

A. COMPENSATION

COMPENSATION FOR PART-TIME SERVICES

When part-time service in any position is authorized or rendered, the actual compensation to be paid shall be an appropriate hourly rate determined by the Executive Director.

An employee who is employed for only part of a pay period shall be paid for the proportionate calendar days worked.

COMPENSATION FOR HOLIDAYS

Employees shall be eligible for compensation on holidays observed by the State of Louisiana except:

1. When the employee's regular work schedule averages less than 20 hours a week;
2. When the employee is on leave without pay immediately preceding and following the holiday period;
3. When the employee is on an intermittent work schedule.

COMPENSATION FOR ATTAINMENT OF ADVANCE DEGREE

The Executive Director may approve a base pay increase of up to 10% for an employee who attains a job-related master's degree, Ph.D., or their equivalent from an accredited college or university while employed.

PAYROLL PROCEDURES AND PROCESSES

1. The Commission must maintain adequate documentation of personnel and position actions, payroll and attendance, applicant flow and such other information as may be specified. The Executive Director shall prescribe the retention schedule for such records.
2. The Executive Director shall establish adequate internal controls to prevent fraud and to ensure that actions are in compliance with state law.

PAYROLL PERIODS AND TIMELY ISSUANCE OF PAYCHECKS DUE TO PORT EMPLOYEES

Issuing of payroll checks shall be weekly, biweekly, semi-monthly, or monthly payroll periods. Use of any other pay cycles must be approved by the Executive Director.

Paychecks due to employees shall be issued no later than seven calendar days following the end of the applicable payroll period unless approval is obtained from the Executive Director under conditions established by him.

LEAVE RECORDS

The Human Resource Analyst shall install and maintain a leave record showing, for each employee (1) annual leave earned, used and unused, (2) sick leave earned, used and unused, and (3) any special leave with or without pay. Such record shall be documentary evidence to support and justify the certification of authorized leave of absence with pay. The employee and the employee's supervisor will approve leave records monthly.

OFFICIAL ROSTER

The Human Resource Analyst shall establish and maintain a roster of all employees of all departments in which there shall be set forth as to each employee, the position held; the salary or pay; any change in class title, pay or status, and any other necessary data.

RECORDS

1. Access to any Port Commission records shall be subject and governed by the statutory provisions governing public records and documents.
2. The following records shall be held confidential:
 - a. Investigation correspondence and data related to the moral character and reputation of applicants for employment or employees.
 - b. Examination materials, questions, data and examination papers and records relating in any way to competitive examinations and other tests constructed, maintained, or conducted by the Port Commission.
 - c. Files, statements, reports, correspondence and other data in connection with and related to investigations of violations of the policies of the Greater Lafourche Port Commission.
 - d. Files, statements, reports, correspondence and other data collected in the course of salary surveys which identify private corporations with the actual salary rates and practices of that organization; or that reveal organizational characteristics that would make the corporation easily identifiable.
 - e. The contents of any decision or proposed decision of the Commission until the date such decision is rendered.

FORMS AND PROCEDURES

The Director may prescribe such personnel forms and procedures as may be necessary or desirable.

Chapter 21: Overtime and Overtime Compensation

21.1 Authority to Require Performance of Overtime

An employee in the classified service may be required by his appointing authority to work overtime.

21.2 Determination of exempt/non-exempt status of positions

Agencies shall determine the exempt or non-exempt status of all positions, in accordance with the Fair Labor Standards Act (FLSA).

21.3 Authority for compensation

All non-exempt employees shall be compensated for overtime in accordance with the FLSA for overtime conditions that are covered by the FLSA and shall be compensated in accordance with Civil Service rules for Port Overtime, which is defined in Rule 21.7.

All exempt employees shall be compensated in accordance with Civil Service rules for Port Overtime, which is defined in Rule 21.7.

21.4 Methods of compensation for overtime

Overtime compensation may be granted in the form of cash payment or compensatory leave earned; cash shall be paid when required under the FLSA or by these rules.

Employees who are employed on an intermittent schedule shall not earn compensatory leave but shall be paid cash.

21.5 Basis for the calculation of hourly rate of pay for overtime

The hourly rate of pay for Port Overtime shall be calculated using the employee's base pay plus State of Louisiana supplemental pay, if applicable.

The hourly rate of pay for Port Overtime earned at the time and one-half rate may be calculated in accordance with the FLSA or in accordance with subsection (a) of this rule.

The hourly rate of pay for all FLSA overtime shall be calculated in accordance with the FLSA.

21.6 Compensatory Leave- Crediting and Usage

Compensatory leave credited to an employee may be used by the employee, with the approval of the Executive Director.

An employee who has been credited with compensatory leave may be required by the Executive Director to take all or part of such leave at any time.

The GLPC may pay the balance of an employee's compensatory time at any time. The rate of pay shall be calculated in accordance with Rule 21.5. Payment is required under circumstances defined in Rule 21.10, 21.11 and 21.12.

21.7 Definition of Port Overtime

When an employee is not eligible for overtime under the provisions of the FLSA, Port Overtime shall be granted as follows:

1. For purposes of calculating hours worked for Port Overtime, a day off from work due to paid leave taken or a holiday observed is considered to be a day worked.
2. Port Overtime is work performed by an employee at the direction of the Executive Director and/or his or her immediate supervisor which is:
 - a. In excess of the employee's regularly scheduled workday;
 - b. In excess of the employee's regularly scheduled work period;
 - c. On a Port-observed holiday; or
 - d. During official closures

21.8 Compensation Rate- Non-Exempt Employees

All FLSA overtime shall be compensated at the time and one-half rate.

Port Overtime shall be compensated at time and one-half rate notwithstanding anything herein to the contrary, compensation for any work (whether or not such work would otherwise qualify as Port Overtime) performed during office closure and emergency duty shall be paid in accordance with the Port's Office Closure and Emergency Duty Pay Provisions.

21.9 Compensation Rate- Exempt Employees

The Executive Director shall determine compensation due exempt employees in accordance with one of the following options:

1. No overtime compensation
2. Compensation at the straight (hour for hour) rate
3. Compensation at the time and one-half rate

21.10 Caps and Required Payment for Overtime Earned at the Time and One-half Rate

Employees who accrue compensatory leave at the time and one-half rate shall accumulate no more of such compensatory leave than allowed under the FLSA.

Once the maximum balance of compensatory leave earned at the time and one-half rate is reached, any additional overtime work in excess of the employee's established FLSA work period must be paid to a non-exempt employee in cash at the time and one-half rate.

21.11 Caps, Required Payment, and Cancellation of Overtime Earned at the Hour-for-Hour Rate

Compensatory leave earned hour for hour may be accrued in excess of 360 hours, but not more than a total of 360 such hours shall be carried forward from one fiscal year to the next.

For non-exempt employees whose hour-for-hour compensatory leave balance exceeds the cap under subsection (a) of this rule, payment shall be made within 90 days after the beginning of the fiscal year for the excess compensatory leave. If payment is made, the employee's hourly rate of pay shall be calculated in accordance with Rule 21.5(a).

For exempt employees whose hour-for-hour compensatory leave balance exceeds the cap under subsection (a) of this rule, payment may be made within 90 days after the beginning of the fiscal year for the excess compensatory leave. If payment is made, the employee's hourly rate of pay shall be calculated in accordance with Rule 21.5(a). Any excess leave not paid, shall be cancelled.

21.12 Payment or Cancellation of Compensatory Leave upon Separation or Transfer

Time and One-half Compensatory Leave

Upon separation or transfer from a department, all compensatory leave earned at the time and one-half rate and credited to an employee shall be paid according to the method of calculation of hourly rate contained in the FLSA, including those payments made under this rule to exempt employees.

Hour-for-Hour Compensatory Leave

1. All unused compensatory leave earned hour for hour by exempt employees may be paid upon separation or transfer from the department in which he earned it at the final regular rate received by the employee, calculated in accordance with 21.5(a).
2. All unused compensatory leave earned hour for hour by exempt employees, if not paid to the employee upon separation or transfer, shall be cancelled upon separation or transfer from the department in which he earned it. Such leave shall not be recredited to him upon his reemployment in that or any other department.
3. Upon separation or transfer, unused compensatory leave earned hour for hour by non- exempt employees shall be paid at the final regular rate received by the employee calculated in accordance with 21.5(a). All additional such unused leave may be paid or cancelled and shall not be recredited to him upon his reemployment in that or any other department.

21.13 Exceptions to the Overtime Rules

The Commission may grant exceptions to these rules.