

PERSONNEL POLICIES & PROCEDURES MANUAL

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Equal Employment Opportunity



South Lafourche Levee District
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PERSONNEL POLICIES & PROCEDURES MANUAL
South Lafourche Levee District



Equal Employment Opportunity Policy

for: South Lafourche Levee District

The South Lafourche Levee District operates under a continuous and affirmative concept of equal employment opportunity for all persons, regardless of race, color, religion, creed, age, sex, national origin or ancestry, marital status, physical or mental impairment, veteran status, or other non-merit factors. All persons are recruited, selected, placed, compensated, and otherwise treated during employment without regard to non-job-related factors.

All employees in South Lafourche Levee District are responsible for complying with this policy and for supporting its implementation according to their level of responsibility and authority. Therefore, all employees with any responsibility for personnel actions such as recruiting, screening, appointing, training, or supervising will be evaluated on the basis of their equal employment opportunity efforts.

Copies to: All SLLD Employees
 Personnel file
 Board of Commissioners
 Bryce Autin, Attorney at Law

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CIVIL SERVICE
Classified Service

On June 7, 2010 the South Lafourche Levee District was officially removed from State Department of Civil Service. Although the SLLD no longer chooses to be a part of the Civil Service program, we will continue to reference the Civil Service Rules and HR Handbook as a guideline for all personnel issues.

For purposes of these Policies & Procedures, the “appointing authority” shall be the General Manager.

1.0 PAY PLAN - ESTABLISHED:1986

1.1 Unscheduled Overtime

All unscheduled overtime MUST be cleared with appointing authority.

1.2 Scheduled Overtime

Scheduled overtime is for inspection of water levels at Pump Stations and floodgates.

1.3 Time and One-Half

Time and one-half is paid after 40 hours of work in a scheduled work week. On call hours do not count towards the 40 hour work week.

1.4 Annual, Sick Leave & Holidays

Annual leave and sick leave do not count towards the 40 hour work week. Holiday hours do not count towards the 40 hour work week unless the employee works on the holiday. Overtime will be paid to full-time non-exempt employees at the time and one-half rate for working on a holiday regardless of whether or not 40 or more hours of work has previously been reached during that scheduled work week. Board Approved: 08Oct-2012

1.5 Straight Time

Straight time will be paid for any extra work performed until 40 hours is reached.

1.6 Exception

Scheduled work on a holiday will be paid at time and one-half.

1.7 Overtime Policy – 2008: 24- Hour Schedule

Overtime shall be paid for actual hours worked with maximum 24-hours paid in special circumstances. All overtime must be preapproved by the supervisor or appointing authority. *Approved Sep. 9, 2008 BOC Special Meeting*

1.8 On-Call Duty

On-Call duty shall be paid at \$2.25 for each hour of duty. Each week one employee will be responsible for monitoring from 6:30 A.M. on Monday until the following Monday on a 24 hour basis. *Approved by the Board of Commissioners on 12 April 1993.*

On-Call duty will be performed by full time field employees who have reached permanent status and have received proper training. A field employee who wishes to opt out of on-call rotation must complete the Opt-Out form.

1.9 Jury Duty

Jury Duty does not affect pay or leave. Time away from work due to jury duty will be paid and the employee will lose no leave.

1.10 Emergency or Weather Related Office Closures

The office location may be declared officially "closed" whenever the Governor, the Commissioner of Administration, or the appointing authority, due to an Act of God or other conditions makes it impracticable for employees to work. Therefore, no time off with loss of pay, annual or sick leave shall be assessed for any employee not at work due to such official office closure. Full time employees who actually work during a closure are considered to be working overtime. Simply stated, any full time employee who actually works during an official closure will be paid their regular hourly rate plus time and one-half which will result in pay at double time and one-half. Exempt employees shall receive straight time compensatory leave in addition to their normal salary for every hour they are required to be on duty during the official closure or emergency, unless authorized by the appointing authority in accordance with section 7.2(c) or 7.2(d). Part-time employees who work during emergency conditions may be compensated at the discretion of the Personnel Committee.

Approved: Regular Meeting November 8, 2004
Approved: Regular Meeting March 13, 2006

1.11 Floodgate Personnel Work Schedule

Work shifts for all lock personnel (including probationary and permanent employees) will be on a five days on and five days off work schedule consisting of two-12 hour shifts per day to cover the 24 hour period. This schedule will become effective May 5, 2010.

Approved at May 5, 2010 Special Meeting

1.12 Earned Income Tax Credit and Advance Earned Income Credit

Any employee who earns less than the maximum allowed annual amount may be eligible for the Earned Income Tax Credit or the Advance Earned Income Credit. Check with your tax consultant or go online at www.irs.gov for more information including income limits for the current year.

Senate Bill 57: Passed June 2005

1.13 Mandatory Training for Public Servants

1.13 (a) Code of Ethics Training: LA RS 42:1170(3)(a) states, "Commencing on January 1, 2012, each public servant who was not required to complete education and training pursuant to Paragraph (1) or (2) of this Subsection shall receive a minimum of one hour of education and training on the Code of Governmental Ethics during each year of his public employment or term of office, as the case may be."

1.13 (b) Sexual Harassment Training: Senate Concurrent Resolution No. 107 of the Regular Session 2012, Paragraph B states, "Commencing January 1, 2013, each agency shall provide, or cause to be provided, to each public servant of that agency a minimum of one hour of education and training on sexual harassment during each year of his public employment or term of office, as the case may be."

A copy of the Revised Statutes and SCR No. 107 are available upon request.

Board Approved: 12NOV-2013

2.0 TYPES OF EMPLOYMENT

2.1 Full-time

All full-time (FT) employees shall have a regular schedule of not less than 40 hours per work week. FT employees earn annual and sick leave according to their years of service, and may earn compensation time (K-time). Other benefits offered to FT employees are Health and Life insurances, Deferred Compensation, Retirement, and Paid Holidays.

2.2 Part-time

Part-time positions that are established must work less than 40 hours per work week. Part-time employees who have a regular "tour of duty" (i.e. a set number of hours worked per week) may qualify for certain benefits. However, part-time employees who do not have a regular tour of duty (set number of hours worked per week) do not qualify for benefits of any kind.

2.3 Restricted

Any employee who is hired to work full-time hours, but for no longer than six months, is considered restricted. Restricted employees do not qualify for benefits of any kind.

2.4 Temporary

The temporary employee works part-time hours for no longer than one year. Temporary employees do not qualify for benefits of any kind.

2.5 WAE (When Actually Employed)/Intermittent

WAE or Intermittent positions have no regular work schedule and work less than 240 hours per calendar year. WAE employees do not qualify for benefits of any kind.

2.6 Limitations of Employment Positions

Part-time, Restricted, Temporary and WAE are not permanent positions. These positions may be dissolved, and employees occupying such positions terminated, at any time. Likewise, if at any time any employee, regardless of employment status, is suspected of, or tests positive for drugs and/or alcohol, and/or engages in any type of unacceptable behavior such as, but not limited to horseplay, sexual harassment or physical or verbal harassment on the job, the employee may be terminated without notice at the discretion of the General Manager and the Personnel Chairman.

Permanent employees who are suspected of drug or alcohol abuse will be subject to the procedures in Section 28.6 & 28.7 of the 'Drug-Free Workplace Policy'. Other offenses may be heard by the board on a case by case basis. Appropriate measures, which may include warnings, suspensions and/or terminations, will be taken to prevent future occurrences.

Board Approved: 13DEC-2010

2.7 Dual Employment Position Policy

The Chairman of the Personnel Committee may deem it necessary to create a temporary dual employment position for employee training purposes. The creation of the replacement employee position will allow for training of the replacement employee when the outgoing employee has announced his/her resignation from the agency and training of the replacement employee is deemed to be in the best interest of the Levee District.

The employee occupying the replacement position will work alongside the outgoing employee to learn all aspects of the job and responsibilities. Training will last up to, but no longer than four months, at which time the permanent employee will leave employment and the second position will be terminated.

Upon recommendation by the General Manager, the Personnel Committee shall have the authority to either approve or deny the creation of a dual employment position, and establish the length of time of dual occupancy not to exceed four months.

2.8 Hiring and Termination Policy

The Personnel Committee will review all applicants for employment and make the final hiring based on the recommendation of the General Manager and/or supervisor. Applicants must be able to pass a NON-DOT drug screen and agree to all policies and procedures set forth in the manual.

Any employee who violates the policies of this manual will be subject to progressive disciplinary action as outlined in Appendices "A" thru "D". The employee will be given every effort to resolve the situation into a positive working environment. If an employee reaches termination status, the Personnel Committee will be notified of the intent for termination. The employee may submit a written request to speak with the Personnel Committee to state why he/she should not be terminated. After hearing all accounts, the Committee will then make the final recommendation.

Approved: 05Sep-2017 BOC

3.0 FAMILY AND MEDICAL LEAVE ACT

Overview

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

Key News

- The Wage and Hour Division issued an Administrator Interpretation clarifying the definition of "son and daughter" under the Family and Medical Leave Act to ensure that an employee who assumes the role of caring for a child receives parental rights to family leave regardless of the legal or biological relationship.
- The President signed into law S.1422, the "Airline Flight Crew Technical Corrections Act", Public Law 111-119, amending section 101(2) of the FMLA and establishing a special minimum eligibility requirement for airline flight attendants and flight crew members. (December 21, 2009)
- The President signed into law the National Defense Authorization Act for Fiscal Year 2010 (2010 NDAA), Public Law 111-84. Section 565 of the 2010 NDAA amends the Family and Medical Leave Act (FMLA). These amendments expand on the military family leave rights added to the FMLA in 2008. The military family leave provisions provide qualifying exigency and military caregiver leave for families of covered military members.(October28, 2009)
- The Department of Labor's Wage and Hour Division published a Final Rule under the Family and Medical Leave Act. **The final rule became effective on January 16, 2009**, and updates the FMLA regulations to implement new military family leave entitlements enacted under the National Defense Authorization Act for FY 2008. It also includes revisions in response to public comments received on the proposed rule issued in February 2008. The Federal Register Notice and related documents are available at Wage and Hour's FMLA Final Rule website. (November 17, 2008).

FMLA information taken from U.S. Dept. of Labor web site. Links to related documents have been intentionally removed. To view links, or for more information on this subject, go to <http://www.dol.gov/whd/fmla>. See FMLA Poster on following page.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division




WH1420 REV 04/16

4.0 SPECIAL PAYS AND LEAVES

4.1 Scheduled Holidays - Paid Holidays/Leave

There are **eight** paid state holidays each year: *New Year's Day, Mardi Gras, Good Friday, Labor Day, Independence Day, Thanksgiving Day, Christmas Day, and Veteran's Day*. The Governor will typically declare three or four more holidays during the year. National *Election Day* is a paid state holiday every two years.

A holiday is a day off with pay from an employee's regular work schedule, and the employee receives that day's pay (whatever hours the employee's regular schedule calls for on that day). Depending on the employee's schedule, the employee will get either the real holiday or a designated holiday, **but not both**. (C.S. Rule 1.13.01 added for clarification of holidays.)

Whenever a designated holiday falls on a non-work day, the closest regularly scheduled work day for that employee will become the designated holiday.

Amended: 08Oct-2012

The following charts explain how overtime is paid.

CHART 1:

FULL-TIME employees, when employee has actually worked in excess of 40 hours in a regularly scheduled 7-day workweek. NOTE: Additional options may apply for overtime which is worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

FLSA Exempt or Non-Exempt?	Employee Options for Compensation:
FLSA Non-Exempt (hourly paid)	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at the time and one-half rate
FLSA Exempt (salary paid)	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour

CHART 2:

FULL TIME EMPLOYEES, when the employee has NOT actually worked in excess of 40 hours due to leave taken or a holiday observed, or non-emergency office closure. NOTE: Additional options may apply for overtime which is worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

Did the work occur on a holiday or during an office closure?	Exempt / Non-Exempt	Employee Options for Compensation:
Yes	Non-Exempt	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at time and one-half rate <i>Board amended to pay time and one-half: 08Oct-2012</i>
Yes	Exempt	(1) Cash payment at regular hourly rate (2) Compensatory Leave earned hour for hour
No	Non-Exempt	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour
No	Exempt	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour

CHART 3:

PART-TIME employees - NOTE: Additional options may apply for overtime which is worked during emergency closures or on holidays; these options are contained in Charts 5 & 6.

Exempt / Non-exempt	Hours Worked / Week	Employee Options for Compensation
Exempt AND Non-Exempt	Exceeds regular schedule, but does not exceed 40 hours	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour
Non-Exempt	Exceeds 40 hours	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at time and one-half rate
Exempt	Exceeds 40 hours	(1) Cash payment at regular hourly rate (2) Compensatory leave earned hour for hour

CHART 4:

INTERMITTENT employees

Exempt / Non-exempt	Hours Worked / Week	Compensation
Exempt AND Non-Exempt	Up to and including 40 hours in a week	Cash payment at regular hourly rate
Non-Exempt	Exceeds 40 hours	Cash payment at time and one-half rate
Exempt	Exceeds 40 hours	Cash payment at regular hourly rate

CHART 5:

Special Overtime Pay Provisions:

While performing overtime during official closures due to weather conditions or natural disasters, a security risk to the public safety, or similar occurrences of an extraordinary nature, the following options shall be used for those employees required to be on emergency duty during such closures:

Exempt / Non-Exempt	Did employee actually work in excess of 40 hours?	Employee Options for Compensation
Non-Exempt	Yes, employee worked more than 40 hrs	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at the time and one-half rate
Non Exempt	No, employee worked less than 40 hours	(1) Cash payment at the time and one-half rate (2) Compensatory leave earned at the time and one-half rate (3) Cash payment at regular hourly rate (4)Compensatory leave earned hour-for-hour
Exempt	Yes OR No	(1) Cash payment at the time and one-half rate (2) Compensatory leave earned at the time and one-half rate (3) Cash payment at regular hourly rate (4) Compensatory leave earned hour-for-hour

Chart 6:

Overtime Compensation for work on a Holiday (actual* or designated)

Exempt / Non Exempt	Did the employee actually work in excess of 40 hours?	Employee Options for Compensation
Non-Exempt	Yes, employee worked in excess of 40 hours	(1) Cash payment at time and one-half rate (2) Compensatory leave earned at the time and one-half rate
Non-Exempt	No, employee worked less than 40 hours	(1) Cash payment and time and one-half rate (2) Compensatory leave earned at the time and one-half rate <i>Board amended to pay time and one-half: 08Oct-2012</i>
Exempt	Yes OR No	(5) Cash payment at regular hourly rate Compensatory leave earned hour-for-hour

***Actual holidays:**

New Year's Day, * Mardi Gras * Good Friday * Labor Day * Independence Day * Thanksgiving Day * Christmas Day * Veteran's Day and those proclaimed by the Governor and observed by the Department of Administration.

NOTE: Good Friday is the actual holiday...not Easter Sunday.

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5.0 ANNUAL AND SICK LEAVE

The policies & procedures of the South Lafourche Levee District relative to the issues of annual and sick leave set forth below are largely based on those of Louisiana State Civil Service Rules effective on June 29, 2010.

5.1 Earning of Annual and Sick Leave

(a) Annual and sick leave shall be earned by each full-time and each part-time employee who has a regular tour of duty, except that no employee shall earn annual or sick leave while serving on restricted appointment or while using leave from an agency leave pool as defined in Louisiana Civil Service Rule 11.34.

(b) The earning of such leave shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or at the end of each regular pay period in accordance with the following general schedule:

1. Less than three years of service, at the rate of .0461 hour of annual leave and .0461 hour of sick leave for each hour of regular duty.
2. Three years but less than five years of service, at the rate of .0576 hour of annual leave and .0576 hour of sick leave for each hour of regular duty.
3. Five years but less than ten years of service, at the rate of .0692 hour of annual leave and .0692 hour of sick leave for each hour of regular duty.
4. Ten years but less than fifteen years of service, at the rate of .0807 hour of annual leave and .0807 hour of sick leave for each hour of regular duty.
5. Fifteen or more years of service, at the rate of .0923 hour of annual leave and .0923 hour of sick leave for each hour of regular duty.

5.2 Use of Annual Leave

Annual leave must be applied for at least 48 hours in advance by the employee, and may be used only when approved by the appointing authority or his designated representative. We understand that extenuating circumstances may arise from time to time. Those will be given consideration on a case by case basis as they occur. See Section 10.0(g) for additional rules on using leave time.

5.3 Use of Sick Leave

Sick leave may be utilized by an employee who has sufficient leave to his credit for necessary absence from duty because of:

- (a) Illness or injury which prevents him from performing his usual duties.
- (b) Medical, dental, or optical consultation or treatment.

Sick leave is to be used for work time missed due to the medical conditions of the employee only. It shall not be used for the care of sick family members or for any other purpose. (Where appropriate, unpaid leave of absence may be taken for the care of family members and for other listed purposes as provided by the Family Medical Leave Act. See section 3.0, FMLA.) If, during the normal work schedule, the employee is able, but chooses not to return to work after his medical, dental or optical appointment, the employee shall request annual or compensatory leave for additional time missed. **It is a violation of agency policy to use sick leave for any reason other than its intended purpose.**

5.4 Certificate Required When Sick Leave Taken

An employee who has taken sick leave shall file with his appointing authority a certificate (Application for Leave) stating the cause of his absence and the amount of time taken. The

appointing authority may require a statement from a registered physician or some other acceptable proof that the employee was ill and unable to report to work.

5.5 Funeral Leave

Probationary and permanent employees may be granted time off without loss of pay, annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, or grand-child; provided such time off shall not exceed two days on any one occasion.

- (a) Death of Co-worker: Upon the death of a full-time employee, those full-time employees who attend the funeral of the co-worker during normal working hours will be granted three hours funeral leave.

5.6 Payment for Annual Leave upon Separation

The provisions of this rule allow an employee to be paid for up to 300 hours of accrued annual leave when he/she separates from state service. This leave payout is considered the agency's form of severance pay. Sick leave at separation other than retirement will be the same as section (c) below.

- (b) Each employee shall be paid the value of his accrued annual leave (300 hours maximum) in a lump sum disregarding any final fraction of an hour, provided the employee was not dismissed for theft of agency funds or property.
- (c) LASERS Participants: The first 300 hours of unused annual leave will be paid to the employee by the agency upon retirement. The remainder of unused annual and sick leave will be sent to LASERS. Once LASERS receives the certified leave from the agency, the employee will be given the option to either have the leave converted* to additional credit or to receive a one-time, lump-sum payment for their unused leave. This includes both annual and sick leave.

**Note: "There is no limit on the amount of leave that can be converted. However, a member may not be able to convert all of their unused leave to credit if this will cause their retirement benefit to exceed 100 percent of their final average compensation. In this case, their unused leave will be converted to credit to reach 100 percent of their average compensation, and any remainder of leave will be paid to them in a lump-sum."*

Employees should meet with a LASERS representative at least one year prior to retiring to review their retirement options. FMI, visit www.lasersonline.org and click on "Publications and Reports", then "All members".

- (c) NON-LASERS Participants: The first 300 hours of annual leave will be paid to the employee by the agency. Any unused sick leave will remain on the books for five years. Should the employee return to probationary or permanent state service within the five years, all sick leave will be reinstated. After five years, the remaining sick leave is cancelled. Any unused annual leave must be used prior to retirement or it will be cancelled.

6.0 OTHER LEAVES

6.1 Special Notice Regarding Sick Leave and On-The-Job Injuries

Upon sustaining an on-the-job injury, the initial (first) visit to the ER or doctor will not be subject to use of employee leave time, provided the employee seeks medical attention immediately after the injury. Alternatively, any additional time missed due to an on-the-job injury, whether to seek medical attention, therapy or recovering at home, shall be taken in accrued sick leave, annual leave, or a combination of both, by the employee provided the employee has sufficient sick or annual leave to his credit. If the employee chooses not to use sick or annual leave, or if the employee has no sick or annual leave credit, the employee may request LWOP. Actual time missed for medical, dental or optical appointments due to on-the-job injury must be documented on the Application for Leave form and approved by the appointing authority. (See **Use of Sick Leave, section 5.3** and **Leave without Pay, section 6.2**)

6.1(a) The use of annual leave or a combination of annual and sick leave will be limited to an amount necessary to equal the employee's regular salary from the use of leave and workmen's compensation benefits.

6.1(b) The re-crediting of sick leave (buy-back) must be taken in the current payroll period for which it was used.

6.2 Leave Without Pay

Leave without pay shall be granted only in exceptional cases. Unless covered by the Family and Medical Leave Act (FMLA, section 3.0), requests for leave without pay must be fully explained in writing and submitted to the appointing authority for approval. Consideration will be given to the needs of the SLLD and the legitimacy of the request. Additionally, an employee may be placed on leave without pay for any period of unapproved absence.

Rev 6.1-12.07.15 SPCM

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7.0 COMPENSATORY LEAVE

The policies & procedures of the South Lafourche Levee District relative to the issues of compensation set forth below are largely based on those of Louisiana State Civil Service Rules in place on June 29, 2010.

7.1 Compensation Rate: Non-Exempt

Compensation (comp time) is earned on a day to day basis at the hour for hour rate up to 40 hours worked. Non-exempt employees who work over 40 hours per week may earn comp time at the time and one-half rate after meeting the 40 hour requirement.

7.2 Compensation Rate: Exempt Employees

Exempt employees may earn comp time at straight time (hour for hour) rate only, except where special provisions allow.

The appointing authority shall compensate exempt employees in accordance with one of the following:

- (a) No overtime compensation.
- (b) Compensation at the straight (hour for hour) rate.
- (c) Overtime performed during official closures due to emergency situations may be compensated at the time and one-half rate.
- (d) Compensation at the time and one-half rate may be granted to exempt employees, under extreme conditions, upon approval of the appointing authority.

7.3 Compensation Limits

Compensatory leave earned hour for hour may be accrued in excess of 360 hours, but not more than a total of 360 such hours shall be carried forward from one fiscal year to the next. (FMI, see C.S. Rule 21.9 thru 21.12)

An employee with compensatory leave may be required to take all or part of such leave at any time. It is strongly urged that comp time be used before taking annual leave. An agency may pay the balance of an employee's compensatory leave at any time. (C.S. Rule 21.6: Compensatory Leave-Crediting and Usage)

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8.0 STATEMENT OF AGREEMENT OR UNDERSTANDING

RE: Compensation for Over-time Work

I, _____, understand that the South Lafourche Levee District (“SLLD”) has the option of granting compensatory leave for over-time hours worked.

NON-EXEMPT EMPLOYEES: In cases where the Fair Labor Standards Act applies, such leave will be credited to non-exempt employees at the rate of one-half hour for each hour worked. For over-time hours worked during weeks when leave is taken (with or without pay), or when holidays are observed, the SLLD may opt to use straight-time cash payments or hour-for-hour compensatory leave to compensate non-exempt employees, in accordance with applicable Rules of the Department of State Civil Service effective on June 29, 2010.

EXEMPT EMPLOYEES: The SLLD has the option of granting no over-time compensation to all exempt employees: but if the SLLD chooses to compensate exempt employees for over-time, the SLLD may choose to compensate such employees with compensatory leave rather than cash payment.

PAYMENT OF COMPENSATORY LEAVE UPON SEPARATION:

- NON-EXEMPT EMPLOYEES: I also understand that non-exempt employees shall be paid upon separation for any time and one-half compensatory leave earned for over-time, as required by the Fair Labor Standards Act. Other straight, hour-for-hour compensatory leave may or may not be paid upon separation in accordance with applicable Civil Service Rules effective on June 29, 2010. Any hour-for-hour compensatory leave that is not paid upon separation shall be cancelled.
- EXEMPT EMPLOYEES: Compensatory leave credited to exempt employees may or may not be paid upon separation in accordance with the applicable Civil Service Rules effective on June 29, 2010. Any such compensatory leave that is not paid shall be cancelled, in accordance with applicable Civil Service Rules effective on June 29, 2010.

I have read the above and agree to accept compensatory leave as compensation for over-time work.

Printed or Typed Name: _____

Signature: _____ Date _____

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9.0 Travel Regulations

The SLLD has set procedures to serve as guidelines which will enable the traveler to properly plan trips, understand the limitations of expenses, and comprehend the method of effecting settlement.

9.1 General Authorization

- All travel must be approved in advance by the General Manager or the Board.
- Expenses shall be limited to meals, transportation and lodging as set forth in these regulations

9.1 (a) Air Travel

- The SLLD strongly encourages the use of lowest logical airfares. When possible, the traveler should secure airfare 14-days in advance of travel to ensure lowest rate available.

9.1(b) Meals and Lodging

- Employees will be reimbursed for all actual and reasonable lodging based on the State's current rates. Receipts are required.
- Only reasonable meal expenses will be reimbursed. Receipts are not required for routine meals within these allowances. (Rates effective July 1, 2017)

	<u>In-State (Tier I)</u>	<u>N. O. (Tier II)</u>	<u>Out-of-State (Tier III)*</u>
Breakfast	\$ 9	\$10	\$12
Lunch	\$13	\$19	\$17
<u>Dinner</u>	<u>\$29</u>	<u>\$30</u>	<u>\$32</u>
Total per day	\$51	\$59	\$61

*Refer to the most current Louisiana Travel Guide for approved cities when traveling out of state.

If meals exceed these allowances, receipts are required. Reimbursement for alcohol is prohibited.

- No reimbursements are allowed for functions not relating to a conference, meeting, workshop or other agency related event (i.e. golf tournaments, tours, dances, etc.).

9.1 (c) Use of SLLD Vehicle

- Only authorized personnel may use company vehicles for business-related trips, and must be approved in advance by the General Manager.

9.1(d) Use of Personal Vehicle

- Employees who are not provided a company vehicle may be required to provide personal transportation for business. Prior authorization must be obtained by the General Manager.
- When travel by personal vehicle has been authorized, the employee will be reimbursed for transportation on a mileage basis at the State approved rate per mile.
 - Reimbursement shall be on the basis of the most direct and usual route traveled.
 - All mileage will be compensated on the basis of odometer reading from the point of origin to point of destination and return. Or by using a web

- based program such as MapQuest to determine actual mileage to and from destination point.
- Employee will be responsible for all operating costs of the vehicle such as fuel, replacement parts, insurance, etc.
- Whenever two or more employees travel to the same destination, in the same vehicle, only one employee shall be reimbursed for mileage of that vehicle.

9.1(e) Additional Reimbursable Expenses

- Communication:
 - Domestic overnight travel:
 - Up to \$3 in personal calls upon arrival at each destination, and up to \$3 for personal calls every second night after the first night if travel extends several days.
 - International travel:
 - Up to \$10 in personal calls upon arrival at each destination, and up to \$10 for personal calls every second night after the first night if travel extends several days.
 - Baggage tips:
 - Not to exceed \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.
 - Not to exceed \$3 tip at airport outbound departure and \$3 tip for inbound departure trip.
 - Luggage allowances:
 - Reimbursement for first checked bag on trip of 5 days or less.
 - Reimbursement for second checked bag on trip for 6 – 10 days.
 - Receipts are required.

10.0 OFFICE AND FIELD OPERATIONS

Effective March 4, 1997

Revised: August 20, 2007

The Board of Directors of the South Lafourche Levee District attempts to maintain efficient office and field operations. To accomplish this, the Board employs three full time office employees with some part-time help, and a full complement of field personnel.

The manager is formally the General Manager and Executive Secretary, and is responsible for all activities of the South Lafourche Levee District in both field and office operations. The secretary (executive assistant) is formally called the Administrative Assistant 6 whose responsibilities are in assisting the Board and General Manager with administrative duties and coordinating office operations. The receptionist is formally called the Administrative Assistant 3 whose responsibilities include secretarial duties, filing, office reception and messages. The field manager (superintendent), who is formally called the Levee Board Operations Superintendent, is in charge of coordinating all field operations. See Organizational Chart for hierarchy.

In order to ensure more efficient office and field operations, the following is instituted:

10.0 (a) All personnel will follow the directives of the Board, its committees, and the Board President as communicated by the General Manager and through the superintendent. Failure to follow orders of a manager/supervisor will be declared insubordination, and will be subject to penalties. In the absence of the General Manager, the secretarial position will follow the instructions of the Superintendent.

10.0(b) All clerical work will be accomplished during normal working hours from 7:30 AM to 5:00 PM., Monday through Thursday and 7:30 AM to 11:30 AM on Friday. Tardiness will not be acceptable. Work will begin no later than 7:30 AM, and will continue through 5:00 PM. Lunch breaks are unpaid breaks and should be taken in 30 minute intervals starting at 11:00 AM and ending by 1:00 PM. No credited work will be allowed outside normal working hours except when ordered by the General Manager. See Section 22.0 Lunch Break Policy for more information.

10.0(c) Although personal calls are discouraged, it is understood that they are allowed when necessary. Personal calls will be no longer than one minute. This includes the use of both Levee District phones and personal cell phones during working hours. Personal visits during working hours are also discouraged. They will be allowed on rare occasions, but limited to five minutes. Personal phone calls and visits are to be restricted to the employee's break time.

10.0(d) Clutter and unclean work stations can become a safety hazard. All field and office employees, regardless of position status (full-time, part-time, etc.), are expected to maintain a clean working environment.

10.0(e) Files will be maintained for easy access and retrieval of information for all employees.

10.0(f) After two days of sick leave is claimed in one week or one month, any subsequent sick leave will require a doctor's supporting statement. More than five days per year of sick leave will require a doctor's supporting statement. See section 5.3, Use of Sick Leave.

10.0(g) Office personnel must give a seven day notice in request of three or more days leave. Field personnel must give forty-eight hours notice. Only in rare instances will leave be granted to office personnel on scheduled monthly Board meeting days. All leave will be scheduled on basis of efficient operations as determined by General Manager or Superintendent.

10.0(h) Employee issued cellular phones which are the property of the South Lafourche Levee District may be used by the employee for personal calls provided the calls are conducted during breaks, when not on duty, or during an emergency situation. The employee shall be responsible for any and all costs incurred that are over and above the normal monthly cost of the assigned cell phone.

The employee will be allowed the option to choose between using an agency use cell phone, or their own personal cell phone. All personnel are required to answer all work-related calls during working hours, or when on call. All calls from other agency personnel are to be answered immediately whether during working hours or off duty. (This is in case of an emergency situation.) Personal phones must be kept in working order and all repairs, replacements and accessories will be the responsibility of the employee. Employees who opt to use their personal phones will be compensated with a \$25 per month phone allowance which is subject to taxes. This allowance is not considered a salary increase, and therefore will not affect base pay.

The General Manager and Superintendent, when using the agency provided cellular phone as a personal phone, shall be responsible for one-half the normal monthly cost of that phone, along with any overages that are not related to agency business. Likewise, the agency provided MiFi (wireless internet hotspot) shall be carried and used by the executive assistant for emergency situations when regular internet is down, but needed for issuing online statements and updating the agency's website, Facebook and Twitter pages. The executive assistant may use the MiFi for personal use, and shall be responsible for one-half the normal monthly cost.

10.0(i) It is the duty of all field personnel to be available during emergency and/or hazardous weather conditions. Employees who fail to follow orders may be subject to disciplinary action.

Rev 01 Approved: March 13, 2006, Regular meeting (Item #9 added)

Rev 02 Approved: Sept. 11, 2007, Regular meeting

Rev 03 Approved: Nov. 12, 2013, Regular Meeting (Item 10.0(h))

Rev 04 Approved: Dec. 7, 2015, SPC (Items 10.0, 10.0(a), 10.0(d) and 10.0(h))

11.0 SLLD COMPENSATION PHILOSOPHY & GUIDELINES FOR FULL-TIME/PERMANENT EMPLOYMENT

Each SLLD job position is linked to a December 31, 2007 Civil Service (C.S.) pay scale by matching actual SLLD job duties & responsibilities to established C.S. job descriptions duties & responsibilities. SLLD pay scales will be reviewed if/when the C.S. MIN points are adjusted. If an employee job position does not reasonably match any job description available through C.S., other means will be taken to obtain fair & appropriate pay ranges. These other means are to be approved by the commission. Whether utilizing C.S. pay ranges or other means, the SLLD will periodically conduct market surveys to determine competitive pay rates for various positions. It is the SLLD's intent that pay will be competitive with comparable local employers.

11.0(a) It is the responsibility of each manager/supervisor to prescribe certain milestones which should occur in terms of training, personal development, acquisition of certain skills & job duties, time of service, and relationship development (working with others) which enable the employee to assume or take on the full scope of the job description. At each performance evaluation session, the progress relative to the individual program (plan) should be discussed.

11.0(b) Performance Evaluations are to be conducted during the months of November and December of each year for the period starting October 1st of the previous year through September 30th of the current year. Performance adjustments for full-time employees will be awarded effective January 1st of each year according to performance ratings. **Note:** Employee must achieved permanent status no later than June 30th to qualify for first annual rating. (See below.)

New employees will be evaluated six months from their hire date and considered for permanent status with appropriate pay adjustment at that time. Employees who enter permanent status from Jan 1st to Jun 30th will be evaluated again during the fall of that same year, and will receive their first annual rating with pay adjustment, effective Jan 1st of the following year. (See example 1.)

Example 1

Hire Date: Dec 5, 2014

Reach Permanent Status: Jun 5, 2015

Six month evaluation with appropriate pay increase: Jun 5, 2015

First annual evaluation: Oct-2015

Eligible for first annual pay adjustment: Jan 1, 2016

Employees who enter into permanent status Jul 1st to Dec 31st will be evaluated during November of the following year and receive their first pay adjustment Jan. 1st of the year after. [See Example 2]

Example 2

Hire Date: Jan 15, 2015

Reach Permanent Status: Jul 15, 2015

Six month evaluation with appropriate pay increase: Jul 15, 2015

First annual evaluation: November 2016

Eligible for first annual pay adjustment: Jan 1, 2017

11.0(c) Part-time, restricted or temporary employees who have continued their employment, or were rehired the following year/season, will receive an annual hourly increase of \$0.25. This increase will be awarded no more than once during any consecutive 12 month period, and the

employee must have been hired at least 12 months prior to receiving the first performance adjustment.

(Board Approved: 13DEC-2010)

Rev 12.07.15

12.0 SAFETY PROCEDURES**12.1 Assignment of Responsibility**

12.1(a) Executive Management will:

- Maintain an active progressive safety plan, in which all members of management will participate in order to promote safety awareness and safe work practices on and off the job.
- Authorize necessary expenditures for the safety department.
- Provide within reason a work environment in which identified, occupational hazards are controlled when eliminations are not feasible.
- Require that all employees follow established safety rules and safe work practices.
- Provide budget approvals for the achievement of all approved safety objectives.
- Establish a program with a system of accountability in order to audit and track safety performance of all subordinates.
- Actively support the Safety Program as an example to subordinates, and with the decisions and directives that are required.
- Delegate authority to others under his and/or her supervision to expedite and facilitate the application of the Safety Program.

12.1(b) Safety Coordinator Will:

- Identify and appraise the need of the organization as well as the needs of the employees.
- Develop and implement a plan to meet the needs of the organization and of the employees.
- Communicate the plan to the persons involved with its implementation.
- Evaluate and monitor the plan to determine its strengths and weaknesses.
- Coordinate safety activities.
- Keep and analyze accident records and trends.
- Conduct safety educational programs for supervisory personnel.
- Coordinate departmental safety interest and motivational programs.
- Evaluate all OSHA (Occupational Safety and Health Administration) recordable case investigations.
- Assist in scheduled facility inspections.
- Periodically attend scheduled safety meetings.
- Provide safety orientations to all new employees.

12.1(c) Supervisors will:

- See that all new workers are taught company operation procedures and policies. Explain the company's personnel and safety program and make every effort to get the employees interested in safety procedures, stressing the point that each worker is an important part of the team, and give him/her every opportunity to learn.

- Respond to all employee recommendations, either by implementation or explanation.
- Encourage and give credit to employees who report unsafe conditions or practices.
- Investigate and discuss all accidents and injuries with the workers to develop complete information as to the cause and the corrective measures taken.
- Constantly study the guidelines so that all work and equipment will be up to company standards and policies.
 - See that all safety equipment is used and is in proper working condition.
 - Be knowledgeable of all rules and regulations of the Federal Government pertaining to the company and ensure these rules and regulations are strictly followed.
 - Make sure all new and inexperienced workers are instructed in safe operating procedures and the hazards of their jobs.
 - Instruct the workers to inspect their equipment regularly to ensure that it is in good and safe working condition.
 - Conduct pre-job planning to help foresee any problems or hazards.
 - Take necessary steps to correct hazardous conditions and incorrect work practices.
 - See that protective devices are in good condition and that they are being used.
 - Promptly report any unsafe equipment to the maintenance department.
 - Stress the importance of team work. We must work as a team to prevent accidents and to get the job done.
 - See that workers complete each job in an orderly fashion and leave the area hazard-free.
 - Make regularly scheduled inspections as instructed by safety department, and make reports.
 - Maintain a regular maintenance schedule on all equipment from a standpoint of safety.
 - Be sure that workers are mentally and physically fit for the job.
 - Remind workers frequently how accidents affect them personally and cause hardships on their families such as: pain, suffering, loss of income, etc.
 - Set an example for workers by wearing proper clothing and safety equipment yourself.
 - Maintain good housekeeping on all work sites.

NOTE: THE ULTIMATE RESPONSIBILITY FOR THE CONTROL OF ACCIDENTS REMAINS WITH YOU, THE SUPERVISOR, AS PART OF YOUR REGULAR OPERATIONAL DUTIES.

12.1(d) Company Employees will:

- Be expected to review the Safety Program, read and follow the safety rules.
- Support and participate in the Safety Program.
- Be expected to perform their jobs in the safest manner possible.
- Be on the alert constantly for any unsafe conditions and report them immediately.
- Remember that sound suggestions for the improvement of your jobs are appreciated and are encouraged.
- Observe the same principles of accident prevention on and off the job.
- Take pride in your work and be proud of a job well done.
- Make every effort to keep morale high. Good morale is essential for a safe and happy work environment.

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13.0 WORKPLACE INSPECTIONS**13.1 Inspections Serve Two Basic Functions:**

- To maintain a safe work environment and control the unsafe actions of people.
- To maintain operation, management inspections can be a good tool to measure supervisor's performance in safety. This practice will assure that line managers inspect their areas more often to ensure that conditions remain safe and to reduce the occurrence of unsafe acts.

13.2 Reasons for Inspections Are:

- To check results against the safety plan.
- To re-awaken interest in safety.
- To re-evaluate safety by example.
- To display the supervisors sincerity about safety.
- To collect data for safety meetings.
- To note and act upon unsafe behavior trends.
- To improve safety standards.
- To check new facilities.
- To solicit the supervisors help.
- To spot unsafe conditions.

13.3 The Inspection Process Should Cover The Following Areas:

- The supervisor should conduct inspections of their work site.
- Inspections may also be conducted by the Safety Coordinator on a random schedule.
- Inspections must be documented in writing using a check list report form.
 - This report is designed to cover the identification of recognized unsafe acts, conditions and any other items inherent in a particular job.
 - This form includes a space for any corrective action.
- The completed report will be routed to the immediate supervisor and the company safety coordinator and retained on file for a period of one year.

14.0 ACCIDENT INVESTIGATION REPORT**14.1 General**

14.1(a) If an employee is injured, regardless of the seriousness, he/she must report the injury to his/her supervisor immediately.

14.1(b) An insurance accident report shall be filled out completely as soon as possible. If possible, the injured person should sign the accident report.

14.1(c) The Supervisor will notify his/her office as soon as practical of any accident that may have occurred. This is usually done at the time; however, in the event of serious injury requiring immediate hospitalization or special attention by a doctor, his office is to be notified by phone or radio immediately regardless of what time the accident occurred.

14.1(d) Whenever an on-the-job injury occurs a drug and alcohol screen will be administered immediately to the injured employee and to any other personnel involved in the accident to verify if drugs or alcohol may have played a part in the accident.

14.1(e) After the accident report has been completed, it is the Supervisor's responsibility to investigate the accident as soon as possible, because delays could allow information or items of importance to be removed, destroyed or forgotten. The purpose of this investigation is to obtain information for corrective action and to prevent accidents of the same type from happening again in the future.

14.1(e)1 The Supervisor should:

- State what unsafe conditions contributed to the accident. Give reasons for its existence, if possible.
- List any unsafe acts involved. Why did they occur?
- Secure statements of witnesses, when possible.
- Take corrective action to prevent recurrences of the accident.
- The supervisor should make his investigation report available to the Safety Coordinator.

14.2 Reporting Injuries of Employees of Other Companies:

14.2(a) Although we may not be responsible for injuries to employees of other companies that occur on our equipment or our location, it is necessary that we have information on such injuries on file in the event that any inquiries are made.

14.2(b) Contractors/subcontractors MUST provide proof of General Liability and Workers Compensation insurances to office personnel before work is allowed on Levee District premises.

14.2(c) The Supervisor will make a written report to management whenever an employee of another company is injured while working on our equipment or our location.

14.2(d) This report shall be made immediately after the accident and will include the injured person's name, age, address, employer and all other factual information concerning the accident and injury, including names and addresses of witnesses.

NOTE: YOU MUST ALSO REMEMBER TO REPORT ANY ACCIDENTS INVOLVING ANY SITUATIONS OR PROCESSES THAT ARE UNIQUE TO YOUR ORGANIZATION.

14.3 Accident Investigation:

14.3(a) Accident investigation should be a vital part of any safety program. A thorough accident investigation is a necessary tool for the prevention of recurring accidents.

14.3(b) It is important to remember that an accident investigation is not a trial to find fault or blame. Its purpose is to find causes so that similar accidents may be prevented by physical or mechanical improvement or employee training.

14.3(c) Who should make the investigation? Usually, the Supervisor, but the Supervisor may be assisted by the Safety Coordinator, Safety Committee, or the insurance representative.

14.3(d) When should an investigation be made? As soon as possible! An investigation should be conducted immediately after the accident in order to prevent any facts of the accident from being destroyed or forgotten.

14.3(e) Preparing a Report:

A report should be prepared describing the investigation in detail. All possible questions regarding the accident should be answered and the corrective actions to prevent a recurrence should be listed.

The following questions should be helpful in completing the report:

- Who was involved?
- Where did the accident occur?
- What happened?
- When?
- How did the accident occur?
- Why did the accident occur?
- Is substance abuse suspected? If so, what factors raised the suspicion? If substance abuse is suspected, was a drug screen performed? What were the results?
- Recommended Corrective Action:
 - Once you have developed recommendations designed to correct all contributing factors, your report should be submitted to top management. After the report has been submitted, it is very important to follow up with those people involved to be sure that recommended changes have been implemented.

14.4 Summary

Remember, all accidents should be investigated as soon as possible. All people involved should be interviewed in an effort to determine exactly how the accident occurred. Once all the facts have been put together, a report should be submitted to top management. The report should answer the questions: Who, When, Where, What, How and Why.

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NOTE: SEE ACCIDENT INVESTIGATION FORM ON NEXT PAGE.

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

DATE _____ TIME _____

EMPLOYEE INVOLVED _____ AGE _____

POSITION _____ DATE EMPLOYED _____

SUPERVISOR _____ DEPT. _____

HOW LONG WAS THE EMPLOYEE PERFORMING THIS OPERATION _____

WAS THE EMPLOYEE INSTRUCTED _____

DID THE ACCIDENT RESULT IN AN INJURY? _____

NATURE AND EXTENT OF INJURY _____

DATE INJURY REPORTED _____ WAS FIRST AID GIVEN? _____

IF SO, WHEN AND BY WHOM? _____

HOW DID ACCIDENT OCCUR? _____

RECOMMENDATIONS TO PREVENT A RECURRENCE _____

WHAT ACTION HAS BEEN TAKEN? _____

SIGNED _____ DATE _____

SAFETY COMMITTEE COMMENTS

RECOMMENDATIONS _____

SIGNED _____ DATE _____

EXECUTIVE

SPECIAL ORDERS _____

SIGNED _____ DATE _____

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15.0 SAFETY MEETINGS**15.1 Frequency of Meetings**

Safety meetings can vary from a formal presentation to a five minute "tailgate" meeting. The frequency of the meetings needs to be determined by the type of operation and the nature of the business. However, there should be sufficient items of business for at least one meeting per month.

15.2 Purpose of Meetings

Besides arousing interest, promoting discussion and getting input, meetings can serve many different functions such as being informative and motivational. These meetings also reflect management's concern towards safety.

15.3 Workers' Contributions

Seek input from workers; they have often given management information in safety meetings which has contributed to safety policy, as well as increased production and improved operation.

15.4 Recordkeeping

A record of meetings should be kept showing the topics discussed, date the meeting was held, and the names of persons attending the meeting. (Attendees should sign their name to the roster)

See record of safety meeting form on next page.

RECORD OF SAFETY MEETINGS

DATE OF MEETING _____

TIME STARTED _____

INSTRUCTOR _____

TOPICS COVERED _____

OTHER ITEMS DISCUSSED

EMPLOYEES ATTENDING

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

16.0 SAFETY RULES**16.1 General Safety Rules**

Statistics have shown that in a large percentage of cases, accidents could have been prevented by the victim or by their co-workers.

You, the employee, can do something about preventing accidents, such as the following:

16.1(a) Always keep in mind that one of your primary responsibilities as an employee is to perform your duties in a safe manner.

- Make safety a part of your daily routine.
- Plan safety in advance.
- Make sure your machinery, tools, etc. are in good shape before doing your job.
- Make sure you obtain, maintain, and use the required personal protective equipment.
- If you observe an unsafe condition or an unsafe act by someone else, report it.
- If the unsafe condition can be corrected by you, correct it.

16.1(b) Report any injury you sustain at work promptly to your Supervisor, no matter how slight you may consider the injury to be.

16.1(c) Follow instructions.

- Instructions should describe the easiest and safest way to perform your work tasks.
- Sometimes doing something a little differently from the instructions can put you or someone else in a very hazardous situation.
- Learn the approved safe practices applicable to your work and observe them at all times.
- Avoid makeshift procedures of any kind that could conceivably compromise safety.
- Never defeat the function of a safety device. Report all safety device malfunctions to your Supervisor as soon as possible, and flag the device immediately to warn others of the hazard.

16.1(d) Horseplay

- Your job site is no place for horseplay; never engage in practical jokes of any kind. Such conduct is positively prohibited.

16.1(e) Maintain an active interest in the safety program.

- Make suggestions.
- If you see an easier and safer way of doing something, bring it to the attention of your Supervisor for study.
- Give your undivided attention to on-the-job safety discussions which your Supervisor may provide from time to time to prepare you for new or hazardous work.

- Request thorough explanation of procedures you do not understand.

16.1(f) Practice good housekeeping.

- Always maintain your work area in a clean and orderly fashion to reduce or eliminate hazardous conditions.

16.1(g) Dress for the job.

- Use the protective equipment provided and prescribed for the work you are doing.
- Do not wear loose clothing or jewelry that can become entangled in machinery.

16.1(h) Walking surfaces.

- Be careful when walking or moving about the work area to avoid slipping, tripping or falling.
- Be especially careful when weather conditions such as mud, ice, or rain creates or aggravates hazardous situations.

16.1(i) Hazards

- Always be alert to safety and health hazards.
- Correct or eliminate the hazards immediately.
- Report all hazards and any corrective measures you have taken to your Supervisor.

16.1(j) Harassment & Intimidation

- Never harass or intimidate a co-worker. Verbal threats and physical abuse are a serious violation. It makes for an unsafe workplace and will not be tolerated. See Appendix "D", Disciplinary Procedures.
- If you feel you are the victim of threats or harassment, avoid altercation by removing yourself from the situation immediately. Report the incident to your supervisor at once.

16.1(k) Good Safety Practice

- For your own protection, you are urged to observe good safety practices on and off the job.

17.0 SAFETY TRAINING**17.1 Employee Training**

In addition to safety meetings, employee training should be conducted for new employees and existing employees on a new job, or when new work practices are initiated.

17.1(a) Employee training should include: the correct work procedures to follow, use of personal safety equipment, company safety policy and procedures and where to get assistance when needed.

17.1(b) Employee training should be conducted by the employee's immediate supervisor and /or associates.

17.2 Supervisory Training

Training should be conducted for supervisory positions in: conducting safety meetings, conducting inspections, and accident analysis and leadership skills.

17.2(a) Supervisory training will be conducted by the Company Safety Coordinator, Training Specialist, Corporate In-house Seminars, Outside Consultant or industry Seminars.

18.0 RECORDKEEPING

Accident and injury records are essential to a successful safety program. Records supply the information necessary to transform haphazard, costly, and ineffective methods into planned safety programs that control conditions and actions which contribute to accidents. Often it is the reluctance to maintain records that causes the failure of a safety program.

18.1 Each firm will maintain OSHA records

18.1(a) These must be kept on file for a period of five years. (Federal requirement)

18.1(b) OSHA yearly summaries must be posted during the month of February for the preceding year.

18.2 Retainage – other records

Other records must be kept on file for a period of one year (State requirement). These records include:

- Inspection reports
- Accident investigation
- Minutes of safety meetings
- Training records
- LDET-WC-1017A

LWC-15 requires that the "Notice of Compliance" be displayed at your place of business in order to fulfill your duty of advising your employees.

NOTE: TIME OF RETENTION SHOULD BEGIN THE YEAR FOLLOWING THE YEAR FOR WHICH THE RECORD IS INITIATED.

SAFETY RULES VERIFICATION SHEET

I, _____, verify that I have read or have had read to me, the company safety rules. I understand and completely support these rules.

Signature _____

Date _____

Witness _____

Date _____

POLICIES

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Effective: August 1, 2004

Revised: N/A

19.0 OPTIONAL PAY ADJUSTEMENTS POLICY

POLICY

Effective August 1, 2004, the South Lafourche Levee District will implement the following policy concerning Optional Pay Adjustment.

APPLICABILITY

All increases granted according to this policy will be restricted to full-time permanent employees of the South Lafourche Levee District.

IMPLEMENTATION

This policy becomes effective August 1, 2004. Subsequent revisions shall become effective on the date specified therein.

PROVISIONS

Provided that funding is available, the South Lafourche Levee District will consider granting either base pay or lump sum adjustments to employees in the following circumstances:

1. To provide for the retention of employees deemed essential to the department.

Employees judged by the appointing authority to be essential to the department may receive a base pay increase in order to match a written and verified salary offer from a private employer or a position at a non-state governmental entity. In the alternative, Employees may receive a one-time lump sum payment only.

2. To adjust pay differentials between comparable employees.

The appointing authority may grant a base pay increase to an employee whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases will be limited to compression caused by those instances where the implementation of either Civil Service Rule 6.5(b), 6.5(g), the implementation of a structure adjustment, or similar circumstance caused the pay discrepancy.

3. To recruit employees with "difficult to recruit for" jobs.

In order to attract said employee into a difficult to recruit for job, the appointing authority may grant a base pay increase to an employee in addition to the compensation assigned to such a position by the applicable employees at range maximum may receive a one-time lump sum only.

4. To provide compensation for employees who perform additional duties.

The appointing authority may grant a base pay increase to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official position description.

The appointing authority may increase base pay for employees with a level of work of administrator or higher and who receives permanent additional duties.

Employees who are assigned additional duties for a limited time period may receive either an increase in base pay or a lump sum for such duties. Payment of such a lump sum may be made in one payment at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment for a period not to exceed one year.

In order to be eligible for payment, the additional duties assigned should require that the employee possess new skills or competencies.

20.0 DRESS CODE POLICY

A professional appearance bolsters poise and self-confidence and greatly enhances the South Lafourche Levee District's image. Employees are expected to dress and groom themselves in accordance with accepted social and business standards, particularly if their job involves meeting and dealing with visitors in person. A neat, tasteful appearance contributes to the positive impression employees make on behalf of the District. Employees are expected to be suitably attired and groomed during working hours and whenever representing the South Lafourche Levee District.

Office personnel should wear appropriate business attire. Field personnel should wear complete required uniforms including proper shoes.

The following are guidelines for what constitutes attire that is not acceptable (even on casual day):

- Sun dresses with bare backs and/or shoulders
- Tube tops, or tops which do not fully cover the abdominal area
- Spaghetti strap tops, unless worn under shirt
- Undershirts worn alone
- Shorts
- Skirts/Dresses that are shorter than two inches above the knees
- Skirts with high slits
- Sweatpants, spandex or leggings
- Jeans with holes (whether from wear or if designed to look that way)
- Flip flops or slippers (unless for medical reasons—must be approved by supervisor)

Due to safety concerns, employees should not wear...

- clothing that is too tight or extremely oversized.
- rings in a body piercing other than the ears (no more than two earrings per ear).
- earrings of excessive size or length.
- slippers not designed or recommended by the manufacturer, for outside wear.

Employees are expected to maintain proper personal hygiene. Hygiene issues that are bad enough to warrant the notice or complaints of coworkers will be addressed by supervisors. Whether the problem is body odor, excessive perfume, or some other hygiene issue, it will be dealt with quickly in a private, honest, and diplomatic way. If the problem persists, normal progressive disciplinary procedures will be followed.

While tattoos are a matter of personal choice, all tattoos determined to be offensive or in violation of discrimination or harassment policies should be covered while at work or when representing the South Lafourche Levee District.

Directors are responsible for establishing a reasonable dress code appropriate to the job performed. If your supervisor feels your attire is out of place, or your hygiene requires immediate attention, you may be asked to leave your workplace until you are properly attired, or the matter is corrected. Employees will not be paid for time off the job for this purpose. Anyone who violates this standard will be subject to disciplinary action (see Appendix "A").

Approved: June 11, 2007 Regular meeting

Rev: 00.11JUN-07

Rev: 01.11SEP-07

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21.0 UNIFORM POLICY**GUIDELINES FOR THE DISTRIBUTION OF UNIFORMS**

Field employees who work a regular schedule of at least 40 hours per week are entitled to agency provided uniforms after successfully completing the required months of service beginning with their hire date. Part-time, temporary, WAE, and those on restricted duty are not eligible for agency provided uniforms.

Non-exempt field employees who have successfully completed six months of service, and exempt employees who have successfully completed three months of full-time service, will receive agency issued uniforms as follows:

- a. 5 Shirts (Long and Short Sleeves, employees choice)
 - b. 5 Pants (may be jeans or work pants)
- Total cost for 5 shirts and 5 pants not to exceed \$250.00.

After one year of service:

- c. 1 Coat/jacket* plus annual allotment of uniforms ("d" & "e" below)

Each year thereafter, the following will be issued:

- d. 2 Caps per year
- e. Any combination of pants and/or shirts, not to exceed a total cost of \$75.00, and will be purchased as follows:
 - Gray work shirts, such as the Dickies® brand, will be ordered with the SLLD logo on one side and employee's first name on the other.
 - Pants and jeans may be ordered by the agency, or purchased by the employee from Wal-Mart using the agency credit card.

*After two years of service, pants and shirts (e) may be substituted for one coat (c), providing the cost of the coat/jacket does not exceed the combined price of pants and shirts (e).

Rev.11.10.2014

Rev.04.11.2016 21(b), (e)

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22.0 LUNCH BREAK POLICY

Any employee working more than seven hours must take a 30-minute meal break. A meal period is not considered part of paid work time and is not included in reporting the number of hours worked. Meal breaks may not be used to reduce the workday or be taken consecutively with other breaks. Employees must still work the number of hours they are scheduled each day. Meal breaks either less than or more than 30 minutes must be approved by the supervisor. Employees must cooperatively arrange breaks so that service is not disrupted.

Schedule for lunch break is at the discretion of the Agency Head and can be for 30, 45, or 60 minutes. South Lafourche Levee District has established the following guidelines for lunch breaks:

- 30 minutes for office personnel
- 30 minutes for field personnel

Exemption: Employees who are required to remain at their stations/desks during lunch breaks are exempt from this rule. Navigational Lock Operators must remain at their stations the entire 12-hour shift which includes while they are eating. Therefore, the 30 minute lunch break will not be deducted from their time.

FLSA Fact Sheet #22; <http://www.dol.gov/whd/regs/compliance/whdfs22.htm>

Approved breaks less than 30 minutes are not deducted, and are not mandatory. The South Lafourche Levee District provides for two approved 15 minute breaks; one in the A.M. and one in the P.M.

Approved: 10/12/2015, BOC Reg Mtg

23.0 CALL-IN POLICY

The South Lafourche Levee District requires all employees to contact their immediate supervisor up to 30 minutes before, but no later than 5 minutes after the start of their scheduled shift whenever they cannot come in to work and do not have prior approval for leave. Only in extreme emergency circumstances, will call-ins by third parties (parent, spouse etc.) be deemed in compliance with the call-in requirements.

Although every effort on the part of the employee to call in should be made, the Levee District recognizes that on occasion, an extreme situation might arise that would prevent the employee from notifying their supervisor in the time allotted. These situations will be evaluated by the supervisor or appointing authority and judged on a case-by-case basis.

Employees failing to abide by these requirements will be subject to disciplinary action as described in Appendix "C".

Approved: 11SEP-07, BOC Regular Meeting

24.0 TARDINESS POLICY

The South Lafourche Levee District requires employees to report to duty on time. The District realizes that circumstances may arise on occasion which could result in an employee's tardiness. Such occasions of tardiness will be judged on a case-by-case basis, and may result in the employee being granted approved leave.

A five minute grace period will be allowed, with limitations. Tardiness falling within the grace period will be cumulated each pay period and the employee will be given leave without pay for the unapproved leave. It is the responsibility of the employee to notify the immediate supervisor of the potential tardiness outside the grace period. Penalties for tardiness are found in Appendix "B".

Approved: 11SEP-07, BOC Regular Meeting

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25.0 REWARDS & RECOGNITION POLICY**STATEMENT OF POLICY**

It is the policy of the South Lafourche Levee District to provide uniform guidelines and criteria regarding monetary rewards and recognition for individual employees or for employee groups for significant achievements.

PURPOSE

To establish a formal policy and guidelines for recognition of service by employees of the South Lafourche Levee District.

APPLICABILITY

This policy will apply to personnel with permanent status employment at the South Lafourche Levee District.

IMPLEMENTATION

This policy will become effective November 5, 2003.

A \$2.00 per hour increase will be offered to field employees working in hazardous weather whenever one of the following two conditions occurs**:

1. A mandatory evacuation is ordered anywhere within the Larose to Golden Meadow Hurricane Protection district
-or-
2. The winds in the Grand Isle/Fourchon area exceed 35 mph

This increase will remain in effect for the duration of the above requirement(s).

**Amended and Approved: March 13, 2006, Regular meeting

Approved by Civil Service Commission June 7, 2006

Amended and Approved: November 13, 2012

POLICY POSTING REQUIREMENTS

This policy shall be posted and available to all employees. Listing of award recipients must be posted in the same manner.

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26.0 ON CALL POLICY

Flood protection work demands that employees be responsible for monitoring the water levels in the borrow canals and Bayou Lafourche on a 24 hour basis.

Each week, in addition to his regular duties, one employee is responsible for the monitoring from 6:30 A.M. on Monday to the following Monday at 6:30 A.M., on a 24 hour basis (hereinafter the "on-call employee"). During the regularly scheduled 10-hour work day, the on-call employee will receive regular pay.

When water levels in the borrow canal reach -5 feet, or heavy rainfall is occurring, the employee is to take action by pumping the drainage area.

As the water level in Bayou Lafourche approaches +1ft. MSL, the on-call employee is ~~to call~~ to notify the supervisor and close the floodgate. The supervisor should then inform the executive assistant of the closures, so that a public notice may be released informing the community of the lock and/or floodgate closures.

In both instances, when the on-call employee takes action, he is paid either regular hourly wages, or time and one-half, depending on the situation. Hours spent on call while not at work do not count towards the 40-hour work week. Hours of on-call duty when not at work are paid at \$2.25 per hour.

As water levels may be monitored by phone, on call personnel are not required to remain at or about levee district premises. They are free go wherever and to do whatever they wish provided the on-call employee: 1) is not intoxicated or impaired to the degree that the employee cannot perform his duties if called to work; 2) is always reachable by agency assigned cellular phone; and 3) is able to arrive at the designated location within 20 minutes of being called to work.

- (a) All able-bodied full-time field employees are expected to work on a weekly rotation. However, beginning January 1, 2017, all qualified employees will be given the option to be placed on the "On-Call Rotation List". Any employee who opts out of the rotation will not be called upon to work unless an urgent, uncontrollable or emergency situation arises.
- (b) Employees who choose to continue on rotation will be required to be on-call once during each rotation cycle. Employees who need to switch a rotation with another employee will be allowed to do so only once during a complete rotation cycle. The employee must notify his immediate supervisor, who will then notify the Superintendent and/or General Manager. Notification must be made at least one week in advance when planning to switch weeks with another employee.
- (c) Special allowances will be made only in approved uncontrollable circumstances. The person who takes the place of the rotation employee, who is out as a result of an uncontrolled circumstance, will not be penalized and the rotation will not be counted as a switch.
- (d) In addition, the field manager, formerly called Levee Board Operations Superintendent, along with the General Manager and all administrative (office) personnel are not required to take on call rotation.

Employees on call are permitted to take levee district vehicles home to be used in the event that the employee is called out. At no time is the vehicle to be used for personal purposes, but for levee district work only.

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27.0 SEXUAL HARASSMENT POLICY**27.1 POLICY**

The Board of Commissioners of the South Lafourche Levee District will not tolerate sexual harassment in the workplace. No employee-either male or female-should be subject to unwelcome verbal or physical conduct that is sexual in nature or that shows hostility to the employee because of the employee's gender. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

27.2 COVERAGE

The Board of Commissioners of the South Lafourche Levee District strictly prohibits sexual harassment during work, during business involving the district, or while on district property by any employee (including supervisors and managers), or by any non-employee (including customers, visitors, and independent contractors).

27.3 MANAGEMENT RESPONSIBILITY

Management at all levels of the district is responsible for preventing sexual harassment in the workplace. This responsibility includes immediately reporting conduct by anyone, whether a coworker, supervisor, or employee, that may constitute sexual harassment, even if the conduct was sanctioned and regardless of how awareness of conduct was gained.

27.4 SEXUAL HARASSMENT DEFINED

Sexual harassment prohibited by law and by this policy includes the following conduct:

27.4(a) Unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of employment (such as promotion, training, time-keeping, overtime assignment, leaves of absence); or

27.4(b) Unwelcomed verbal or physical conduct of a sexual nature when the conduct is used as a basis for making employment decisions;

27.4(c) Unwelcomed verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment, or

27.4(d) Unwelcomed verbal or physical non-sexual conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

27.5 EXAMPLES OF PROHIBITED CONDUCT

Examples of conduct prohibited by this policy include:

- 27.5(a) Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.
- 27.5(b) Threatening or talking of a negative employment action (such as termination, demotion, denial of a leave of absence) if sexual conduct is rejected.
- 27.5(c) Unwelcomed sexual advances or repeated flirtations.
- 27.5(d) Unwelcomed intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, or brushing against another person's body).
- 27.5(e) Unwelcomed whistling, staring, or leering at another person.
- 27.5(f) Asking unwelcomed questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, or appearance.
- 27.5(g) Unwelcomed sexually suggestive or flirtatious gifts.
- 27.5(h) Unwelcomed sexually suggestive or flirtatious letters, notes, e-mail, or voice mail.
- 27.5(i) Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender (including jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking of a physical movement).
- 27.5(j) Displaying or circulating pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items, that are sexually suggestive or that demean or show hostility to a person because of the person's gender).

27.6 PROCEDURE TO FILE COMPLAINT**27.6(a) EMPLOYEES**

- An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but not required-to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- Complaints of sexual harassment should be brought to the attention of any of the following: (1) General Manager (2) Chairman, Personnel Committee (3) President of the South Lafourche Levee District.
- The employee may also choose to raise the complaint through his or her immediate supervisor, who will in turn contact any of the officials listed above. If the employee feels uncomfortable about discussing the complaint with the

immediate supervisor or one of the above officials, the employee should feel free to bypass the supervisor or official and take the complaint to any other supervisor or one of the other listed officials.

27.6(b) SUPERVISOR'S RESPONSIBILITY

- After receiving an employee's complaint of sexual harassment, the supervisor will immediately contact any of the officers listed above.
- If the supervisor has not received a complaint but suspects that conduct might constitute sexual harassment, the supervisor will immediately contact any of the officials listed above, regardless of how the supervisor became aware of the conduct. Even if the suspected sexual harassment was sanctioned or involves persons who work in a department other than the supervisor's, the supervisor will report it.

27.6(c) INVESTIGATION AND RESOLUTION

- After notification of the employee's complaint, an investigation by one of the above listed officials will immediately be initiated to gather all facts about the complaint.
- After the investigation has been completed, a determination will be made by the appropriate management regarding the resolution of the case. If warranted, disciplinary action up to and including involuntary termination will be imposed. Other appropriate actions will be taken to correct problems caused by the conduct.

27.6(d) CONFIDENTIALITY

- All complaints will be handled as confidentially as possible.

27.7 RETALIATION

27.7(a) This policy also prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. **Retaliation in violation of this policy may result in discipline up to and including termination.** Any employee bringing a sexual harassment complaint or assisting in the investigating of such a complaint will not be adversely affected in terms and conditions of employment, not discriminated against, or discharged because of the complaint.

NOTE: ANY AND ALL HARASSMENT COMPLAINTS SHOULD BE HANDLED IN THIS SAME MANNER.

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28.0 DRUG-FREE WORK PLACE POLICY

28.1 Purpose and Goal

Employees of the South Lafourche Levee District are our most valuable resource, and the SLLD is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. The vast majority of employees of the SLLD occupy safety-sensitive or security-sensitive positions within the meaning of La. Rev. Stat. § 49:1015. As such, we recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. In addition, the SLLD will vigorously comply with the requirements of La. Rev. Stat. §49:1001 et seq.

28.2 Covered Workers

Any individual who is applying for a safety-sensitive or security-sensitive position or is employed in a safety-sensitive or security-sensitive position and conducting business on the agency's property is covered by our drug-free workplace policy. Employees of the SLLD who occupy safety-sensitive or security-sensitive positions within the meaning of La. Rev. Stat. § 49:1015 are identified by the position held in the field and office. Safety-sensitive or security-sensitive positions include, but are not limited to, any position that requires an employee to operate movable equipment or stationary equipment, perform electrical work, construction work, mechanical work, or maintenance of equipment, buildings, levees or any other structures, or any other field responsibilities that may not be mentioned here. In addition, safety-sensitive or security-sensitive positions include but are not limited to any administrative or clerical work performed on behalf of the levee district whether it be in the SLLD office or at another location away from the office, such as meetings, schools or training seminars. Safety-sensitive or security-sensitive positions do not include office janitorial services. This policy includes, but is not limited to managers, supervisors, full-time employees, part-time employees, applicants, and any other employee occupying a safety-sensitive or security-sensitive position, and who conducts business on agency property, whether listed specifically herein or not.

28.3 Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the agency. Therefore, this policy applies during all working hours, whenever conducting business or representing the agency, while on call, paid standby and while on agency property.

28.4 Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications.

Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

28.5 Notification of Convictions

Any employee who is convicted of a criminal, drug or alcohol violation occurring in the workplace while employed by SLLD must notify the agency in writing within five calendar days of the conviction. The agency will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

28.6 Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and in compliance with La. Rev. Stat. § 49:1001 et seq., and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-accident, reasonable suspicion and return-to-duty testing upon selection or request of management.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates and Phencyclidine (PCP) in accordance with provisions of La. Rev. Stat. § 49:1001, et seq. The SLLD reserves the right to test its employees for the presence of any other illegal drug or controlled substance when there is reasonable suspicion to do so.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. Any employee who tests positive will be immediately removed from duty and suspended for a period of one 40-hour work week without pay or accrued leave benefits. The employee will be required to sign a Return-to-Work Agreement and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

28.7 PROCEDURE

Upon confirmation that an employee is found to be under the influence of a controlled substance, the General Manager shall contact the Personnel Committee Chairman immediately and the following steps will be taken:

- Immediate suspension of the employee
- Board will be notified of the suspension and a hearing scheduled

The employee has the right to attend the hearing. If he waives that right, he should do so by signing a waiver to the hearing.

Upon the recommendation of the General Manager and the Personnel Chairman, the board shall suspend the employee for one week, five work days, or 40 consecutive working hours, without

pay or accrued leave benefits. Upon the final day of suspension, the employee must take a drug test. If test results find that the substance levels have not fallen, or are higher, the employee will be terminated immediately. If test levels are found to have dropped or show negative results for substance abuse, the employee will then be allowed to return to work.

If the employee is allowed to return to work, after 8 weeks he/she will again be required to take a second drug test. If the test is negative, the employee may continue employment. If the second test is positive, the employee will be terminated immediately.

In accordance with La. Rev. Stat. § 49:1011, any employee confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation of certification proceedings.

Once the employee has been cleared of the initial substance abuse charge, should that employee during his/her employment with the South Lafourche Levee District fail any future drug or substance abuse test, he/she will be terminated immediately.

28.8 Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

28.9 Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

28.10 Assistance

The South Lafourche Levee District recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Allows the use of accrued paid leave while voluntarily seeking treatment for themselves for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

28.11 Confidentiality

All information received by the South Lafourche Levee District through the drug-free workplace program is confidential communication pursuant to La. Rev. Stat. § 49:1012, and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding or hearing, or civil litigation where drug use by the tested individual is relevant. Access to this information is strictly limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

28.12 Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

28.13 Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.

The changes contained herein have been reviewed and modified by Gordon-Arata Law Firm, N.O, LA as of 04Apr-2011, and were accepted by the SLLD Board of Commissioners on 11Apr-2011. Amended by Gordon-Arata Law Firm; approved by BOC, 08Oct-2012.

5. **CERTIFICATION**

I _____ hereby certify that I have received a copy of the Drug-Free Work Place Policy. I understand that reporting to work or performing work for the South Lafourche Levee District while under the influence of, and impaired by illegal drugs or alcohol, is prohibited. I also realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances is prohibited when I am on official Levee District business, whether on duty or on call for duty, on or off the work site. I understand that violation of this policy may result in disciplinary action up to, and including, termination. I acknowledge my responsibility to notify my employer within five days if I am convicted of violating any criminal drug statute at the work place, while on official business or while on call for duty. I further realize that my employer is required by law to give notice of such conviction to any federal agency from which it receives grants or contracts, and I hereby waive any and all claims that may arise from conveying this information to such federal agency.

Employee Signature

Approved: April 2, 1990, Regular Meeting

Date

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29.0 EMPLOYEE SAFETY POLICY**29.1 PURPOSE**

The safety and health of all our employees are of prime importance to our organization. Management holds in the highest regard the safety, welfare and health of its employees. It is our belief that accidents which injure persons and damage equipment cause needless human suffering, inconvenience and expense. The company will provide our employees a work environment as free of recognized hazards as is possible and practical. Control of potential safety and health hazards and their elimination is the primary objective of the company's safety program.

One individual in this company will be designated in writing, the safety coordinator, and will be responsible for all safety related training records, reports and inspection activities.

Each supervisor at every level of management is accountable for safe, efficient work practices and procedures. Each supervisor is responsible to ensure that our safety programs are explained and understood by all employees. He/she will be provided with a copy of this Safety Manual, and is expected to keep it up to date with all additions and modifications.

All employees will do everything possible and necessary to eliminate accidents.

Reducing accidents and related unnecessary losses will help us to be more competitive in our industry, thus helping to safeguard our jobs.

This policy, under the direction of management and the guidance of our supervisors shall be observed by all employees.

/s/ Windell A. Curole
General Manager

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30.0 EBOLA VIRUS DISEASE – POLICY

Human Resources
International Travel of Employees
In accordance with Executive Order BJ 14-13

1. **AUTHORITY:** Appointing Authority under the direction of the Board of Commissioners of the South Lafourche Levee District.
2. **REFERENCES:** Executive Order BJ 14-13 Travel to Areas Impacted by Ebola Virus Disease
3. **PURPOSE:** To establish a procedure for employees to notify Executive Management of the South Lafourche Levee District when they are traveling out of the country to an Ebola Virus affected country.
4. **APPLICABILITY:** This policy shall apply to all employees of the South Lafourche Levee District.
5. **DEFINITIONS:**
 - a. Employee – Any employee of the South Lafourche Levee District, serving in a full-time, part-time, temporary appointments, or WAE appointments.
 - b. Commercial Transportation – is a mode of transportation for public conveyance, including, but not limited to, airplane, ship, bus, train, or taxi, etc.
 - c. Places of General Public Congregation – means public places where people gather including, but not limited to, restaurants, grocery stores, gymnasiums, theaters, or places of worship, etc.
6. **POLICY:** Due to the World Health Organization declaring the Ebola Virus Disease outbreak as an international public health emergency, it is the Appointing Authority's policy that the South Lafourche Levee District employees shall comply with the following procedures when an employee travels outside the United States of America to a country designed by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.
7. **PROCEDURES:**
 - a. **General**
 - i. When an employee is aware he that intends to travel out of the United States of America, the employee shall review the Center for Disease Control's website, <http://wwwnc.cdc.gov/travel/notices>, to determine if the country the employee intends to visit is on the list of countries identified as having a threat of contracting the Ebola Virus Disease.
 - ii. If the country to which the employee intends to visit is identified by the Center for Disease Control as having a threat of contracting the Ebola

- Virus Disease, the employee shall notify his Supervisor five (5) business days prior to travel.
- iii. If the travel is to occur within five (5) business days, the employee shall notify their Supervisor as soon as possible.
 - iv. The Supervisor shall notify the Human Resources Manager as soon as he is made aware of the international travel of the employee.
 - v. If the employee is traveling to a country identified by the Center for Disease as having a threat of contracting the Ebola Virus Disease, the Human Resources Manager shall notify the Appointing Authority and/or Personnel Chairman of the Board, and the Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI) within forty-eight (48) hours of receiving the information if prior to travel, and/or within twenty-four (24) hours of receiving the information if subsequent to travel.
 - vi. If the employee is traveling outside the United States of America, the employee shall notify his Supervisor if the employee falls ill during the international travel or within twenty-one (21) days of return. The employee shall remain off from work until a doctor of medicine has determined the employee can return to work.
 - vii. If the employee intends to travel to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall provide his Supervisor with the following information:
 1. Name of the person making the report. This shall include the reporter's phone number, email address, and the date/time of report.
 2. Name of the employee who is or has traveled outside of the United States to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.
 3. The complete dates of international travel, the traveler's phone number, email address, and the countries visited with dates of entry and departure, if known.
 4. This report shall be submitted to the Department of Health and Hospitals, Infectious Disease Epidemiology Section by the Human Resources Manager within twenty-four (24) hours of receipt.
 5. The Human Resources Manager shall file the report by email to EPI at IDEPI@la.gov.
 - viii. If the employee travels to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall agree to the following:
 1. The employee shall agree not to use any commercial transportation for twenty-one (21) days after departing the affected country.
 2. The employee shall agree not to visit any place where the general public congregates for twenty-one (21) days after departing the affected country.

3. The employee shall agree not to return to work for twenty-one (21) days after departing the affected country. The employee shall use sick leave or if the employee has not sick leave, annual leave for twenty-one (21) days after departing the after departing the affected county. If the employee has exhausted sick leave and annual leave, the employee shall be placed on leave without pay (LWOP).
 4. The employee shall agree, if requested by the Department of Health and Hospitals, to medical monitoring by public health officials for twenty-one (21) days after departing the affected country.
8. **EXCEPTIONS:** The Appointing Authority, under the direction of the Board of Commissioners of the South Lafourche Levee District, may grant an exception to any provision of this policy, provided such exception shall not be in conflict with the South Lafourche Levee District's Personnel Policies and Procedures (or Civil Service Rules, where applicable), and/or any state or federal law.

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31.0 EXTRAORDINARY QUALIFICATIONS**STATEMENT OF POLICY**

It is the policy of the South Lafourche Levee District that at the discretion of its General Manager/Appointing Authority, under the direction of the Personnel Committee and the Board of Commissioners, that pay above the range minimum, but not to exceed the third quartile, may be established when outstanding qualifications and/or related work experience of a new employee are above and beyond the minimum qualifications and are verified and documented as job related.

The new employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective.

In accordance with PPM 30.0, salaries of all current probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to, but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service for at least 60 days.

IMPLEMENTATION

This policy will become effective August 1, 2006.

Approved by Civil Service on Oct. 4, 2006

Revised Jan. 9, 2009

Revised Jun 8, 2015

POLICY POSTING REQUIREMENTS

This policy shall be posted and available to all employees.

/s/Windell A. Curole, General Manager

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Effective: December 14, 2015

Revised: N/A

32.0 PAY EXCEPTION UPON PROMOTION OR REALLOCATION TO A HIGHER POSITION LEVEL

POLICY

Effective December 14, 2015, the South Lafourche Levee District will implement the following policy concerning pay exceptions for promotional positions.

APPLICABILITY

This policy will be restricted to full-time permanent employees of the South Lafourche Levee District.

IMPLEMENTATION

This policy becomes effective December 14, 2015. Subsequent revisions shall become effective on the date specified therein.

No pay increase will be awarded to personnel who move to a higher position level when that employee's current salary already meets or exceeds the maximum pay range set by the State of Louisiana Civil Service Pay Scale. (C.S. Rule 6.15(b)). The Board reserves the right, however, to award annual pay adjustments, or to freeze increases until which time the maximum pay scale of that position has been increased by the State Civil Service Commission to a level that exceeds the employee's base salary, or the SLLD Board adopts its own pay scale with a higher maximum which exceeds the employee's current base salary.

Likewise, the Board reserves the right to reduce salary upon demotion to that of the position's pay scale, not to exceed the grade minimum. (C.S. Rule 6.10)

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APPENDICES

Disciplinary Procedures

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Appendix "A"**Disciplinary Procedures – General**

Any employee who displays a total disregard for the rules and policies provided in this manual will be subject to disciplinary action as set forth by the immediate supervisor, the appointing authority and / or the Personnel Committee. Each event will be handled on a case by case basis, depending on the severity of the incident, and may include one or more of the following disciplinary actions:

- reassignment of job duties
- suspension in pay
- reduction in pay
- reduction or denial of performance adjustment
- demotion
- termination

The following steps will be taken to administer disciplinary actions:

- A. Verbal warning
- B. Letter of Reprimand
- C. Final Warning or Notice of Termination (Disciplinary action administered)

As with all disciplinary actions, the employee's work and disciplinary history will be given consideration. Repeat violations, or those not directly covered in this manual will result in appropriate disciplinary actions including the possibility of termination from employment. Additionally, violations will be considered in awarding performance adjustments and preparing performance appraisals.

Approved: 11SEP-07, BOC Regular Meeting

Appendix "B"**Disciplinary Procedures for Tardiness**

Late arrival in one 30 day period	Action Taken
A. 2 times	Letter of reprimand
B. 3 times	1 day suspension without pay
C. 4 times	3 days suspension without pay
D. 5 times	Termination

Violations within one 12 month period	Action Taken
E. Violation of "A" two times	1 day suspension without pay
F. Violation of "A" three times	3 day suspension without pay
G. Violation of "B" two times	3 day suspension without pay
H. Violation of "C" two times	Termination of employment

Use of the five minute grace period five times within one 30-day period will result in 1 day suspension without pay.

Approved: 11SEP-07, BOC Regular Meeting

Appendix "C"**Disciplinary Procedures for Call-In Violations**

Failure to call-in in a 30-day period:	Action Taken
A. 1 time	Letter of reprimand
B. 2 times	1 day suspension without pay
C. 3 times	3 days suspension without pay
D. 4 times	Termination

Violation of above in a *one-year period	Procedure
Violation of "A" two times	Letter of reprimand
Violation of "A" three times	3 day suspension without pay
Violation of "B" two times	5 day suspension without pay
Violation of "C" two times	Termination

*One-year period is the twelve months immediately preceding the most recent violation.

Approved: 11SEP-07, BOC Regular Meeting

Appendix "D"**Disciplinary Procedures – Personnel Conflicts**

The South Lafourche Levee District will not tolerate bickering, bullying, verbal threats or abuse or physical altercations of any kind. Harsh penalties will follow for such conduct as follows:

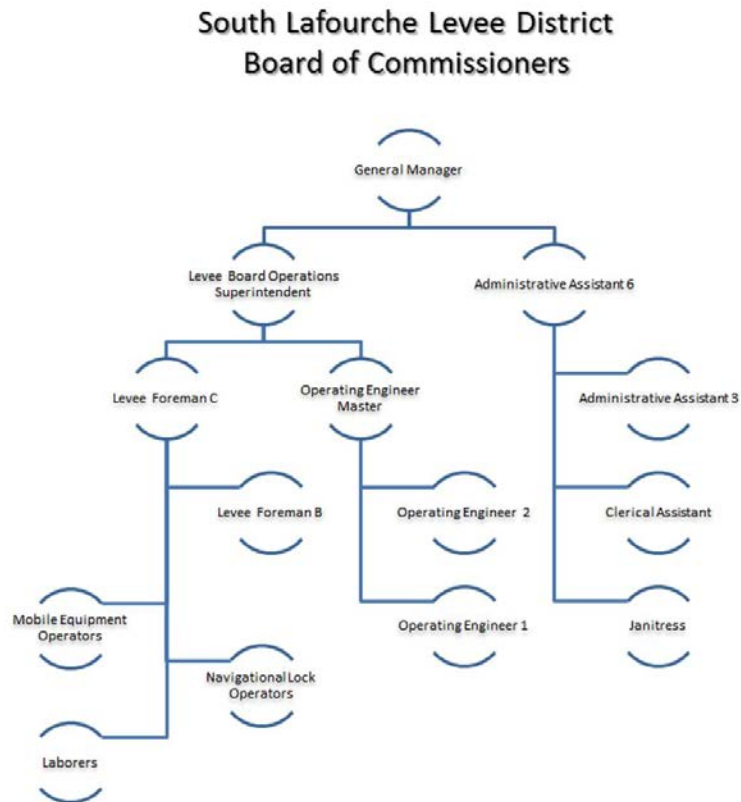
Verbal threats / assaults:

- First Offense: 2 days suspension without pay
- Second Offense: Reduction in or refusal of performance adjustment
- Third Offense: Termination

Physical altercations:

- Immediate Termination

Approved: 11SEP-07, BOC Regular Meeting

Appendix "E"**Organizational Chart**

Updated: Oct. 6, 2016

- **BOARD OF COMMISSIONERS**
 - **General Manager - (Field and Office)**
 - **Levee Board Operations Superintendent (Field; Office when GM is absent)**
 - **Levee Foreman C (Field)**
 - Levee Foreman B
 - Mobile Equipment Operators
 - Navigational Lock Operators
 - **Operating Engineer Master (Mechanics)**
 - Operating Engineer 2
 - Operating Engineer 1
 - **Administrative Assistant 6 (Office)**
 - Administrative Assistant 3
 - Clerical Assistant
 - Janitress



South Lafourche Levee District

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