

Visit Baton Rouge

BATON ROUGE AREA CONVENTION & VISITORS BUREAU

**BATON ROUGE AREA
CONVENTION AND VISITORS BUREAU**

EMPLOYEE POLICY AND PROCEDURE MANUAL

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY AND PROCEDURE MANUAL

TABLE OF CONTENTS

The Nature and Significance of this Employee Policy and Procedure Manual vi

Receipt and Acknowledgment vii

Employment Relationship

1. Employee Policy No. 1 - Equal Employment Opportunity
2. Employee Policy No. 2 - At-Will Employment
3. Employee Policy No. 3 - Probationary Period
4. Employee Policy No. 4 - Orientation
5. Employee Policy No. 5 - Personnel Files
6. Employee Policy No. 6 - Job Descriptions
7. Employee Policy No. 7 - Employee Roster
8. Employee Policy No. 8 - Promotional Opportunities
9. Employee Policy No. 9 - Resignation

Employee Conduct and Responsibilities

10. Employee Policy No. 10 - Work Hours
11. Employee Policy No. 11 - Lunch
12. Employee Policy No. 12 - Attendance
13. Employee Policy No. 13 - Dress Code
14. Employee Policy No. 14 - Open Door Policy

15. Employee Policy No. 15 - Sexual Harassment
16. Employee Policy No. 16 - Other Harassment
17. Employee Policy No. 17 - Alcohol & Drug Policy
18. Employee Policy No. 18 - Drug Testing Policy
19. Employee Policy No. 19 - Telephone Usage
20. Employee Policy No. 20 - Corrective Action
21. Employee Policy No. 21 - Smoking
22. Employee Policy No. 22 - Signing Out
23. Employee Policy No. 23 - Media Statements
24. Employee Policy No. 24 - Solicitation and Distribution on Bureau Property
25. Employee Policy No. 25 - Professional Atmosphere and Behavior
26. Employee Policy No. 26 - Internet and E-mail Usage
27. Employee Policy No. 27 - Social Media
28. Employee Policy No. 28 - Weapons in the Workplace
29. Employee Policy No. 29 - Workplace Violence
30. Employee Policy No. 30 - Conflicts of Interest and Outside Employment or Business Enterprises
31. Employee Policy No. 31 - Prohibited Conduct

Compensation

32. Employee Policy No. 32 - Pay Days
33. Employee Policy No. 33 - Mandatory Payroll Deductions
34. Employee Policy No. 34 - Optional Payroll Deductions

- 35. Employee Policy No. 35 - Employee Classifications
- 36. Employee Policy No. 36 - Exemption Status
- 37. Employee Policy No. 37 - Overtime
- 38. Employee Policy No. 38 - Salary Basis Policy
- 39. Employee Policy No. 39 - Time Sheets
- 40. Employee Policy No. 40 - Performance-Based Pay
- 41. Employee Policy No. 41 - Performance Evaluations

Employee Benefits

- 42. Employee Policy No. 42 - Vacation
- 43. Employee Policy No. 43 - Sick Leave
- 44. Employee Policy No. 44 - Personal Leave
- 45. Employee Policy No. 45 - Pregnancy, Childbirth and Related Medical Conditions
- 46. Employee Policy No. 46 - Family/Medical Leave Act
- 47. Employee Policy No. 47 - Bereavement Leave
- 48. Employee Policy No. 48 - Holidays
- 49. Employee Policy No. 49 - Jury Duty and Testimony in Official Proceedings
- 50. Employee Policy No. 50 - Unpaid Leaves of Absence
- 51. Employee Policy No. 51 - Military Leave
- 52. Employee Policy No. 52 - Insurance Benefits
- 53. Employee Policy No. 53 - Worker's Compensation
- 54. Employee Policy No. 54 - Retirement Plan

Miscellaneous

- 55. Employee Policy No. 55 - Office Supplies
- 56. Employee Policy No. 56 - Office Equipment
- 57. Employee Policy No. 57 - Boardroom and Meeting Rooms
- 58. Employee Policy No. 58 - Runner/Courier
- 59. Employee Policy No. 59 - Promotional Items
- 60. Employee Policy No. 60 - Exiting Procedures
- 61. Employee Policy No. 61 - Acts of Nature/Inclement Weather
- 62. Employee Policy No. 62 - Early Closure

**The Nature and Significance of this
Employee Policy and Procedure Manual**

This Employee Policy and Procedure Manual (hereinafter sometimes referred to as the "Manual") has been prepared in order to provide the employees of the Baton Rouge Area Convention and Visitors Bureau (hereinafter sometimes referred to as the "Bureau") with a general description of some of the employee policies and procedures of the Bureau. The employee policies contained in this Manual supersede all previous practices, representations, memoranda or other descriptions in regard to such policies. This Manual specifically supersedes, effective as of January 1, 2011, each and every employee policy set forth in this Manual which was previously issued and distributed.

The Bureau reserves the right to change any of our policies and benefits, including those set forth or referred to in this Manual, at any time. We will notify you of changes or additions to the policies set forth in this Manual by providing you with revised pages to this Manual or additional pages to this Manual or by other appropriate means. Changes will be effective on dates determined by the Bureau, and you may not rely on policies that have been superseded.

All employees will be required to execute an "Employee Policy and Procedure Manual Receipt and Acknowledgment" document upon their receipt of this Manual.

THIS MANUAL IS NOT A CONTRACT BETWEEN THE BUREAU AND ANY OF ITS EMPLOYEES.

If you have any questions concerning this Manual or any of the policies set forth in this Manual, please feel free to let us know.

Sincerely,

BATON ROUGE AREA CONVENTION AND
VISITORS BUREAU

By: _____
PAUL J. ARRIGO, President & CEO

Date

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY AND PROCEDURE MANUAL

RECEIPT AND ACKNOWLEDGMENT

This acknowledges that I have received the Baton Rouge Area Convention and Visitors Bureau Employee Policy and Procedure Manual (the "Manual") on the date shown below. I understand that it is my responsibility to read and comply with the policies contained in the Manual and any revisions to it, and I agree to do that.

I understand that I should consult the Vice President of Administration & Human Resources regarding any questions I have regarding the Manual.

I have entered into my employment relationship with the Bureau voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Bureau or I can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation of applicable law.

Since the information, policies and benefits described in the Manual are necessarily subject to change, I acknowledge that revisions to the Manual may occur, except to the Bureau's policy of employment at-will, which only may be changed by a separate written agreement that is signed by the President & CEO. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I authorize the Bureau to withhold from my compensation, at any time, any amounts which I may owe the Bureau for any reason, including, without limitation, amounts advanced for expenses which have not been properly accounted for in accordance with the Bureau's policies and procedures. Any such withholding must be approved by the President & CEO.

I acknowledge that the Manual is not a contract of employment.

Employee Signature

Date

Employee Name (Printed)

Witness Signature

Date

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 1

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

EFFECTIVE DATE: JANUARY 1, 2011

The Bureau's policy is to comply with all applicable federal, state and local equal employment opportunity laws. It is the Bureau's policy to recruit, hire and promote the best qualified person for each position in the organization without regard to race, color, religion, sex, national origin, age, disability or any other basis prohibited by applicable law.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 2

SUBJECT: AT-WILL EMPLOYMENT

EFFECTIVE DATE: JANUARY 1, 2011

Your employment with the Bureau is “at-will employment”, which means that your employment with the Bureau may be terminated by the Bureau or you at any time, for any reason, with or without cause and with or without notice. Nothing contained in this Manual, in your employment application, or other related employment documents, or any verbal representation will limit the “at-will” nature of your employment with the Bureau.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 3

SUBJECT: PROBATIONARY PERIOD

EFFECTIVE DATE: JANUARY 1, 2011

All employees hired by the Bureau are hired on a 90-day (3 month) probationary period. During this time, employees will not be eligible for any benefits (except for paid holidays for full-time employees). In the event an employee remains in the employ of the Bureau, at the end of the probationary period the employee's supervisor will review the employee's job performance in a written memo to be placed in the employee's personnel file. Employment with the Bureau both before and after the probationary period is always on an "at-will" basis.

See Employee Policy No. 52 (Insurance Benefits) of this Manual for further information relative to insurance coverage during the probationary period.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **4**
SUBJECT: **ORIENTATION**
EFFECTIVE DATE: **JANUARY 1, 2011**

Soon after the start of employment all new employees will be required to review this Manual with the Vice President of Administration & Human Resources as part of the orientation process. All new employees will also be required to schedule an appointment with each department head in order to get an overview of each department's function and responsibility.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **5**
SUBJECT: **PERSONNEL FILES**
EFFECTIVE DATE: **JANUARY 1, 2011**

It is important to you and your family that your personnel file be accurate and current at all times. It is your responsibility as an employee to promptly notify the Vice President of Administration & Human Resources of any changes in:

- Name
- Address
- Home Telephone No.
- Person to notify in case of an emergency
- Beneficiary(ies)

If you wish to review the contents of your personnel file, you may do so by contacting the Vice President of Administration & Human Resources in writing. The review will be conducted in the presence of the Vice President of Administration & Human Resources.

All personnel files are the property of the Bureau, and neither current nor former employees can remove documents from personnel files without the explicit authorization of the President & CEO or the Vice President of Administration & Human Resources.

In order for your home address and telephone number to be confidential, a request must be submitted in writing to the Vice President of Administration & Human Resources.

Certain information regarding your medical condition or history will not be contained in your personnel file but, instead will be contained in a separate medical file in accordance with the Americans with Disabilities Act.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **6**
SUBJECT: **JOB DESCRIPTIONS**
EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau has job descriptions for each position. When hired, your supervisor will review your job description in detail and a copy of the same will be provided to you by the Vice President of Administration & Human Resources. Job descriptions are designed to let you know as an employee, what is expected of you with respect to job duties, responsibilities, performance, etc.

Job descriptions will be used in conjunction with your annual review and may periodically change in order to add or delete a specific responsibility, etc. Supervisors must submit all revisions to the Vice President of Administration & Human Resources for submission to the President & CEO for final approval.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **7**
SUBJECT: **EMPLOYEE ROSTER**
EFFECTIVE DATE: **JANUARY 1, 2011**

An employee roster is published and kept updated for the sole use of Bureau employees. Employees' home telephone numbers and addresses will be deemed public records and will be furnished to non-Bureau personnel if requested, unless an employee submits a request in writing to the Vice President of Administration & Human Resources requesting that the employee's home address and telephone number remain confidential (as referred to in Employee Policy No. 2 of this Manual).

This roster will be located on the "G" drive in the "Administration" folder and "Phone Lists" folder.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 8
SUBJECT: **PROMOTIONAL OPPORTUNITIES**
EFFECTIVE DATE: **JANUARY 1, 2011**

It is the policy of the Bureau to post all job opportunities for all positions to ensure that employees are aware of promotional opportunities and access to upward mobility. All interested employees who meet the minimum qualifications of the posted position will be considered during active recruitment for external applicants. However, there is no guarantee that an employee will be hired for the posted position. In exceptional circumstances, as defined by the President & CEO of the Bureau, the President & CEO may make an exception to the requirement that all job opportunities be posted and make a direct appointment.

All openings will be posted via e-mail to full-time employees; however, openings that can be filled internally within a department do not need to be posted.

Employees interested in applying for posted openings must contact the Vice President of Administration & Human Resources within 48 hours of the posting.

It is the responsibility of the department head with the job opening to determine if the position can be filled from qualified candidates within that department or within the Bureau.

The individual posting of the job will determine whether or not the person applying for the posted position meets the minimum qualifications of the posted opening. If the qualifications have been met, the Vice President of Administration & Human Resources will arrange interviews and the administering of testing, if appropriate.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **9**
SUBJECT: **RESIGNATION**
EFFECTIVE DATE: **JANUARY 1, 2011**

Since employment with the Bureau is “at-will”, you may terminate your employment for any reason with or without cause and with or without notice. Notwithstanding your right to terminate your employment at any time, management invites you to discuss your decision to terminate with your supervisor, the Vice President of Administration & Human Resources, or the President & CEO. In the event your decision to terminate is final, any advance notice (preferably two (2) weeks) would be appreciated by the Bureau.

You will be asked to participate in an exit interview with the Vice President of Administration & Human Resources and the President & CEO .

There is no severance pay due to any employee upon the resignation or other termination of employment. Employees whose employment terminates will be paid for any accrued unused paid vacation pursuant to Employee Policy No. 42 (Vacation) of this Manual.

Upon resignation or termination, you are to return Bureau property (including but not limited to keys, parking card, entry card, credit card, cell phones, apparel, etc.) to the Vice President of Administration & Human Resources.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **10**
SUBJECT: **WORK HOURS**
EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau's normal work hours are forty (40) hours per week, between 8:00 a.m.-5:00 p.m., Monday through Friday. However, due to the nature of the business, you may be asked to occasionally work weekends, travel or attend business functions after hours as part of your job responsibility.

Flexible hours may be available only at the discretion of the President & CEO and prior approval is mandatory.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **11**
SUBJECT: **LUNCH**
EFFECTIVE DATE: **JANUARY 1, 2011**

All employees will have a one (1) hour unpaid lunch break each work day, unless otherwise directed by the President & CEO.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **12**
SUBJECT: **ATTENDANCE**
EFFECTIVE DATE: **JANUARY 1, 2011**

As an employee of the Bureau, your attendance record is important to both you and the Bureau. Attendance is an important factor in your performance evaluation.

Occasionally, illness or another reason may prevent you from reporting to work or cause you to be late. As an employee, it is your responsibility to report all absences or tardiness to your supervisor by telephone or e-mail as soon as possible. Employees should not report tardiness or absences to other employees; in the event your supervisor cannot be reached, please notify the Vice President of Administration & Human Resources. It is also your responsibility to note your absences on the “Shared” Calendar in Outlook.

Failure to report your absences in a timely manner, failure to report to work without notification, or excessive absenteeism or tardiness, is unacceptable.

Upon returning to work, an “Out of Office” form should be submitted to your supervisor for approval then forwarded to the Vice President of Administration & Human Resources.

Supervisors should report tardiness and absences to the Vice President of Administration & Human Resources to ensure that notification is given to the front desk.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **13**
SUBJECT: **DRESS CODE**
EFFECTIVE DATE: **JANUARY 1, 2011**

Because the Bureau is a service organization, first impressions are based to a large extent on appearance and grooming. By selecting appropriate office attire, and keeping good grooming habits, you will help maintain the Bureau's image of professionalism.

Traditional professional business attire is always acceptable and encouraged. You should take into consideration your level of customer and public contact, types of meetings you are scheduled to attend, etc. before determining what to wear.

The following will not be considered acceptable attire at any time:

Females:

- Short skirts
- Flip flops, tennis shoes or any type of beach shoe
- T-shirts of any type
- Halters, tank tops, spaghetti straps, midriff, or any other type of revealing apparel that would be deemed inappropriate for the workplace
- Sweat clothing of any type
- Shorts or knee length capri pants (capris/crop pants should be at least mid calf length)
- Belts should be worn with belt loops

Males:

- Sweat clothing of any type
- Shorts
- T-shirts of any type
- Flip flops, tennis shoes or any type of beach shoe
- T-shirts of any type
- Belts should be worn with belt loops

The Bureau reserves the right to change the above guidelines at any time and may do so according to climate conditions.

Denim may only be worn at the discretion of the President & CEO.

In the event you are not in compliance with the above guidelines or if management deems your attire to be inappropriate for Bureau business, you may be counseled.

Please see the Vice President of Administration & Human Resources if you believe you should be allowed a variance or accommodation in connection with any of the requirements of this Policy.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 14
SUBJECT: OPEN DOOR POLICY
EFFECTIVE DATE: JANUARY 1, 2011

It is the practice of the Bureau to maintain an open door policy for communication throughout the organization. Unfortunately, conflicts can arise in any organization regardless of its size. To ensure effective and smooth working relations, it is important that employees are open and honest with each other. If a situation arises that needs immediate attention, you are encouraged to go to your immediate supervisor. (It is important to note, however, that it is not necessary for you to complain first to the offending person in order to report sexual harassment pursuant to Employee Policy No. 15 or other harassment pursuant to Employee Policy No. 16). If the matter cannot be resolved at this level, you are encouraged to contact the President & CEO. The Bureau is fully committed to teamwork, and positive communication between staff and departments will enable us to fulfill our mission.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **15**
SUBJECT: **SEXUAL HARASSMENT**
EFFECTIVE DATE: **JANUARY 1, 2011**

1. Sexual Harassment Policy: Sexual harassment is a violation of the law and against the policy of the Bureau. It will not be tolerated.

2. Recognizing Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

 - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

 - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Some examples of conduct that may, alone or in cumulative effect, be sexual harassment include:

<u>Verbal (spoken)</u>	<u>Non-Verbal (Unspoken)</u>	<u>Physical</u>
sexual innuendos	leering	touching
suggestive comments	whistling	pinching
insults	obscene gestures	brushing the body
humor and jokes about sex		coerced sexual activities
threats or sexual demands		assault

3. Management Responsibility: Sexual harassment undermines employee morale, interferes with productivity and causes hostility between employees. The Bureau strongly disapproves of sexual harassment and will take appropriate action to end sexual harassment and to prevent a recurrence of any such misconduct. Whether or not a particular incident is the result of a social relationship without sexual harassment requires complete factual investigation. Given the

nature of this type of discrimination, the Bureau recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. The Bureau trusts that all employees will act responsibly in reporting harassment.

4. Procedure for Making a Complaint: An employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately, or as soon as possible, to either of the following: (a) President & CEO; or (b) Vice President of Administration & Human Resources. It is not necessary for an employee to complain first to the offending person or the employee's immediate supervisor in order to report sexual harassment.

5. Investigation: The Bureau will investigate each charge of sexual harassment by gathering information in as confidential a manner as possible from all concerned. The Bureau will not retaliate against any employee who reports alleged harassment or cooperates with any investigation. The Bureau may consult with its attorneys in order to determine whether any conduct found to have occurred constitutes sexual harassment. If sexual harassment is found to have occurred, the Bureau will take prompt remedial action to end the harassment. In addition, the Bureau may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

6. Discipline: Any person found by the Bureau to have sexually harassed an employee will be subject to appropriate discipline, up to and including termination.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 16

SUBJECT: OTHER HARASSMENT

EFFECTIVE DATE: JANUARY 1, 2011

1. Harassment Policy: Harassment on the basis of race, color, religion, gender, national origin, age or disability is a violation of the law and against the policy of the Bureau. It will not be tolerated.

2. Recognizing Prohibited Harassment: Prohibited harassment may be defined as conduct that denigrates or shows hostility or aversion toward an employee because of his/her race, color, religion, gender, national origin, age or disability or that of his/her relatives, friends or associates.

Some examples of conduct that may, alone or in cumulative effect, be prohibited harassment include:

<u>Verbal (spoken)</u>	<u>Non-Verbal (Unspoken)</u>	<u>Physical</u>
epithets	negative stereotyping	threats
slurs	distributing, circulating	intimidation
unwelcome jokes	or posting written or graphic material	hostile acts

3. Management Responsibility: Prohibited harassment undermines employee morale, interferes with productivity and causes hostility between employees. The Bureau strongly disapproves of harassment and will take appropriate action to end harassment and to prevent a recurrence of any such misconduct. Given the nature of this type of discrimination, the Bureau recognizes that false accusations of harassment can have serious effects on innocent individuals. The Bureau trusts that all employees will act responsibly in reporting harassment.

4. Procedure for Making a Complaint: An employee who believes he or she has been the subject of prohibited harassment should report the alleged act immediately, or as soon as possible, to either of the following: (a) President & CEO; or (b) Vice President of Administration & Human Resources. It is not necessary for an employee to complain first to the offending person or the employee's immediate supervisor in order to report harassment.

5. Investigation: The Bureau will investigate each charge of prohibited harassment by gathering information in as confidential a manner as possible from all concerned. The Bureau will not retaliate against any employee who reports alleged harassment or cooperates with any investigation. The Bureau may consult with its attorneys in order to determine whether any conduct found to have occurred constitutes prohibited harassment. If prohibited harassment is found to have occurred, the Bureau will take prompt remedial action to end the harassment. In addition, the Bureau may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

6. Discipline: Any person found by the Bureau to have harassed an employee will be subject to appropriate discipline, up to and including termination.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **17**

SUBJECT: **ALCOHOL & DRUG POLICY**

EFFECTIVE DATE: **JANUARY 1, 2011**

The following rules represent the Bureau’s policy concerning drug/alcohol use and abuse. They will be enforced uniformly with respect to all employees. Any contravention of these rules may result in disciplinary action, up to and including termination.

The term “illegal drug” means any drugs or other similar substances the possession, use, concealment, transportation, promotion, purchase or sale of which is made illegal by any law of the United States or any regulation of any U.S. department, subdivision or agency or by any applicable state law or regulation.

The term “controlled substance” means any drugs, substances or items which are defined or listed as a controlled substance by any law of the United States or any regulation of any U.S. department, subdivision or agency or by an applicable state law or regulation. The term “controlled substance” specifically includes, but is not limited to, any drugs, substances or items which are defined or listed as controlled substances in 21 U.S.C. 812 and/or 21 CFR Part 1308.

You are prohibited from using, consuming, or being under the influence (in any form) or possessing on the Bureau’s premises an illegal drug or non-prescribed controlled substance.

You are prohibited from using, consuming, or being under the influence of alcohol (in any form) while at the office performing Bureau business. The sole exception to this prohibition is a Bureau-sponsored social function held at the Bureau’s office. At such events employees may consume alcohol with utmost discretion. Moderation is the rule. Under no circumstances shall you become intoxicated while engaged in Bureau business.

The Bureau recognizes that alcohol may be available for use/consumption at Bureau gatherings away from the office (*e.g.*, receptions, FAM tours, trade shows, etc.). The Bureau recommends and encourages that you refrain from use/consumption of alcohol while engaged in Bureau business; however, at such events you may consume alcohol with utmost discretion. Moderation is the rule. Under no circumstances shall you become intoxicated while engaged in Bureau business.

If as a result of post-accident or any other testing there is 0.10 percent or more by weight of alcohol in your blood, it shall be presumed that you are/were intoxicated.

If you become intoxicated while engaged in Bureau business, it will be presumed that you are not in pursuit of the Bureau's business interest and is therefore outside the course and scope of your employment.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 18

SUBJECT: DRUG TESTING POLICY

EFFECTIVE DATE: JANUARY 1, 2011

The Bureau will, in accordance with La. R.S. 49:1015(B), require samples from prospective employees, as a condition of hiring, to test for the presence of drugs.

The Bureau may require, in accordance with La. R.S. 49:1015(A) and as a condition of continued employment, samples from employees to test for the presence of drugs:

1. following an accident during the course and scope of employment;
2. under other circumstances which result in reasonable suspicion that drugs are being used; or
3. as a part of a monitoring program established by the Bureau to assure compliance with the terms of a rehabilitation agreement.

All drug testing shall, in accordance with La. R.S. 49:1015(D), comply with the applicable provisions of La. R.S. 49:1001-1015 and this Policy shall constitute the Bureau's written policy as is referred to in La. R.S. 49:1015(D).

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **19**
SUBJECT: **TELEPHONE USAGE**
EFFECTIVE DATE: **JANUARY 1, 2011**

Since the Bureau is in the business of servicing our clients and the general public, proper telephone etiquette is essential to our success.

1. 1-800-LA ROUGE - is an incoming line that is used as an advertising tool in publications, ads, promotional materials, etc. This toll-free number is designed for inquiries, visitors, meeting planners, etc. to call for information regarding our city.
2. Calling Code - you will be given a 3-digit code to make outbound long distance calls pertaining to business only. This is a confidential number and should not be given out to colleagues or visitors since each call is recorded under your specific number.
3. Cell Phones – the Bureau provides cell phones to all full-time employees. These phones are to be used for business purposes only. It is the employee’s responsibility to ensure that these phones are kept in working order. Problems are to be reported to the Vice President of Administration & Human Resources.

Personal use of any long distance calls either incoming on the 1-800 number or outgoing using the 3-digit code is prohibited.

Employees that travel out-of-town for business purposes should communicate with their supervisors while traveling.

The management of the Bureau realizes that you may from time to time have to make personal telephone calls during office hours; however, the number and length of personal calls should be kept to a minimum. Excessive personal phone use may be grounds for disciplinary action.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **20**
SUBJECT: **CORRECTIVE ACTION**
EFFECTIVE DATE: **JANUARY 1, 2011**

As an alternative to termination, Bureau management may, solely in its own discretion, elect to bring an employee's job performance or behavioral problem(s) to the employee's attention in order to allow an employee whom the Bureau desires to remain in its employ to take appropriate actions to correct the problem(s). In the event that management elects to allow the employee to correct his/her actions, the following procedures may be utilized.

This Policy may commence with verbal counseling. In most cases, the counseling may consist of the supervisor advising the employee of the problem perceived by management and outlining the corrective action necessary to eliminate the same. The employee will be afforded an opportunity to respond and indicate whether he/she is willing to modify his/her job performance or behavior to come into compliance. The counseling session will be documented by the supervisor and will be placed in the employee's personnel file. It is anticipated that modification of the employee's performance or behavior should commence immediately and must continue to improve. Improvement will be measured solely by the opinion of management.

Regardless of whether this Policy has been instituted, nothing herein shall alter the "at-will" nature of the employee's employment and management may terminate the employee's employment at any time with or without notice and for any reason just as the employee may elect to terminate his/her employment with the Bureau at any time with or without notice and for any reason.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 21
SUBJECT: SMOKING
EFFECTIVE DATE: JANUARY 1, 2011

Smoking is not allowed inside the Bureau's offices.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **22**
SUBJECT: **SIGNING OUT**
EFFECTIVE DATE: **JANUARY 1, 2011**

If you leave the office during normal work hours, you are required to sign out at the front desk prior to departure. You should indicate the date, location, time leaving and time returning, in the event of an emergency. It is your responsibility to notate meetings, appointments, absences, etc. on the “Shared” Calendar in Outlook in order to efficiently and professionally handle calls and/or visits.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 23

SUBJECT: MEDIA STATEMENTS

EFFECTIVE DATE: JANUARY 1, 2011

Since the Bureau is active in numerous community-related activities, the news media frequently asks us for information, interviews, and quotes on newsworthy subjects. It is extremely important that all media-related calls are referred to the President & CEO. However, in his absence and after all attempts to reach him have failed, these calls are to be referred to the Director of Communications and/or assigns by the President & CEO. No other employees are authorized to make statements on behalf of the Bureau to the news media.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 24

SUBJECT: SOLICITATION AND DISTRIBUTION ON BUREAU
PROPERTY

EFFECTIVE DATE: JANUARY 1, 2011

To avoid disruption of Bureau operations, the following policy applies to solicitation and distribution of materials (*i.e.*, selling of products, literature, etc.) on Bureau property. This Policy applies only to activities not related to the Bureau.

Persons not employed by the Bureau may not solicit or distribute materials to employees on Bureau property. Report any violators to the Vice President of Administration & Human Resources. The President & CEO has the authority and discretion to permit any solicitation on Bureau property.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 25

SUBJECT: PROFESSIONAL ATMOSPHERE AND BEHAVIOR

EFFECTIVE DATE: JANUARY 1, 2011

The Bureau is a professional service organization and a commitment to excellence should be associated during office hours. You are expected to adhere to the following in order to maintain a proficient and professional working atmosphere:

- Desks and work areas should be cleaned and presentable.
- All public areas should be kept presentable at all times.
- Unnecessary noise, loud talking and loud music can all be disruptive to meetings, private conversations, telephone calls, and efficient work performance. Please be considerate of others.
- Food should be consumed in the lunchroom only. Light snacks and drinks are allowed at work stations.
- You are to pick up behind yourself in the kitchen, work areas and conference rooms.
- You are responsible for keeping your work station neat and orderly. Your work station should be clear of clutter. Remember, this is a place of business and visitors' first impressions are important.

It is also important to remember that since the Bureau is a highly visible service organization, it is important to offer quality service to all callers. You are encouraged to return all phone calls prior to the close of business the same day the call was generated and no later than the next working day. If you are out and cannot return the call, please designate someone in your department to contact the caller.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **26**

SUBJECT: **INTERNET AND E-MAIL USAGE**

EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau maintains electronic communication systems, including computers, networks, e-mail, voice-mail, phone systems, internet access, cell phones, and other methods of communication, to assist you in the performance of your job.

It is your responsibility to use the Internet in a professional, ethical, and lawful manner. Because of the global nature of the Internet, users of the Internet may encounter material that is inappropriate, offensive, and, in some instances, illegal. You are notified that you are responsible for the material you review and download. Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory is prohibited. If you encounter such material, you should report it to the Vice President of Administration & Human Resources.

You may not use the Bureau's access to the Internet for commercial or personal advertisements, solicitations, promotions, destructive programs (*i.e.*, viruses and/or self-replicating code), political material, or any other unauthorized use.

All voice-mail messages, e-mail files, computer files, and all other electronic data stored on the Bureau's electronic communication systems are the property of the Bureau. All such communications are considered public records and subject to disclosure.

Passwords are designed to maintain security and confidentiality of Bureau business-related information and to allow employees access to all or part of the Bureau's electronic communication systems. Passwords are to be kept confidential and not shared with anyone, including co-workers, former employees, etc. You will be prompted to change your password every one hundred twenty (120) days.

You should only use the computer assigned to you. Anyone using a computer other than their own without permission will be in violation of this Policy.

Any act in contravention of this Policy may result in disciplinary action, up to and including termination.

The Bureau has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees. You waive any right to privacy in anything you create, store, send or receive on the computer or the Internet.

You do not have the authority to install any software on the Bureau's electronic communication systems without the permission of the Controller.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **27**
SUBJECT: **SOCIAL MEDIA**
EFFECTIVE DATE: **JANUARY 1, 2011**

As the world of social media becomes more prevalent, the overall philosophy of the Bureau is to utilize social media as a tool to promote the Bureau’s mission statement as it relates to awareness of the Baton Rouge area as a tourist destination, brand recognition, and to enhance relationships with clients and potential clients.

As an employee of a public agency, you should be extremely cautious about your online social media activities. While you are on Bureau time, you should refrain from online activities that are not business-related and that do not bring value to the Bureau. You should have no expectation of privacy while on Bureau time and using company equipment. The Bureau reserves the right to spot check employees to make sure that personal social media activities are not taking place on Bureau time.

In the event the following guidelines are not adhered to, you could be subject to disciplinary action, up to and including termination:

- **Do not post anything negative towards anyone, anything or any place.**
- Respect the Bureau’s confidentiality and proprietary information.
- Be respectful to the Bureau, employees, former employees, stakeholders, industry partners, and competitors.
- Understand and comply when the Bureau asks that topics not be discussed for confidentiality or legal reasons.
- Do not access your personal social media accounts on Bureau time.
- Do not post comments on your personal social network on Bureau time.
- As a form of safety, do not post any business-related travel information. This includes location, hotel, mode of transportation, travel plans, etc.

- Do not post obscenities, slurs, or personal attacks that can damage both your reputation as well as the Bureau's reputation.
- Do not infringe on copyrights or trademarks. Do not use images without permission.
- Do not use the Bureau logo, copyrighted protected materials or any materials produced on behalf of the Bureau on your personal social media accounts without written permission from the President & CEO. This prohibition is an effort to protect the brand identity of the Bureau.
- Unless it is work-related, refrain from online shopping during Bureau time.

While engaged in personal social media activities, you should in no way represent that you are the voice of the Bureau and you should not give any opinion that appears as if it is endorsed by the Bureau.

If you have any questions about this Policy or any matter related to social media that this Policy does not address, please contact the Vice President of Administration & Human Resources.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 28

SUBJECT: WEAPONS IN THE WORKPLACE

EFFECTIVE DATE: JANUARY 1, 2011

The use, possession, distribution, or sale of weapons in the Bureau's office, on Bureau business, or at Bureau functions is prohibited.

The term "weapon", as used herein, includes any firearm or other instrument customarily considered a dangerous weapon.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **29**

SUBJECT: **WORKPLACE VIOLENCE**

EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau has a zero tolerance policy for violence in the workplace. “Violence” includes physically harming another, shoving, pushing, fighting, harassing, intimidating, bullying, coercing, brandishing weapons, and threatening or talking of engaging in those activities.

You should report any incident that may involve a violation or potential violation of this Policy to the Vice President of Administration & Human Resources.

If you are found to have engaged in any form of violence in the workplace, you will be subject to immediate disciplinary action (such as disciplinary suspension), until an investigation into the incident can take place. If you are found to be in violation of this Policy, you will be subject to severe disciplinary action, up to and including termination.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 30

SUBJECT: CONFLICTS OF INTEREST AND OUTSIDE EMPLOYMENT
OR BUSINESS ENTERPRISES

EFFECTIVE DATE: JANUARY 1, 2011

As a public entity, it must be realized that the Bureau has the right to expect that outside employment or business enterprises will not, in any way, interfere with your performance while employed by the Bureau or create a conflict of interest. Therefore, outside employment or business enterprises are permissible only with full written disclosure and at the discretion of the President & CEO. If approved, the Bureau's work requirements, including overtime, will take precedence over any outside employment or business enterprises.

The Bureau engages or contracts with many outside businesses for consulting purposes, procurement of goods and services, and the referral of business. Ownership or participation, financial or otherwise, in these businesses by you may create a conflict of interest. It is, therefore, a requirement and an ongoing condition of employment that you complete and file with the President & CEO a Disclosure Statement at the conclusion of each calendar year detailing all business and financial relationships that either you have, or any member of your immediate family has, with outside businesses, corporations, firms, partnerships, or other business entities. This includes all memberships on boards of directors or in executive positions. In the event that a conflict arises during a calendar year, it should be reported immediately to the President & CEO.

You shall not use your position with the Bureau to secure special privileges or exemptions for yourself or members of your immediate family without the consent of the President & CEO. You shall not accept any gift, favor, loan, or service that might reasonably tend to influence you in the discharge of your official duties. You shall not transact business with any corporation, firm, partnership, or other business entity of which you or a member of your immediate family is an officer, agent, member, or in which you own a legal or beneficial interest, unless the conflict of interest is disclosed in writing to the President & CEO and a written waiver of the conflict is obtained.

You are not permitted to work for another Bureau employee (or member of their immediate family or business enterprise) outside of your employment at the Bureau.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **31**

SUBJECT: **PROHIBITED CONDUCT**

EFFECTIVE DATE: **JANUARY 1, 2011**

There are certain minimal behavior standards to which all of Bureau employees must adhere in order to maintain and operate safe and efficient customer service. Therefore, the Bureau will not tolerate any form of misconduct by employees, and any employee engaged in misconduct will be subject to appropriate disciplinary action, up to and including termination.

The following is a list of behaviors that we consider unacceptable. This list is not to be considered as all-inclusive, but should be used as a guide as to what is considered appropriate work behavior. The judgment of the supervisor/management and the specific work environment will be determining factors in whether disciplinary action is warranted in each situation. Types of misconduct include, but are not limited to:

- Willfully damaging, destroying or stealing property belonging to the Bureau or other employees.
- The deliberate omission of any act that is your duty to perform.
- The act or omission of any act(s) that are not consistent with good customer service.
- Insubordination.
- Discourteous, offensive or bullying conduct toward the public, any customer, or another employee.
- Drinking alcoholic beverages or using illegal drugs in violation of the Bureau's Alcohol & Drug Policy.
- Falsely making a statement of any material fact in the application for employment or in any leave request with the Bureau, or the practicing or attempting to practice fraud or deception in any such application.
- Fighting, engaging in horseplay or disorderly conduct, or possession of weapons in violation of the Bureau's Weapons in the Workplace Policy.
- Any violation of the Bureau's Conflicts of Interest and Outside Employment or Business Enterprises Policy.
- Falsifying any payroll record.
- Unwillingness or failure to perform the duties of your position in a satisfactory manner.

- Any violation of the Bureau's Equal Employment Opportunity Policy, Sexual Harassment Policy or Other Harassment Policy.
- Retaliation against any employee who reports an alleged violation of law or this Manual or who cooperates with any investigation.
- Posting anything on the Internet, in e-mail or in online social media while on Bureau time which is negative towards anyone.
- Any violation of any other Policy in this Manual.

The above list of inappropriate conduct is descriptive only and is not intended to be an exclusive list of misconduct. If you are found to have engaged in any of the above activities or to have violated any other work rule not included in this list, you may be subject to disciplinary action, up to and including termination.

This Policy does not imply that repeated instances of misconduct must occur before severe disciplinary action will be taken. There are some types of misconduct which are serious enough to warrant immediate termination as a result of a single infraction. This does not limit the Bureau's right to terminate you for any reason at its sole discretion.

The types of disciplinary action that may be taken include but are not limited to oral reprimand/warning, written reprimand, suspension, demotion and termination. The type of action taken will depend on the severity of the infraction, your performance record, your length of service, and any other pertinent circumstances. The supervisor of any employee who has committed any of the above acts, or any other act, which is not conducive to efficient, effective customer service, is to report the problem to the Vice President of Administration & Human Resources immediately. The President & CEO will have final authority as to the action taken.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **32**
SUBJECT: **PAY DAYS**
EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau's designated paydays are on the 15th and the last day of each month. When a payday falls on a weekend or holiday, payroll will be distributed on the prior business day. The Bureau has a total of 24 pay periods per year.

The Bureau uses direct deposit for payroll disbursement. Upon hire, you should give the Controller the necessary checking account information and authorization in order to have your paycheck deposited into your account by 8:00 am on the designated payday. A pay stub detailing the deposit will be distributed by the Controller.

Supervisors should submit the Salary Form to the Vice President of Administration & Human Resources prior to hire.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 33

SUBJECT: MANDATORY PAYROLL DEDUCTIONS

EFFECTIVE DATE: JANUARY 1, 2011

By law, the Bureau makes the following mandatory deductions from your pay:

1. Federal Income Tax - the amount of this deduction is dependent on the amount of pay and the number of exemptions claimed by you.
2. Social Security - you are covered automatically under the Federal Insurance Contributions Act (FICA) and the Bureau makes an appropriate payroll deduction in this regard.
3. State Income Tax - the amount of this deduction is dependent on the amount of pay and the number of exemptions claimed by you.
4. Medicare Taxes - as required by law.
5. Judicially ordered deductions such as garnishments, state and federal income tax liens, etc.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 34

SUBJECT: OPTIONAL PAYROLL DEDUCTIONS

EFFECTIVE DATE: JANUARY 1, 2011

You may elect to have amounts deducted from your pay for certain matters including, but not limited to: United Way, Cafeteria Plan, 457(B) Deferred Compensation Plan, Savings, Flex Healthcare and Dependent Care.

It is your responsibility to provide written authorization to the Vice President of Administration & Human Resources to effectively implement or cancel such optional deduction(s).

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 35

SUBJECT: EMPLOYEE CLASSIFICATIONS

EFFECTIVE DATE: JANUARY 1, 2011

The Bureau's employees are classified into the following categories:

- Full-time employee - an employee that works at least forty (40) hours a week on a regular basis. Full-time employees are entitled to benefits after completing the 90-day probationary period.

- Part-time employee - an employee that works less than thirty (30) hours per week on a regular basis. Part-time employees are not eligible for insurance benefits, paid holidays, paid sick leave, paid vacation time, paid personal leave or any other paid leave offered by the Bureau.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **36**
SUBJECT: **EXEMPTION STATUS**
EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau's employees are classified into the following categories under the Fair Labor Standards Act:

- Exempt employee - an "exempt" employee is a salaried employee who is exempt from the overtime pay requirements of the Fair Labor Standards Act.

- Non-exempt employee - a "non-exempt" employee is an employee who is not exempt from the overtime pay requirements of the Fair Labor Standards Act.

If you have any questions as to your status as an exempt or non-exempt employee, please contact the Vice President of Administration & Human Resources.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **37**
SUBJECT: **OVERTIME**
EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau's policy in connection with overtime complies with the requirements of the Fair Labor Standards Act.

The Bureau's normal workweek is forty (40) hours (see Employee Policy No. 10). The Bureau's workweek for purposes of the Fair Labor Standards Act starts on Monday and ends on Sunday.

Exempt employees will not be paid overtime pay.

Non-exempt employees will be paid straight time for all hours worked through forty (40) in a single workweek and will be paid one and one-half (1½) times the regular rate at which they are employed for all hours worked in excess of forty (40) in a single workweek.

Non-exempt full-time employees may be required to work more than forty (40) hours in a single workweek, to attend functions or work on a special project. A non-exempt employee is not allowed to work more than forty (40) hours in a single workweek without prior approval of his/her supervisor. It is the supervisor's responsibility to inform the Vice President of Administration & Human Resources prior to a non-exempt employee working overtime in order to ensure that overtime pay is calculated in the correct pay period.

The following does not constitute hours worked for overtime purposes:

- Paid sick leave, paid holidays, paid personal leave, paid vacation and other types of paid leave.
- Voluntary participation in extracurricular activities or voluntary attendance at Bureau related functions.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **38**
SUBJECT: **SALARY BASIS POLICY**
EFFECTIVE DATE: **JANUARY 1, 2011**

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Exempt employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

A. Provisions Mandated by the Salary Basis Rules

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the Bureau.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by the Bureau, regardless of the circumstances. Managers or supervisors violating this Policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

- Jury duty
- Attendance as a witness
- Temporary military leave
- Absences caused by the Bureau
- Absences caused by the operating requirements of the business
- Partial day amounts other than those specifically discussed below

The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other Bureau policies and practices.

- Absences of one (1) or more full days for personal reasons other than sickness or disability.
- Absences of one (1) or more full days due to sickness or disability.

- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
- Penalties imposed by infractions of safety rules of major significance.
- Unpaid disciplinary suspensions of one (1) or more full days in accordance with the Bureau's disciplinary policies.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

B. Complaint Procedure

Exempt employees who believe their pay has been improperly reduced should contact the Vice President of Administration & Human Resources immediately to request an investigation.

The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions.

The Bureau will review pay records and interview the supervisor or manager, as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct.

If the deduction was in fact improper, the Bureau will reimburse the employee as promptly as possible (but in no case longer than two (2) pay periods from the identification of the problem).

The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the Bureau. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with Bureau disciplinary policy.

The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.

Following the identification of such a problem, the Bureau will establish a practice to regularly audit employee pay records to ensure no further issues arise.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **39**
SUBJECT: **TIME SHEETS**
EFFECTIVE DATE: **JANUARY 1, 2011**

All non-exempt employees are required by law to complete and sign a weekly time sheet accounting for their time. Time sheets should indicate an accurate record of hours worked as well as any advances. These time sheets should be approved by the supervisor and turned in to the Vice President of Administration & Human Resources. It is the responsibility of full-time non-exempt employees to turn in their time sheets every Monday.

It is the responsibility of part-time non-exempt employees to turn in their time sheets on the 5th and 20th of each month.

Any falsification of documented time will lead to disciplinary action, up to and including termination.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **40**
SUBJECT: **PERFORMANCE-BASED PAY**
EFFECTIVE DATE: **JANUARY 1, 2011**

Designated employees will participate in a performance-based pay plan related to their job performance.

The annual goals are divided into calendar quarters and are cumulative. Performance-based pay is distributed as follows:

<u>Quarter</u>	<u>Pay Date</u>
1 st Quarter (January – March)	April 15
2 nd Quarter (April – June)	July 15
3 rd Quarter (July – September)	October 15
4 th Quarter (October – December)	January 15

During the 90-day probationary period, each employee will be accountable for working toward their annual goal, but will not be paid performance-based pay. If an employee works a partial quarter (due to hire or termination date) the performance-based pay will be prorated accordingly.

Guidelines on annual goals and performance-based pay will be presented annually by the Executive Vice President and the President & CEO.

Performance-based pay is subject to approval of the President & CEO.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 41

SUBJECT: PERFORMANCE EVALUATIONS

EFFECTIVE DATE: JANUARY 1, 2011

All employees hired by the Bureau will have their performance reviewed on an annual basis during the month of May. The President & CEO has the prerogative to change the evaluation date or to not give an evaluation. These reviews are conducted to discuss your strengths, weaknesses, concerns, and goals for the future.

Performance evaluations will be submitted in writing, and you will be given a copy of your review. The original copy will be placed in your personnel file.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **42**
SUBJECT: **VACATION**
EFFECTIVE DATE: **JANUARY 1, 2011**

Part-time employees do not earn paid vacation.

A full-time employee shall only be entitled to earn paid vacation after the completion of his/her 90-day probationary period. If a full-time employee has not completed his/her 90-day probationary period, then he/she shall not be entitled to any paid vacation.

A full-time employee who is hired on or before August 1 of his/her first calendar year of employment shall be entitled (after the completion of his/her 90-day probationary period) to the following number of paid vacation days/hours during that first calendar year: five (5) days for exempt employees or forty (40) hours for non-exempt employees.

A full-time employee who is hired after August 1 of his/her first calendar year of employment shall not be entitled to any paid vacation during that first calendar year.

After the first calendar year of employment, full-time employees shall be entitled to the following number of days/hours of paid vacation during each calendar year (which shall depend upon the full-time employee's length of service with the Bureau):

<u>Length of Service</u>	<u>Vacation available during the Calendar Year</u>
Less than five (5) years	10 days for exempt employees (80 hours for non-exempt employees)
Five (5) or more years	15 days for exempt employees (120 hours for non-exempt employees)

Requests to use vacation time must be submitted to and approved in writing by your supervisor at least two (2) weeks in advance of vacation. To ensure departmental coverage, use of vacation time will be handled on a seniority basis.

Exempt employees must take vacation time in full-day increments.

Non-exempt employees may take vacation time on an hourly basis.

Vacation days/hours must be taken in the calendar year in question and cannot be carried forward to a subsequent calendar year or years. Any vacation days/hours available to you during a particular calendar year which are not used in that particular calendar year:

- (1) may not be carried forward or used in any subsequent calendar year or years; and
- (2) will not be considered as available for use or payment in any manner in any subsequent calendar year or years.

Once you exhaust your paid vacation (and other paid leave), the President & CEO has the discretion to deny any additional requests from you for leave without pay.

If a vacation day falls on a paid holiday, this day will be considered a paid holiday and not paid vacation. This day of vacation may be taken at another time as approved by your supervisor. An employee whose employment with the Bureau terminates shall be entitled to be paid for his/her earned and unused vacation time; however the Bureau may not make this payment until after the employee receives his/her final paycheck.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **43**
SUBJECT: **SICK LEAVE**
EFFECTIVE DATE: **JANUARY 1, 2011**

Part-time employees are not eligible for paid sick leave.

All full-time employees are eligible for up to ten (10) days/eighty (80) hours of paid sick leave per calendar year. However, paid sick leave will not go into effect until an employee has completed his/her 90-day probationary period; it will not be retroactive from the date of hire. Paid sick leave will be prorated for new employees during the first calendar year of employment after the completion of the employee's 90-day probationary period.

Full-time employees may carry over a maximum of 10 days/80 hours of unused sick leave from calendar year to calendar year; however, no employee will ever have available more than 20 days/160 hours of sick leave. This will be done on a calendar year basis beginning every January.

Paid sick leave is not to be used as vacation time, but is intended for the following reasons:

- Illness, sickness or disability of an employee or immediate family member, or person residing in the employee's household.
- Doctor, dental or eye appointments, etc. of an employee or immediate family member, or person residing in the employee's household.
- Pregnancy, childbirth and related medical conditions of an employee or immediate family member, or person residing in the employee's household.

For purposes of this Policy, "immediate family member" means the employee's spouse, child, parent, grandparent and grandchild.

Should you be absent from work due to any of the above reasons, you are required to notify your supervisor by telephone, e-mail or text as soon as possible. When possible, you should provide your supervisor with at least 24 hours advance notice of expected absences due to any of the above reasons. You should not report absences due to any of the above reasons to other employees; in the event your supervisor cannot be reached, please notify the Vice President of Administration & Human Resources. Management has the right to request a doctor's excuse at any given time in

accordance with applicable law. The use of sick leave for any purpose other than the above reasons is improper and may result in disciplinary action, up to and including termination.

Absences by non-exempt employees due to any of the above reasons which occur either after available paid sick leave has been exhausted or prior to the completion of the employee's 90-day probationary period shall be without pay.

Full-day absences by exempt employees due to any of the above reasons which occur either after available paid sick leave has been exhausted or prior to the completion of the employee's 90-day probationary period shall be without pay. (Any deductions in pay will only be made to the extent the same are allowed by the Fair Labor Standards Act).

If you resign or are terminated, you will not be paid for any unused sick leave.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **44**
SUBJECT: **PERSONAL LEAVE**
EFFECTIVE DATE: **JANUARY 1, 2011**

All full-time employees who have been employed with the Bureau for three (3) years or more will be entitled to two (2) days of paid personal leave per calendar year. This leave must be taken in full day increments, but can be taken in four (4) hour increments by non-exempt employees. This leave must be approved in advance by your supervisor.

Any personal leave available to you during a particular calendar year which is not used in that calendar year:

- may not be carried forward or used in any subsequent calendar year or years; and
- will not be considered to be available for use or payment in any subsequent calendar year.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 45

SUBJECT: PREGNANCY, CHILDBIRTH AND RELATED MEDICAL CONDITIONS

EFFECTIVE DATE: JANUARY 1, 2011

The Bureau complies with all applicable laws and regulations regarding pregnancy, childbirth and related medical conditions.

Any female employee may take an unpaid leave of absence on account of normal pregnancy, childbirth or related medical conditions. This leave of absence shall not exceed six (6) weeks. Female employees will be allowed to use any available paid sick leave, vacation and/or personal leave during this leave of absence. Female employees are requested to give the Bureau reasonable advance notice of the date such leave will commence and the estimated duration of such leave. This notice should be given to the Vice President of Administration & Human Resources.

Any female employee may additionally take an unpaid leave of absence to the extent the same is necessary because the employee is disabled on account of pregnancy, childbirth or related medical conditions. This leave of absence shall not exceed four (4) months. Female employees will be allowed to use any available paid sick leave, vacation and/or personal leave during this leave of absence. Female employees must give the Bureau reasonable advance notice of the date such leave will commence and the estimated duration of such leave. This notice should be given to the Vice President of Administration & Human Resources.

To the extent that any female employee eligible for a leave of absence under this Policy is also eligible for leave under Employee Policy No. 46 (Family/Medical Leave Act) of this Manual, the leave used shall count against the employee's entitlement under both policies.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **46**

SUBJECT: **FAMILY/MEDICAL LEAVE ACT**

EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau complies with all applicable federal and state laws regarding family and medical leave. This Policy has been prepared in accordance with the Family and Medical Leave Act of 1993 (the "FMLA"). For further information on the FMLA or on the rights and responsibilities of eligible employees thereunder, contact the Vice President of Administration & Human Resources.

An eligible male or female employee is an employee who has been employed by the Bureau for at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave available under this Policy. An "eligible employee" does not include an employee who is employed by the Bureau at a worksite at which the Bureau employs less than fifty (50) employees if the total number of employees employed by Hospice within seventy-five (75) miles of that worksite is less than fifty (50).

IT SHOULD BE NOTED THAT THE BUREAU HAS NO EMPLOYEES "ELIGIBLE" FOR FMLA LEAVE AT THIS TIME, SINCE AT THIS TIME THE BUREAU HAS LESS THAN FIFTY (50) EMPLOYEES.

Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during the calendar year for one or more of the following:

- (a) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
- (b) Because of the placement of a son or daughter with the employee for adoption or foster care;
- (c) In order to care for the spouse, or a son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition;
- (d) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee;

- (e) Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during the calendar year to care for the covered servicemember. This leave shall only be available during a single calendar year. During this same calendar year, an eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of unpaid leave under subparagraphs (a) through (e) of this Policy and this paragraph.

An eligible employee must notify the Bureau at least thirty (30) days in advance of the date leave is to begin if the need for leave is foreseeable. If thirty (30) days notice is not practicable (*e.g.*, because of a lack of knowledge of approximately when leave is to begin, a change in circumstances, or a medical emergency), notice must be given as soon as practicable. If an eligible employee fails to give timely advance notice to the Bureau for foreseeable leave with no reasonable excuse for delay, the Bureau may delay the taking of leave under this Policy until thirty (30) days after the date the employee provides notice to the Bureau of the need for such leave. The Bureau may require an eligible employee on leave to periodically report on the status and intention of the employee to return to work.

Any entitlement to leave available under subparagraphs (a) and (b) of this Policy shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

The leave available under subparagraphs (a) and (b) of this Policy may not be taken intermittently or on a reduced leave schedule. The leave available under subparagraphs (c) and (d) of this Policy or the leave to care for a covered servicemember under this Policy may be taken intermittently or on a reduced leave schedule when medically necessary. The Bureau will require appropriate certification of the appropriate health care provider in connection with the use of any intermittent leave or leave on a reduced leave schedule pursuant to the preceding sentence. The leave available under subparagraph (e) of this Policy may be taken intermittently or on a reduced leave schedule. The Bureau reserves the right, in appropriate circumstances, to require an eligible employee to transfer temporarily to an available alternative position that better accommodates the use of intermittent leave or leave on a reduced leave schedule.

The Bureau may require that a request for leave under subparagraphs (c) and (d) of this Policy or for leave to care for a covered servicemember under this Policy be supported by certification of the health care provider of the eligible employee or of the spouse, son, daughter, parent or next of kin of the eligible employee, as appropriate. In appropriate circumstances, the Bureau may also require subsequent recertification(s). The Bureau may require that a request for leave under subparagraph (e) of this Policy be supported by an appropriate certification. Failure to provide certification or recertification timely upon request may delay the taking or continuation of the leave otherwise available under this Policy.

An eligible employee is required to use all available paid vacation and personal leave for purposes of any leave available under this Policy. For leave available under subparagraph (d) of this Policy, the eligible employee will additionally be required to use all available paid sick leave. The remainder of the leave available under this Policy shall be unpaid.

During leave available under this Policy, the Bureau requires that the eligible employee continue to make any necessary employee contributions in connection with the Bureau's medical insurance plan. Additional details about this requirement are available from the Vice President of Administration & Human Resources

A husband and wife who are both eligible and employed by the Bureau will be limited pursuant to this Policy to a combined total of twelve (12) workweeks of leave during a calendar year if the leave is taken (i) for the purposes described in subparagraphs (a) or (b) of this Policy, or (ii) to care for a parent with a serious health condition under subparagraph (c) of this Policy. A husband and wife who are both eligible and employed by the Bureau will be limited pursuant to this Policy to a combined total of twenty-six (26) workweeks of leave during a calendar year if the leave is taken (i) to care for a covered servicemember under this Policy, or (ii) a combination of leave to care for a covered servicemember under this Policy and leave described in the first sentence of this paragraph.

To the extent that any female employee eligible for leave under this Policy is also eligible for leave under Employee Policy No. 45 (Pregnancy, Childbirth and Related Medical Conditions) of this Manual, the leave used shall count against the employee's entitlement under both policies.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **47**
SUBJECT: **BEREAVEMENT LEAVE**
EFFECTIVE DATE: **JANUARY 1, 2011**

All full-time employees will be eligible to take up to five (5) days per calendar year of paid bereavement leave in the event of a death of a member of the employee's immediate family, **which is defined as the employee's spouse, child, parent, grandparent, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law or legal guardian.** When possible, the employee should immediately notify his/her supervisor of the need to use bereavement leave.

This leave must be taken in whole-day increments. Unused bereavement leave cannot be carried over from one calendar year to the next calendar year. If an employee resigns or is terminated, he/she will not be paid for any unused bereavement leave.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **48**
SUBJECT: **HOLIDAYS**
EFFECTIVE DATE: **JANUARY 1, 2011**

The Bureau provides paid time off to all full-time employees on the following holidays:

- Birthday (should be taken in birthday month)
- New Year's Day
- Martin Luther King, Jr. Day
- Mardi Gras Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

If a holiday falls on a Saturday or Sunday, it will be observed on either the previous Thursday or Friday or the subsequent Monday or Tuesday at the discretion of the President & CEO. If you are traveling on Bureau business on a holiday, you will be allowed to take the paid time off on another day.

Paid holidays will not be considered as hours worked for the purpose of computing overtime pay for non-exempt employees.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 49

SUBJECT: JURY DUTY AND TESTIMONY IN OFFICIAL PROCEEDINGS

EFFECTIVE DATE: JANUARY 1, 2011

If you are required to be absent from work because of jury duty or for the purpose of testifying in official proceedings, the Bureau will pay you for the resulting absences at your normal rate of pay subject to the following:

- (1) any absences greater than one (1) workweek will be paid only at the discretion of the Bureau; and
- (2) an exempt employee who is absent from work during a particular workweek because of jury duty or because of attendance as a witness or for the purpose of testifying in official proceedings will receive his or her full salary for that workweek if he or she performs any work during that workweek.

You are expected to work as much as your schedule in connection with jury duty or testimony in official proceedings will permit and are expected to advise the Bureau once the jury duty or testimony in an official proceeding is complete.

You should contact the Vice President of Administration & Human Resources promptly after receiving notification to appear for jury duty or for testimony at an official proceeding. You should promptly provide to the Bureau a copy of all appropriate documentation, including a copy of any jury summons, subpoena or other summons to appear at an official proceeding. You should also provide to the Bureau a copy of the certificate of service or statement of exemption issued by a court upon the conclusion of any jury service.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 50

SUBJECT: UNPAID LEAVES OF ABSENCE

EFFECTIVE DATE: JANUARY 1, 2011

Unpaid leaves of absence may be granted to full-time employees for medical or personal needs requiring them to be away from work. Unpaid leaves of absence are available only at the discretion of the President & CEO and require prior approval. The Bureau reserves the right to require you to use all accrued paid sick leave, paid vacation time, paid personal leave and any other paid leave before granting any request for an unpaid leave of absence.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **51**
SUBJECT: **MILITARY LEAVE**
EFFECTIVE DATE: **JANUARY 1, 2011**

Time off for mandatory military service shall be granted in accordance with all applicable laws and regulations. The Bureau shall comply with all applicable laws and regulations concerning military service.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **52**

SUBJECT: **INSURANCE BENEFITS**

EFFECTIVE DATE: **JANUARY 1, 2011**

As part of the Bureau's employee benefits program, insurance benefits are currently provided to all full-time employees under certain conditions and guidelines. The Bureau will reevaluate insurance benefits on an annual basis.

The Bureau currently pays 100% of all premium costs for employee coverage only for the following:

- Medical insurance
- Dental insurance
- Life & Accident Death/Dismemberment insurance
- Long-term disability insurance
- Short-term disability insurance
- Vision insurance
- Group travel policy
- Long-term care

Conditions & Eligibility

1. Full-time employees will not be eligible for any insurance benefits until the end of their 90-day probationary period. (Coverage will commence on the first day of the month coinciding with or following the 90-day probationary period, with the exception of long-term care coverage). Supervisors should notify the Vice President of Administration & Human Resources in writing when an employee has successfully completed his/her probationary period.

2. The Bureau will not be liable to pay any insurance premiums until you are accepted by the Bureau's insurance carrier(s) at standard rate(s).

3. The Bureau reserves the right to make additions, deletions, or changes to the insurance plans at any time without notice to you or other insureds, subject to federal or state notice requirements.

4. The Bureau reserves the right to pay less than 100% of premium costs for employee-only coverage.

5. Supervisors should notify the Vice President of Administration & Human Resources of terminations and resignations.

6. You should refer to the insurance plan documents to determine your rights and obligations, if any, thereunder.

Dependent coverage under the medical, dental, vision and long-term care insurance plans is offered to your eligible family members only in accordance with the insurance plan policy provisions and at your sole cost in accordance with federal and state laws.

Cafeteria Plan

The Bureau offers a basic salary-reduction cafeteria plan if you wish to cover your dependents, as well as for any additional insurance, to be paid 100% by you.

All questions concerning insurance benefits may be directed to the Vice President of Administration & Human Resources. In cases where confidentiality is desired, questions can be addressed directly to the Bureau's insurance agent.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 53

SUBJECT: WORKER'S COMPENSATION

EFFECTIVE DATE: JANUARY 1, 2011

You are covered in compliance with the Louisiana Worker's Compensation Law.

You should immediately report any unsafe working conditions or circumstances to the Vice President of Administration & Human Resources. In addition, you are responsible for immediately reporting any injury, regardless of the severity, to the Vice President of Administration & Human Resources.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **54**
SUBJECT: **RETIREMENT PLAN**
EFFECTIVE DATE: **JANUARY 1, 2011**

You will be eligible to participate in a retirement plan after you have received \$400 in compensation from the Bureau in a prior year. The Board of Directors of the Bureau establishes and approves the amount of employees' annual gross earnings that will be contributed by the Bureau on a monthly basis. You may also elect to contribute to the retirement plan on a monthly basis.

You should refer to the plan documents to determine your rights and obligations, if any, thereunder.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 55
SUBJECT: OFFICE SUPPLIES
EFFECTIVE DATE: JANUARY 1, 2011

All requests for routine office supplies should be submitted to the Administrative Assistant. If the request is for an unusual or expensive item, then the request should be made directly to the Vice President of Administration & Human Resources prior to purchase. Office supplies will be purchased on as as-needed basis.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **56**
SUBJECT: **OFFICE EQUIPMENT**
EFFECTIVE DATE: **JANUARY 1, 2011**

You are responsible for the general care, protection, and maintenance of equipment assigned to your use. This includes but is not limited to furniture, file cabinets, and mechanical and electronic equipment such as computers, printers, scanners, cell phones, cameras, etc.

It is your responsibility to report all computer/printer related problems to the Controller. Requests for moving computers/printers should be directed to the Controller in order to maintain an accurate inventory.

All items in the “Check Out” system should be checked in/checked out and protected while in use. It is your responsibility to report any problems to the Vice President of Administration & Human Resources, with the exception of computer related matters.

All electronic equipment and their information are the property of the Bureau and should be treated as confidential.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 57

SUBJECT: BOARDROOM AND MEETING ROOMS

EFFECTIVE DATE: JANUARY 1, 2011

The Bureau's boardroom and meeting rooms are available for you to use for meetings. You are responsible for observing the following guidelines:

- The use of the room must be confirmed by reservation via e-mail to the Administrative Assistant.
- Scheduling will be on a first come, first served basis. You should block enough meeting time to avoid scheduling conflicts.
- You should notify the Administrative Assistant one (1) week in advance of any refreshments needed for meetings.
- You are responsible for set-up of coffee, drinks, etc., as well as cleaning and returning the room to a condition that can be used by the next group.
- You should alert front desk personnel of all meetings so that they can inform visitors as to the meeting location. In addition, please notify front desk personnel of any meeting cancellations.
- You are responsible for picking-up behind yourself in the room.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 58

SUBJECT: RUNNER/COURIER

EFFECTIVE DATE: JANUARY 1, 2011

The Bureau employs runners/couriers to handle your Bureau related needs. You have the right to schedule a runner/courier by filling out a "Runner's Request" form and placing it on the upstairs counter. You may not ask a runner/courier to run personal errands.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **59**

SUBJECT: **PROMOTIONAL ITEMS**

EFFECTIVE DATE: **JANUARY 1, 2011**

As the marketing arm of the Baton Rouge area, the Bureau purchases various promotional items to be distributed to meeting planners, tour operators, trade shows, travel writers, special events, familiarization tours, etc. The type of promotional item is subject to change as needed.

All requests for promotional items should be directed to the Director of Destination Services.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **60**

SUBJECT: **EXITING PROCEDURES**

EFFECTIVE DATE: **JANUARY 1, 2011**

Prior to exiting for the day, please check the following:

- Coffee pots and all lights are to be turned off.
- Thermostats should be raised to 74 degrees.
- Ensure that all employees have vacated the building by “All Page”.
- Activate the alarm.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: 61

SUBJECT: ACTS OF NATURE/INCLEMENT WEATHER

EFFECTIVE DATE: JANUARY 1, 2011

Since the Bureau will follow its Crisis Plan as it relates to acts of nature and inclement weather, you should have your Crisis Plan accessible at all times.

BATON ROUGE AREA CONVENTION AND VISITORS BUREAU

EMPLOYEE POLICY

POLICY NO: **62**
SUBJECT: **EARLY CLOSURE**
EFFECTIVE DATE: **JANUARY 1, 2011**

In the event you are out on paid vacation, paid sick leave, paid personal leave or any other paid leave and the Bureau office closes prior to 5:00 p.m. or cannot open due to inclement weather (*i.e.*, hurricane, snow, etc.), you will not be compensated for this time in additional paid leave time.