



Employee Policies & Practices Manual

Adopted January 4, 2007

This manual constitutes a summary of policies and practices that exist at the present time. It does not preclude the right of the organization to change or delete any policies for any reason at any such time deemed necessary, excluding those provisions required by law.

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Introduction

The Vermilion Parish Tourist Commission, hereafter referred to as VPTC or the Commission, is funded by a 2 percent overnight accommodations tax. VPTC is responsible for developing our tourism market and expanding Vermilion Parish's share of the national and regional meeting and tourist industry. The prosperity and growth of travel related businesses in the area are directly related to how well we do our job.

A successful tourism commission requires a staff of skilled personnel in order to perform the coordinating and organizational functions necessary to develop programs for a healthy tourism industry in the parish.

Final authority for the operation of the commission always rest with the Board of Directors of the Commission, in accordance with the procedures outlined in the organization's by-laws, city ordinances, parish ordinances, state enabling legislation and bureau policy statements. The executive responsibility rests with the staff, but the policies under which the staff operates are laid down by the Board of Directors.

No matter what your job, it is extremely important that your contact with the public be fair and courteous. Just as the Commission believes each employee is an important individual, it is essential that every citizen be treated with dignity and consideration. The public will judge you, and all of the employees of the bureau, by your attitude and efficiency.

This manual has been prepared for your use as an employee of the VPTC. You will find in it useful information about the organization to which we belong.

It is designed to speed the new employee's adjustment to an unfamiliar environment, as well as provide all employees with a reference source for the established procedures of the organization. By learning and following the procedures outlined herein, you will become a member of the cooperative team that is vitally necessary to successfully accomplish the goals of the VPTC.

It is not expected that this guide can cover every question that may eventually arise. For specific details of policies as they apply to any particular case, you are encouraged to discuss any matters of concern with the Executive Director.

Equal Opportunity/Affirmative Action

The VPTC is dedicated to the fair treatment of applicants and employees without regard to their race, color, religion, sex, national origin, age or disabling condition. This policy includes but is not limited to employment, upgrading, demotion, recruitment, transfer, layoff or termination, selection for training, sick or annual leave and all forms of compensation. The Commission will take affirmative action to assure nondiscrimination in all its personnel policies and procedures.

Employment Status

Each Commission employee appointed to an authorized, budgeted position must complete a "probationary" period of six months prior to being confirmed as a "regular" employee. During your probationary period, you will receive considerable on-the-job training, guidance and counseling, and your work will be closely supervised. Upon successful completion of your probationary period, you will be confirmed as a "regular" full-time or a "regular" part-time employee. Employee categories are as follows:

Full-time Employees

Full-time employees are those who are regularly scheduled to work 30 hours or more per week and have completed 90 days of continuous, satisfactory employment since being hired. Full-time employees are eligible to accumulate and take annual leave, be reimbursed for job related educational courses and participate in all other employee benefits.

Part-time Employees

Part-time employees are those employees who are paid on an hourly basis and are regularly scheduled to work less than 30 hours per week, not to exceed 1,500 hours per calendar year and are not eligible to participate in employee benefits.

Temporary Employees

Temporary employees are those employees who are hired for a specific short-term duration of time and are consequently ineligible for benefits.

Probationary Employees

Probationary employees are those employees that have been employed for less than 90 days by VPTC. These employees may not take annual leave during this evaluation period. During this probationary period, job performance is closely supervised and evaluated.

Personnel Records

It is important that your employment records be kept accurate and up-to-date. It is the responsibility of all employees to notify the Executive Director concerning changes to any of the following: change of address or telephone number, person to be notified in case of an accident and/or change in number of dependents. Additionally, the Executive Director will maintain the time card records along with vacation and leave records.

Attendance

Exempt/Non-exempt Classifications & Time Card Record Keeping

Regular attendance and punctuality are expected and required of all employees. Any unplanned absence from your job causes hardship on your co-workers since they must do your job to keep things running smoothly.

Federal and state wage hour laws require complete and accurate attendance records indicating the number of actual hours worked by all non-exempt employees. Furthermore, the administration of determining sick leave accruals and vacation for all employees requires accurate time records.

For definition purposes, non-exempt employees are those employees who are not exempt from the overtime provisions of the Fair Labor Standards Act and are thus paid "time and a half" for any hours worked in excess of 40 hours in a workweek. A workweek begins Sunday and ends Saturday. The employee shall record starting time, time out/time in for lunch, quitting time and total hours worked for each workday. At the end of each week, the employee must total their hours and forward the time card to his/her supervisor. The supervisor shall verify the hours worked and approve any absences or overtime. The supervisor will sign the card and forward it to the Executive Director. It is important to note that all overtime should be approved in advance by the supervisor. For regular, full-time employees, holidays, vacation and paid leave will be credited as hours worked on time cards (i.e. one full week of vacation equals 40 hours on the time card).

Exempt employees are those employees who are working in an executive, administrative, professional (learned and creative), or ongoing outside sales/promotion capacity who, according to the law, are usually not required to fill out daily time cards and are not eligible to receive overtime compensation.

Each exempt employee is to complete a weekly time card showing only the number of days not worked, even if days not worked equal zero. These time cards should identify the date(s) and reasons for any absences. At the end of each week, the exempt employee will sign the card and forward it to the Executive Director. Time card records of the Executive Director are also retained weekly and are subject to the scrutiny of the Tourist Commission as necessary.

If because of illness or other reasons you cannot report for work, notify the Commission at least one hour prior to the regular starting time explaining the reason for your absence. If you are going to be late due to an emergency, call prior to or within 15 minutes of your regular starting time, explaining the reason for your delay.

An unexcused absence is an absence for no reason, or for any reason not considered valid and not approved by the employee's supervisor, regardless of whether the employee told the supervisor he or she was leaving. An unexcused absence is not paid and may result in discipline, including termination of employment.

Office hours are 8:00 a.m.-4:00 p.m., Monday through Friday with staggered lunches. Permission to deviate from these hours is requested and approved by the Executive Director. As an employee, you are expected to be prompt for your designated work hours and disciplinary action up to and including termination will occur for excessive tardiness. If any employee is required to be at the office at any time when the office is normally closed, it is his/her responsibility to see that all doors are locked, lights are out and the alarms are set.

Personal Conduct

Telephone Courtesy

Answering the telephone is one of the most important functions performed by the employees of the VPTC. **Every employee should bear in mind that he/she can make a friend for the Commission and Vermilion Parish or lose one every time a call is made.** It is mandatory that every courtesy be shown to the person at the other end of the conversation. The importance of a gracious and friendly personality is evidenced by your telephone voice, and willingness to help cannot be overestimated. Resist the tendency to let your voice become mechanical and without expression; be vibrant and cheerful.

Using the telephone to make personal calls should be kept to an absolute minimum. Personal business with the exception of emergencies shall not be conducted during business hours. This policy also applies to personal cell phone use.

Confidential Matters

Since the VPTC is an organization in which matters of a confidential nature are known, each employee must keep in **strictest confidence** whatever information he or she may acquire concerning matters being handled by the Tourist Commission.

Department and Neatness

Orderly conduct and courtesy toward the public and fellow employees should be observed at all times. We are a public institution and are judged to a great extent by our personnel and their behavior. It is most important that the conduct of every employee is above reproach on duty as well as off-duty.

Leaving the Office

Employees leaving the office during office hours will leave word with the Executive Director as to where they can be reached. Every effort will be made to insure that someone is in the office at all times during business hours. This is necessary so that the telephone can be answered promptly and service rendered.

Dress Code

It is important for all employees of the VPTC to present a professional appearance. Our visitors, business associates and co-workers include a broad range of ages and tastes, and it is our objective to provide guidelines that will reflect the best image possible. Therefore, unless otherwise approved by the Executive Director, the following dress code has been established for all VPTC employees:

Dress Code for Men

The following is the dress code for men during all scheduled working hours:

- Short or long-sleeved dress or polo-style shirts are recommended, particularly in public contact areas.
- Dress pants should be worn at all times. No jean-cut pants or sweat suits of any color or fabric will be acceptable. (Casual Fridays are an exception and jeans may be worn.)
- Person should be well-groomed. Hairstyle/color can not be a distraction.

- A business shoe is preferred. Tennis shoes may be worn on Casual Fridays, however, beach-type sandals are not acceptable.
- **No visible body piercing will be allowed.**

Dress Code for Women

The following is the dress code for women during all scheduled working hours:

- Most dresses are appropriate except sundresses, miniskirts and after-five dresses. Most business skirts are acceptable.
- Dress pants are acceptable. No jean-cut pants of any color or fabric will be acceptable. (Casual Fridays are an exception.)
- A business shoe is preferred. Dress boots are acceptable. Casual shoes may be worn on Casual Fridays, however, beach-type sandals are not acceptable.
- Make-up should be used in moderation.
- Person should be well-groomed. Hairstyle/color **can not** be a distraction.
- **No visible body piercing will be allowed other than earrings.**

Disciplinary Procedures

Normal disciplinary procedures will apply. Supervisors may ask employees to go home and change and return to work appropriately dresses. Repeated violations of the dress code could result in termination.

Compensation

Pay Procedures

Employees are paid semi-monthly, on the 15th and the last day of the month. If either day falls on a weekend or holiday, employees will be paid the preceding work day. Any questions about salary or pay should be discussed with the Executive Director.

Mileage Reimbursement

Reimbursement will be provided for mileage incurred while conducting business for the Commission. Approval by the Executive Director should be obtained prior to conducting such business.

Performance Evaluations

Performance evaluations of all employees shall be conducted annually. Your evaluation is a formal tool to provide feedback for your performance and to establish goals for the upcoming year.

Vacations

All regular, full-time employees who have been employed with the Commission for a period of one year are entitled to a vacation with pay. Part-time, temporary or probationary employees are not eligible for vacation. It is the policy of the Commission to pay terminating employees for any unused vacation that they have accumulated.

Accruing Vacation Time

The earning of vacation for regular, full-time employees shall be based upon equivalent years of service. Such leave shall accumulate at the end of each full calendar month of service and in accordance with the following schedule:

Less than one year = 8 hours per month

(Employees are not eligible for vacation leave **until after 90 days** of continuous employment has been completed.)

1 year, but less than 5 years = 8 hours per month

5 years, but less than 10 years = 10 hours per month

10+ years of employment = 12 hours per month

Employees will be allowed to take their projected vacation days throughout the year, however, if an employee leaves the company any vacation days taken and not earned will be deducted from final paycheck. As such, any unused earned vacation days will be added to final paycheck.

Employees must use their vacation leave earned during the current calendar year. Any unused vacation days will be forfeited. Employees shall not take more than four weeks (20 working days) in a given year. These limitations do not apply to employees who wish to add available vacation credit to sick leave for the purpose of extended illness.

It is each employee's responsibility to schedule their vacation through the Executive Director. Every effort will be made to arrange vacations in accordance with individual preference, but it must be understood that too many employees cannot be absent at any one time and the final decision of this matter rests with the Executive Director. Vacations may begin on any day of the week and must be taken in at least one half-day increment. Preference with regard to vacation days shall be based on seniority and individual and departmental workload. The Executive Director will maintain all vacation records and should thus be kept abreast of scheduled vacations.

Employees who are rehired following a break in service of five or more workdays shall be considered a new employee for purposes of computing vacation allowance.

Vacation time shall not be chargeable for non-work days, such as regular days off or regular holidays.

Holidays

Holiday pay is available for regular, full-time employees only. Although specific holidays will be announced each year, the following holidays are usually observed by the Commission:

- New Year's Day + 1 day
- Martin Luther King Day
- Mardi Gras Day
- Good Friday
- Memorial Day
- July 4th Celebration Day
- Labor Day
- Thanksgiving + 1 day
- Christmas + 1 day

Sick/Emergency Leave

VPTC will grant sick leave to all eligible full-time employees missing work due to personal illness or injury in accordance with the stipulations set herein.

Eligibility

All regular, full-time employees shall be eligible for sick and emergency leave with pay. It is the policy of the Commission to pay employees their regular salaries when they are out because of an illness, injury or emergency from their accumulated leave.

Accumulation of Sick/Emergency Leave

1. Sick leave shall be earned by regular, full-time employees at the rate of eight hours for each full calendar month of continuous employment and credited at the end of the month worked.
2. Employees shall accrue sick/emergency leave from the date of employment. Sick/emergency leave is cumulative; all unused sick/emergency leave shall be carried forward from calendar year to calendar year up to a maximum of 1,040 hours (130 – 8 hour work days).

Depending upon the business needs of the Commission, the Commission will attempt to reinstate an employee who has been on sick leave to his/her previous position or similar job. Following sick leave, no employee is guaranteed re-employment. Based upon business necessity, the Commission may hire a replacement.

Use of Sick/Emergency Leave Time

Sick/emergency leave for full-time, employees shall be deducted on a per hour basis (1 day = 8 hours). Vacation time will be used for sick leave purposes after sick leave is exhausted. Employees who have exhausted all sick leave

and vacation credits may, at the discretion of the Executive Director, be granted leave without. (See Personal Leaves of Absence.) Upon termination of employment, the employee will not be paid for unused sick leave.

In the event of the death of a spouse, child or parent, the allowance will be up to three days of sick leave and one day for any other family members. This shall be drawn from the employee's accumulated sick/emergency leave.

Should a day designated herein as a holiday occur while an employee is absent on sick/emergency leave, such day shall be observed as a holiday and shall not be charged against sick/emergency leave accumulated by the employee.

Previously accumulated sick/emergency leave may be taken by an employee for necessary absences from duty because of the following:

- Illness or injury of the employee that prevents performing of usual duties, or
- Medical, dental, or optical consultation or treatment of the employee.

Sick leave cannot be taken before it has accrued.

If the absence exceeds **three** (3) consecutive work days, the Commission shall request a certificate from a registered physician stating the nature of the illness and the need for the absence (or another acceptable form of proof that the employee was ill and unable to report to work). In certain circumstances, the Commission reserves the right to request the employee be examined by a physician of the Commission's choice before granting sick leave.

Other Leaves

Jury Duty Leave

Any employee who is called for jury duty will be excused with pay. Any amounts paid by the court may be retained by the employee and his/her pay will not be reduced. Part-time employees will be paid according to their scheduled hours.

Maternity Leave

Maternity leave is charged to accumulated sick leave and/or vacation on the basis of pregnancy, childbirth or related medical conditions and shall be treated as any temporary disability.

Military Leave: Regular Military Leave

Any employee called to duty by any branch of the United States Armed Services, upon honorable discharge, will be reinstated by the Commission as the needs of the business permit. Where possible, employees who return from a military leave will be reinstated in their original job, or in a position comparable to the job the employee vacated.

Once any employee is honorably discharged, the employee must apply within 90 days of his/her honorable discharge to be reinstated. During a military leave, neither salary nor benefits are paid.

Military Leave: Temporary Military Service

Any employee who is a member of any unit of the United States military services and who is required to participate in the armed services, will be granted a leave of absence. Any leave requested must be reasonable both in the context of the employee's requested military obligation and the business requirements of the Commission. The length of an employee's requested military leave will be evaluated on a case-by-case basis. The Commission will make every effort to grant an employee's request for military leave; however, it is the employee's responsibility to give the Commission as much notice as possible so that work schedules can be adjusted.

For temporary military leaves, an employee is considered an active employee of the Commission and retains seniority and any other benefit that the employee had earned. In regard to salary, the employee has two options:

- The employee will be allowed a maximum of two weeks for military leave. During this leave, the Commission will compensate the employee for any difference between the military pay and the Commission salary, or
- The employee may use regularly scheduled vacation time for military leave. In this situation, the employee would receive regular vacation pay.

To be eligible for any military pay difference, the employee must submit a military pay voucher to the Executive Director immediately following return from military duty. Adjustments will be completed and noted for the employee's next regular pay period.

Personal Leaves of Absence

There are no formal leaves of absence other than those previously listed. If necessary, an employee may be granted an unpaid leave of absence when necessary for other personal reasons. Such leave will be handled on an individual basis and leave time will be limited. Personal leave must be approved by the Tourist Commission.

Other Benefits

Worker's Compensation

An employee who is injured on-the-job must promptly notify the Executive Director within **five** (5) days of the injury. In case of injury caused by on-the-job accident, employees who properly notify us are covered by State Worker's compensation. The purpose of worker's compensation is to provide some source of income or compensation for employees injured while working. In cases where permanent disability has occurred because of an on-the-job accident, compensation is based on the amount of disability resulting from the injury in accordance with state statutes and by the Commission's disability income continuation procedure.

The Commission's disability income continuation procedure follows:

- The employee completes the injury report form and gives it to the Executive Director, who in turn forwards a copy to the Commission's compensation insurance carrier.
- If necessary, the employee is sent to the appropriate medical facility.
- The employee's physician is contacted by a Commission representative to determine the extent of injuries and the employee's expected date of return to work. If the employee is out for seven calendar days, the Executive Director should notify the Louisiana State Office of Worker's Compensation and the Commission's compensation insurance carrier.

NOTE: For regular full-time employees, worker's compensation benefits shall be supplemented by sick leave payments so as to provide a total payment equal to the employee's regular pay. The employee shall be charged only the actual hours of sick leave required to maintain his/her pay at the regular rate. The sick leave subsidy expires immediately when accumulated hours are exhausted, after which only worker's compensation benefits will be paid.

Retirement

All full time employees are eligible for participation in the Parochial Employee's Retirement System (PERS) from date of hire and are vested immediately. Employer contributions are made in lieu of social security in accordance to the PERS plan.

Medical Insurance

Although VPTC does not have a medical plan, the Commission can allow a medical insurance pay supplement to allow all regular, full-time employees to supplement their current medical insurance or help defray the cost of purchasing medical insurance on their own.

Staff Travel Policy

Purpose

To set guidelines for employees of the Tourist Commission when they travel on behalf of the Tourist Commission. Travel shall be in the best interest of the Tourist Commission. Examples include, but are not limited to, the following: travel to make deliveries for the Tourist Commission, travel to participate in travel/convention trade shows, travel to attend meetings or conferences, travel to make tourism presentations, travel to other bureaus to review projects or programs, and travel for training purposes.

Authority to Travel

Prior approval is an integral part of the travel procedure. All travel will be evaluated on a cost benefit basis (i.e. the benefit will outweigh the cost). The Executive Director and the Tourist Commission must approve all travel. Remember that we are traveling on tax funds and should always be good stewards of the tax dollars. Therefore, every reasonable effort will be made by Tourist Commission employees to minimize travel costs. Prior to departure, the staff member shall leave a complete itinerary with the Executive Director in case of an emergency. (Plane reservation, hotel reservation and convention/conference/ tradeshow itinerary.)

Travel Advances (based on regional destination cost)

Employees may request advances to defray expected costs. The request can be an estimated amount. Commission checks are prepared one week prior to the fifteenth and the end of the month and employees requesting advances should plan accordingly.

Transportation

The method of transportation is left to the discretion of the employee and may include the following:

- Commercial Airline - Employees shall utilize a local carrier whenever possible. The Tourist Commission will pay the cost of the airline ticket for out-of-state travel only. Only "Coach" flights will be authorized.
- Local Transportation - The Tourist Commission mileage reimbursement rate will be in accordance with the amount approved by the Parish Government and will apply when a personal vehicle is used for travel. Documentation for each trip, including date and destination must accompany each request for mileage reimbursement.

Meals

Itemized receipts must support all meals. The cost of meals for Commission guests will be reimbursed.

Commission guests may include meeting planners, motor coach operators, travel agents, tour operators, travel writers and guests approved by the Board of Directors prior to the meal. Expenses for non-approved guests shall be reimbursed depending at the discretion of the Tourist Commission.

Lodging

The Tourist Commission expects its employees to be comfortably lodged at host hotels when attending conferences and conventions. Employee safety is the number one concern of the commission and all employees are instructed not to compromise safety to reduce lodging expenses.

Time

The Travel Expense Report shall correctly state dates and times of absence.

Tips

A reasonable amount will be reimbursed for tip expense. Remember tips should not exceed fifteen percent (15%) of the total bill.

Telephone

Telephone calls shall be permitted only for official business. However, a daily call home shall be allowed. Personal cell phone use should be kept to a minimum when on official VPTC business.

Vacation or Personal Trips

Vacation or personal trips in conjunction with travel shall require special authorization from the Executive Director prior to departure. Expenses incurred in conjunction with the vacation or personal portion of the trip are not reimbursable. However, every effort should be made to retain all support documents expenses in case of an audit.

Miscellaneous

Upon completion of travel, employees shall submit a complete Travel Expenses report for reimbursement of expenses. If you have been supplied with a company credit card, it should be used for accommodations, food and other necessary travel expenses and reflected on the "Travel Expense" report form. All reports should be filled out

completely before submitting for reimbursements and shall be submitted to the Tourist Commission within 2 weeks. Attached to the report should be:

- Receipts for hotel/motel bills
- Transportation bills
- Receipts for/or statements to tips, toll, parking, etc.
- An itemized restaurant receipt for meals

The cooperation of each staff member is solicited in keeping expenditures to a minimum. The Tourist Commission's efficiency is limited only by the amount of money available for essential expenditures and every effort should be made by all employees to be cost effective.

The Tourist Commission will be responsible for approving and authorizing the Executive Director to issue credit cards to staff personnel. The Executive Director will have the authority to authorize any unusual expenditure that might occur at his/her discretion. The Executive Director shall be responsible for reviewing all credit card charges monthly.

THE TOURIST COMMISSION RESERVES THE RIGHT TO DISALLOW ANY ITEM SUBMITTED FOR REIMBURSEMENT NOT COVERED IN THIS POLICY. IF YOU HAVE ANY QUESTIONS ABOUT ALLOWABLE EXPENSES, PLEASE ASK BEFORE YOU SPEND THE MONEY.

Difficulties, Problems or Complaints

From time to time, problems or difficulties in the work place may arise. The VPTC wants the persons who provide direct supervision to know about these problems, and for this reason, asks employees to take problems to their immediate supervisor, especially if they are work-related.

If an employee should ever encounter a problem and needs help, here are some steps that may be taken:

- Talk the matter over with your immediate supervisor and expect an answer within a few days. Employees owe it to themselves, as well as the VPTC, to discuss their questions.
- If the supervisor does not provide an answer within a reasonable time, or if the employee does not feel the answer was satisfactory, he/she may consult with the Executive Committee of the VPTC Board through the current president.
- No action will be taken against an employee who follows these steps.

Corrective Action Procedure

Supervisors should bring performance problems to the employee's attention in a timely, supportive and specific manner that allows the employee to take action to correct the problem, but does not undermine the employee's self respect. The following phases of the corrective action procedures are applicable only to those employees who have completed their initial 90 day probationary period and where, in the opinion of the Executive Director, counseling appears warranted and appropriate.

When a supervisor has identified a performance or behavioral problem, verbal counseling is held between the supervisor and the employee to develop effective solutions to the problem.

- If the problem is not corrected, another conversation and written counseling will be given to the employee and documentation of the problem will be placed in the employee's file.
- If the problem is still not corrected, another discussion may be held where the employee is provided with a written warning and a disciplinary warning record will be placed in the employee's file.
- The next step would be probation/suspension. The employee may be suspended immediately, or will be dismissed if there is no improvement in performance or behavior. A copy of the probation/suspension report will be placed in the employee's file. When an employee is in this step of the corrective action procedure, pay raises are deferred.
- The final phase of the corrective action procedure is termination of employment.

Sometimes a problem may be such that one or all of the phases of the counseling/discipline process are skipped. The emphasis, nevertheless, will be on assisting the employee in correcting the problem and insuring that the employee realizes the gravity of the situation. Serious performance problems may result in immediate dismissal. Some employee problems fall outside of the normal discipline process and these problems will be dealt with in accordance with management's discretion.

Drugs and Alcohol

Use or possession of drugs or alcohol by an employee during working hours is strictly forbidden and may result in immediate termination. Any employee found to be selling or distributing unauthorized drugs will be subject to immediate termination. Employees will not be allowed to remain on their job if they are under the influence of alcohol or other drugs. Continued employment of individuals with problems resulting from the use of alcohol or drugs will depend on the seriousness of the condition and the employee's willingness to seek and respond to treatment.

Personal use of VPTC Equipment and Supplies

Personal use of Commission equipment, stationery, and supplies is not allowed. Supplies are to be left at work and are not to be taken home.

Sexual Harassment

It is the policy of the Commission to maintain a working environment free of all forms of sexual harassment. Sexually harassing conduct will result in disciplinary action, up to and including dismissal. Specifically, no supervisor shall threaten or insinuate, explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect an employee's job, evaluation, wages, advancement, assigned duties, working schedule or any other condition of employment or career development. Other sexual harassing conduct in the work place, whether committed by supervisors or non-supervisory personnel is also prohibited. Such acts include: repeated proposition, continued or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexual and degrading words used to describe an individual and the display of suggestive objects or pictures.

It is the responsibility of any employee who is subjected to sexual harassment to inform the Executive Director or a member of the Board of Directors about the facts regarding such harassment so that appropriate corrective action may be taken. An employee who reports an incident of sexual harassment to management will be informed that an investigation of the alleged sexual harassment will be conducted and that appropriate corrective action will be taken by management.

Internet, E-mail and Other Telephonic Communications Policy

A. Purpose

The purpose of the Commission's Internet and electronic mail (e-mail) policy is to provide guidelines and rules for employee and authorized vendor use of the Internet and e-mail system that is provided by the Commission.

B. Definitions

- Electronic mail (e-mail): Common term of the system used to communicate messages and transfer files among users through an online network of computers.
- Address: Alphanumeric title assigned to an Internet user for e-mail communications or to a World Wide Web site for database access.
- Download: To copy information from the Internet and place in on a local personal computer for further processing or printing.
- Internet: In common terms, the Internet is a world-wide framework of computers and computer networks joined by telephone lines and fiber optic cables for the purpose of conducting activities such as file transfer, electronic mail (e-mail) communications, and accessing the World Wide Web.
- World Wide Web: Internet-based computer network of databases accessible to Internet users. Companies, governments, non-profit organizations, and individuals develop databases on the World Wide Web.

C. Responsibility

The interpretation and administration of this policy shall be the responsibility of the Executive Director or his/her designee. The Executive Director or his/her designee is responsible for the issuance of e-mail, Internet, and computer pass codes. Employees may choose own passwords, but the network administrator maintains a copy of these. Passwords should not be changed without notifying the network administrator.

D. Policy

- Computer Networking is an important role in both the public and private sectors, and the Commission sees many benefits from the utilization of online technologies within its operations. This policy has been formulated to promote the greatest use of online resources by employees while ensuring the proper application of these resources.
- All electronic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Bureau. Messages received by employees via these systems should only be disclosed to and discussed with individuals who have a need to know such information. The use of software and business equipment, including but not limited to, facsimiles, computers, and copy machines for private purpose is acceptable on a limited basis. Employees using this equipment for personal purposes do so at their own risk. Employees should understand that they should have no expectation of privacy in connection with the use of this equipment or with the transmission, use, or storage of information in this equipment, including stored e-mails. Employees also should understand that this equipment should not be used in a method that is disruptive or offensive to others. For example, the use of this equipment to make discriminatory or harassing statements, vulgarities, obscenities, or disparaging comments is strictly prohibited. Additionally, these systems may not be used to solicit or communicate with others regarding commercial, political, or other causes or for any other solicitations.
- The Commission's computer system, Internet, and electronic mail (e-mail) are designed to facilitate and enhance business communication and other online capabilities among employees and other business associates of the Commission. Internet capability allows an employee to access a multitude of information worldwide that is useful in day-to-day operations. The Commission's computer system, Internet, and e-mail are considered to be business records of the bureau, and accordingly may be used in administrative, judicial, or other proceedings.
- The Executive Director or his/her designee reserves the right to review computer activity when necessary for Commission business purposes. This may include verification that hardware and software components are working properly, searching for particular types of data or software (such as viruses), or auditing the use of the computer if policy violations are suspected. The Executive Director or his/her designee also reserves the right to monitor Internet traffic to ensure adequate access for all users and adherence to policy. No employee with access to the Internet will be allowed to utilize an outside Internet service provider other than as designed by the Executive Director or his/her designee. The Executive Director is responsible for submitting names of employees to receive Internet access, and ensuring adherence to this policy within their area of supervision. All employees are directed to work with the Executive Director or his/her designee for assistance toward this goal.

E. Prohibited Uses

- The Commission's computers, Internet, and e-mail system shall not be used to solicit for outside business ventures, personal parties, social meetings, charities, and personal membership in any organization, political causes, religious causes, or other matters not connected to Commission business. In addition, foul, inappropriate, or offensive messages such as racial, sexual, or religious slurs are prohibited. Fraudulent, harassing, or obscene materials are not to be sent or stored. In summary, activities or behavior prohibited in Bureau policies apply when using the Bureau's computers, Internet, or e-mail. Any employee receiving prohibited e-mail communications or Internet data should report this immediately to his/her supervisor, who is responsible for notifying the Executive Director or his/her designee.
- Employees are prohibited from using games software on any Commission computer during working hours. Supervisors are responsible for monitoring this activity for compliance.
- Although Internet access is designed for Commission business, e-mail communications through the Internet for personal use are acceptable on a limited basis. In addition, this policy permits the employees' personal use of the Internet during non-office hours subject to the approval of the employees' supervisor, and in

accordance with policies stated herein. All prohibited uses of the Internet included within the policy also apply to any limited personal use of the system. Employees should exercise good judgment in the personal use of online resources.

- Employees may be disciplined up to and including termination for violation of their computer, Internet, and e-mail policies, or the violation of any other Commission policies through use of the Commission's computers Internet, and e-mail system. Employees who are terminated or laid off for any reason have no right to the contents of their e-mail transmissions, and are not allowed access to any computer, Internet, or e-mail system of the Commission.

F. Retention of Records

Generally, e-mail messages are temporary communications that are non-vital and may be discarded routinely. However, the e-mail system can be used for sending more formal communications such as inter-office memorandums and employee notices to single or multiple addresses. As a practice, employees should retain the more formal types of e-mail communications using the same guidelines that apply to hard copy correspondence and notices.

Termination Procedure

When employees decide to leave the Commission, they should:

- Notify their manager immediately with a two-week notice.
- Send a letter of resignation to their manager, which should include their last working day and their reason for leaving.

Suggestions

Suggestions are always welcome. This is true not only of suggestions for improvement within your own sphere of responsibility, but also for any suggestions that are for the general good of the organization. Suggestions should be made through your immediate supervisor.

A Final Note

While the information in this handbook should give you a good understanding of your job and the Commission's responsibilities, it is not complete. From time to time, the administration will develop administrative and personnel procedures which will be made available to you. Keep this handbook for future reference. If it does not answer all of your questions, please do not hesitate to ask your immediate supervisor.

Agreement to Comply

I have read the Vermilion Parish Tourist Commission’s Policies and Practices Manual. I understand their contents and agree to comply with all of the rules and regulations and other future communications distributed to employees.

Date

Signature