



CITY OF NEW ORLEANS

DEPARTMENT OF CITY CIVIL SERVICE
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CITY CIVIL SERVICE COMMISSION
BRITTNEY RICHARDSON, CHAIRPERSON
JOHN H. KORN, VICE-CHAIRPERSON
MARK SURPRENANT
RUTH WHITE DAVIS
ANDREW MONTEVERDE

AMY TREPAGNIER
DIRECTOR OF PERSONNEL

Thursday, December 28, 2023

Mr. Brian A. Gilbert
365 Canal Street, Suite 2550
New Orleans, LA 70130

Re: **Dawn Vachon VS.
Recreation Department
Docket Number: 9494**

Dear Mr. Gilbert:

Attached is the action of the Civil Service Commission in the New Orleans Recreation Development Commission's motion for summary disposition of Ms. Vachon's disciplinary appeal.

Yours very truly,

A handwritten signature in blue ink, reading "Doddie K. Smith".

Doddie K. Smith
Chief, Management Services Division

cc: Larry Barabino
William R. H. Goforth
Dawn Vachon
file

**CIVIL SERVICE COMMISSION
CITY OF NEW ORLEANS**

**DAWN VACHON,
Appellant**

Docket No. 9494

v.

**NEW ORLEANS RECREATION
DEPARTMENT,
Appointing Authority**

ORDER

The New Orleans Recreation Department (NORD) moved for summary disposition of Ms. Vachon's disciplinary appeal on the basis that Ms. Vachon has no right of appeal as a probationary employee. Ms. Vachon's probationary period began on December 12, 2022, and NORD terminated her employment on July 28, 2023. Although conceding that the job announcement did not give Ms. Vachon notice of a one-year probationary period, NORD has offered documentary evidence that its handbook informed employees of a one-year probationary period, and Ms. Vachon signed an acknowledgment of receipt of the handbook on December 1, 2022. Civil Service Staff approved the entry of a one-year probationary period for Ms. Vachon in the City's payroll system, ADP.

At the time NORD hired Ms. Vachon, Civil Service Rule VII, section 1.2 provided that the default probationary period was six months in the absence of a longer probationary period in the job announcement. Rule VII, section 1.3 provided that the Personnel Director had the authority to extend the probationary period up to one year, with appropriate notice to the employee. Under the factual circumstances of this appeal, the Commission finds that NORD extended Ms. Vachon's probationary period to one year, and the failure of Civil Service Staff to reject the entry in ADP of a one-year probationary period may substitute for notice to the Personnel Director. At the request of the Personnel Director, the Commission amended Rule VII to extend the default probationary

period to one year. This amendment was effective on August 1, 2023. Based on the Personnel Director's preference for a one-year probationary period without the necessity of a request for an extension, the Commission finds that the failure to obtain formal permission in this case did not prejudice any party.

The motion for summary disposition is granted.

New Orleans, Louisiana, this the 28th day of December, 202³.



Brittney Richardson (Dec 28, 2023 13:07 CST)

BRITTNEY RICHARDSON, CHAIRPERSON



J H Korn (Dec 21, 2023 18:33 CST)

JOHN KORN, VICE-CHAIRPERSON



Mark C. Surprenant (Dec 21, 2023 11:01 CST)

MARK SURPRENANT, COMMISSIONER



Ruth Davis (Dec 22, 2023 08:04 CST)

RUTH DAVIS, COMMISSIONER



Andrew Monteverde (Dec 21, 2023 10:19 CST)

ANDREW MONTEVERDE, COMMISSIONER