

AGREEMENT

BY AND BETWEEN SANDY EDMONDS, EXECUTIVE SECRETARY / EXECUTIVE ASSISTANT, AND THE LOUISIANA AUCTIONEERS LICENSING BOARD

The Louisiana Auctioneers Licensing Board (hereinafter Board), a political subdivision of the State of Louisiana, and Sandy Edmonds (hereinafter Edmonds), who is currently appointed by the Board as the Executive Secretary / Executive Assistant pursuant to LSA-R.S. 37:3112, enter into this agreement for the purpose of clarifying the status of Edmonds, who is a non-classified civil service employee of the Board.

→ opening not advertised

Edmonds has been employed in this position since August 10, 2009, which remains her hire date. This agreement will state her rights to compensation, the procedure for approval of leave, her duties with regard to the office and her supervisors to whom she must report. This agreement does not change the relationship between the two parties, but clarifies that this is a performance based contract rather than an hourly contract as well as any other matters mentioned in this agreement.

The Board understands that Edmonds is appointed Executive Secretary / Executive Assistant, which is considered part time job employment. The following statements apply to this job:

- a. Edmonds agrees to all of the requirements outlined in the job description attached to this document. The Board agrees that the job description attached to this document reflects their expectations of the Executive Secretary / Executive Assistant position.
- b. Edmonds is not required to account for her time on a time sheet. The Board requires that she perform her duties in a timely fashion. As long as she performs accordingly, she will not be required to account for specific time periods.
- c. Edmonds will not be required to have leave slips approved by her supervisor. She may be asked to account for all leave accrued and all leave used. If she does take leave, the Board will be responsible for 38 percent of all leave taken. The other board for which she is employed, the Louisiana State Board of Examiners of Interior Designers, will be responsible for 62 percent of all leave. Therefore, if she takes leave for an eight hour day, the Board will be responsible for 3 hours only.
- d. Edmonds agrees that she will take leave for those dates on which she does not answer the telephone or return emails.
- e. The Chairman of the Board will be Edmonds' supervisor. She will report to the Chairman on all matters. The Chairman will make all decisions with regard to Edmonds, except in those matters when the Board overrules the action of the

NOTE: Historical practice has been to report working 15 hours/week for CALB

chairman. At least four votes are required to overrule the action of the Chairman with regard to Edmonds.

- f. The Chairman of the Board is empowered to authorize payment to Edmonds for all salary or reimbursements due to Edmonds.
- g. The Chairman of the Board may designate another individual to supervise Edmonds, if necessary.

→ now \$24,500 per B & C website.

Edmonds shall be paid \$22,000 annually, with equal payments to be made biweekly. Should she leave prior to the end of a fiscal year, her pay will be prorated according to the days worked. Edmonds does not ask that the Board provide retirement benefits or health insurance. She receives no benefits through this Board.

Should Edmonds or the Board terminate this agreement and their relationship, Edmonds shall be paid as required by law.

This agreement applies to Edmonds and the Board only, and cannot be transferred to any other party.

WITNESSES:

Caroline Messinger

Sandy Edmonds
SANDY EDMONDS

Greg Bodin

James K. Comer Jr.
LOUISIANA AUCTIONEERS
LICENSING BOARD, BY J. KENNETH
COMER, JR., CHAIRMAN

The following table summarizes the pay increases received by Ms. Edmonds during the pay freeze.

Sandy Edmonds' Pay Increases (As of December 2, 2011)				
Board	Effective Date	Pay Rate/Hour	New Pay Rate/Hour	Total Increase in Pay
LSBID	7/1/10	\$20.00	\$25.00	\$9,267.86
LALB	1/10/11	\$25.64	\$28.21	\$1,791.21
LALB	11/15/11	\$28.21	\$31.41	\$0.00**
Total				\$11,059.07

**Has not been implemented.

Recommendation

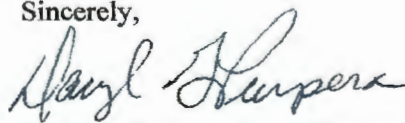
$$\$24,500 \div 52 \div 15 = \$31.41 \text{ hour}$$

The boards should adopt policies and procedures to ensure that employee payments and leave accruals are in strict accordance with state law and applicable executive orders. These policies should require the following:

1. Executive orders are reviewed prior to any employment actions taken by either board.
2. Only eligible employees are allowed to accrue and use leave time.
3. Employees maintain records of time and attendance.
4. Supervisors review and approve employee attendance and leave records.
5. The boards seek repayment for amounts paid which may have violated state law and/or executive orders.

This correspondence is intended primarily for the information and use of management of the boards. I trust this information will assist you in your efforts to comply with Louisiana laws, including the Louisiana Constitution and executive orders. Should you have any questions, please contact me at (225) 339-3839 or Mr. Eric Sloan, Director of Compliance Audit and Advisory Services, at (225) 339-3850.

Sincerely,



Daryl G. Purpera, CPA, CFE
Legislative Auditor

DGP:ES:GC:dl