South Tangipahoa

Port Commission

EMPLOYEE MANUAL

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 **SECTION 1**

 **INTRODUCTION**

This Manual is designed to acquaint you with South Tangipahoa Port Commission (“Commission”) and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of South Tangipahoa

Port Commission. Following the policies described in this Manual is considered a

condition of continued employment. However, nothing in this Manual alters an

employee’s status. The contents of this Manual shall not constitute nor be construed as a

promise of employment or as a contract between the Commission and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this

Manual. Our objective is to provide you with a work environment that is constructive to

both personal and professional growth.

The contents of this Manual are subject to subordination by any applicable Louisiana Civil Service Statues.

**1.1 CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been

issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Commission and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If

you are uncertain about any policy or procedure, speak with your direct supervisor.

**1.2 EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of information contained in the employment application and

the accuracy of other data presented throughout the hiring process and employment. Any

misrepresentations, falsifications, or material omissions in any of this information or data

may result in exclusion of the individual from further consideration for employment or, if

the person has been hired, termination of employment.

**1.3 EMPLOYMENT RELATIONSHIP**

You enter into employment voluntarily, and you are free to resign at any time for any

reason or no reason. Similarly, the Commission is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.14).

 **SECTION 2**.

 **DEFINITIONS OF EMPLOYEES STATUS**

**2.1 "EMPLOYEES" DEFINED**

An "employee" of the Commission is a person who regularly works for the Commission on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Commission who are subject to the control and direction of the Commission in the performance of their duties.

**EXEMPT**

Employees whose positions meet specific criteria established by the Fair Labor

Standards Act (FLSA) and who are exempt from overtime pay requirements.

**NON-EXEMPT**

Employees whose positions do not meet FLSA criteria and who are paid one and

one-half their regular rate of pay for hours worked in excess of 40 hours per week.

**REGULAR FULL-TIME**

Employees who have completed the 90-day probationary period and who are

regularly scheduled to work 351 or more hours per week. Generally, they are

eligible for the Commission's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME**

Employees who have completed the 90-day probationary period and who are

regularly scheduled to work less than 35 hours per week. [Regular part-time

employees are eligible for some benefits sponsored by the Commission, subject to

the terms, conditions, and limitations of each benefit program.]

**TEMPORARY (FULL-TIME or PART-TIME)**

Those whose performance is being evaluated to determine whether further

employment in a specific position or with the Commission is appropriate or

individuals who are hired as interim replacements to assist in the completion of a

specific project or for vacation relief. Employment beyond any initially stated

period does not in any way imply a change in employment status. Temporary

employees retain that status until they are notified of a change. They are not

eligible for any of the Commission’s benefit programs.

**PROBATIONARY PERIOD FOR NEW EMPLOYEES**

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with the Commission is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with the Commission.

 **SECTION 3**

 **EMPLOYMENT POLICIES**

**3.1 NON-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals,

employment decisions at the Commission will be based on merit, qualifications, and abilities. The Commission does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

The Commission will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are

encouraged to bring these issues to the attention of their supervisor. Employees can raise

concerns and make reports without fear of reprisal. Anyone found to be engaging in

unlawful discrimination will be subject to disciplinary action, including termination of

employment.

**3.2** **NON-DISCLOSURE/CONFIDENTIALITY**

The protection of confidential business information and trade secrets is vital to the

interests and success of South Tangipahoa Port Commission. Such confidential

information includes, but is not limited to, the following examples:

* Pending projects and proposals;
* Personnel/Payroll records; and
* Conversations, considered to be confidential, between any persons associated

with the Commission.

Employees who improperly use or disclose trade secrets or confidential business

information will be subject to disciplinary action, including termination of employment

and legal action, even if they do not actually benefit from the disclosed information.

**3.3 NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee

feel comfortable, informed about the Commission, and prepared for their position. New

employee orientation is conducted by the employee’s supervisor, and includes an

overview of the Commission history, an explanation of the core values, vision, and mission; and Commission goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within

the workplace. The new employee's supervisor then introduces the new hire to the Commissioners reviews their job description and scope of position, explains the

Commission’s evaluation procedures, and helps the new employee get started on specific

functions.

**3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate

the Commission as a place to work and the supervisor has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Commission have the right to terminate employment without advance notice. Upon satisfactory completion of the probationary period, a 90-day review will be given, and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain Commission standards for job performance and behavior (See Section 4, Standards of Conduct).

**3.5 OFFICE HOURS**

South Tangipahoa Port Commission office is open for business from 8AM to 5PM, Monday through Friday except for Holidays (See Section 6.6, Holidays).

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the

computation of various employee benefits, the employee workweek is considered to be Monday through Friday on unless a supervisor makes prior other arrangement with the employee.

**3.6 LUNCH PERIODS**

Employees are allowed a one-hour lunch break. Lunch breaks generally are taken

between the hours 11 AM and 2 PM on a staggered schedule so that your absence does not create a problem for co-workers or clients.

**3.7 BREAK PERIODS**

If employees have unexpected personal business to take care of, they must notify their

direct supervisor to discuss time away from work and make provisions as necessary.

Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action,

including separation.

3**.8 PERSONNEL FILES**

Employee personnel files include the following: job application, job description, résumé,

records of participation in training events, salary history, records of disciplinary action

and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of the Commission, and access to the information is restricted. The employee’s supervisor or Commissioner who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor. With

reasonable advance notice, the employee may review his/her personnel file in the Commission’s office and in the presence of their supervisor. Personnel files are housed in a securely locked file cabinet.

**3.9 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify their supervisor of any

changes in personnel data such as:

* Mailing address;
* Telephone numbers; and
* Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

**3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt

Commission operations. The decision to close the office will be made by the

Executive Director or the Commission President.

When the decision is made to close the office, employees will receive official notification

from their supervisors.

Time off from scheduled work due to emergency closings will be paid for all employees.

**3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS**

Supervisors will conduct performance reviews and planning sessions with all regular fulltime and regular part-time employees after six-months of service. Supervisors may

conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the

employee to discuss his/her current job tasks, encourage and recognize attributes, and

discuss positive, purposeful approaches for meeting work-related goals. Together,

employee and supervisor discuss ways in which the employee can accomplish goals or

learn new skills. The planning sessions are designed for the employee and his/her

supervisor to make and agree on new goals, skills, and areas for improvement.

The Commission directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.4, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular annual schedule.

**3.12 OUTSIDE EMPLOYMENT**

Employees may hold outside jobs in non-related businesses or professions as long as employee meets the performance standards of their job description with the Commission. Unless an alternative work schedule has been approved by the Commission, employees will be subject to the Commission's scheduling demands, regardless of any existing outside work assignments.

The Commission's office space, equipment, and materials are not to be used for outside employment.

**3.13 CORRECTIVE ACTION**

The Commission holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, the Commission expects the employee's supervisor to take corrective action.

Corrective action by the Commission is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning,

probation, and finally termination of employment. In deciding which initial corrective

action would be appropriate, a supervisor will consider the seriousness of the infraction,

the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, the Commission considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any

form; insubordinate behavior; vandalism or destruction of Commission property; being on Commission property during non-business hours; the use of Commission equipment and/or Commission vehicles without prior authorization by the Executive Director or Commission President; untruthfulness about personal work history; skills, or training; divulging Commission business practices; and misrepresentations of the Commission to a

customer, a prospective customer, the general public, or an employee.

**3.14 EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any

organization, and many of the reasons for termination are routine. Below are a few

examples of some of the most common circumstances under which employment is

terminated:

* Resignation - voluntary employment termination initiated by an employee;
* Termination - involuntary employment termination initiated by South
* Tangipahoa Port Commission; and
* Layoff - involuntary employment termination initiated by the Commission for

non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with the Commission, he/she shall give the Commission at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice;

Since employment with the Commission is based on mutual consent, both the employee and the Commission have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees

(See Section 3.4, Introductory/Probationary Period for New Employees).

Any employee who terminates employment with the Commission shall return all files, records, keys, and any other materials that are property of the Commission. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non- returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to

Commission will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following

manner. All accrued vested benefits that are due and payable at termination will be paid.

Some benefits may be continued at the employee's expense (See Section 6, Benefits) if

the employee elects to do so. The employee will be notified of the benefits that may be

continued and of the terms, conditions, and limitations.

**3.15 SAFETY**

Each employee is expected to obey safety rules and exercise caution and common sense

in all work activities. Employees must immediately report any unsafe conditions to their

supervisor. Employees who violate safety standards, cause hazardous or dangerous

situations, or fail to report, or where appropriate, remedy such situations, may be subject

to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury

may appear, employees should notify their supervisor (See Section 3.17, Employee

Requiring Medical Attention).

**3.16 HEALTH-RELATED ISSUES**

Employees who become aware of any health-related issue, including pregnancy, should

notify their supervisor of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or

shortly after notice has been given. The doctor's note should specify whether the

employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave

of absence, employees should notify their supervisor

**3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION**

In the event an employee requires medical attention, whether injured or becoming ill

while at work, and it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility.

 If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. However if the employee sustains a work-related injury, the Commission will be responsible for proper transportation to the nearest appropriate health care facility. Furthermore, the Commission's employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

**3.18 BUILDING SECURITY**

All employees who are issued keys to the office are responsible for their safekeeping.

These employees will sign a Building Key Disbursement form upon receiving the key.

The last employee, or a designated employee, who leaves the office at the end of the

business day assumes the responsibility to ensure that all doors are securely locked, the

alarm system (if present) is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Commission property after hours without prior authorization from the Executive Director.

**3.19 INSURANCE ON PERSONAL EFFECTS**

All employees should be sure that their own personal insurance policies cover the loss of

anything occasionally left at the office. The Commission assumes no risk for any loss or damage to personal property.

**3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COMMISSION**

Only authorized persons may purchase supplies in the name of Commission. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the Commission or bind the Commission by any promise or representation without written approval.

**3.21 EXPENSE REIMBURSEMENT**

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under $25. 00 will be included in the employee's next regular

paycheck. An example of such an expense would include mileage. If the amount is more

than $25. 00, the reimbursement request will be processed like an invoice. All

completed reimbursement request forms should be turned in to the Director!

**3.22 VISITORS TO THE PORT SITE**

To provide for the safety and security of employees, visitors, and the facilities at the Commission, only authorized visitors are allowed at the Port site.

Restricting unauthorized visitors helps ensure security, decreases insurance liability,

protects confidential information, safeguards employee welfare, and avoids potential

distractions and disturbances.

**3.23 IMMIGRATION LAW COMPLIANCE**

South Tangipahoa Port Commission employs only United States citizens and those non-

U. S. citizens authorized to work in the United States in compliance with the Immigration

Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment

Eligibility Verification Form 1-9 and present documentation establishing identity and

employment eligibility. Former employees who are rehired must also complete the form

if they have not completed an 1-9 with the Commission within the past three years or if their previous 1-9 is no longer retained or valid.

 **SECTION 4**

 **STANDARDS OF CONDUCT**

The work rules and standards of conduct for the Commission are important, and the Commission regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Commission’s business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see

Section 3.13, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in

the workplace, the following are examples of rule infractions or misconduct that may

result in disciplinary action, including termination of employment.

* Theft or inappropriate removal or possession of property;
* Falsification of time keeping records (See Section 5.2, Timekeeping)
* Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the

 workplace (See Section 4.6, Substance Abuse);

* Fighting or threatening violence in the workplace;
* Boisterous or disruptive activity in the workplace;
* Negligence or improper conduct leading to damage of Commission-owned or citizen-owned property;
* Insubordination or other disrespectful conduct;
* Violation of safety or health rules;
* Smoking in the workplace;
* Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment,
* Including Sexual Harassment);
* Excessive absenteeism or any absence without notice (See also, Section 4.1
* Attendance/Punctuality and 4.2, Absence without Notice);
* Unauthorized use of telephones, or other Commission-owned equipment (See Section 4.4, Telephone Use);
* Using Commission equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
* Unauthorized disclosure of business "secrets" or confidential information;
* Violation of personnel policies; and
* Unsatisfactory performance or conduct.

**4.1 ATTENDANCE/PUNCTUALITY**

The Commission expects that every employee will be regular and punctual in attendance.

This means being in the office, ready to work, at their starting time each day.

Absenteeism and tardiness places a burden on other employees and on the Commission.

If you are unable to report for work for any reason, notify your supervisor before regular

starting time. You are responsible for speaking directly with your supervisor about your

absence. It is not acceptable to leave a message on a supervisor's voice mail, except in

extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must

be made later that day. The Commission phone number 985-386-9309.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than

those that make up your usual work week, notify your supervisor at least [seven working

days] in advance. Each request for special work hours will be considered separately, in

light of the employee's needs and the needs of the Commission. Such requests may or may not be granted.

4.**2 ABSENCE WITHOUT NOTICE**

When you are unable to work owing to illness or an accident, please notify your

supervisor. This will allow the Commission to arrange for temporary coverage of your

duties, and helps other employees to continue work in your absence. If you do not report

for work and the Commission is not notified of your status, it will be assumed after two

consecutive days of absence that you have resigned, and you will be removed from the

payroll.

If you become ill while at work or must leave the office for some other reason before the

end of the workday be sure to inform your supervisor of the situation and check out.

4**.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

The Commission is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who

has, report it immediately. Employees can raise concerns and make reports without fear

of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their

supervisor who will handle the matter in a timely and confidential manner.

**4.4 TELEPHONE USE**

Commission telephones are intended for the use of serving our customers and in conducting the Commission's business.

Personal usage during business hours is discouraged except for extreme emergencies. All

personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office,

employees must inform family members and friends to limit personal telephone calls

during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to

disciplinary action (See Section 3. 12, Corrective Action).

So that there is no question about what these rules signify, please note the following

definitions:

Commission property: All Commission-owned or leased property used by employees

Controlled substance of abuse: Any substance listed in Schedules I-V of Section

202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or

behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for

use in concealing an illegal drug, or otherwise introducing into the human body an

illegal drug or controlled substance.

Illegal drug:

**a**. Any drug or derivative thereof whose use, possession, sale, transfer, attempted

 sale or transfer, manufacture, or storage is illegal or regulated under any federal,

 state, or local law or regulation.

**b**. Any drug, including - but not limited to - a prescription drug, used for any

 reason other than that prescribed by a physician.

**c**. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical

faculties resulting from the voluntary introduction into the body of an alcoholic

beverage, dmg, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation

of the Commission's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug

or drug paraphernalia, or attempting to or assisting another to do so, while in the

course of employment.

Working or reporting to work, conducting Commission business or being on

Commission property while under the influence of an illegal drug or alcohol, or in an

impaired condition.

4.5 **PUBLIC IMAGE**

A professional appearance is important anytime that you come in contact with customers

or potential customers. Employees should be well groomed and dressed appropriately for

our business and for their position in particular.

Consult your supervisor if you have any questions about appropriate business attire.

**4.6 SUBSTANCE ABUSE**

The Commission is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The

rules apply during working hours to all employees of the Commission while they are on

Commission premises or elsewhere on Commission business.

The manufacture, distribution, possession, sale, or purchase of controlled

substances of abuse on Commission property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on

Commission property is prohibited.

Working while under the influence of prescription drugs that impair performance

is prohibited.

**4.7 TOBACCO PRODUCTS**

The use of tobacco products is not permitted anywhere on the Commission's premises.

**4.8 INTERNET USE**

Commission employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Commission's business.

Employees may use the Internet when appropriate to access information needed to

conduct business of the Commission. Employees may use e-mail when appropriate for

Commission business correspondence.

Use of the Internet must not disrupt operation of the Commission computer network. Use of the Internet must not interfere with an employee's productivity. Employees are

responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. South Tangipahoa Port Commission

reserves the right to access and monitor all files and messages on its systems.

 **SECTION 5**

 **WAGE AND SALARY POLICIES**

**5.1** **WAGE OR SALARY INCREASES**

Each employee's hourly wage or annual salary will be reviewed at least once each year

The employee's review date will usually be conducted on or about the anniversary date of

employment or the date of the previous compensation review. Such reviews may be

conducted more frequently for a newly created position or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to Commission policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.11, Performance Review/Planning Sessions).

Although the Commission's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, the Commission does not grant "cost of living" increases; Performance is the key to wage increases in the Commission.

**5.2 TIMEKEEPING**

Time worked is the time actually spent on a job(s) performing assigned duties.

The Commission does not pay for extended breaks or time spent on

personal matters.

**5.3 OVERTIME**

South Tangipahoa Port Commission is open for 40 hours per week. Overtime

compensation is paid to non-exempt employees in accordance with federal and state wage

and hour restrictions. Overtime is payable for all hours worked over 40 per week at a

rate of one and one-half times the non-exempt employee's regular hourly rate. Time off

on personal time, holidays, or any leave of absence will not be considered hours worked

when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the Director's prior

authorization. Overtime worked without prior authorization from the Director's may

result in disciplinary action. The Director's signature on a timesheet authorizes pay for

overtime hours worked.

**5.4 PAYDAYS**

All employees are paid twice monthly – the 15th and last day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the next day of operation.

Pay will be deposited electronically into the employee’s financial institution and account of choice.

 **SECTION 6**

 **BENEFITS AND SERVICES**

**6.1 GROUP INSURANCE**

South Tangipahoa Port Commission offers a benefits program for its regular full-time and

employees. The program includes health and life insurance and retirement benefits as provided through the Louisiana Office of Group Benefits and Louisiana State Employees Retirement System (LASERS).

At the time of employment, the employee and Commission (employer) will determine the specific benefit(s) plan and employee/employer per-cent of premium based upon mutual agreement between the two parties following consultation with benefits service representative contracted by the Commission.

This Manual does not contain the terms and/or conditions of any of the benefits plans (including COBRA benefits). Such terms and/or conditions will be dictated by those contained within the benefits programs offered through the Office of Group Benefits and LASERS.

**6.2 SOCIAL SECURITY/MEDICARE**

The Commission withholds income tax from all employees' earnings9

and participates in FICA (Social Security) and Medicare withholding and matching

programs as required by law applicable to State employees.

**6.3 SIMPLE IRA**

The Simple Investment Retirement Account (Simple IRA) plan offers Commission employees a unique opportunity for savings, financial growth and favorable tax treatment.

The IRA plan helps contributors save in several ways:

* Gross taxable income is reduced;
* The Commission makes a matching contribution of the employees'

Contributions; and

* Convenience of payroll deduction (amount you choose).

The Simple IRA plan is administered through an Investment firm and managed internally

by the Commission. The Commission makes matching contributions equal to 100% of Elective Deferrals that does not exceed 3% (and not less than 1%) of annual compensation. Each year the Commission chooses the percentage of matching funds for the year (between 1% and 3%). For any year, a Contributing Participant's Elective Deferrals shall not exceed $6,000 (indexed for cost-of-living increases according to law). Please see the Director for the current percentage.

Eligibility occurs after 24 months of continuous employment for regular full-time and

regular part-time employees.

**6.4 VACATION**

Paid vacation is available to regular full-time and regular part-time employees following

their first-year anniversary with the Port Commission and is provided

based on the following calculations:

During the first 2 (two) years of employment, vacation time will be earned at the rate of 0.0192 hours per hour worked. Earned vacation can be taken after 1 (one) year continuous employment.

During the 3rd (third) through 5th (fifth) years of employment, paid vacation time will be

earned at the rate 0.0384 hours per hour worked.

During the 6th (sixth) and following years of employment, vacation time will be earned at the rate of 0.0586 hours per hour worked.

**NOTES:**

The vacation policy applies to all regular full-time and part-time employees.

Paid vacation time of regular part-time employees will be earned on a fractional basis.

Fractional vacation weeks will correspond to the average number of hours worked during

the preceding year.

 Example: Employee "A" works 25 hours per week for 52 continuous weeks

 25x52= 1,300 hours.

 Earned vacation equals 1,300 hours worked x .0192 = 25 hours.

Earned vacation leave cannot be taken before it is accrued and approved.

Vacation may be taken in half-day increments of time;

Upon termination, unused earned vacation will be paid in a lump sum in the employee's

final paycheck.

A maximum of one-week paid vacation may be carried over from one calendar year to the

next.

Scheduling time off for vacation must be approved by the employee’s supervisor.

The Commission encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive. However, because circumstances do not always permit everyone to take vacation time when it is requested the Commission will offer employees the option of taking the dollar equivalent of their earned vacation hours at their regular hourly rate. Arrangements to take earned vacation pay should be made at least (1) one payroll period in advance.

 **6.5 RECORD KEEPING**

The Director maintains vacation days accrued and used. Each employee is

responsible for verifying his/her pay stub to make sure the correct amount of hours

appear.

**6.6 HOLIDAYS**

South Tangipahoa Port Commission observes the following paid holidays per year

for all employees:

New Year's Day;

Memorial Day;

Independence Day;

Labor Day;

Thanksgiving Day;

Day after Thanksgiving Day;

Christmas Day; and

Friday of the Strawberry Festival weekend.

**6.7 JURY DUTY/MILITARY LEAVE**

Employees will be granted time off to serve on a jury or military leave without pay.

However, all regular employees both full-time or part-time will be kept on the active

payroll until their civic duties have been completed. A copy of the jury duty summons

and all other associated paperwork are required for the personnel file.

**6.8 TRAINING AND PROFESSIONAL DEVELOPMENT**

South Tangipahoa Port Commission recognizes the value of professional development

and personal growth for employees. Therefore, the Commission encourages its employees who are interested in continuing education and job specific training to research these further and get approval from their supervisor before signing up for the seminars or courses.

 **SECTION 7**

 **EMPLOYEE COMMUNICATIONS**

7.1 **BULLETIN BOARDS**

Bulletin boards placed in the conference area to provide employees access to important

posted information and announcements. The employee is responsible for reading

necessary information posted on the bulletin boards.

**7.2 SUGGESTION BOX**

The Commission encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in the; suggestion box located in the kitchen. If this is done anonymously, every care will be taken to preserve the employee's privacy. A member of the Board of Directors checks the box on a regular basis.

**7.3 PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, employees who have a job-related problem, question,

or complaint should first discuss it with their immediate supervisor. At this level,

employees usually reach the simplest, quickest, and most satisfactory solution. If the

employee and supervisor do not solve the problem, the Commission encourages employees to contact the Commission.

I have read and agree to abide by this Employee Manual.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed by

Addition to Section

**4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

Each employee shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of employment. Certificate of completion is required and must be submitted to the port office.

The Executive Director and President are required to complete a minimum of one hour of education and training on preventing sexual harassment for supervisors. Certificate of completion is required and must be submitted to the port office.

An annual report containing information from the previous calendar year regarding compliance by the South Tangipahoa Parish Port Commission will be completed by February 1st of each year, and the report will be available to the public in the manner provided by the Public Records Law.

Revised: 11/4/22