

Sabine Parish Tourist and Recreation Commission
1601 Texas Hwy.
Many, LA 71449

Executive Director
Employment Agreement

This agreement is made between the Sabine Parish Tourist Commission, (the Commission) and Linda Curtis-Sparks (The Executive Director), for mutual consideration, the receipt and adequacy of which are acknowledged by the parties, who agree:

1) Term

The term of this Agreement shall begin on Nov 1, 2012 and terminate on Nov. 1, 2013.

2) Duties

The Executive Director will exert her full time and energy exclusively to the Executive's duties as Director of the Commission. The duties and responsibilities of the Executive Director are as customarily performed by a person in such position and as specified in the Commission's by-laws, and position description for Executive Director, Commission rules, policies, and other governing document, by the Commission and by this Agreement. The Executive Director reports to the Commission. The performance of the Executive Director will be reviewed annually by the Executive Committee prior to the anniversary date of this Agreement based upon performance criteria and goals provided in writing to the Executive Director at the beginning of the period under review. The Executive Director will be employed at the headquarters office of the Commission located at 1601 Texas Hwy., Many, LA 71449.

The Executive Director shall be responsible for developing and recommending to the Commission the annual budget and staffing plans. The Executive Director shall have the authority to hire, supervise, evaluate, and terminate all Commission employees based on the approved staffing plan.

The Executive Director shall dedicate the time reasonably necessary to fulfill her duties, performance criteria and goals, which time may be on weekdays, nights, or on weekends, where appropriate. In addition, in fulfilling her duties, performance criteria and goals the Executive Director shall attend such meetings travel and trade shows and other functions as are reasonable and necessary, whether or not such functions occur during customary business hours. As such, the Executive Director shall not have a rigid workday schedule, nor be required to be in the headquarters office for each and every workday. Notwithstanding the

foregoing, the Executive Director shall be accessible to the Commission and to the public in person or by telephone to the maximum extent practicable.

3) Compensation

For all services rendered by the Executive Director, the Board will pay the Executive Director, an annual salary amount as approved by annual budget payable twice per month on the 15th and 30th of each month while this Agreement is in force. Salary payments shall be subject to withholding and other applicable taxes. The Executive Director is entitled to those employee benefits described in the Board-approved Commission Personnel Manual to include participation in the Retirement Plan as set forth by the Commission during annual budget review.

Vacation: Ten (10) calendar days each year up to 5 years. Vacation increases to fifteen (15) calendar days after 5 years and twenty (20) calendar days after 10 years. Vacation days may be accrued and carried forward.

Sick Days: Thirty (30) days or 240 hours each year (accrued, unused sick days may be carried forward). No compensation shall be made for any accrued sick leave at the contract termination, but may be carried over to any new contract between the Executive Director and Commission. Sick leave may be used for illnesses to the Executive Director or her immediate family.

4) Vehicle Usage

The Board of Commissioners or the Chairman may allow deviations to the vehicle policy to allow for home storage because of home in proximity to major accommodations and required local travel in lake area.

5) Business Expenses

The Commission will pay, or reimburse the Executive Director, for reasonable business expenses incurred by the Executive Director, which are directly related to the performance of the duties of employment, subject to maintenance of documentation by the Executive Director and review by the Commission as adopted in the Personnel Manual. In particular, the Commission will pay for the Executive Director expenses and membership for participation in the activities of the Louisiana Travel Promotion Association, Louisiana Association of Convention and Visitor's Bureau, El Camino Real National Commission, and other professional associations as deemed necessary by Commission. Mileage for the use of personal vehicle shall be reimbursed at the current rate as published in the Employees Policy and Procedure Manual.

6) Performance Appraisal

An annual performance appraisal of the Executive Director shall be reviewed by the Executive committee no later than December 30 of each year. The Board will be notified of the results of the review.

If at any time, in the opinion of the Board, the Executive Director should fail to fulfill her obligations under this Agreement the Board may take action to remove the Executive Director pursuant to La. R.S. 33:4574. In the event of termination of the Executive Director she shall be entitled to all accrued and unused vacation due at the time of termination up to 300 hours.

7) Intellectual Property

The Executive Director recognizes and agrees that all copy rights, trademarks, or intellectual property rights to created works arising in any way from the Executive Director employment by the Commission are the sole and exclusive property of the Commission and agrees to not assert any such rights against the Commission or any third parties. Upon cancellation of this Agreement by either party for any reason, the Executive Director will relinquish to the Commission all documents, books, manuals, lists, records, publications, or other writings, keys, credit cards, equipment, or other articles that came in to the Executive Director's possession in connection with the Executive Director employment by the Commission.

8) Successors

This Agreement is binding upon the Commission and the Executive Director, their heirs, executors, administrators, successors, and assigns. The Executive Director will not assign or designate any part of the Executive Director's rights or responsibilities under this Agreement unless the Commission agrees in writing to the assignment or designation. In the event of the dissolution of the Commission, this Agreement will continue in force through the then-current period of employment. In the event of any consolidation or reorganization involving the Commission, this Agreement becomes an obligation of any successor to the Commission.

This document contains the entire agreement of the Commission and the Executive Director. It may not be changed orally but only by an agreement in writing signed by the Commission and the Executive Director. This Agreement supersedes and cancels all previous agreements between the Commission and the Executive Director.

The laws of the State of Louisiana govern this Agreement.

Linda Curtis-Sparks
Linda Curtis-Sparks, Executive Director

11/26/12
Date

Bonnie Fox-Miles
Bonnie Fox-Miles, Chairperson

11/27/12
Date