemines Parish Civil Service Commission Rules for Classified Service

<sup>4</sup> Information from the Civil Service Department.

The auditor could not verify when the EMS Manager was working for Nunez Community College because there is no written agreement between Plaquemines Parish Government and Nunez Community College to have access to their records.

A review of the Nunez Community College employee directory shows the EMS Manager working as an EMS Instructor. **Attachment - I.**

The allegation is that the EMS Manager was working from home or elsewhere. The EMS Manager was not on a timeclock. The auditor could not determine the EMS Manager location and when the workday started and ended.

**Cause:** The allegation is that the Prior Public Service Director approved the EMS flexible work hours, working from home, and the work arrangement with Nunez Community College. There was no evidence of this approval.

The EMS Manager was not on a timeclock.

The EMS Manager Job Description requires maintaining a twenty-four-hour day operation and always manages full-time and part-time employees. **Attachment II - EMS Manager Job Description.**

**Exposure:** The Plaquemines Parish Government EMS Manager received \$65,040.22 per year to manage the EMS Department.

**Table # 1 EMS Manager Salary**

Employee	Pay Period	Gross Pay	Deductions	Net Pay
EMS Manager	January 1, 2022 Thru December 31, 2022	\$65,040.22	\$8,574.67	\$46,729.99

**Recommendations:** In the future a Plaquemines Parish Government Employees should not work and receive a salary for another entity such as Nunez Community College while working and receiving a salary from Plaquemines Parish Government for the same days and hours. In the future, the Public Service Director should not approve this type of work arrangement.

Revise the EMS Manager Job Description to require the EMS Manager to work from the EMS Office. The EMS Manager should supervise and manage EMS employees in accordance with Civil Service Rule IX - Section 1 a. and the EMS Manager Job Description. The EMS Department should hire an EMS Manager Assistant to help with the EMS office administrative operations and 24-hour EMS emergency calls. The EMS office personnel should be using a timeclock.

**Responsibility for Action:** Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Jeff Dimarco, Director of Public Service.

**Management Response:**

**Finding # 1:**

Upon the arrival of the current administration , there were several deficiencies and infractions discovered within the EMS Department . Most , if not all, of those deficiencies were directly related to the ineffectiveness of the EMS Manager . That EMS manager has since resigned . The current administration will not allow that situation to occur again. Steps are being taken to create a more effective and efficient EMS service.

**Finding # 2 - EMS Department Management**

**Criteria: Civil Service Rule XII Service Ratings (Employee Evaluations) Section 1 - Administration 1.3** Each employee serving in a Regular status civil service appointment shall be rated at least once in each calendar year. The overall rating of each employee shall be made by the employee's immediate supervisor and shall be reviewed by the Appointing Authority, or his designated agent. Both the immediate supervisor and the Appointing Authority, or his designated agent, shall sign the rating form.<sup>5</sup>

**EMS Manager Job Description - ESSENTIAL JOB FUNCTIONS**

Supervises department employees with instructing, assigning, and reviewing work, maintaining standards, solving employee problems, selecting new employees , appraising employee performance, recommending promotions, discipline, termination, and salary increases.

**Conditions:** The EMS Manager did not perform employee evaluations in accordance with Civil Service Rule XII Service Ratings Section 1 - Administration

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<sup>5</sup>Plaquemines Parish Civil Service Commission Rules for Classified Service

1.3. and the EMS Job Description. **Attachment II.** The prior Public Service Director did evaluate the EMS Manager’s Job performance, because the EMS Manager was not in the Office to sign it.

**Civil Service states** - The prior Public Service Director completed an evaluation on the EMS Manager for last year, but she was never in the office to sign it with the Public Service Director and obviously did not pursue it with the EMS Manager or for the Ambulance Department overall. This is the feedback I received from the prior Public Service Directors Administrative Assistant.

**Cause:** The EMS Manager was not evaluating the EMS employees in accordance with Civil Service Rule XII Service Ratings (Employee Evaluations) Section 1 - Administration 1.3. and the EMS Manager Job Description. The prior Public Service Director did evaluate the EMS Manager’s Job performance, but the EMS Manager was not in the Office to sign it.

**Exposure:** Plaquemines Parish could be liable and receive negative publicity if EMS employees are not evaluated and doing their EMS jobs effectively.

**Recommendation:** The EMS Manager should evaluate and manage EMS employees in accordance with Civil Service Rule IX - Section 1 a. and the EMS Manager’s Job Description - Essential Job Functions.<sup>6</sup> The EMS Manager, as stated previously, should be in the EMS Office and work the hours in accordance with **Civil Service Rule IX - Section 1 a** - The normal work week is Monday through Friday between the hours of 8 a.m. and 4:30 p.m. with a thirty (30) minute lunch period, to effectively Manage the EMS Department.

**Responsibility for Action:** Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Jeff Dimarco, Director of Public Service.

**Management Response:**

Finding # 2

Evaluations will be performed within the required time restraints.

**Observation # 1 - EMS Employee Interviews**

<sup>6</sup> Plaquemines Parish Civil Service Commission Rules for Classified Service, Attachment II – EMS Manager Job Description.

**Conditions:** The auditor performed the following EMS employee interviews:

**Interview # 1** - I have always been able to contact Rachel either she answered my calls, or she called me back, there was a problem with EMS not having supplies or medications, everything was on backorder at the time, with the supplier, which is now resolved. And we have both medications and supplies. I also noticed that Debbie Mertz and Rachel Lestelle did not get along, Debbie Mertz, was always complaining about Rachel, accusing her of things for some reason or another. Rachel did the best job she could with what she had to work with. There were times when she would come out in the middle of the night to give out supplies or medications to us. And I filled in when needed. She cared for her employees, helped them as much as she could.

**Interview # 2** - Rachel started at Plaquemines Parish EMS sometime in 2020 I want to say the end. Rachel was first a paramedic in point la Hache then took over as the manager. Rachel was in the office for the most part when I went in there, I was not always in the office to know for sure if she was always there or not. I knew about the other job at Nunez. I was aware that she was working both jobs. I did not know of any deals made with anyone or what went on in the office. I knew supplies were on back order from all I was told. Do not know of anything to do with meds since I did not use them since I am not a paramedic.

**Interview # 3** - Our Emergency Medical Service has declined over the years due to a lack of management, funding and support from the Council and Administration. This process was gradual over time. Our latest EMS supervisor was Miss Rachel Lestelle. Miss Lestelle obtained all necessary certifications required by Civil Service to become EMS Manager. She and I had several conversations about her unhappiness in a toxic work environment. I heard rumors of Miss Lestelle working only 2 days in the EMS office and the rest of the week at home.

Shortly after, I also heard of her being employed at Nunez College as an EMS Instructor. One day at the office, I asked Miss Lestelle if the rumors were true. Miss Lestelle stated, "yes." Miss Lestelle also stated, " I will start next semester." I asked if she was leaving, and she said no. Then, Miss Lestelle said it was approved by Mr. Todd Epley, Director.

**Interview # 4** - I have been asked to give a deposition on prior EMS manager, Rachel Lestelle. In mid-2022, Rachel mentioned to me that she was thinking about

continuing her job as EMS manager, but also teaching EMS at Nunez Community College. I advised Rachel that she should check with the legalities of having a second full time job. In another conversation, Rachel advised that she had permission from Todd Epley to teach full time during the day, and come to the office at night to perform her PPEMS duties. After this, I rarely saw Rachel. She was never at the office during daytime hours if I stopped in for anything. We were having an issue with obtaining narcotics, and I was told that it was a supply chain issue, and the drugs were on backorder. On September 28, 2022, I texted Rachel to ask if we had Versed. She replied "Yea." I asked that she let me know when I could obtain one, and never heard from her. That was the last correspondence I had with Rachel until she texted a photo of parish paid holidays on December 19, 2022. In October of 2022, I worked on a pediatric cardiac arrest. I tried to call Rachel to find out if I should still transport the deceased infant. Rachel did not answer her phone, or return the phone call. I never received a text message, phone call, or visit to ask about my mental health after the event. I was told by another employee that Rachel had said to let me know that the parish could offer mental health services if needed, but no contact was ever attempted by Rachel to me. Although I cannot say if Rachel was ever at the office at night, I do know that when I had to go for supplies at night, she was never there.

**Interview # 5** - I have been asked to give a deposition on prior EMS manager, Rachel Lestelle. Rachel mentioned to me that she was thinking about teaching at Nunez as a second job. I explained to Rachel that it was possible to teach and maintain her current position if her position as EMS manager did not suffer. I told her that my mother, Robin Brewer, used to work her job for PPEMS during the daytime working hours, then go to Delgado to teach night classes. I explained to her that my mother was always available by phone to her employees and would leave Delgado if needed. I advised Rachel to check with Todd Epley and make sure that it was okay with the parish for her to work a second job, and to make sure that her primary job at PPEMS did not suffer. Later, we had another conversation where Rachel stated that she had permission from Todd Epley to work at Nunez during the day and fulfill her PPEMS duties at night and on weekends. After that, I rarely saw her. When I tried to contact her, she did not answer her phone and she was not at the office when I stopped by. Supplies became very low. I do not know if that was a supply chain issue, or if the supplies were not being ordered. I do know that at one point, we did not have basic supplies needed for patient care on the ambulance that other services seemed to have. Other employees began to step up and take over the supervisory duties like truck maintenance, time sheets, and supply room inventories. In October of 2022, I worked a call for a pediatric cardiac arrest. The infant passed away. I never heard from Rachel at all to check on how I

was doing. Even after taking off a week from work and letting it be known to other employees that my mental health was not doing well after that call, Rachel never attempted to contact me. Sometime in December 2022/January 2023, Rachel was back at the office and never acknowledged her absence.

**Interview # 6** - He stated, at times I went to the office, and she was not there and never answered the phone. Her response to me later was that she was teaching class at Nunez. She stated that Mr. Todd Eppley gave her the permission to work as an EMS Instructor at Nunez College.

**Interview # 7** - Part-time EMS Ambulance worker making sure that the Ambulances are working properly. He works full time at the sheriff's office as a sergeant in charge of education and licensing. The lapse in narcotics was due to the medical director (doctor) death and a new one being appointed then all the forms and applications for the transfer having to be completed with undergo dea approval. Also, narcotics were ordered under doctor's personal license (from his practice) during this time but a national back order (shortages) of narcotics and several other medications did exist at the time due to Covid and our low priority status from suppliers. This is still an ongoing issue and medications are still hard to get. The only reason for getting some now is to have extended our vendor list (process started under the previous manager) and to have to get from different sources. As far as Ems manager yes, the job can be performed from outside the office and most services have updated the role of this and other administrative positions to a newer standard. With supplies in general the way Ppems orders causes some supplies not to be available days later when entered in the system, approved and Ems can place the orders.

**Recommendations:** The Public Service Director should review the Internal Audit Report and the Employee Interviews and make EMS Administrative Management changes and operational improvements.

**Responsibility for Action:** Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Jeff Dimarco, Director of Public Service.

**Management Response:**

Observation 1:

The former EMS manager was frequently not on duty to perform the basic functions of the job. The current administration will not tolerate such behavior .

## Observation # 2 - EMS Operating Policies and Procedures

**Condition:** The EMS Department did not follow written operational policies and procedures.

**Recommendation:** The EMS Department should follow written and formally approved by the Council operational policies and procedures.

**Responsibility for Action:** Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Jeff Dimarco, Director of Public Service.

### **Management Response:**

Observation # 2:

Please refer to response for observation 1.

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**W. Keith Hinkley**

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## Response to Findings

To: Randy A. Duke, C.P.A., CIA, CIGA  
Chief Internal Auditor

From: Jeffrey DiMarco  
Director of Public Service

### Finding 1:

Upon the arrival of the current administration, there were several deficiencies and infractions discovered within the EMS Department. Most, if not all, of those deficiencies were directly related to the ineffectiveness of the EMS Manager. That EMS manager has since resigned. The current administration will not allow that situation to occur again. Steps are being taken to create a more effective and efficient EMS service.

### Finding 2:

Evaluations will be performed within the required time restraints.

### Observation 1:

The former EMS manager was frequently not on duty to perform the basic functions of the job. The current administration will not tolerate such behavior.

### Observation 2:

Please refer to response for observation 1.

Sincerely,



Jeffrey DiMarco  
Director of Public Service

## INTERNAL AUDIT REPORT

### I. Audit Initiation

In accordance with the Plaquemines Parish Government Charter Section 7.08: Audit Committee and the approved Internal Audit Department’s annual audit plan for 2023, I have performed the following Internal Audit of the Plaquemines Parish Government EMS Department.

### II. Background/Financial

<b>Plaquemines Parish Government Original 2023 Proposed EMS Budget Expenditures Proposed<sup>7</sup></b>					
<b>Description</b>	2021 Actual Expenditures	2022 Actual Expenditures	2022 Budget	2022 Underbudget	2023 Proposed Expenditures
<b>EMS General</b>	\$2,352,984.41	\$1,729,266.47	\$2,829,150.14	(\$234,020.14)	\$2,595,130.00

### III. Planning

<b>Audit Planning</b>
➤ Develop audit objectives, scope, timing, and resource allocations.
➤ Develop an audit risk assessment. (What can go wrong)
➤ Obtain EMS Department Policies.
➤ Obtain the EMS Departments 2022-2023 budget.
➤ Obtain from their website the Nunez College Department Directory and Human Resource information.
➤ Obtain the 2022-2023 Sales Tax Department budget.
➤ Interview EMS Department employees.
➤ Obtain EMS employee job descriptions from Civil Service.
➤ Obtain EMS employee work evaluations for 2022 from Civil Service.
➤ Obtain EMS employee timesheets for the months of January - December 2022 from payroll.

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<sup>7</sup> EMS is no longer under the Fire Department. Currently it is under Public Health. Description 004-Public Health, Department 555, Division 2700.

## IV. Objectives, Scope, and Methodology

### Objectives

- Is the EMS Department in compliance with current policies?
- Is the EMS Department financial information accurate?
- Are the EMS Department assets safeguarded?
- Is the EMS Department operating in an efficient and effective manner?
- Is there a high risk of fraud, waste, and abuse in the EMS Department?
- To make recommendations that add value to the EMS Department.

### Scope

- The EMS Department audit period is for the years 2020-2023. The Internal Auditor considered the possibility of fraud, waste, and abuse within the EMS Department.
- In addition, the scope of the internal audit included the consideration of systems, records, personnel, physical properties, and other information necessary to achieve the internal audit objectives. Since Plaquemines Parish does not have an audit agreement with Nunez Community College, the auditor did not examine any Nunez Community College records.

### Methodology

- ✓ Review the 2022-2023 Budget.
- ✓ Review the Sales Tax Department Payroll Budget for unusual transactions.
- ✓ Perform employee interviews.
- ✓ Review Civil Service job descriptions.
- ✓ Review employee work evaluations.
- ✓ Review employee timesheets for the period from January - December 2022.
- ✓ Review the Nunez College Department Directory and Human Resource website.
- ✓ Evaluate the EMS Department's risk of fraud, waste, and abuse.
- ✓ Make EMS Department recommendations that add value.

## V. Audit Information and Analysis

The following is the auditor's analysis, findings and observations during the Internal Audit review of the EMS Department:

## EMS Employee Interviews

**Interview # 1** - In regard to your request for an email regarding Rachell Lestelle. I have always been able to get in touch with Rachel either she answered my calls, or she called me back, there was a problem with EMS not having supplies or medications, everything was on backorder at the time, with the supplier, which is now resolved. And we have both medications and supplies. I also noticed that Debbie Mertz and Rachel Lestelle did not get along, Debbie Mertz, was always complaining about Rachel, accusing her of things for some reason or another. Rachel did the best job she could with what she had to work with. There were times when she would come out in the middle of the night to give out supplies or medications to us. And I filled in when needed. She cared for her employees, helped them as much as she could.

**Interview # 2** - Rachel started at Plaquemines Parish EMS sometime in 2020 I want to say the end. Rachel was first a paramedic in point la Hache then took over as the manager. Rachel was in the office for the most part when I went in there, I was not always in the office to know for sure if she was always there or not. I knew about the other job at Nunez. I was aware that she was working both jobs. I did not know of any deals made with anyone or what went on in the office. I knew supplies were on back order from all I was told. Do not know of anything to do with meds since I did not use them since I am not a paramedic.

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**Interview # 4** - I have been asked to give a deposition on prior EMS manager, Rachel Lestelle. In mid-2022, Rachel mentioned to me that she was thinking about

continuing her job as EMS manager, but also teaching EMS at Nunez Community College. I advised Rachel that she should check with the legalities of having a second full time job. In another conversation, Rachel advised that she had permission from Todd Epley to teach full time during the day, and come to the office at night to perform her PPEMS duties. After this, I rarely saw Rachel. She was never at the office during daytime hours if I stopped in for anything. We were having an issue with obtaining narcotics, and I was told that it was a supply chain issue, and the drugs were on backorder. On September 28, 2022, I texted Rachel to ask if we had Versed. She replied "Yea." I asked that she let me know when I could obtain one, and never heard from her. That was the last correspondence I had with Rachel until she texted a photo of parish paid holidays on December 19, 2022. In October of 2022, I worked on a pediatric cardiac arrest. I tried to call Rachel to find out if I should still transport the deceased infant. Rachel did not answer her phone, or return the phone call. I never received a text message, phone call, or visit to ask about my mental health after the event. I was told by another employee that Rachel had said to let me know that the parish could offer mental health services if needed, but no contact was ever attempted by Rachel to me. Although I cannot say if Rachel was ever at the office at night, I do know that when I had to go for supplies at night, she was never there.

**Interview # 5** - I have been asked to give a deposition on prior EMS manager, Rachel Lestelle. Rachel mentioned to me that she was thinking about teaching at Nunez as a second job. I explained to Rachel that it was possible to teach and maintain her current position if her position as EMS manager did not suffer. I told her that my mother, Robin Brewer, used to work her job for PPEMS during the daytime working hours, then go to Delgado to teach night classes. I explained to her that my mother was always available by phone to her employees and would leave Delgado if needed. I advised Rachel to check with Todd Epley and make sure that it was okay with the parish for her to work a second job, and to make sure that her primary job at PPEMS did not suffer. Later, we had another conversation where Rachel stated that she had permission from Todd Epley to work at Nunez during the day and fulfill her PPEMS duties at night and on weekends. After that, I rarely saw her. When I tried to contact her, she did not answer her phone and she was not at the office when I stopped by. Supplies became very low. I do not know if that was a supply chain issue, or if the supplies were not being ordered. I do know that at one point, we did not have basic supplies needed for patient care on the ambulance that other services seemed to have. Other employees began to step up and take over the supervisory duties like truck maintenance, time sheets, and supply room inventories. In October of 2022, I worked a call for a pediatric cardiac arrest. The infant passed away. I never heard from Rachel at all to check on how I was doing. Even after taking off a week from work and letting it be known to other employees that my mental health was not doing well after that

call, Rachel never attempted to contact me. Sometime in December 2022/January 2023, Rachel was back at the office and never acknowledged her absence.

**Interview # 6** - He stated, at times I went to the office, and she wasn't there and never answered the phone. Her response to me later was that she was teaching class at Nunez. She stated that Mr. Todd Eppley gave her the permission to work as an EMS Instructor at Nunez College.

**Interview # 7** Part-time EMS Ambulance worker making sure that the Ambulances are working properly. He works full time at the sheriff's office as a sergeant in charge of education and licensing. The lapse in narcotics was due to the medical director (doctor) death and a new one being appointed then all the forms and applications for the transfer having to be completed with undergo dea approval. Also, narcotics were ordered under doctor's personal license (from his practice) during this time but a national back order (shortages) of narcotics and several other medications did exist at the time due to Covid and our low priority status from suppliers. This is still an ongoing issue and medications are still hard to get. The only reason for getting some now is to have extended our vendor list (process started under the previous manager) and to have to get from different sources. As far as Ems manager yes, the job can be performed from outside the office and most services have updated the role of this and other administrative positions to a newer standard. With supplies in general the way Ppems orders causes some supplies not to be available days later when entered in the system, approved and Ems can place the orders.

## EMS Department Operations

The EMS Manager started working for the EMS on 04/22/2019 as an EMT Paramedic. She was promoted to the EMS Manager on 4/19/2021. The EMS Manager replaced Maylyn Geissler, who was the Supervisor that resigned in 2020. At that time, Ambulance was under Fire and was not under Civil Service as Classified.<sup>8</sup> The EMS Manager resigned from Plaquemines Parish Government in the beginning of 2023.

The EMS Department should follow written operational policies and procedures.

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<sup>8</sup> From the Civil Service Department.

Administrative Operational inventories were low, such as Narcotics and Office Supplies. The staff was unable to reach the EMS Manager as needed. The EMS management, operational issues and the supply chain could have caused the low inventories.<sup>9</sup>

A Review of the Nunez Community College Department Directory shows that the EMS Manager is working as an EMS Instructor. **Attachment I - Nunez Community College Employee Directory.**

The auditor reviewed the thirty (30) EMS Managers timesheets during the period from January - December 30, 2022.

The EMS Manager's timesheets show that the EMS Manager's work schedule is flexible. The EMS Manager was working full-time for Plaquemines parish Government during the period from January - December 2022.

It is alleged that the EMS Manager started working full-time for Nunez Community College on Tuesdays and Thursdays from 1:00 pm to 3:00 pm during the period from August - December 2022.

A review of the EMS Managers timesheets during the period from August - December 2022 showed that the EMS Manager was working for the EMS Department on Tuesdays and Thursdays. **Attachment III - EMS Manager Timesheets.**

It is alleged that the EMS Manager was working from home or elsewhere and never was in the EMS office.

Since the EMS Manager was not using a timeclock, the auditor could not tell where the EMS Manager's work location was and when the manager's workday started and ended.

It is alleged that the Prior Plaquemines Parish Director of Public Service, the appointing authority for the EMS Manager position may have approved this work arrangement.<sup>10</sup> There was no agreement found that verified that the Prior Public Service Director approved the EMS Manager's work arrangement with Nunez Community College.

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<sup>9</sup> This was stated in the Employee Interviews.

<sup>10</sup> Audit Information and Analysis - EMS Employee Interviews.

The EMS Manager’s salary was \$65,040.22 per year to manage the EMS Department.<sup>11</sup> **Table # 1.**

<b>Table # 1</b>				
<b>Employee</b>	<b>Pay Period</b>	<b>Gross Pay</b>	<b>Deductions</b>	<b>Net Pay</b>
<b>Rachel L Lestelle</b>	January 1, 2022 Thru December 31, 2022	\$65,040.22	\$8,574.67	\$46,729.99

**Civil Service states** - The prior Public Service Director completed an evaluation on the EMS Manager for last year, but she was never in the office to sign it with the Public Service Director and obviously did not pursue it with the EMS Manager or for the Ambulance Department overall. This is the feedback I received from the prior Public Service Directors Administrative Assistant.

**Civil Service States** - To reflect the requested appraisal for Deborah Mertz and Rachelle Lestelle, Rachelle never did conduct the appraisals for the Ambulance Department. I reached out to Rachelle, her Appointing Authority (Todd Eppley) at the time as well as the Administrative Assistant for the AA reminding them that this had not been submitted to CS in the time required. Unfortunately, she never did submit or meet with the employees that I am aware of, and I notified Todd of such action. The review period was from September 1, 2021 to August 31, 2022. Ambulance transferred back to Civil Service Classified in January 2021 and Rachelle became EMS Manager in April 2021; therefore, perhaps she did not know how to do the annual reviews and had not had 1 year in this role to conduct such observation and conduct annual review conversations with employees. I did however notify Todd of the failure to conduct the reviews which is required under Civil Service Rule XII-Service Rating.<sup>12</sup>

**Civil Service Rule XII-Service Rating** - The EMS Manager appears to be in violation of this Civil Service Rule.

**Civil Service Rule IX** - The normal work week is Monday through Friday between the hours of 8 a.m. and 4:30 p.m. with a thirty (30) minute lunch period. Rest breaks, if allowed, are considered as time worked. The EMS Manager could be in violation of this Civil Service Rule.

<sup>11</sup> From the Finance Department.

<sup>12</sup> From Civil Service Department.

## VI. Professional Standards

This audit was conducted in accordance with the Institute of Internal Auditor's Standards for the Professional Practice of Internal Auditing, (the Red Book).

## ATTACHMENTS

# Attachment I - Nunez College Department Directory

Printed on  
1/24/23

(1)



## Contact Us

## Department Directory

[Return to Search \(/contact-us/department-directory\)](#)

**Rachel Lestelle**

(<https://www.nunez.edu/health-natural-sciences/people/2261750/rachel-lestelle>)

**EMS Instructor**

504-278-6392 x392 (tel:5042786392)

[rlestelle@nunez.edu](mailto:rlestelle@nunez.edu) (mailto:rlestelle@nu...)

**Rachel Monson, B.A.**

(<https://www.nunez.edu/library/people/1648896/rachel-monson-b-a>)

**Library Specialist**

504-278-6230 x230 (tel:5042786230)

[rmonson@nunez.edu](mailto:rmonson@nunez.edu) (mailto:rmonson@...)

[CONTACT US \(HTTPS://WWW.NUNEZ.EDU/CONTACT-US/INDEX\)](https://www.nunez.edu/contact-us/index)

[DEPARTMENT DIRECTORY \(HTTPS://WWW.NUNEZ.EDU/CONTACT-US/DEPARTMENT-DIRECTORY\)](https://www.nunez.edu/contact-us/department-directory)

[EMAIL US \(HTTPS://WWW.NUNEZ.EDU/CONTACT-US/EMAIL-US\)](https://www.nunez.edu/contact-us/email-us)

[NUNEZ CAREERS \(HTTPS://WWW.NUNEZ.EDU/HUMAN-RESOURCES/NUNEZ-CAREERS\)](https://www.nunez.edu/human-resources/nunez-careers)

## MISSION STATEMENT

Nunez Community College is a student-centered institution that delivers relevant and innovative curriculum integrating the arts, sciences, and humanities leading to academic credentials and workforce opportunities. Nunez serves a vital role in the community by engaging with partners to support student success and personal growth.

## ABOUT NUNEZ

[About Nunez \(/about-nunez\)](#)

[Adult Education/Work Ready U \(/adult-education/index\)](#)

[Campus Map \(/files/documents/nunez%20map.compressed.pdf\)](#)

**GET HELP**

# Attachment II - EMS Manager Job Description

**COPY**

CODE: 1089 FLSA:  
EXEMPT

**PLAQUEMINES PARISH GOVERNMENT, LOUISIANA  
JOB DESCRIPTION**

**JOB TITLE: EMERGENCY MEDICAL SERVICE MANAGER  
ADMINISTRATION DIVISION  
AMBULANCE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs supervisory and administrative work in directing, supervising, and managing the operations of the department. Performs rescue and advanced life support emergency medical care and provides training and instruction for the Ambulance Department. Work involves directing and coordinating the planning, development, and implementation of the Ambulance Department. Must maintain provider and instructor status in all levels of Emergency Medical Technician, Healthcare Provider CPR, Advanced Cardiac Life Support, Pediatric Advance Life Support, Advanced Medical Life Support, Basic Disaster Life Support, National Incident Management Systems, Weapons of Mass Destruction, and OSHA Bloodborne and Airborne Pathogens. Stay current with all aspects of pre-hospital care, as well as, evaluating, processing and disseminating information to the level of training required for Emergency Medical Technicians at the Basic, Intermediate and Paramedic levels. Develops course curricula, departmental policies, guidelines, Quality Assurance Programs and training. Regular evaluation of employees and communication with Medical Director for patient care and new information. Maintains a twenty-four-hour day operation and always managing full-time and part-time employees. Handles the responsibility for the overall direction, coordination, evaluation, and problem resolution, while, remaining able to solve practical problems in a variety of situations, where limited standardization may exist. Reports to the Director of Public Service.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees with instructing, assigning and reviewing work, maintaining standards, solving employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

## EMERGENCY MEDICAL SERVICE MANAGER

Directs and coordinates the planning, development, and implementation of the Ambulance Department.

Remains on call twenty-four hours a day, seven days a week unless otherwise specified when relieved by Education Coordinator or designees after approval by Director of Public Service.

Provides administrative management utilizing basic and advanced skill and knowledge of the pertinent policies, procedures, laws, rules, and regulations of the Department, Civil Service, Human Resources, State of Louisiana, National Registry of Emergency Medical Technicians, OSHA, FEMA, Office of Homeland Security/Office of Emergency Management, etc.

Manages Quality Assurance Program with receiving and reviewing all copies of reports and forms, forwarding copies, documenting comments, running reports and forms for next review and remediates as needed.

Manages OSHA employee exposure plan, treatment, documentation and follow up.

May schedule and coordinate vehicle repairs and/or maintenance and authorize emergency repairs to keep equipment in service.

Manages pharmaceuticals inventory by ordering, stocking, dispersing, tracking and maintaining high security over Schedule II and IV controlled dangerous substances.

Receives, reviews and authorizes employee timesheets, as well as, preparing Time and Attendance reports for payroll processing.

Develops and prepares reports including, but not limited to, Ambulance Statistical Reports on response times, total run times, total runs, average run time (by month, by year and by areas), demographic reporting of patients transported, fleet maintenance spreadsheets, revenue reports, etc.

Evaluates and recommends equipment upgrade based on industrial standards and/or requirements.

Investigates concerns and/or complaints and refers information to the Director of Public Service.

Exercises budgetary expenditure authority, prepares and/or completes all Finance Department and Purchasing Department required paperwork related to expenditures.

Develops and administers the Parish Medical Special Needs Sheltering/Evacuation Plan including designing patient registry. Supervises and coordinates evacuation of Medical Special Needs patients.

## EMERGENCY MEDICAL SERVICE MANAGER

Remains active participant in Homeland Security and Emergency Preparedness, assists in staffing the Emergency Operation Center at times of declared emergencies and drills.

Oversees scheduling of staffing for all types of leave to ensure Emergency Medical Technician/Paramedic coverage for all service areas.

Establishes the inventory requirements of supplies and equipment oversees the inventory control project.

Researches and recommends application for grants. Serves as project manager for current grants received for Emergency Medical Services and Health Department.

Researches, prepares and submits bid specifications for bid process including, but not limited to, ambulance vehicles, equipment, medical supplies, billing computer hardware and software, trailers, etc. Reviews and makes recommendation to administration on all submitted bids.

Plans, prepares, and substantiated budget request, administers budget recommends and authorizes expenditures.

Oversees the preparations for the ambulance service State Department of Health and Hospital annual inspection.

Reviews and prepares mid-year budget adjustment request.

Assists in crisis intervention and stress management of employees and associated agencies.

Attends Parish meeting including Council meetings as necessary regarding Department issues.

Keeps all department licensing current including but not limited to Louisiana Department of Health and Hospital, Louisiana controlled substance, Federal controlled substance, Federal CLIA waiver, Medical provider certification, Medicaid provider certification, etc.

Assists Legal Counsel in issues involving the Department including, but not limited to, gathering and compiling data, producing reports, answering interrogatories, participating in depositions, preparing employees for depositions, preparing reports for court submission, and reproducing documents requested by subpoenas and legal representatives.

Uses a variety of tools such as pliers, screwdrivers, sockets, extrication tools, etc. Uses a variety of computer software such as Microsoft Word, Microsoft Outlook, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Mends II, Positron, Motorola, Nice, CAD, etc.

Interacts and communicates with various groups and individuals such as Superintendent,

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## EMERGENCY MEDICAL SERVICE MANAGER

employees, First Responding agencies, Administration, Associated agencies/facilities, State and Federal agencies, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Cleaning office.

Assists Telecommunications with planning and administering Parish Communication Interoperability policy.

Assists 911 dispatch with guidance and direction.

Assists Health Department with administering Special Needs Program.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with a minimum of 5 years of experience in Emergency Medical Service work that provides the required knowledge, skills, and abilities. Associates in Applied Science, Business, or other related degree preferred. Must possess and maintain a valid Louisiana Class D driver's license. Must possess and maintain provider and instructor level certifications from: State of Louisiana Basic Life Support/Advanced Life Support Emergency Medical Technician and Paramedic Instructor, American Heart Association Basic Life Support, American Heart Association Advanced Cardiac Life Support, American Heart Association Pediatric Advanced Life Support and Occupational Safety and Health Administration Bloodborne/Airborne Pathogens. Must be certified in Weapons of Mass Destruction, Basic Disaster Life Support and National Incident Management Systems. Must pass a criminal background check.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires rotating shift work with periods of strenuous physical effort requiring the ability to move up to 150 lbs. and lift up to 100 lbs. during rescue operations using all body extremities to complete the task. Work involves exposure to extreme heat, dirt and other unpleasant conditions. Will be exposed to risk of contact with blood products and bloodborne pathogens, hypodermic needles, electric cardiac shock and serious injury requiring the use of protective clothing, gloves and shielding in strict observation of safety precautions and procedures. Must successfully complete periodic physical testing. Must be able to drive and operate rescue vehicles. Must be able to work from heights and in confined spaces, toxic atmospheres and extreme heat.

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## EMERGENCY MEDICAL SERVICE MANAGER

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, etc. Requires the ability to prepare correspondence, reports, forms, budgets, operational manuals, etc. using prescribed formats and conforming to all rules of punctuation grammar diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions and to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide, utilize decimals and percentages and understand and apply the theories of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts, preparing and analyzing written or computer data, etc.

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## EMERGENCY MEDICAL SERVICE MANAGER

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable and thorough knowledge of principles and practices of emergency medical service and emergency preparedness planning. Has knowledge of laws, regulations, policies and procedures relating to the position. Has thorough knowledge of emergency medical response and treatment principles, protocols and practices. Can develop, coordinate, and implement effective emergency response plans for natural and man-made emergencies and disasters. Has ability to administer First Aid and CPR. Has good knowledge of and skill in using public relations and public education tools and techniques and make public presentations. Has knowledge of the proper procedures for identifying and managing a hazardous materials patient as mandated by OSHA. Has knowledge of bloodborne/airborne pathogens and infection control, as well as, risk management and safety procedures. Has the ability to calculate and administer medications in proper dosages as ordered by physicians or established medical protocols. Has ability to make minor equipment repairs and adjustments and drive/operate rescue vehicles. Skilled in the safe and proper operation and utilization of various types of rescue equipment and tools. Has knowledge of how to keep abreast of changes in methods, procedures and activities. Has knowledge of the terminology and various professional languages used with the department. Ability to adhere to the training requirement and able to perform in extreme weather conditions. Can offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Can offer training and assistance to co-workers and employees of other departments as required. Can use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future Parish needs and resolving problems. Can plan and develop daily, short- and long-term goals related to Parish purposes. Can plan, organize, and prioritize daily assignments and work activities. Has knowledge of proper English usage, punctuation, spelling, and grammar. Has knowledge of modern office practices and technology, including the use of computers for word and data processing and records management. Can compile, organize and utilize various financial information necessary in the preparation of the departmental budget and has knowledge of how to prepare and monitor the budget. Can read and interpret complex materials pertaining to the responsibilities of the job. Can assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Can produce quality work despite the stress of deadlines.

## EMERGENCY MEDICAL SERVICE MANAGER

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Parish departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Parish policy standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Parish policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternate solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified. i.e., poor communications, variance with Parish policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Parish.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and

## EMERGENCY MEDICAL SERVICE MANAGER

establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Parish and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Parish and department matters affecting them and/or of concern to them.

**Staffing:** Works with other Parish officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Parish. Personally, directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Parish goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Parish standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department when a policy procedure or strategy does not appear to be

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## EMERGENCY MEDICAL SERVICE MANAGER

achieving the desired result. Moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Parish. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Parish policies regarding the department and Parish function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Parish and continually reviews department policies in order to ensure that any changes in Parish philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

# Attachment III - EMS Manager Timesheets

PY-TSA-004

## Plaquemines Parish Government Time & Attendance Record

Department Name: Ambulance Non-Exempt  Exempt   
 Employee Name: Lastelle Rachel Lucille  
(Last) (First) (Middle)

Pay Period: 3/21/2022 to 4/3/2022 Pay Date: 4/8/2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	8	8											
Tuesday	8	8											
Wednesday	8	8											
Thursday	8	8											
Friday	8	8											
Saturday													
Sunday													
Total	40	40											

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	10	10											
Tuesday	10	10											
Wednesday	8					8							
Thursday	10	10											
Friday	2					2							
Saturday													
Sunday													
Total	40	30				10							

Grand Total	80	70				10							
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	180	191
Earned	4	4
Used		10
Ending Balance	184	185

	Signatures	Date
Employee	<i>Rachel Lastelle</i>	11
Supervisor	<i>Michael...</i>	4/1/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt   
 Employee Name: Lestelle Rachel Luaille  
(Last) (First) (Middle)

Pay Period: 4/18/2022 to 5/1/2022 Pay Date: 5/10/2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday	18	18								
Tuesday	8	8								
Wednesday	14	14								
Thursday										
Friday										
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>40</b>								

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday	8	8								
Tuesday	8	8								
Wednesday	8	8								
Thursday	8	8								
Friday	8	8								
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>40</b>								

<b>Grand Total</b>	<b>80</b>	<b>80</b>								
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	138	139
Earned	4	4
Used		
Ending Balance	142	143

	Signatures	Date
Employee	<i>Rachel Luaille</i>	5/1
Supervisor	<i>Paul Lu</i>	5/1/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Lestelle Rachel  
(Last) (First) (Middle)

Pay Period: 7/11/2022 to 7/24/2022 Pay Date: 7/29/2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	12	12											
Tuesday	12	12											
Wednesday	12	12											
Thursday	4	4											
Friday													
Saturday													
Sunday													
<b>Total</b>	<b>40</b>	<b>40</b>											

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	6	6											
Tuesday	6	6											
Wednesday	10	10											
Thursday	10	10											
Friday	8	8											
Saturday													
Sunday													
<b>Total</b>	<b>40</b>	<b>40</b>											

Grand Total	80	80											
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	1162	163
Earned	4	4
Used		
Ending Balance	1166	167

	Signature	Date
Employee	<i>Rachel Lestelle</i>	7/29
Supervisor	<i>[Signature]</i>	7/29/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt   
 Employee Name: Leastelle Rachel  
(Last) (First) (Middle)

Pay Period: 7-25-2022 to 8-1-2022 Pay Date: 8-12-2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday	8	8								
Tuesday	8			8						
Wednesday	8			8						
Thursday	8			8						
Friday	8			8						
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>8</b>		<b>32</b>						

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday	8	8								
Tuesday	8	8								
Wednesday	8	8								
Thursday	8	8								
Friday	8	8								
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>40</b>								

<b>Grand Total</b>	<b>80</b>	<b>48</b>		<b>32</b>						
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	166	147
Earned	4	8
Used	32	
Ending Balance	138	155

	Signatures	Date
Employee	<i>Rachel Leastelle</i>	7/27
Supervisor	<i>John Long</i>	8/8/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt   
 Employee Name: Lestelle Rachel Lucille  
(Last) (First) (Middle)

Pay Period: 8/8/2022 to 8/21/2022 Pay Date: 8/26/2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	8	8											
Tuesday	8	8											
Wednesday	8	8											
Thursday	8	8											
Friday													
Saturday													
Sunday													
<b>Total</b>	<b>40</b>	<b>40</b>											

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	11	11											
Tuesday	12	12											
Wednesday	12	12											
Thursday	5	5											
Friday													
Saturday													
Sunday													
<b>Total</b>	<b>40</b>	<b>40</b>											

<b>Grand Total</b>	<b>80</b>	<b>80</b>											
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Code	Description
08	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	138.00	171.00
Earned	4.0	4.0
Used		
Ending Balance	142.0	175.0

	Signature	Date
Employee	<i>Rachel Lestelle</i>	8/26/2022
Supervisor	<i>Paul L...</i>	9/6/22

PY-TSA-004

Plaquemines Parish Government  
Time & Attendance Record

Department Name: EMS Non-Exempt  Exempt

Employee Name: Lozelle Rachel  
(Last) (First) (Middle)

Pay Period: 9/22/2022 to 9/24/2022 Pay Date: 9/9/2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday	10	10								
Tuesday	10	10								
Wednesday	8	8								
Thursday	8	8								
Friday	12	12								
Saturday										
Sunday										
Total	48	48								

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday										
Tuesday	8	8								
Wednesday	8	8								
Thursday	8	8								
Friday	12	12								
Saturday	4	4								
Sunday										
Total	40	40								

Grand Total	88	88								
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
84	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	142	175
Earned	9	5
Used		
Ending Balance	151	180

	Signature	Date
Employee	<i>Rachel Lozelle</i>	9/22/22
Supervisor	<i>Trish [unclear]</i>	9/16/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name:   Ambulance   Non-Exempt  Exempt

Employee Name:   Lestelle Rachel    
(Last) (First) (Middle)

Pay Period:   9-5-2022   to   9-18-2022   Pay Date:   9-23-2022  

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	8				8								
Tuesday	8	8											
Wednesday	8	8											
Thursday	8			8									
Friday	8			8									
Saturday													
Sunday													
<b>Total</b>	<b>40</b>	<b>16</b>		<b>16</b>	<b>8</b>								

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	5	5											
Tuesday													
Wednesday													
Thursday	5	5											
Friday	6	10											
Saturday	12	12											
Sunday	12	12											
<b>Total</b>	<b>40</b>	<b>40</b>											

<b>Grand Total</b>	<b>80</b>	<b>56</b>		<b>16</b>	<b>8</b>								
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	146	179
Earned	4	4
Used	116	
Ending Balance	134	183

	Signature	Date
Employee	<i>Rachel Lestelle</i>	9/18/22
Supervisor	<i>[Signature]</i>	9/19/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Lozelle Rachel  
(Last) (First) (Middle)

Pay Period: 9-19-2022 to 10-2-2022 Pay Date: 10-7-2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code			
							Hours			
Monday										
Tuesday										
Wednesday	4	4								
Thursday	4	4								
Friday	16	16								
Saturday	8	8								
Sunday	8	8								
<b>Total</b>	<b>40</b>	<b>40</b>								

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code			
							Hours			
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
<b>Total</b>										

Grand Total	80	40				40				
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
80	Absence Without Leave
84	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	134	183
Earned	4	4
Used		40
Ending Balance	138	147

	Signatures	Date
Employee	<i>Rachel Lozelle</i>	10/3/22
Supervisor	<i>[Signature]</i>	10/4/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Leselle Rachel  
(Last) (First) (Middle)

Pay Period: 10-3-22 to 10-16-22 Pay Date: 10-20-22

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other		
							Code	Hours	
Monday	40					8			
Tuesday						8			
Wednesday						8			
Thursday						8			
Friday						8			
Saturday									
Sunday									
Total	40					40			

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other		
							Code	Hours	
Monday	40					8			
Tuesday						8			
Wednesday						8			
Thursday						8			
Friday						8			
Saturday									
Sunday									
Total	40					40			

Grand Total	80					80			
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	138	147
Earned	4	4
Used		80
Ending Balance	142	71

	Signature	Date
Employee	<i>Leselle Rachel</i>	10/17/22
Supervisor	<i>[Signature]</i>	10/17/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Lesalle Rachel  
(Last) (First) (Middle)

Pay Period: 10.17 to 10.30 Pay Date: 11.4

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code			
							Hours			
Monday	35	5	Rayroll			35				
Tuesday	35					35				
Wednesday	35					35				
Thursday	35					35				
Friday	35					35				
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>5</b>				<b>35</b>				

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code			
							Hours			
Monday	35					35				
Tuesday	35					35				
Wednesday	35					35				
Thursday	35					35				
Friday	35					35				
Saturday										
Sunday	5	5	Rayroll							
<b>Total</b>	<b>40</b>	<b>5</b>				<b>35</b>				

<b>Grand Total</b>	<b>80</b>	<b>10</b>				<b>70</b>				
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	142	71
Earned	4	4
Used		70
Ending Balance	146	2

	Signature	Date
Employee	<i>Rachel Lesalle</i>	10/30/20
Supervisor	<i>Tommy [unclear]</i>	10/31/20

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Leostelle Rachel  
(Last) (First) (Middle)

Pay Period: 10/31/2022 to 11/13/2022 Pay Date: 11/18/2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	8			3		5							
Tuesday	8			8									
Wednesday	8			8									
Thursday	8			8									
Friday	8			8									
Saturday													
Sunday													
<b>Total</b>	<b>40</b>			<b>35</b>									

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	8			8									
Tuesday	8			8									
Wednesday	8			8									
Thursday	8			8									
Friday	8				8								
Saturday													
Sunday													
<b>Total</b>	<b>40</b>			<b>32</b>	<b>8</b>								

<b>Grand Total</b>	<b>80</b>			<b>67</b>	<b>8</b>	<b>5</b>							
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	1410	5
Earned	4	4
Used	67	5
Ending Balance	83	1

	Signature	Date
Employee	<i>Rachel Leostelle</i>	11/13/22
Supervisor	<i>John King</i>	11/14/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Leetelle Rachel  
(Last) (First) (Middle)

Pay Period: 11/14/22 to 11/27/22 Pay Date: 12/02/22

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other							
							Code							
							Hours							
Monday	8.00			8.00										
Tuesday	8.00			8.00										
Wednesday	8.00			8.00										
Thursday	8.00			8.00										
Friday	8.00			8.00										
Saturday	0.00													
Sunday	0.00													
<b>Total</b>	<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>0.00</b>									

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other							
							Code							
							Hours							
Monday	8.00			8.00										
Tuesday	8.00			8.00										
Wednesday	8.00			8.00										
Thursday	8.00				8.00									
Friday	8.00				8.00									
Saturday	0.00													
Sunday	0.00													
<b>Total</b>	<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.00</b>	<b>16.00</b>	<b>0.00</b>								

<b>Grand Total</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>64.00</b>	<b>16.00</b>	<b>0.00</b>								
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	83.00	4.00
Earned	4.00	4.00
Used	64.00	0.00
Ending Balance	23.00	8.00

Signatures		Date
Employee	<i>Rachef Leetelle</i>	11-29-22
Supervisor	<i>[Signature]</i>	11-29-22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Lezelle Rachel  
(Last) (First) (Middle)

Pay Period: November 28, 2022 to December 11, 2022 Pay Date: December 16, 2022

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday	8					8				
Tuesday	8			8						
Wednesday	8			8						
Thursday	7			7			1			
Friday	8						8			
Saturday										
Sunday										
<b>Total</b>	<b>40</b>			<b>23</b>		<b>8</b>	<b>9</b>			

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other			
							Code	Hours		
Monday	8	8								
Tuesday	8	8								
Wednesday	8	8								
Thursday	8	8								
Friday	8	8								
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>40</b>								

<b>Grand Total</b>	<b>80</b>	<b>40</b>		<b>23</b>		<b>8</b>	<b>9</b>			
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	23	8
Earned	4	4
Used	23	8
Ending Balance	4	4

	Signature	Date
Employee	<i>Rachel Lezelle</i>	12/17/22
Supervisor	<i>[Signature]</i>	12/12/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Leestelle Rachel  
(Last) (First) (Middle)

Period: 12/12/22 to 12/28/22 Pay Date: 12/30/22

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code						
							09	48	50	60			
Monday	8.00	8.00											
Tuesday	8.00	8.00											
Wednesday	8.00	8.00											
Thursday	8.00	8.00											
Friday	8.00	8.00											
Saturday	0.00												
Sunday	0.00												
<b>Total</b>	<b>40.00</b>	<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code						
							09	48	50	60			
Monday	8.00	8.00											
Tuesday	8.00	8.00											
Wednesday	8.00	8.00											
Thursday	8.00	8.00											
Friday	8.00				8.00								
Saturday	0.00												
Sunday	0.00												
<b>Total</b>	<b>40.00</b>	<b>32.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

<b>Grand Total</b>	<b>80.00</b>	<b>72.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
84	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	4.00	4.00
Earned	4.00	4.00
Used	0.00	0.00
Ending Balance	8.00	8.00

	Signatures	Date
Employee	<i>Rachel Leestelle</i>	12/20/2022
Supervisor	<i>[Signature]</i>	12/01/22

**Plaquemines Parish Government  
Time & Attendance Record**

Department Name: Ambulance Non-Exempt  Exempt

Employee Name: Lestelle Rachel  
(Last) (First) (Middle)

Pay Period: 12/20/22 to 1/8/23 Pay Date: 1/18/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code			
							Hours			
Monday	8				8					
Tuesday	8	8								
Wednesday	8	8								
Thursday	8	8								
Friday	8				8					
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>24</b>			<b>16</b>					

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code			
							Hours			
Monday	8				8					
Tuesday	8	8								
Wednesday	8	8								
Thursday	8	8								
Friday	8	8								
Saturday										
Sunday										
<b>Total</b>	<b>40</b>	<b>32</b>			<b>8</b>					

<b>Grand Total</b>	<b>80</b>	<b>56</b>			<b>24</b>				
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	8	8
Earned	4	4
Used		
Ending Balance	12	12

Signatures		Date
Employee	<i>Rachel Lestelle</i>	1/18/23
Supervisor	<i>Crystal M. Saylor</i>	1/18/23