

Greater Lafourche Port
Commission

Policy Manual

I. GENERAL
EMPLOYMENT
INFORMATION

GREATER LAFOURCHE PORT COMMISSION

POLICY MANUAL

TABLE OF CONTENTS

I. GENERAL EMPLOYMENT INFORMATION

- A. POLICY AND PRINCIPLES
- B. EMPLOYEE RESPONSIBILITY AND CONDUCT
- C. ETHICS
- D. EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT
- E. AMERICANS WITH DISABILITIES ACT (ADA) /HUMAN RIGHTS
- F. FAMILY MEDICAL LEAVE ACT (FMLA)
- G. EMPLOYEES' RIGHTS AND GRIEVANCE RESOLUTION PROCEDURE
- H. AUTHORITY TO EMPLOY AND TERMINATE
- I. PROHIBITED ACTIVITIES
- J. PERFORMANCE PLANNING AND REVIEW
- K. PROBATIONARY PERIODS
- L. DISCIPLINE, CORRECTIVE ACTIONS, AND RESIGNATIONS
- M. EMPLOYEE RECORDS
- N. DRIVER'S MOTOR VEHICLE RECORD
- O. ACCESS TO PUBLIC RECORDS
- P. OUTSIDE EMPLOYMENT
- Q. DISASTER RECOVERY/BUSINESS CONTINUITY
- R. COVID-19 RESPONSE
- S. MEETING PARTICIPATION BY DISABLED INDIVIDUALS
- T. CYBERSECURITY TRAINING POLICY

II. FINANCIAL POLICIES

- A. PURCHASING AND DISBURSEMENTS
- B. RECEIPTS
- C. BANK RECONCILIATIONS
- D. INSURANCE RENEWAL
- E. CASH, INVESTMENTS, AND DEBT MANAGEMENT
- F. BUDGET
- G. DELINQUENT RENTAL COLLECTIONS
- H. ASSET INVENTORY PROCEDURES
- I. RIGHT OF FIRST REFUSAL/LEASING
- J. ITEMIZED RECEIPTS
- K. TRAVEL REGULATIONS
- L. USE OF PORT CREDIT CARDS
- M. CONTRACTING
- N. FEDERAL PROCURMENT

III. WORKPLACE PROFESSIONALISM AND COMPANY REPRESENTATION

- A. SAFETY AND ENVIRONMENTAL RESPONSIBILITIES
- B. SAFETY
- C. ACCIDENT REPORTING
- D. FLEET LOSS PREVENTION
- E. PRIVACY ISSUES
- F. EMPLOYEE SUBSTANCE ABUSE AND DRUG-FREE WORKPLACE
- G. WORKPLACE DRUG TESTING
- H. SMOKE FREE WORKPLACE

IV. COMPENSATION AND BENEFITS

- A. COMPENSATION
- B. ON-CALL PAY
- C. PER DIEMS
- D. EMPLOYEE BENEFITS
- E. REWARDS AND RECOGNITION PROGRAM
- F. PAY PHILOSOPHY
- G. OFFICE CLOSURE AND EMERGENCY DUTY PAY PROVISIONS
- H. HOURS OF WORK, ANNUAL, SICK AND OTHER FORMS OF LEAVE

V. USE OF COMPANY EQUIPMENT AND VEHICLES

- A. USE OF PORT VEHICLES
- B. COMPUTER USE
- C. COMPUTER SHUT DOWN
- D. CELLULAR PHONE USE

A. POLICY AND PRINCIPLES

MISSION STATEMENT

The Greater Lafourche Port Commission, a political subdivision of the state of Louisiana, facilitates the economic growth of the communities in which it operates by maximizing the flow of trade and commerce. We do this to grow our economy and preserve our environment and heritage. The Port Commission exercises jurisdiction over the Tenth Ward of Lafourche Parish, south of the Intracoastal Waterway, including Port Fourchon and the South Lafourche Leonard Miller, Jr. Airport.

POLICY

Standards and rules of conduct for Greater Lafourche Port Commission employees are designed to maintain the public's confidence in the integrity and performance of the Commission and promote the operational efficiencies of the Commission in achieving its mission.

The rules and standards set forth in this manual supplement other authoritative directives, including those contained in Louisiana state and federal statutes and regulations, and shall not be considered all-inclusive.

The absence of a published standard or rule does not necessarily mean that an action or omission is considered acceptable conduct. Enforceable standards and rules of conduct can be implied from the very nature of a situation, operation, position or action, if the implied standard or rule is shown to be reasonable and consistent with Greater Lafourche Port Commission policy and principles regarding conduct.

The Board of Directors of the Greater Lafourche Port Commission is responsible for setting policy. The Executive Director is employed by the Board to administer its policies and procedures, manage the Commission's staff and carry on the day-to-day operations of the Commission.

B. EMPLOYEE RESPONSIBILITY AND CONDUCT

Port employees shall conduct their affairs and actions in a manner that will be a credit to themselves and to the Port. In matters of general conduct not within the scope of these personnel rules, employees will be governed by rules of good moral behavior observed by law abiding citizens.

GENERAL CONDUCT PREJUDICIAL TO THE COMMISSION

Employees shall avoid any action which might result in, or create the appearance of:

1. Using public office or employment for private gain
2. Giving preferential treatment to any person
3. Impeding the Commission's efficiency or economy
4. Losing complete independence or impartiality
5. Diminishing the public's confidence in the integrity of the Commission

PERFORMANCE OF DUTY

1. Employees shall carry out all duties in accordance with accompanying instructions or the reasonable standards of performance for their position and grade within reasonable time limits using reasonably available and proper means in an accurate and conscientious manner.
2. Employees shall not interfere with other employees in the performance of such other employees' duties and shall conduct their relations with other employees in such a manner as to not cause dissension or discord among employees or disrupt the conduct of Port business.
3. Employees shall observe designated duty hours and be punctual in reporting to work.
4. Employees shall gain authorization prior to any absence from work. In the case of illness or emergency, employees shall notify their supervisor as soon as possible.
5. Supervisory personnel shall ensure that employees under their supervision conduct themselves in accordance with the above provisions. Moreover, supervisors shall prevent the development of situations in their respective areas of responsibility that may disrupt the conduct of Port business.

6. In addition to the provisions of this policy manual, employees shall follow the guidelines set by their departments in matters not specifically addressed herein.

CONFLICT OF INTEREST

1. A conflict of interest exists when an employee's private interest (usually of a financial nature) conflicts or interferes with or reasonably appears to conflict or interfere with, the ability to objectively, impartially and efficiently perform his duties.
2. Employees may, with prior approval of the Executive Director, engage in private business unless their pursuit of said private business would be incompatible with the full and proper discharge of the duties and responsibilities of their employment with the Commission. Any private endeavor which might encourage a reasonable presumption or inference of a conflict is prohibited.
3. Acceptance of a fee, compensation, gift, gratuity, favor or anything of monetary value where such acceptance may result in, or create the appearance of, a conflict of interest is prohibited.

GENERAL CONDUCT PREJUDICIAL TO COMMISSION PROPERTY

1. Employees shall not alter any official record without proper authorization from the Executive Director.
2. Employees shall not remove or conceal any official record.
3. Employees may only destroy official records in accordance with the record retention policy.
4. Employees shall conserve, protect and care for any money, property or other thing of value owned or leased by the Greater Lafourche Port Commission.
5. Employees shall not use or authorize the use of any Port owned or leased property, or other thing of value for purposes other than those directly related to the business of the Commission unless authorized in advance by the Board of Commissioners or Executive Director.
6. Employees shall not directly or indirectly purchase or submit a bid for purchase of any Port property.

C. ETHICS

All Commissioners and employees shall follow the Louisiana Code of Governmental Ethics (La.R.S. 42:1101 and following). A summary of the Louisiana Code of Governmental Ethics compiled by the Louisiana Ethics Administration is attached hereto and incorporated in this Ethics Policy.

All Commissioners and employees shall maintain on file with the Commission a signed declaration that they have fully read and understand the provisions of this Ethics Policy, including the attached summary compiled by the Louisiana Ethics Administration. An updated signed declaration may be required by the Executive Director from time to time as provisions of the Louisiana Code of Governmental Ethics are amended or revised.

Employees and Commissioners shall annually complete a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics and submit a completion certificate to the Human Resources Analyst each calendar year (La.R.S. 42:1170(3)). In addition, pursuant Commissioners shall complete a minimum of one (1) hour of education and training on the Campaign Finance Disclosure Act during his/her term of office (La.R.S. 42:1170(2)).

If an employee or Commissioner feels that the Ethics Code has been violated they are responsible for reporting it to Ethics Board. You can Contact the Ethics Administration Program for additional information at 225-219-5600 or visit our web site at www.ethics.la.gov.

PERSONAL FINANCIAL DISCLOSURE (PFD)

In accordance with La.R.S. 42.1124.2, all Commissioners shall annually file a Tier 2 personal finance disclosure statement with the Louisiana Ethics Administration by May 15th. Failure to timely file this statement may subject Commissioners to penalties under La.R.S. 42:1124.4.

GREATER LAFOURCHE PORT COMMISSION
ETHICS POLICY ATTEST FORM

I _____ do hereby attest and affirm that I have fully read and understand the provisions of the Greater Lafourche Port Commission's Ethics Policy including the summary of the Louisiana Code of Governmental Ethics compiled by the Louisiana Ethics Administration and attached hereto.

Signed _____ Date _____

D. EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

Title VII of the Civil Rights Act of 1964 makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Similar provisions under Louisiana state law can be found under Louisiana Revised Statutes Title 23, Chapter 3-a (La.R.S. 42:342B.(5)).

It is the policy of the Greater Lafourche Port Commission (GLPC) to provide equal employment opportunity to all employees and applicants for employment and provide services to the general public, customers and other non-employees without regard to race, color, religion, sex, age, national origin, physical or mental disability or status as a Vietnam Veteran in accordance with federal, state, and local laws. This policy applies to, but is not limited to hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, and training.

Additionally, the GLPC complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for the GLPC to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

To File a Complaint

If you think that the GLPC has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with:

Ashley Hebert, Human Resources Coordinator, GLPC

U.S. Mail: 16829 East Main St.
Cut Off, LA 70345
Phone: 985-632-6701
Fax: 985-632-6703
E-Mail: glpc@portfourchon.com

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Compliance Branch

E-Mail: CRCLCompliance@hq.dhs.gov (fastest way to submit your complaint)
Fax: 202-401-4708
U.S. Mail: Stop #0190
2707 Martin Luther King, Jr. Ave., SE
Washington, D.C. 20528

Complaints of discrimination should include the bases for the complaint, to include race, color, national origin (including language), disability, sex, age or religion (as applicable). Complaints of discrimination shall be filed within 180 days of the date of alleged discrimination. Persons with disabilities or limited English proficiency may contact Ashley Hebert, Human Resources Coordinator, GLPC by mail, fax or email at the contact information provided above for accommodations on completing the complaint filing process.

For additional information: www.dhs.gov/crcl

Phone: 202-401-1474

Toll Free: 1-866-644-8360

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

The GLPC

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Ashley Hebert, Human Resources Coordinator, GLPC

U.S. Mail: 16829 East Main St.
Cut Off, LA 70345

Phone: 985-632-6701

Fax: 985-632-6703

E-Mail: glpc@portfourchon.com

Copies of this policy shall be displayed in a prominent location in the GLPC Administration Office and on the GLPC website at www.portfourchon.com.

Chett C. Chiasson, Executive Director of the GLPC shall be responsible for overseeing and coordinating the process of reviewing and resolving any complaints of discrimination under its programs, services or activities. Email and/or written notification of receipt of a complaint of discrimination shall be provided to the person submitting the complaint.

The complaint review and resolution process shall be as follows:

Step One

1. Within five calendar days of receipt of a complaint of discrimination, the complaint shall be presented to the GLPC Executive Director.
2. The Executive Director shall prepare a written decision/response within 21 days of his receipt of the complaint of discrimination.

3. The response of the Executive Director shall be provided to the person filing the complaint with a copy retained by the GLPC Human Resources Coordinator.
4. If the written response from the Executive Director is not satisfactory to the person filing the complaint or the written response is not received within the required period, the person filing the complaint may within 7 days from receipt of the Executive Director's response, demand that the Executive Director present the original complaint, with a copy of the response of the Executive Director, to the Chairman of the Executive Committee of the Board of Commissioners at the date of the next committee meetings of the Board.
5. Within forty-five (45) days from receipt of the complaint, the Executive Committee shall meet to discuss the substance of the complaint and provide the person filing the complaint with a reasonable opportunity to be heard at a public meeting and either take the matter under advisement or render a decision regarding the complaint at that time.
6. In no event shall a decision of the Executive Committee not be rendered within ten (10) days of the meeting at which the matter was discussed and the person filing the complaint to be provided with reasonable opportunity to be heard.

Title VI of the Civil Rights Act of 1964 requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities accessible by eligible persons with limited English proficiency. The GLPC will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in its federally-funded services, activities, programs and other benefits. The policy of the GLPC is to ensure meaningful communication with LEP persons involving its federally-funded services and projects. All interpreters, translators or other aids needed to comply with this policy shall be provided without cost to the person being served and any suspected persons with LEP will be informed of the availability of such assistance free of charge.

The GLPC will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I Speak Cards," available online at www.lep.gov) or posters to determine the language. Language assistance will be provided through use of computer-based translation applications or, if insufficient, arrangements will be made for a translation service or telephonic interpretation service. GLPC shall contact an outside interpreter if computer-based translation applications are insufficient.

Based on the 2020 U.S. Census, 11.1% of persons over the age of 5 years old in Lafourche Parish, Louisiana have a language other than English spoken at home.

Service Area: 10th Ward of Lafourche Parish, State of Louisiana

Languages Spoken by LEP Populations: Spanish, Vietnamese, Chinese

Languages Encountered Most Frequently at Points of contact; Call Center, reception, documenting a grievance, public meetings, filling out paperwork, lease applications: Spanish and Vietnamese

All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter. The GLPC will conduct a regular review of the language access needs of its staff, as well as update and monitor the implementation of this policy and these procedures, as necessary.

The GLPC will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted in a prominent location within the GLPC Administrative Office.

From time to time, the GLPC will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the GLPC will regularly assess the efficacy of this policy, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance and complaints filed by LEP persons.

SEXUAL HARASSMENT

In support of this policy, the GLPC prohibits any form of employee harassment. Improper interference with the ability of employees to perform their expected job duties will not be tolerated.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated (La.R.S. 42:342B.(1)). The GLPC considers all of the foregoing as inappropriate conduct (La.R.S. 42:342B.(2)).

Some examples of such inappropriate conduct are

1. Verbal harassment, such as forcefully criticizing, insulting or denouncing another individual.
2. Physical harassment, such as assault or physical interference with normal work or movement when directed at any individual.

3. Sexual harassment, such as making unwelcomed sexual advances or requests for sexual favors; determining an employment decision on the submission or rejection of sexual conduct or sexual favors; creating an offensive or hostile working environment resulting from such conduct.
4. Retaliation for having reported or threatened to report harassment.

If an employee believes he has experienced any job-related harassment, he may file a complaint by following the GLPC's Grievance Resolution Procedure (La.R.S. 42:342B.(3)).

Retaliation against an individual for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment is strictly prohibited (La.R.S. 42:342B.(4)).

Employees and Commissioners shall annually complete the education and training on sexual harassment required under La.R.S. 42:343 and submit a completion certificate to the Human Resources Analyst each calendar year.

**GREATER LAFOURCHE PORT COMMISSION SEXUAL HARASSMENT
POLICY ATTEST FORM**

I _____ do hereby attest and affirm that I have fully read and understand the provisions of the Greater Lafourche Port Commission’s Equal Opportunity Employment and Harassment Policy and the Greater Lafourche Port Commission’s Employee Grievance Resolution Procedure.

Signed _____ Date _____

E. AMERICANS WITH DISABILITIES ACT (ADA)/ HUMAN RIGHTS

It is the policy of the Greater Lafourche Port Commission to consider qualified applicants with disabilities in its hiring process. If an applicant with a disability is qualified for a position that is available and can perform the important parts of the job, either without help or with a reasonable amount of help, that person shall be considered on an equal basis with any other applicants who apply for the job.

The Commission aspires to hire the best qualified individual for every position. Employees are hired based on their abilities, not their disabilities. The Commission shall reasonably accommodate access by persons with disabilities to any location where job interviews will be conducted. Questions asked in interviews will be designed to determine whether the candidate is the best qualified person for the job and will not delve into topics not reasonably related to the position for which the candidate is applying.

If any employee feels he has been subject to discrimination based on disability, he may file a complaint by following the Commission's grievance resolution procedure. Any employee ultimately found guilty of discrimination will be subject to disciplinary action up to and including termination.

The Greater Lafourche Port Commission shall in no way retaliate against anyone who asserts the rights provided by ADA or any human rights law of the State of Louisiana.

F. FAMILY MEDICAL LEAVE ACT (FMLA)

STATEMENT OF POLICY

The Board is committed to assuring that employees' rights under the FMLA are protected and implemented in accordance with the provisions of the FMLA. **THIS POLICY IS ONLY INTENDED TO SERVE AS GENERAL GUIDANCE UNDER THE FMLA. IT IS NOT ALL INCLUSIVE AND DOES NOT SUPERSEDE ANY PROVISIONS OF THE FMLA.**

DEFINITIONS

1. An eligible employee is one who meets all the eligibility requirements of the FMLA.
2. A serious health condition is defined by the FMLA as an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice or residential medical care facility; or (b) continuing treatment by a health care provider.
3. A son or daughter is defined by the FMLA as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis* (or "in place of a parent"), who is (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.
4. A usage year denotes the consecutive twelve-month period during which an eligible employee is entitled to up to twelve weeks of designated FMLA leave. The usage year is the twelve-month period measured forward from the first date an employee takes FMLA leave.

LEAVE ENTITLEMENT

The FMLA entitles eligible employees to claim up to a total of twelve (12) workweeks of paid or unpaid FMLA leave during a twelve (12) month period (usage year) for any of the following reasons:

1. the birth of a son or daughter and the care of the employee's son or daughter after birth, or the placement of a son or daughter with an employee for adoption or foster care;
2. the care of an employee's spouse, son, daughter, or parent who has a serious health condition; or

3. An FMLA declared serious health condition that makes the employee unable to perform his or her job.

ELIGIBILITY REQUIREMENTS

To be eligible for FMLA leave, an employee:

1. must have been employed for twelve months by the State of Louisiana. The twelve-month employment period required need not be continuous. If an employee has worked any part of each of 52 weeks, the twelve (12) month requirement is considered met. These 52 weeks must have been within a reasonable period of time; and
2. must have physically worked for at least 1250 hours during the twelve (12) months preceding the start of FMLA leave. All leave time used is excluded.

EMPLOYEE'S RESPONSIBILITIES

1. An eligible employee must give thirty (30) days notice of the need for extended leave that may be for an FMLA-qualified reason, or if the need for the leave is not foreseeable, as much notice as is practicable given the circumstances involved.
2. Any eligible employee desiring to take leave under the provisions of the FMLA for the birth of a son or daughter and to care for the employee's child after birth shall provide the Commission's human resources department with the following:
 - a. in the case of the mother, written documentation from a health care provider concerning the expected duration of the employee's medical incapacity caused by childbirth and verbal notification of the expected duration of any further leave for the care of the newborn child;
 - b. in the case of the father, written documentation indicating the birth of his son or daughter and verbal notification concerning the expected duration of leave for the care of the newborn child.
3. Any eligible employee desiring to take leave under the provisions of the FMLA because of the placement of a son or daughter with the employee for adoption or foster care shall provide the Commission with written documentation of this event.
4. Any eligible employee desiring to take leave under the provisions of the FMLA, either to care for a family member (spouse, child, or parent) with a serious health condition or because of the employee's own serious health condition, must provide a medical certification from a health care provider to

support the request for FMLA leave. The certification must be prepared by a health care provider on the U.S. Dept. of Labor form that may be obtained from the Commission's human resources department. This certification must be provided to the human resource department within fifteen (15) calendar days after the request for FMLA leave is submitted.

5. Employees on FMLA leave because of a serious health condition affecting the employee or a family member are expected to keep their supervisors informed on their progress and expected date of return to duty. Medical recertification from the employee's or family member's health care provider must be submitted on the U.S. Dept. of Labor form every thirty (30) days during the FMLA leave.
6. Any employee returning from FMLA leave because of his or her own serious health condition will be required to submit a return-to-work report from his or her health care provider stating that the employee can perform the essential functions of his or her job. Also, the employee may be required to undergo a physical examination by a physician selected by the Commission (at the Commission's expense) before returning to his or her job duties.
7. When FMLA leave is needed to care for a family member or the employee's own illness and is for a planned medical treatment, the employee, in consultation with his or her supervisor, shall attempt to schedule treatment so as not to unduly disrupt the operations of the agency.

ADMINISTRATIVE GUIDELINES

1. The Commission shall provide an employee with written notification of his or her rights and obligations under the FMLA as soon as possible after an employee either requests a period of extended leave for a FMLA-qualifying condition or begins an unexpected period of extended leave for a FMLA-qualifying condition.
2. Department managers or supervisors shall notify the human resource office when any of their employees' request, or use leave which conforms with the FMLA leave entitlement and FMLA-leave eligibility requirements.
3. The Commission shall place an employee on FMLA leave only after a written request is submitted by the employee; or when the agency has knowledge of the need for extended leave which conforms with FMLA leave entitlement;
4. The Commission will give the employee prior written notification that his or her leave has been designated as FMLA leave.

5. An FMLA qualified absence will be designated as unpaid FMLA leave and counted against an eligible employee's 12 week FMLA entitlement only after the employee:
 - a. has exhausted his or her approved sick leave for the employee's own illness or injury; or
 - b. has exhausted his or her approved annual leave for other FMLA – qualified reasons.
6. Sick leave may be designated as employee requested paid FMLA leave only for an employee's own illness or injury (not to care for a family member.)
7. If paid sick leave is exhausted during a period of employee-requested paid FMLA leave for an employee's own illness or injury, any accrued paid annual leave may be requested and, if approved, then be applied during that paid FMLA-leave period.
8. The Commission shall designate those periods of leave (extended or intermittent) as unpaid FMLA leave for an eligible employee when the employee exhausts all applicable leave balances. (Enforced annual leave may be imposed for a FMLA-qualified condition.)
9. Paid or unpaid leave designated as FMLA leave shall be recorded by the human resource department.
10. When an employee's twelve weeks of FMLA leave are exhausted, the employee will not be eligible for twelve more weeks of FMLA leave until a new usage year begins.
11. Group health insurance coverage including family coverage and life insurance shall be maintained during the period of FMLA entitlement on the same terms as if the employee continued to work.
12. The Commission may retroactively designate a period of leave-without-pay absence as unpaid FMLA leave after the absence ends:
 - a. if the Commission had preliminarily designated the leave-without-pay period as unpaid FMLA leave but was awaiting medical certification, or
 - b. if the Commission learns that the leave is FMLA-qualifying after the leave is completed, but only if it does so within two business days after the employee returns to work.

13. An employee may retroactively assert FMLA protection by notifying the Commission within two business days after returning from an FMLA qualifying absence. If done after two business days, the employee cannot assert FMLA protection retroactively.
14. All medical information submitted as certification for FMLA leave shall remain confidential.
15. The “key employee” provision of the FMLA shall not be applied by the Commission. (A “key employee” is defined as someone in the highest paid ten percent of the employer’s work force, and the provision allows an employer to deny job restoration to a “key employee” after FMLA leave.)

G. EMPLOYEES' RIGHTS AND GRIEVANCE RESOLUTION PROCEDURE

The Greater Lafourche Port Commission recognizes that its employees are its most valued resource. Employees' comments, concerns, or complaints are valuable to the organization. This policy gives employees the means to express comments, concerns, or complaints.

Employees may discuss matters relating to policy and procedure interpretations or express comments, concerns, or complaints with their immediate supervisor or the Human Resource Department at any time.

If the employee issues raised have not been addressed to the employee's satisfaction or if the employee wishes to have the issue reviewed by someone other than his/her immediate supervisor, this agency grievance procedure shall be used. Violations of human rights, discrimination, harassment, or unlawful conduct are examples of matters that can be effectively handled through the grievance process.

If at any point during the Employee Grievance Resolution Procedure outlined hereafter, either criminal or civil complaints or formal criminal charges are filed with the legal justice system in relation to the matter giving rise to the employee grievance at issue, the President of the Board of Commissioners may elect to suspend the Employee Grievance Resolution Procedure pending the outcome of said legal proceedings.

EMPLOYEE GRIEVANCE RESOLUTION PROCEDURE

This procedure and its report form are to be used by employees for expressing concerns, comments, complaints, etc.

Step One

1. Complete the Grievance Statement and Resolution Sought sections of the Grievance Resolution Report form.
2. Submit the Grievance Statement and Resolution Sought portions of the Report form to immediate supervisor within 14 calendar days from the date employee first became aware of the valid work-related grievance. (An employee may present the grievance to his/her department head or the Commission's Human Resources Department if (i) the grievance involves the immediate supervisor and (ii) attempts to resolve the issue with the immediate supervisor have not been successful.)
3. Resolution of the grievance should be attempted at the earliest possible time.
4. Prepare the Decision of Immediate Supervisor portion of the Report form, sign and date same and discuss with the employee within 7 calendar days of the date the Report form was presented by Employee.
5. Complete and sign the Step One section of the Report form.
6. Send original Report form to the Human Resource Officer, with a copy retained by the supervisor and the employee.

If the grievance is not resolved to the employee's satisfaction in Step One or the Decision of Immediate Supervisor is not received by the employee within the required period of time, the employee shall complete the Employee Response portion of Step One, sign and date same and may proceed to Step Two.

Step Two

1. Within seven calendar days of the completion of Step One, present the original Grievance Resolution Report form to his/her Department Head.
2. Resolution of the grievance should be attempted within 14 calendar days of the employee initiating Step Two.
3. Complete and sign the Step Two section of the Grievance Resolution Report form.

4. Send original Report form to the Human Resource Department, with a copy retained by the Department Head and the employee.

If the grievance is not resolved to the employee's satisfaction in Step Two, or response is not received within the required period, the employee shall complete the Employee Response portion of Step Two, sign and date same and may proceed to Step Three.

Step Three

1. Within five calendar days of the completion of Step Two, present the original Grievance Resolution Report to the Executive Director.
2. The Executive Director shall prepare a written decision/response and complete the Step Three section of the Grievance Resolution Report, within 21 days of when the employee initiates Step Three.
3. Send original Report form and written response to the Human Resource Department, with a copy retained by the Executive Director and the employee.

If the written response from the Executive Director is not satisfactory to the employee or the written response is not received within the required period, the employee shall complete the Employee Response portion of Step Three, sign and date same and may proceed to Step Four.

Step Four

1. If still dissatisfied, employee may within 7 days request that the Executive Director present the original Grievance Resolution Report, with the Step One through Step Three sections completed, to the Chairman of the Executive Committee of the Board of Commissioners at the date of the next committee meetings of the Board.
2. The Chairman of the Executive Committee may choose to respond to the Report or may at his discretion have the issue reviewed by the Executive Committee and/or the Commission.
3. The Step Four section of the Grievance Resolution Report is completed with a written decision attached within 21 days of receipt of the Report by the Chairman of the Executive Committee and shall then be forwarded to the Human Resource Department. This decision shall be final.

**GREATER LAFOURCHE PORT COMMISSION
GRIEVANCE FORM**

(This form to be used if the grievant is not satisfied with the oral decision of his or her immediate supervisor at the First Step of the grievance procedure. The form will be completed at each subsequent step at which the appeal is made. If a grievance is settled orally with the immediate supervisor, a written record is not mandatory. However, a memorandum record of the grievance for agency use will be maintained.)

GRIEVANT'S NAME

DATE

DEPARTMENT

JOB TITLE

STEP ONE

GRIEVANCE STATEMENT

RESOLUTION SOUGHT

GRIEVANT'S SIGNATURE

DATE

DECISION OF IMMEDIATE SUPERVISOR

(Immediately Upon Receipt, submit a Copy of This Grievance to The Human Resources Officer, Respond within seven (7) calendar day)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE ANSWER (Respond within seven (7) calendar days)

_____ I am satisfied with the answer to my grievance.

_____ I am not satisfied with the answer to my grievance because

Therefore, I wish to have it referred to the next step.

GRIEVANT'S SIGNATURE

DATE

STEP TWO

DEPARTMENT HEAD

(Investigate, interview grievant, and submit written statement to grievant, appointing authority, and Human Resource Department within fourteen (14) calendar days.)

Reply to Employee's Grievance:

DEPARTMENT HEAD'S SIGNATURE

DATE

EMPLOYEE ANSWER (Respond within seven (7) calendar days)

_____ I am satisfied with the answer to my grievance.

_____ I am not satisfied with the answer to my grievance because

Therefore, I wish to have it referred to the next step.

GRIEVANT'S SIGNATURE

DATE

STEP THREE

EXECUTIVE DIRECTOR'S DECISION

(Interview grievant if requested and submit written statement of recommendations to employee, Department Head and Human Resource Department within 21 calendar days, following the date the grievance entered the third step.)

Reply to Employee's Grievance:

EXECUTIVE DIRECTOR'S SIGNATURE

DATE

EMPLOYEE ANSWER (Respond within seven (7) calendar days)

_____ I am satisfied with the answer to my grievance.

_____ I am not satisfied with the answer to my grievance because

Therefore, I wish to have it referred to the next step.

GRIEVANT'S SIGNATURE

DATE

STEP FOUR

**DECISION OF EXECUTIVE COMMITTEE CHAIRMAN, EXECUTIVE
COMMITTEE OR BOARD OF COMMISSIONERS**

(Within twentyOne (21) calendar days following the date the grievance entered the third step, hear the case, and issue a written decision to the employee, the Executive Director, and the Human Resource Department.)

Decision of Executive Committee Chairman, Executive Committee or Board of Commissioner:

APPOINTEES OF BOARD OF COMMISSIONERS SIGNATURE

DATE

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

H. AUTHORITY TO EMPLOY AND TERMINATE

EMPLOYMENT POSITIONS

Creation of new employment positions within the company are at the full discretion of the board of commissioners. Filling of existing and new employment positions shall be at the full discretion of the Executive Director. Planning should be done so that any foreseen new positions should be introduced during the annual budget approval process. Unforeseen (emergency) new employment positions and replacement of terminated employment positions can be requested of the board of commissioners at any meeting.

APPLICATION PROCESS

Upon approval from the board of commissioners to fill a vacant position, the application period shall be opened. All applicants must complete an employment application to be considered as a candidate for employment. The company may also require a resume' and letters of reference depending on the position being sought. Following review of all completed applications, the Executive Director or his designee will identify the most qualified candidates for interview. Applicants who are not chosen for interviews will remain as active applicants for six months and considered for other available positions during that time.

INTERVIEWING PROCESS

Applicants selected for interview will be interviewed at least one time in front of a panel including the Executive Director or his designee, the Director overseeing the position to be filled and/or the Director overseeing Human Resources, and any members of the Board of Commissioners Executive Committee designated by the Executive Committee Chairman. Second interviews may be requested by the Executive Director.

SELECTION PROCESS

The selection of the candidate to be offered an employment position will be at the sole discretion of the Executive Director and will be based on the input derived on his own and received from the interview panel.

HIRING PROCESS

The Executive Director may make conditional offer of employment to the candidate selected. The conditional aspect of the job offer depends on the employee's agreeing to acknowledge company policies in writing, consenting and passing all necessary drug, background and reference checks and any other condition imposed by the Executive Director.

Following an acceptance of an offer of employment, the new employee will be given a start date and location to report for an orientation session. Orientation is paid. During the orientation, the new employees will be given workplace rules, policies and other information about their positions. Authorization forms and policies must be signed at this time BEFORE actual work is performed under their new department director.

TERMINATION AUTHORITY

The removal of an employment position from the organizational chart is at the discretion of the Board of Commissioners and should be attempted to be done during the budget process or within an adequate time to provide any affected employee transitional consideration.

The termination of an employee is at the full discretion of the Executive Director but should be made in collaboration with the chairman of the Executive Committee. Actions should be done in accordance with all other existing GLPC policies. Notification should be made to each member of the Board of Commissioners prior to termination action or as soon thereafter as possible.

I. PROHIBITED ACTIVITIES

No person shall be appointed or promoted to, or demoted or dismissed from, any position with the Port Commission, or in any way favored or discriminated against with respect to employment, because of his or her political or religious opinions or affiliations, race, sex, or membership or non-membership in any private organization.

No employee of the Port Commission shall, directly or indirectly, pay or promise to pay any assessment, subscription, or contribution for any political party, faction, or candidate, or solicit or take any part in soliciting any such assessment, subscription or contribution of any employee.

No employee shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other valuable consideration for or on account of any actual or proposed appointment or promotion, except for the compensation and benefits associated with an actual promotion.

No employee shall:

1. Use this official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
2. directly or indirectly coerce, attempt to coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
3. if the salary of the employee is paid completely, directly or indirectly, by loans or grants made by the United States or a Federal agency, be a candidate for elective office.

An employee reserves the right to vote as he chooses and to express his opinions on political subjects and candidates.

The support of issues involving bonded indebtedness, tax referenda, or Constitutional amendments shall not constitute prohibited activity.

No person shall make any false statement, certificate, mark, rating, form or report about any application, test, certification, personnel transaction, appointment or employment, or in any manner commit or attempt to commit any fraud. No employee or applicant for

employment shall directly or indirectly persuade, induce or coerce or attempt to persuade, induce or coerce any prospective applicant to withhold filing application for employment with the Port Commission. The penalty for violation by applicants or eligible applicants shall be cancellation of any or all applications.

Discrimination is prohibited. For purposes of this section, "Discrimination" means consideration of religious or political beliefs, sex, race, or any other non-merit factors.

It shall be the duty of every employee to assist the Port Commission in effectively carrying out the provisions of the Prohibited Activity policy and to answer truthfully, whether under oath or otherwise, all proper questions put to him by authorized representatives of the Board of Commissioners.

J. PERFORMANCE PLANNING AND REVIEW

The Performance Review System is a tool used to measure individual performance and to develop employees into high-performing individuals. This Performance Review System is completed for all Commission employees. The performance evaluation year shall be from September 1st through August 31st of the following year. The Human Resources Department will provide performance evaluations to necessary supervisors.

Immediate supervisors are responsible for completing the employee's review packet. The packet is then given to Department head for review. After the Department head has completed and reviewed all necessary packets, the packets are given to the Executive Director for final approval. Once final approval is received, the immediate supervisor is responsible for scheduling appointments with employees to review the performance evaluation. ALL supervisor ratings and comments should be kept OBJECTIVE & CONFIDENTIAL.

The following criteria categories will be used to evaluate employees:

1. Technical and Professional
2. Administrative and Supervisory
3. Managerial and Supervisory

The following ratings will be used to evaluate performance: (see performance planning and review instruction sheet below for definitions of rating scale)

1. Excellent
2. Successful
3. Needs Improvement
4. No Basis

GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW INSTRUCTION SHEET
"Technical & Professional" Criteria Packet

These instructions are provided for use in explaining the GLPC's Performance Planning & Review Process and should remain attached to the planning & review forms.

Three different categories of criteria are established for use by this agency. Although they differ by job type, they are similar regarding agency core beliefs, ethics, and actions. This allows each evaluation to be comparable to other employees by position and all employees of the agency.

CRITERIA CATEGORIES:	Dept./Job Type Users:
TECHNICAL & PROFESSIONAL	SECURITY-Harbor Police/OPERATIONS-Airport/IT-Techs
ADMINISTRATIVE & OPERATIONAL	ADMINISTRATION-Clerical/OPERATIONS-Maintenance
MANAGERIAL & SUPERVISORY	Dept Heads & any with supervisory responsibilities

(Different Criteria Category Forms are identified on the bottom of Page number's 2, 3, & 4.)

Before beginning this evaluation carefully review the Rating Scale to be utilized for each rating criteria.

This Performance Review is to serve as a record of performance and accomplishments during the rating period depicted. Its purpose is to summarize the information necessary to report each employee's current performance and to assist both the supervisor, employee and others in effectively developing and counseling staff. This evaluation will also be used in selecting qualified individuals for further assignments and in administering an equitable compensation program. This Performance Review should be discussed with each employee of the agency. Supervisor ratings and comments should be kept as OBJECTIVE & CONFIDENTIAL as possible. Appropriate performance based comments should support ratings.

Please note that a rating of "SUCCESSFUL" completely describes satisfactory performance and is noted as the basis under each rating criteria.

RATINGS:

The following descriptions will help in using the rating scale.
 Support for each performance rating should be indicated in the comments section.

"EXCELLENT" indicates exceptional performance that consistently exceeds the quality requirements of the position. If this category is used, there should be specific comments regarding how performance is **above expectations** and that of a "Role Model" or "Model Employee".

"SUCCESSFUL" indicates performance that consistently meets the requirements of the position and works very well with a minimum of supervision. This rating is used to describe performance of high quality which meets the standards of the agency. The employee is considered **at expectations** and "On Track."

"NEEDS IMPROVEMENT" indicates performance that **does NOT meet expectations**.
 If this category is used, there should be specific comments regarding how performance should be improved. Documentation is needed!!!

"NO BASIS" indicates the evaluator is unable to appraise the performance of the employee or the criteria does not apply.

Louisiana is in an "AT-WILL" employment state and this agency considers itself an "AT-WILL" employer, meaning that either the agency or employee can end the employment relationship at any time and for any or no reasons. The ratings reflected by this form do not alter the parties "AT-WILL" relationship.

**GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW FORM**

Employee Name: _____ Department Head: _____

Job Title: _____ HR Representative: _____

Performance Criteria Form used: **TECHNICAL & PROFESSIONAL**
Planning & Review Period:
 From: _____
 To: _____

Department (check):
 SECURITY/HARBOR POLICE FINANCE
 OPERATIONS-MAINTENANCE ECONOMIC DEVELOPMENT
 OPERATIONS-AIRPORT INFORMATION TECHNOLOGY
 EXECUTIVE LEGAL

Planning Session:
 Date Conducted: _____ Planner: _____ HR Rep Present
 Date Updated: _____ Planner: _____ HR Rep Present
 Planner Signature: X _____ Date: _____
 Employee Signature: X _____ Date: _____

Rating Session:
 Date Conducted: _____ Evaluator: _____ HR Rep Present
 Date Reviewed: _____ Next Level Mngr: _____
 Date Approved: _____ Executive Director: _____

Final Rating: (from Page 5)
 Score: _____ equates to:
 EXCELLENT {2.50 TO 3.00}
 SUCCESSFUL {1.50 TO 2.49}
 NEEDS IMPROVEMENT {1.00 TO 1.49}
 NO BASIS
 Evaluator Comments:

Required Signatures:
 Employee Statement - I have had this evaluation discussed with me and have been provided a copy.
 I understand that my signature does not imply agreement with the rating for which I have provided comments.
 Employee Signature: X _____ Date: _____
 Employee Comments:

Evaluator Signature: X _____ Date: _____
 Next Level Mngr Signature: X _____ Date: _____
 HR Rep Signature: X _____ Date: _____
 Executive Director Signature: X _____ Date: _____

PERFORMANCE RESULTS	
1. QUALITY OF WORK	Expectation Rating:
Expectation: Completes high quality work with thoroughness and accuracy to achieve results. Thoroughly follows standards and procedures. Keeps complete records. Pays adequate attention to detail.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
2. QUANTITY OF WORK	Expectation Rating:
Expectation: Completes assignments by or before deadline. Produces acceptable quantity of work. Maintains control of work regardless of environmental pressures. Manages priorities. Accepts new responsibilities.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
PERFORMANCE FACTORS	
3. JOB KNOWLEDGE & TECHNICAL APPLICATION	Expectation Rating:
Expectation: Applies technical, professional knowledge to job requirements. Responds with constructive activities after manager feedback. Keeps job knowledge and technical skills current. Participates in professional societies. Uses past experience to solve problems. Applies company and industry information and is resourceful in accomplishing tasks.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
4. ORGANIZATION & PLANNING	Expectation Rating:
Expectation: Sets priorities to optimize time usage. Engages in short and long term planning. Proposes milestones which allow progress to be adequately measured. Adheres to schedules and plans.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

5. ANALYTICAL & PROBLEMSOLVING	Expectation Rating:
Expectation: Understands and defines problems clearly. Formulates realistic solutions. Participates constructively in group problem solving. Anticipates and prevents problems.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
6. JUDGMENT & DECISION MAKING	Expectation Rating:
Expectation: Considers relevant alternatives before making decisions. Shows timeliness and conviction in making recommendations and decision that withstand critical examination.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
7. DEPENDABILITY	Expectation Rating:
Expectation: Punctuality, attendance, and attentiveness. Meets commitments, accepts accountability, stays focused under pressure. Adheres to established guidelines and rules of the organization.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
8. INNOVATION & CREATIVITY	Expectation Rating:
Expectation: Generate workable ideas, concepts, and techniques. Willing to attempt new approaches. Simplifies and/or improves procedures, techniques, and processes.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

INTERPERSONAL SKILLS	
9. COMMUNICATION	Expectation Rating:
Expectation: Articulates ideas in a clear, concise, and appropriate assertive manner. Produces readable, concise and accurate written documentation. Provides professional service to both internal and external clients.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
10. SUPERVISION	Expectation Rating:
Expectation: Executes directions and plans from manager. Accepts constructive criticism and feedback. Keeps manager involved and informed on a timely basis.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
11. TEAMWORK	Expectation Rating:
Expectation: Assists others when needed. Participates effectively in the work team by offering ideas. Listens to other's suggestions or ideas. Prevents or resolves conflict. Effectively manages team when needed.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
DEVELOPMENT GOAL	
12.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

CURRENT PERIOD ASSIGNED GOALS	
13.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
14.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
SUMMARY	
Number of "EXCELLENT" Expectations = _____ X 3 = _____	Summary Rating:
Number of "SUCCESSFUL" Expectations = _____ X 2 = _____	EXCELLENT (2.50 To 3.00)
Number of "NEEDS IMPROVEMENT" Expectations = _____ X 1 = _____	SUCCESSFUL (1.50 To 2.49)
(Sum of 3 lines above) TOTAL = _____	NEEDS IMPROVEMENT (1.0 To 1.49)
Number of Criteria Used _____	NO BASIS
Divide "TOTAL" by "Number of Criteria Used" equals SCORE=====	
(Circle the Summary Rating correlated to end SCORE)	

GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW INSTRUCTION SHEET
"Administrative & Operational" Criteria Packet

These instructions are provided for use in explaining the GLPC's Performance Planning & Review Process and should remain attached to the planning & review forms.

Three different categories of criteria are established for use by this agency. Although they differ by job type, they are similar regarding agency core beliefs, ethics, and actions. This allows each evaluation to be comparable to other employees by position and all employees of the agency.

CRITERIA CATEGORIES:	Dept/Job Type Users:
TECHNICAL & PROFESSIONAL	SECURITY-Harbor Police/OPERATIONS-Airport/IT-Techs
ADMINISTRATIVE & OPERATIONAL	ADMINISTRATION-Clerical/OPERATIONS-Maintenance
MANAGERIAL & SUPERVISORY	Dept Heads & any with supervisory responsibilities

(Different Criteria Category Forms are identified on the bottom of Page number's 2, 3, & 4.)

Before beginning this evaluation carefully review the Rating Scale to be utilized for each rating criteria.

This Performance Review is to serve as a record of performance and accomplishments during the rating period depicted. Its purpose is to summarize the information necessary to report each employee's current performance and to assist both the supervisor, employee and others in effectively developing and counseling staff. This evaluation will also be used in selecting qualified individuals for further assignments and in administering an equitable compensation program. This Performance Review should be discussed with each employee of the agency. Supervisor ratings and comments should be kept as OBJECTIVE & CONFIDENTIAL as possible. Appropriate performance based comments should support ratings.

Please note that a rating of "SUCCESSFUL" completely describes satisfactory performance and is noted as the basis under each rating criteria.

RATINGS:

The following descriptions will help in using the rating scale.
Support for each performance rating should be indicated in the comments section.

"EXCELLENT" indicates exceptional performance that consistently exceeds the quality requirements of the position. If this category is used, there should be specific comments regarding how performance is **above expectations and** that of a "Role Model" **or "Model Employee"**.

"SUCCESSFUL" indicates performance that consistently meets the requirements of the position and works very well with a minimum of supervision. This rating is used to describe performance of high quality which meets the standards of the agency. The employee is considered **at expectations and** "On Track."

"NEEDS IMPROVEMENT" indicates performance that **does NOT meet expectations**.
If this category is used, there should be specific comments regarding how performance should be improved. Documentation is needed!!!

"NO BASIS" indicates the evaluator is unable to appraise the performance of the employee or the criteria does not apply.

Louisiana is in an "AT-WILL" employment state and this agency considers itself an "AT-WILL" employer, meaning that either the agency or employee can end the employment relationship at any time and for any or no reasons. The ratings reflected by this form do not alter the parties "AT-WILL" relationship.

**GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW FORM**

Employee Name: _____ Department Head: _____

Job Title: _____ HR Representative: _____

Performance Criteria Form used: **ADMINISTRATIVE & OPERATIONAL** **Planning & Review Period:**
From: _____
To: _____

Department (check):
 SECURITY/HARBOR POLICE FINANCE
 OPERATIONS-MAINTENANCE ECONOMIC DEVELOPMENT
 OPERATIONS-AIRPORT INFORMATION TECHNOLOGY
 EXECUTIVE LEGAL

Planning Session:
 Date Conducted: _____ Planner: _____ HR Rep Present
 Date Updated: _____ Planner: _____ HR Rep Present
 Planner Signature: X _____ Date: _____
 Employee Signature: X _____ Date: _____

Rating Session:
 Date Conducted: _____ Evaluator: _____ HR Rep Present
 Date Reviewed: _____ Next Level Mngr: _____
 Date Approved: _____ Executive Director: _____

Final Rating: (from Page 5)
 Score: _____ equates to:
 EXCELLENT {2.50 TO 3.00}
 SUCCESSFUL {1.50 TO 2.49}
 NEEDS IMPROVEMENT { 1.00 TO 1.49}
 NO BASIS
 Evaluator Comments:

Required Signatures:
 Employee Statement - I have had this evaluation discussed with me and have been provided a copy.
 I understand that my signature does not imply agreement with the rating for which I have provided comments.
 Employee Signature: X _____ Date: _____
 Employee Comments:

Evaluator Signature: X _____ Date: _____
 Next Level Mngr Signature: X _____ Date: _____
 HR Rep Signature: X _____ Date: _____
 Executive Director Signature: X _____ Date: _____

PERFORMANCE RESULTS	
1. QUALITY OF WORK	Expectation Rating:
Expectation: Accuracy, neatness, confidentiality. Processes, maintains, and completes assignments thoroughly. Works independently when necessary. Processes necessary paperwork with attention to detail.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
2. QUANTITY OF WORK	Expectation Rating:
Expectation: Completes assignments by or before deadline. Produces acceptable quantity of work. Works at steady pace regardless of environmental pressures.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
PERFORMANCE FACTORS	
3. JOB KNOWLEDGE & TECHNICAL APPLICATION	Expectation Rating:
Expectation: Exhibits necessary job knowledge and technical skills. Keeps job knowledge and technical skills current.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
4. ORGANIZATION & PLANNING	Expectation Rating:
Expectation: Schedules time effectively. Prioritizes assignments to avoid crises. Keeps work area orderly. Initiates activities to stay busy and productive when necessary.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

5. DECISION MAKING & PROBLEMSOLVING	Expectation Rating:
Expectation: Presents and weighs alternatives before making decisions. Consults others when appropriate. Anticipates and prevents problems. Generates alternative solutions and selects optimal solution.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
6. ADAPTABILITY	Expectation Rating:
Expectation: Shows flexibility in responding to change. Willingly takes on new responsibilities. Effectively handles pressure.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
7. DEPENDABILITY	Expectation Rating:
Expectation: Punctuality, attendance, and attentiveness. Meets commitments, accepts accountability, stays focused under pressure. Adheres to established guidelines and rules of the organization.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
8. INITIATIVE	Expectation Rating:
Expectation: Persistence and resourcefulness. Sees beyond immediate assignments and acts on opportunities and problem areas. Generates new ideas and practices self-development.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

INTERPERSONAL SKILLS	
9. COMMUNICATION	Expectation Rating:
Expectation: Presents ideas effectively and listens to others. Writes clear, concise documentation. Provides professional service to both internal and external customers.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
10. SUPERVISION	Expectation Rating:
Expectation: Accepts direction and supervision in a positive manner. Keeps supervisor advised of problems, ideas, and decisions when needed.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
11. TEAMWORK	Expectation Rating:
Expectation: Works well with others. Demonstrates responsiveness to requests from others. Provides assistance when needed. Helps resolve conflicts.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
DEVELOPMENT GOAL	
12.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

CURRENT PERIOD ASSIGNED GOALS	
13.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
14.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
SUMMARY	
Number of "EXCELLENT" Expectations = _____ X 3 = _____	Summary Rating:
Number of "SUCCESSFUL" Expectations = _____ X 2 = _____	EXCELLENT (2.50 To 3.00)
Number of "NEEDS IMPROVEMENT" Expectations = _____ X 1 = _____	SUCCESSFUL (1.50 To 2.49)
(Sum of 3 lines above) TOTAL = _____	NEEDS IMPROVEMENT (1.0 To 1.49)
Number of Criteria Used _____	NO BASIS
Divide "TOTAL" by "Number of Criteria Used" equals SCORE =====	
(Circle the Summary Rating correlated to end SCORE)	

GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW INSTRUCTION SHEET
"Managerial & Supervisory" Criteria Packet

These instructions are provided for use in explaining the GLPC's Performance Planning & Review Process and should remain attached to the planning & review forms.

Three different categories of criteria are established for use by this agency. Although they differ by job type, they are similar regarding agency core beliefs, ethics, and actions. This allows each evaluation to be comparable to other employees by position and all employees of the agency.

CRITERIA CATEGORIES:	Dept/Job Type Users:
TECHNICAL & PROFESSIONAL	SECURITY-Harbor Police/OPERATIONS-Airport/IT-Techs
ADMINISTRATIVE & OPERATIONAL	ADMINISTRATION-Clerical/OPERATIONS-Maintenance
MANAGERIAL & SUPERVISORY	Dept Heads & any with supervisory responsibilities

(Different Criteria Category Forms are identified on the bottom of Page number's 2, 3, & 4.)

Before beginning this evaluation carefully review the Rating Scale to be utilized for each rating criteria.

This Performance Review is to serve as a record of performance and accomplishments during the rating period depicted. Its purpose is to summarize the information necessary to report each employee's current performance and to assist both the supervisor, employee and others in effectively developing and counseling staff. This evaluation will also be used in selecting qualified individuals for further assignments and in administering an equitable compensation program. This Performance Review should be discussed with each employee of the agency. Supervisor ratings and comments should be kept as OBJECTIVE & CONFIDENTIAL as possible. Appropriate performance based comments should support ratings.

Please note that a rating of "SUCCESSFUL" completely describes satisfactory performance and is noted as the basis under each rating criteria.

RATINGS:

The following descriptions will help in using the rating scale.
 Support for each performance rating should be indicated in the comments section.

"EXCELLENT" indicates exceptional performance that consistently exceeds the quality requirements of the position. If this category is used, there should be specific comments regarding how performance is **above expectations** and that of a "Role Model" or "Model Employee".

"SUCCESSFUL" indicates performance that consistently meets the requirements of the position and works very well with a minimum of supervision. This rating is used to describe performance of high quality which meets the standards of the agency. The employee is considered **at expectations** and "On Track."

"NEEDS IMPROVEMENT" indicates performance that **does NOT meet expectations**. If this category is used, there should be specific comments regarding how performance should be improved. Documentation is needed!!!

"NO BASIS" indicates the evaluator is unable to appraise the performance of the employee or the criteria does not apply.

Louisiana is in an "AT-WILL" employment state and this agency considers itself and "AT-WILL" employer, meaning that either the agency or employee can end the employment relationship at any time and for any or no reasons. The ratings reflected by this form do not alter the parties "AT-WILL" relationship.

**GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW FORM**

Employee Name: _____ Department Head: _____

Job Title: _____ HR Representative: _____

Performance Criteria Form used:

MANAGERIAL & SUPERVISORY

Planning & Review Period:

From: _____

To: _____

Department (check):

SECURITY/HARBOR POLICE

FINANCE

OPERATIONS-MAINTENANCE

ECONOMIC DEVELOPMENT

OPERATIONS-AIRPORT

INFORMATION TECHNOLOGY

EXECUTIVE

LEGAL

Planning Session:

Date Conducted: _____ Planner: _____ HR Rep Present

Date Updated: _____ Planner: _____ HR Rep Present

Planner Signature: X _____ Date: _____

Employee Signature: X _____ Date: _____

Rating Session:

Date Conducted: _____ Evaluator: _____ HR Rep Present

Date Reviewed: _____ Next Level Mngr: _____

Date Approved: _____ Executive Director: _____

Final Rating: (from Page 5)

Score: _____ equates to:

EXCELLENT {2.50 TO 3.00}

SUCCESSFUL {1.50 TO 2.49}

NEEDS IMPROVEMENT {1.00 TO 1.49}

NO BASIS

Evaluator Comments:

Required Signatures:

Employee Statement - I have had this evaluation discussed with me and have been provided a copy.

I understand that my signature does not imply agreement with the rating for which I have provided comments.

Employee Signature: X _____ Date: _____

Employee Comments:

Evaluator Signature: X _____ Date: _____

Next Level Mngr Signature: X _____ Date: _____

HR Rep Signature: X _____ Date: _____

Executive Director Signature: X _____ Date: _____

PERFORMANCE RESULTS	
1. MANAGEMENT EFFECTIVENESS & LEADERSHIP	Expectation Rating:
Expectation: Delegates effectively and supervises follow-through. Persuasive, fair, impartial, sets high standards, establishes clear focus and direction. Achieves desired results with support, confidence and integrity.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
2. ADMINISTRATION	Expectation Rating:
Expectation: Ability to manage consistent with Company policies and procedures. Maintains effective checks and controls over area of responsibility. Overall effectiveness for systems functioning smoothly.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
PERFORMANCE FACTORS	
3. JOB KNOWLEDGE & TECHNICAL APPLICATION	Expectation Rating:
Expectation: Displays knowledge and expertise of sound management practices. Keeps technical knowledge current. Improves supervisory skills through internal and external training programs.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
4. PLANNING	Expectation Rating:
Expectation: Develops realistic plans that meet company goals and future needs. Exhibits foresight in recognizing potential problems and develops solutions. Foresees changes and trends.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

5. EXPENSE CONTROL & REDUCTION	Expectation Rating:
Expectation: Tracks and adheres to financial plan. Makes sound decisions that consider cost/benefit. Accurate estimation of expense levels. Innovative ideas to reduce expenses.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
6. JUDGMENT & DECISION MAKING	Expectation Rating:
Expectation: Accumulate all relevant information prior to making decisions. Present well considered and appropriate alternatives when making recommendations. Makes decisions in a timely manner.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
7. DEPENDABILITY	Expectation Rating:
Expectation: Punctuality, attendance, and attentiveness. Meets commitments, accepts accountability, stays focused under pressure. Adheres to established guidelines and rules of the organization.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
8. INNOVATION & CHANGE	Expectation Rating:
Expectation: Initiates change when necessary. Generates ideas to solve problems and improve performance. Exhibits creativity. Receptive to new ideas. Encourages others to accept change.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT

INTERPERSONAL SKILLS	
9. COMMUNICATION	Expectation Rating:
Expectation: Effectively presents, exchanges, and receives information both orally and in writing. Promotes mutual understanding, respect, and productivity. Appropriately expresses opinions. Keeps others informed.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
10. SUBORDINATE RELATIONSHIP & DEVELOPMENT	Expectation Rating:
Expectation: Hires competent employees and delegates appropriately. Effectively deals with employee conflict. Provides opportunity for growth, challenges, and motivates. Applies consistent performance standards.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
11. ORGANIZATIONAL RELATIONSHIPS	Expectation Rating:
Expectation: Executes direction and plans from superiors. Keeps managers informed and submits reports timely. Works effectively with superior and peers. Profits from constructive criticism.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
DEVELOPMENT GOAL	
12.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

CURRENT PERIOD ASSIGNED GOALS	
13.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
14.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
SUMMARY	
Number of "EXCELLENT" Expectations = _____ X 3 = _____	Summary Rating:
	EXCELLENT (2.50 To 3.00)
Number of "SUCCESSFUL" Expectations = _____ X 2 = _____	SUCCESSFUL (1.50 To 2.49)
Number of "NEEDS IMPROVEMENT" Expectations = _____ X 1 = _____	NEEDS IMPROVEMENT (1.0 To 1.49)
(Sum of 3 lines above) TOTAL = _____	NEEDS IMPROVEMENT (1.0 To 1.49)
Number of Criteria Used _____	NO BASIS
Divide "TOTAL" by "Number of Criteria Used" equals SCORE =====	
(Circle the Summary Rating correlated to end SCORE)	

K. PROBATIONARY PERIODS

Employees on probational appointments shall serve a probationary period of no less than six (6) months and no greater than two (2) years at the discretion of the Executive Director.

When a probational appointment job offer is made to an employee with new or permanent status at the time, the probationary period applicable to the appointment shall be clearly stated to the employee.

New or permanent employees who accept a probational appointment must sign a written statement confirming his understanding that he will serve a probationary period.

The probationary period shall be an essential part of the examination process and shall be used for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standards of work.

The probationary period of a part-time employee shall be computed on the same calendar basis as though he were employed full time.

A probationary employee who is absent for military training or military active duty more than thirty consecutive calendar days, shall be returned to duty in the probationary status at the point he/she reached in the probationary period before leaving. Absences of thirty consecutive calendar days or less shall be counted as part of the probationary period.

A probationary employee may be terminated by the Executive Director at any time.

Sample of Certification

I, _____, understand that I have accepted the position of _____ in probational status. I understand the probation period will last no less than six (6) months and no more than two (2) years, and that I may be separated at any time for any reason while on probation.

Employee Signature

Date

Witness Signature/Title

Date

L. DISCIPLINE, CORRECTIVE ACTIONS, AND RESIGNATIONS

AUTHORITY TO DISCIPLINE

The Executive Director has the sole authority to discipline an employee of the Commission.

DISCIPLINE DEFINED

Discipline includes only: suspension without pay, reduction in pay, involuntary demotion and dismissal.

SUSPENSION WITHOUT PAY

A suspension without pay cannot exceed 176 work hours.

REDUCTION IN PAY

A reduction in pay cannot reduce an employee's pay below minimum wage or below the minimum pay within the GLPC Pay Scale for said employee's job position. This means that the Executive Director needs to ensure that the reduction in pay they are imposing does not reduce the employee's overall rate of pay below the minimum of the range of pay for that period.

SUSPENSION PENDING CRIMINAL PROCEEDINGS

The Executive Director may suspend a permanent employee, without pay, pending criminal proceedings when an indictment or bill of information has been filed against the employee for conduct that, if proved, would be cause for dismissal and the Executive Director cannot obtain sufficient information to justify terminating the employee.

The suspension documentation should explain why the conduct would be cause for dismissal, why the employee cannot be allowed to work in any capacity, and why sufficient information to justify termination cannot be obtained. The documentation should also include that an indictment or bill of information has been filed.

NOTICE OF PROPOSED ACTION; EMPLOYEE'S OPPORTUNITY TO RESPOND

When the Executive Director proposes to discipline or remove a permanent employee, the employee must be given oral or written notice of the proposed action, the factual basis for and a description of the evidence supporting the proposed action, and a reasonable opportunity to respond.

SUSPENSION PENDING INVESTIGATION

The Executive Director may orally suspend a permanent employee who is suspected of conduct that, if confirmed, would warrant discipline or removal and the employee's continued presence at work during the investigation and subsequent administrative proceedings would be contrary to the best interests of the Commission. The employee must be told that he is being suspended with pay and the general nature of the conduct being investigated.

A suspension pending investigation must be with pay and cannot exceed 260 work hours. Enforced compensatory or enforced annual leave cannot be used for this 260-hour period.

A suspension pending investigation is not discipline.

RESIGNATIONS

An employee's oral or written resignation becomes effective on the date and time specified by the employee. An oral resignation must be documented by the person receiving it.

An employee may not withdraw or modify the resignation after the Executive Director or immediate supervisor accepts it, unless the Executive Director agrees. When, after receiving notice that dismissal has been proposed, an employee resigns to avoid dismissal, the resignation must be reported as such.

M. EMPLOYEE RECORDS

1. Subject to the provisions of this policy, an employee may review information found in the employee's personnel file. Such review shall be in the presence of the Director overseeing the Human Resource Department.
2. Records in an employee's personnel file relating to a possible criminal investigation will not be made available to the employee for review.
3. Employees are permitted to have copies of all or part of the information that the employee may access from the employee's personnel file. The copies will be made on Port premises. The file will not be permitted to leave the office.
4. If, after reviewing the employee's personnel file, there is a disagreement about any information found in that file, removal or correction of the information may be agreed upon by Greater Lafourche Port Commission and the employee. If Greater Lafourche Port Commission and the employee cannot agree upon removal or correction, the employee may submit a written statement explaining the employee's position. The statement will become part of the employee's permanent file and will be disclosed along with the disputed information should disclosure from the personnel file be made to a third party.
5. The Greater Lafourche Port Commission will retain employee personnel files for a minimum of three (3) years from the date of separation from service.

N. DRIVER'S MOTOR VEHICLE RECORD

Business vehicle operations create substantial risk to any organization. A best practice for reducing vehicle risk is to ensure only safe drivers are allowed to operate vehicles on organization business.

GLPC business can involve organization vehicles, personal vehicles, and rental vehicles. While employee drivers who drive frequently are obvious, this policy also applies to often forgotten drivers such as: part-time/temporary, interns, elected officials, post office/bank runs, airport pickups, conference/seminar attendees, business trip travelers, etc.

Evaluating a driver's motor vehicle record (MVR) along with obtained employee-certified reports has long been a recognized component of the driver screening process. The following constitutes the MVR policy of the GLPC.

1. All drivers must have a valid driver's license of the proper class and appropriate endorsements where necessary.
2. Drivers must immediately notify their supervisor and not drive on GLPC business if their license has been suspended or revoked.
3. Drivers must report all accidents and moving violations to their supervisor whether incurred on-the-job or not.
4. Prospective employees will be required to report all accidents and moving violations within the previous 36 months at the time of hire. Upon implementation of this policy existing employee drivers will be required to complete the same report. After which all employee drivers will be required to complete an accident and moving violation report annually for the previous 12 months thereby creating a rolling 36-month informational self-reporting history.
5. MVRs will be obtained on prospective drivers prior to employment. MVRs will be obtained annually thereafter on all employee drivers.
6. MVRs will be broken down into 'Violations' and 'Accidents'. 'Violations' are classified as *Major*, *Minor*, and *Non-Moving*. *Non-Moving* are not included in this evaluation process unless deemed to be the causation of higher costing insurance coverage. 'Accidents' will be classified as *Preventable* or *Non-Preventable*. A *Non-Preventable* accident will be declared if it is deemed the driver did everything possible to avoid being involved or has been rear-ended or

struck while parked.

7. Acceptability of a driver to drive on GLPC business will be based on the information obtained from self-reporting and MVRs through the following applications:

a. If the violation is classified in the following “Major Violation” listing a prospective driver will not be hired while an existing employee driver will be suspended from driving on any and all GLPC business for 36 months.

MAJOR VIOLATIONS:

- i. Driving Under the Influence or Driving While Impaired (DUI/DWI) Alcohol or Drugs
- ii. Refusing to submit to Blood Alcohol Test (BAC)
- iii. Felony, homicide, or manslaughter involving the use of a motor vehicle
- iv. Aggravated assault with a motor vehicle
- v. Reckless driving, negligent driving, driving to endanger, or racing (speed contest)
- vi. Hit & Run (bodily injury or property damage) or Leaving the Scene of an Accident
- vii. Attempting to elude a police officer
- viii. Speeding (greater than 85 mph or in Excess of 25 mph Above the Posted Limit)

b. If a violation is not *Major* or *Non-Moving* it is *Minor*. All *Minor Violations* and *Preventable Accidents* during the prior 36 months will be included in the below “Grid” analysis. From the analysis, prospective employees must have a rating that is ‘CLEAR’ or ‘ACCEPTABLE’ in order to be hired for positions requiring driving. Current drivers must have a rating that is ‘CLEAR’, ‘ACCEPTABLE’, or ‘BORDERLINE’. Management may restrict the driving privileges of employees with ‘BORDERLINE’ records or require drivers to receive additional training or monitoring. Drivers with ‘POOR’ records will be suspended from driving on any and all GLPC business.

c.

GRID		<i>NUMBER OF PREVENTABLE ACCIDENTS</i>			
		0	1	2	3+
<i>NUMBER OF VIOLATIONS</i>	0	<i>CLEAR</i>	<i>ACCEPTABLE</i>	<i>BORDERLINE</i>	<i>POOR</i>
	1	<i>ACCEPTABLE</i>	<i>ACCEPTABLE</i>	<i>BORDERLINE</i>	<i>POOR</i>
	2	<i>ACCEPTABLE</i>	<i>BORDERLINE</i>	<i>POOR</i>	<i>POOR</i>
	3+	<i>POOR</i>	<i>POOR</i>	<i>POOR</i>	<i>POOR</i>

Management reserves the right to make exceptions and changes to this policy as deemed acceptable.

Greater Lafourche Port Commission (GLPC)

Employee Driving Record Information Disclosure and Release Form

1. In connection with my employment (or my application for employment), I hereby give permission to the Greater Lafourche Port Commission (hereinafter referred to as “GLPC”) to obtain my state driving record also known as my Motor Vehicle Record or MVR.
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I authorize, without reservation, any party or agency contacted by the GLPC to furnish the above- mentioned information.
4. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record.
5. This authorization shall remain on file by the GLPC for the duration of my employment and will serve as an ongoing authorization for the GLPC to procure my state driving record at any time during my employment period.
6. I understand that the GLPC may take adverse action affecting my employment based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
 - a. Employer must notify me in writing of any such adverse action.
 - b. I have the right to receive a copy of the driving record upon which the adverse action was based.
 - c. I have the right to receive a summary of my rights under the Fair Credit Reporting Act.
 - d. I have the right to know the name, address, and telephone number of the consumer reporting agency that provided my driving record to the GLPC.
 - e. I have the right to obtain a free copy of my driving record from the agency that provided it – if such a request is made within 60 days from the date that the GLPC took adverse action.
 - f. I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it and to request that errors be corrected.

Employee’s Printed Name Employee’s Signature Date

Date of Birth Driver’s License Number & State Issued

Greater Lafourche Port Commission (GLPC)
Prior 12 Month Driver's Self-Reporting Form
(For Existing Employees)

List all driving offenses that have occurred in the previous 12 months of today's date.

Driving Offenses are to be broken down into *Violations and Accidents*.

Violations are to be classified as *Major or Minor*. (*Non-Moving* violations are not required to be reported)

Major Violations are:

- 1 - Driving Under the Influence or Driving While Impaired (DUI/DWI) – Alcohol or Drugs
- 2 - Refusing to submit to Blood Alcohol Test (BAC)
- 3 - Felony, homicide, or manslaughter involving the use of a motor vehicle
- 4 - Aggravated assault with a motor vehicle
- 5 - Reckless driving, negligent driving, driving to endanger, or racing (speed contest)
- 6 - Hit & Run (bodily injury or property damage) or Leaving the Scene of an Accident
- 7 - Attempting to elude a police officer
- 8 - Speeding (greater than 85 mph or in Excess of 25 mph Above the Posted Limit)

Minor Violations are anything not *Major* or *Non-Moving*.

Accidents are to be classified as *Preventable* or *Non-Preventable*.

A *Non-Preventable* accident is when the driver did everything possible to avoid being involved or has been rear-ended or struck while parked.

Date	Violation or Accident?	If Violation was it Major or Minor? If Accident was it Preventable or Non-Preventable?	Location

Printed Name

Signature

Date

O. ACCESS TO PUBLIC RECORDS

All books, records, writings, accounts, letters, maps, papers, tapes, or any other documentary materials used, in use or for use in the conduct of agency business is a “public record” unless otherwise specifically exempted by law.

The official custodian or records for the Greater Lafourche Port commission is the Executive Director.

The following guidelines will be observed when there is a request to access agency records. In the event of a discrepancy between these guidelines and Louisiana’s Public Record Law, Louisiana’s Public Record Law shall govern.

1. Anyone under the age of majority does not have the authority to access public records.
2. Each person requesting access to an agency record shall sign an official register and provide their name, age and the date of the request. When a person requests a copy of a public record and that person is not present, the person receiving the request will complete the official register and initial it.
3. All records that are published or recorded with the Clerk of Court can be accessed without the authority of the custodian of records. Copies of complaints and police records are accessed per harbor police and administrative policy. All other requests must be approved by the custodian of record or his designee.
4. In any case in which a record is requested and a question is raised by the custodian of records as to whether it is a public record, such custodian shall within three days of the receipt of the request, exclusive of Saturdays, Sundays and legal holidays, notify in writing the person making such request of his determination and the reasons therefor.
5. Records can be viewed during normal working hours.
6. At no time, shall a complete file be provided for viewing without the consent of the custodian of records.
7. Public records can be segregated from non-public records for viewing.
8. When copies of records are provided, reasonable fees for making copies shall be charged.

P. OUTSIDE EMPLOYMENT

DEFINITIONS

For the purposes of this policy “outside employment” is when a current Port employee, directly or indirectly, pursues a financial interest by engaging in self-employment or entering an employment contract with a third-party other than the Port. In an approved “outside employment” activity the individual is NOT under the liability umbrella of the Port nor does the employee qualify for workers compensation benefits for accidents occurring during “outside employment” activities.

For the purposes of this policy “outside employment” shall be differentiated from “special detail employment” which is when an employee voluntarily accepts a paid assignment through the Port to conduct duties separate from their regular job. This “special detail employment” is separately billed by the Port and may or may not include billing for Port owned equipment (vehicle, vessel, etc.) used in the detail. In a “special detail employment” assignment the employee is under the direction and liability umbrella of the Port.

GUIDELINES

Employees may not engage in any “outside employment” as defined in this policy or financial interest which may conflict, in the Port’s opinion, with the best interests of the Port or interfere with the employee’s ability to perform his/her assigned Port job. Examples include, but are not limited to outside employment which:

1. contributes to poor performance, absenteeism, or tardiness;
2. is conducted during the employee’s scheduled work day;
3. prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee’s job;
4. occurs during the same time that the employee is on paid sick leave or paid on-call;
5. utilizes Port-owned telephones, computers, supplies, facilities, equipment, badges, commissions, or any other Port-owned resource;
6. is employment with a firm which has contracts with or does business with the Port (*This is the policy of the GLPC. As with other policies, it is not a substitute for any State or Federal Law applicable to employees of the GLPC specifically including, but not limited to, those State Laws regarding ethics and dual office holding. Such State and Federal Laws should be observed at all times as a GLPC employee*);
7. may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee who chooses to pursue “outside employment” as defined in this policy may do so provided, he/she obtains prior approval from the Port’s Executive Director.

AGAIN, in an approved “outside employment” activity the individual is NOT under the liability umbrella of the Port nor does the employee qualify for workers compensation benefits for accidents occurring during “outside employment” activities.

Any employee engaged in “outside employment” which conflicts with the requirements of this policy may be required to resign from such “outside employment” or be terminated if the employee refuses to resign.

Any already approved “outside employment” that could potentially interfere with call-out or employee’s job performance needs to immediately be reported to the employee’s director in charge.

Q. DISASTER RECOVERY/BUSINESS CONTINUITY

OBJECTIVE

The Disaster Recovery/Business Continuity Policy aims to coordinate the recovery of critical business functions in managing and supporting the business recovery in the event of a disruption or disaster, including all computer systems and networks. This can include short or long-term disasters or other disruptions, such as cyberattacks, fires, floods, earthquakes, explosions, terrorism, tornadoes, extended power interruptions, hazardous chemical spills, and other natural or man-made disasters.

A disaster is defined as any event that renders a business facility inoperable or unusable so that it interferes with the organization's ability to deliver essential business services.

This policy is intended to remain dynamic. Typically, the Greater Lafourche Port Commission will review this policy at least annually and, if deemed advisable, recommend changes.

IDENTIFICATION OF CRITICAL DATA AND FREQUENCY OF DATA BACKUPS

The Greater Lafourche Port Commission, Director of Information Technology, must work with all department heads annually to review which systems are most critical to the organization. This list will be prioritized by the Director of Information Technology and brought to the Executive Director for approval. This can be done through a formal data classification process or an informal review of information assets. Regardless of the method, critical data must be identified to be given the highest priority during the backup process.

Backups of critical systems are done hourly within the data center, daily to a cloud repository. monthly to tape.

The list of critical data can be found in the Director of Information Technologies safe located in server room of the GLPC Administrative Office at 16829 East Main St., Cut Off, LA 70345

STORAGE OF BACKUPS IN A SEPARATE PHYSICAL LOCATION ISOLATED FROM THE NETWORK

Backups tapes are taken off-site at least once per month. Detailed information about the separate physical location isolated from the network can be found in the Director of Information Technologies safe located in server room of the GLPC Administrative Office at 16829 East Main St., Cut Off, LA 70345

PERIODIC TESTING/VERIFICATION THAT BACKUPS CAN BE RESTORED

Backup restores are tested at least once every three months. Detailed information about testing/verification can be found in the Director of Information Technologies safe located in server room of the GLPC Administrative Office at 16829 East Main St., Cut Off, LA 70345

USE OF ANTIVIRUS SOFTWARE ON ALL SYSTEMS

All GLPC computers and servers are protected by antivirus software. The details of the Antivirus Software can be found in the Antivirus Management Console.

TIMELY APPLICATION OF ALL AVAILABLE SYSTEM AND SOFTWARE PATCHES/UPDATES

All computers, servers, and network devices must be maintained at vendor-supported levels, and critical security patches must be applied in a timely manner consistent with an assessment of risk performed by the GLPC IT Department.

GLPC IT Department will review, evaluate, and appropriately apply software patches in a timely manner. If patches cannot be applied in a timely manner due to hardware or software constraints, mitigating controls will be implemented based on the risk assessment results.

Details on the process can be found in the Patch Management Console.

IDENTIFICATION OF PERSONNEL, PROCESSES, AND TOOLS NEEDED TO RECOVER OPERATIONS AFTER A CRITICAL EVENT

The GLPC IT Department is responsible for managing disaster recovery efforts. The recovery is activated at the call of the Executive Director when a disaster occurs. The details of the processes and tools needed to recover operations after a critical event can be found in the Director of Information Technologies safe located in server room of the GLPC Administrative Office at 16829 East Main St., Cut Off, LA 70345

RESPONSIBILITY

The Director of Information Technology is responsible for auditing information systems to ensure they comply with this policy.

R. COVID-19 RESPONSE

INTRODUCTION

GLPC performs essential functions and services that may be adversely affected in the event of the coronavirus (COVID-19). Therefore, GLPC will have a response plan to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to GLPC's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for the organization to have a COVID-19 response plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective response plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

COVID-19 is a type of virus that causes diseases of varying severities, ranging from the common cold to more serious respiratory disease. A novel (new) coronavirus is a new strain of coronavirus that hasn't been identified before in humans.

PURPOSE

This response plan is based on what is currently known about COVID-19. GLPC will update this guidance based on The Centers for Disease Control and Prevention (CDC), Governor's Executive Orders, Lafourche Parish President Executive Orders and additional information as it becomes available.

This plan stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies such as social distancing, increased hygiene, and similar approaches. COVID-19 may require a continuity response such as partial or full relocation of the organization's essential functions.

EDUCATION OF EMPLOYEES

Educate GLPC employees about the virus, such as symptoms and how to protect yourself:

Symptoms can include:

- Fever or Chills
- Cough
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting

How to protect yourself and others:

- Remaining at home when ill
- Social distance (6ft apart from people not from your household)
- Wear a mask when in public places
- Washing hands with soap and water frequently
- Clean workstations regular

How is Covid-19 Spread:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouth or noses of people who are nearby or possibly be inhaled into the lungs
- Touching objects or surfaces with the virus on it, then touching your mouth, nose, or eyes before washing your hands, but this is not thought to be the primary way the virus spreads.
- Covid-19 is new, and we are learning more each day about transmission patterns and incubation periods. As information becomes available, we will keep you informed.

PROTECTIVE PROCEDURES

- GLPC will monitor employees for symptoms.
- GLPC employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath, fever, loss of taste/smell), regardless of whether they're at work, shall notify their supervisor and the Homeland Security Specialist. These employees will be separated from other employees and may be sent home immediately. All employees should cover their nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- GLPC will deploy a Non-Contact Thermometer to monitor temperatures at the Administration, FBO & Operations buildings. If readings display 99.5 degrees or higher employee will be sent home and it is recommended that they see their doctor for further advice.
- GLPC employees will be provided with sanitation supplies to keep their work area sanitized.
- GLPC may follow State and Local guidance involving the severity of the virus impact on the community.
- GLPC may cancel all In-State and Out-of-State traveling and training unless deemed necessary by the Executive Director.
- GLPC will close all offices to the general public if deemed necessary by the Executive Director. Those public members needing to meet with GLPC staff will

- be by appointment only and will be subject to proper screening.
- If it is determined that an employee has been in close contact with a confirmed or probable COVID-19 patient within 6 feet for 15 minutes or longer in a 24-hour period, the employee's supervisor and the Homeland Security Specialist shall be notified, and the Executive Director may require the employee to quarantine in accordance with CDC guidelines. The employee may be allowed to return to work upon completion of quarantine, if required, in accordance with CDC guidelines. If the employee or family member shows symptoms, it is recommended that they contact their Doctor and be tested for COVID-19.
 - In the event that employees are sent home in order for buildings to be properly sanitized, this situation would not be considered office closure. Employees should work from home and will be paid at normal rates.
 - If an employee subject to an imposed quarantine cannot work remotely while in quarantine or socially distance while at work, they will be placed on special leave with pay. Each employee shall be allocated five (5) workdays of special leave with pay per quarter. Any employee who is subject to an imposed quarantine but has exhausted their allocated five (5) workdays of special leave for the quarter may take either sick leave or annual leave during said quarantine.

PROCEDURES FOR EMPLOYEE ILLNESS

- Any employee showing symptoms consistent with COVID-19 may be required by the Executive Director to quarantine in accordance with CDC guidelines. If the employee does not get tested for COVID-19, they will be required to record time as sick leave. The employee may be allowed to return to work upon completion of quarantine, if required, in accordance with CDC guidelines.
- If the employee tests negative for COVID-19 but is still sick, they may use sick leave. They may return to work once they are no longer experiencing symptoms and/or at the Executive Director's discretion.
- An employee who tests positive for COVID-19 must use sick leave for the isolation period recommended by CDC guidelines and may be allowed to return to work upon completion of the isolation period.
- Refer to CDC guidelines for any updated changes. If changes have been made and are not covered by this policy, GLPC can opt to follow those changes.

S. MEETING PARTICIPATION BY DISABLED INDIVIDUALS

It is the policy of the Greater Lafourche Port Commission (“GLPC”) to facilitate participation in its public meetings by members of the public with disabilities recognized by the Americans with Disabilities Act by telephone and to fully comply with Louisiana Revised Statutes 42:14€ and 17.2.1. Accordingly:

A. Telephone Participation in Meetings by Members of the Public with Disabilities.

1. If any member of the public who has a condition which meets the definition of a disability under the Americans with Disabilities Act wishes to participate in a public meeting of the GLPC or any committee thereof, such person, or a designated caregiver of such person, shall contact the GLPC Administrative Office at 985-632-6701 at least three business days in advance of the meeting and request that such participation by telephone be arranged.
2. The disabled individual shall provide the staff with necessary information regarding the nature of the disability so that the means of telephone participation can be determined.
3. The staff shall then arrange for a telephone conference call at the time of the meeting and provide the information regarding such call to the disabled person or designated caregiver.
4. In the event that the nature of the disability of the person requesting telephone participation is such that assistance in participation by telephone may be required by means such as TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), or Visually Assisted Speech-to-Speech (VA STS), the GLPC will provide information concerning the free services of Louisiana Relay and the link to its website for such services at <https://hamiltonrelay.com/louisiana/index.html>.
5. At the designated time for the meeting GLPC will initiate the conference call as the host to allow members of the public with qualifying disabilities or their designated caregiver or Louisiana Relay, as the case may be, to initiate participation in the conference call.

B. Telephone Participation in Meetings by Members of GLPC with Disabilities.

1. In the event that any member of the GLPC who has a condition which meets the definition of a disability under the Americans with Disabilities Act wishes to participate in a meeting of the GLPC or a committee thereof, by telephone, the policy outlined in the preceding section shall also apply.

2. In the event of participation by telephone in a meeting of the GLPC or one of its committees by a member who is qualified to so participate pursuant to La. R.S. 42:17.2.1, said member's participation in that manner shall count in the determination of whether a quorum exists, the member shall be entitled to vote on any matters on the agenda, and the member shall be entitled to receive a per diem. The meeting chairperson shall ensure that the member or members participating by telephone and voting on any matter on the agenda shall have their voting decision recorded during each vote and recorded in the minutes and archive of the meeting.

C. A copy of this policy shall be posted on the GLPC website.

Policy Approved and Promulgated Effective December 13, 2023.

T. CYBERSECURITY TRAINING POLICY

The Greater Lafourche Port Commission (GLPC) will require all employees and elected officials with access to GLPC's information technology assets to complete the cybersecurity training program developed by the state of Louisiana's pursuant to La.R.S. 42:1267. All such employees and elected officials will be required to take this course in the first thirty days of initial employment or election.

GLPC will also require any contractor who has access to state or local government information technology assets to complete cybersecurity training during the term of the contract and during any renewal period. Completion of this training shall be included in the terms of a contract awarded by the Commission to a contractor who has access to its information technology assets.

The IT Director will be responsible for a periodical review of the GLPC's compliance with this policy and shall be responsible for any reporting of such compliance required by law.