

## ***Bereavement Leave {9/28/17}***

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

Upon return to work, an "Out of Office" form should be submitted to the employee's immediate supervisor for approval, then forwarded to the Vice President of Administration.

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

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

## ***Ethics Prohibitions {9/28/17}***

In accordance with La. R.S. §42:1111-21, all employees of VBR are subject to the ethical standards of public behavior contained in the Code of Governmental Ethics (hereinafter referred to as the "Ethics Code").

A copy of the Ethics Code is included in the back of this Manual.

Visit Baton Rouge will monitor the compliance with the Ethics Code as follows :

If any officer, employee, or any member of the public has a question, or feels that a violation of the Ethics Code by any person associated with VBR may have occurred, such person should report his or her belief to the Vice President for Administration. Such violations include but are not limited to misuse of public resources by VBR or conflicts of interest between a VBR officer or employee and VBR.

Should the reporting person(s) feel that the Vice President of Administration may have her own conflict of interest regarding such matter or report, the reporting person(s) may report directly to the President & CEO.

Any report of an Ethics Code violation reported to the Vice President for Administration or the President & CEO shall be handled as a whistleblower complaint under VBR's Whistleblower Policy. Such complaint shall be initially investigated by the officer receiving the report. Should the report appear substantiated, such report shall be delivered to the Board of Directors for their determination as to what further proceedings and outside reporting may be necessary.

## ***Jury Duty and Testimony in Official Proceedings*** **{9/28/17}**

If an employee is required to be absent from work because of jury duty or for the purpose of testifying in official proceedings, Visit Baton Rouge will pay the employee for the resulting absences at their normal rate of pay subject to the following:

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

Employees are expected to work as much as their schedule in connection with jury duty or testimony in official proceedings will permit and are expected to advise Visit Baton Rouge once the jury duty or testimony in an official proceeding is complete.

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

Upon returning to work, an "Out of Office" form should be submitted to the employee's immediate supervisor for approval, then forwarded to the Vice President of Administration.

## Section 4: Ethics

### ***Mandatory Ethics Training {9/28/17}***

In accordance with Louisiana Revised Statute 42:1170, all employees (full-time and part-time) must receive a minimum of one (1) hour of education and training on the Code of Governmental Ethics during each calendar year. Failure to comply may subject the employee to a monetary penalty imposed by the State of Louisiana.

This training is the employee's responsibility. Once the employee has completed their training session, he/she should submit the printed certificate to the Vice President of Administration for placement in their personnel file.

The link to online training is <http://eap.ethics.la.gov/EthicsTraining/login.aspx>

## ***Overtime Policy {9/28/17}***

Visit Baton Rouge's policy in connection with overtime complies with the requirements of the Fair Labor Standards Act.

Visit Baton Rouge's normal workweek is forty (40) hours (see the Work Hours & Lunch Break Policy). Visit Baton Rouge's workweek for purposes of the Fair Labor Standards Act begins on Monday and ends on Sunday.

Exempt employees will not be paid overtime pay.

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

Due to the nature of Visit Baton Rouge's business, there are times that non-exempt employees will be required to work over forty (40) hours in a single workweek to attend continuing education, events, "working" lunch meetings or work on a special project.

A non-exempt employee is not allowed to work more than forty (40) hours in a single workweek without prior approval of their immediate Supervisor and Vice President of Administration.

If a non-exempt employee works more than forty (40) hours in a single workweek, the Vice President of Administration will submit written documentation to the Controller notifying him/her of the amount of overtime that is due to the employee. The Controller will process the overtime on the next available payday.

Failure to obtain prior approval of overtime may result in disciplinary action.

The following does not constitute hours worked for overtime purposes:

- Paid sick leave, paid holidays, paid personal leave, paid vacation and other types of paid leave.

Voluntary participation in extracurricular activities or voluntary attendance at Visit Baton Rouge related functions

## ***Payday {9/28/17}***

Visit Baton Rouge's designated paydays are on the 15<sup>th</sup> and the last day of each month. If a payday falls on a weekend or holiday, payroll will be distributed on the prior business day. Visit Baton Rouge has a total of 24 pay periods per year.

Visit Baton Rouge uses direct deposit for payroll disbursement. Upon hire, employees should provide the Controller the necessary checking account information and authorization in order to have their paycheck deposited into their account by 8:00 am on the designated payday. A pay stub detailing the deposit will be distributed by the Controller.

Payroll is processed by the Controller, who maintains all employee information in-house via Sage 50 Accounting Software. The process of payroll includes entering pay adjustments and then payroll vouchers, which detail all amounts paid and all deductions (payroll taxes and voluntary deductions). Reports containing gross and net payroll amounts (via automatic deposit) are created, approved by the President & CEO. These reports are used to create the deposit information for each employee, federal and state payroll taxes, and any vendor payments based on voluntary deductions (United Way, Credit Union, Retirement, etc.)

Supervisors should submit a Salary Form to the Vice President of Administration prior to hire.

## ***Personal Leave {9/28/17}***

Full-time employees who have been employed with Visit Baton Rouge for at least two full years will be entitled to two (2) days of paid personal leave per calendar year. Employees are not eligible for this time until January following the completion of their second full year of employment. This leave must be taken in full day increments by exempt employees and in either full day or four (4) hour increments by non-exempt employees.

This leave must be approved in advance by the employee's immediate supervisor. Once an "Out of Office" form is approved by the employee's supervisor, it should be submitted to the Vice President of Administration.

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

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

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

## ***Pregnancy, Childbirth, and Related Medical Conditions*** **{9/28/17}**

Visit Baton Rouge complies with all applicable laws and regulations regarding pregnancy, childbirth and related medical conditions.

Any female employee may take an unpaid leave of absence on account of normal pregnancy, childbirth or related medical conditions. This leave of absence shall not exceed six (6) weeks. Female employees will be allowed to use any available paid sick leave, vacation and/or personal leave during this leave of absence. Female employees are requested to give Visit Baton Rouge reasonable advance notice of the date such leave will commence and the estimated duration of such leave. This notice should be given to the Vice President of Administration. **Once applicable leave time is determined, "Out of Office" forms will be approved by immediate supervisor and submitted to the Vice President of Administration.**

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

To the extent that any female employee eligible for a leave of absence under this policy is also eligible for leave under the Family and Medical Leave Policy, the leave used shall count against the employee's entitlement under both policies.



## ***Time Sheets {9/28/17}***

All non-exempt employees are required by law to complete and sign a weekly time sheet accounting for their time. The time sheet should indicate an accurate record of hours worked. All time sheets should be approved by the employee's immediate supervisor and turned in to the Vice President of Administration.

Full-time non-exempt employees must turn in their time sheet every Monday morning.

Part-time employees who work in the Visit Baton Rouge office are to turn in their time sheet on the 5th and 20th of each month to their supervisor for approval before submitting to the Controller.

Part-time employees who do not work in the Visit Baton Rouge office should turn in their time sheet on the 5th and 20th of each month to their supervisor for approval before submitting to the Controller.

Non-exempt employees who are traveling away from the office for work, should keep up with their time and meet with the Vice President of Administration upon return in order to calculate and enter their time.

The "Sign Out Log" should correlate the same time entered in/out for lunch breaks.

Any falsification of documented time will lead to disciplinary action and may include reprimand, suspension, or termination.

## **Vacation {9/28/17}**

A full-time employee shall only be entitled to earn paid vacation after the completion of his/her 60-day probationary period. If a full-time employee has not completed his/her 60-day probationary period, then he/she shall not be entitled to any paid vacation during that period.

A full-time employee who is hired on or before August 1 of his/her first calendar year of employment shall be entitled (after the completion of his/her 60-day probationary period) to the following number of paid vacation days/hours during that first calendar year: five (5) days for exempt employees or forty (40) hours for non-exempt employees.

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

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

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

Requests to use paid vacation must be submitted to and approved in writing by the employee's immediate supervisor at least two (2) weeks in advance of the vacation. Once an "Out of Office" form is approved by the employee's supervisor, it should be submitted to the Vice President of Administration.

To ensure departmental coverage, use of paid vacation will be handled on a seniority basis.

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

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

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

- may not be carried forward or used in any subsequent calendar year or years; and

- will not be considered as available for use or payment in any manner in any subsequent calendar year or years.

Once an employee exhausts their paid vacation (and other paid leave), the President & CEO has the discretion to deny any additional requests for leave without pay.

If a paid vacation day falls on a paid holiday, this day will be considered a paid holiday and not paid vacation. This day of paid vacation may be taken at another time as approved by the employee's immediate supervisor.

An employee whose employment with Visit Baton Rouge terminates shall be entitled to be paid for his/her earned and unused paid vacation; however, Visit Baton Rouge may not make this payment until after the employee receives his/her final paycheck.

Part-time employees are not eligible for paid vacation.

## ***Whistleblower Policy {9/28/17}***

This whistleblower policy is intended to provide a mechanism for the reporting of illegal activity or the misuse of Visit Baton Rouge's assets while protecting the employees who make such reports from retaliation.

Questionable Conduct: This policy is designed to address situations in which an employee suspects that another employee has engaged in illegal acts or questionable conduct involving Visit Baton Rouge's assets or operations. This conduct might include outright theft (of equipment or cash), fraudulent expense reports, misstatements of any accounts to any supervisor or to Visit Baton Rouge's auditors, or even an employee's conflict of interest that could result in financial harm to Visit Baton Rouge. Visit Baton Rouge encourages employees to report such questionable conduct and has established a procedure that allows them to do so.

Making a Report: If an employee suspects that another employee has engaged in illegal acts or questionable conduct involving Visit Baton Rouge's assets or operations, he/she may report it and will be protected against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith.

Reporting Procedures: This reporting procedure is intended to describe the process through which concerns about possible illegal acts or questionable conduct involving Visit Baton Rouge's assets or operations are handled pursuant to this policy. An employee makes a confidential report of suspected illegal acts or questionable conduct involving Visit Baton Rouge's assets or operations by reporting it to the Vice President of Administration. The report will be promptly reviewed to determine whether it constitutes a Complaint or a Non-Complaint. If the Vice President of Administration is allegedly involved in the misconduct, the report should go directly to the President & CEO.

A Complaint means any report involving:

- a. Questionable accounting, auditing, financial reporting, or internal controls;
- b. Suspected fraud, theft, or improper use of Visit Baton Rouge's assets;
- c. A violation of Visit Baton Rouge's Conflict of Interest/Business Ethics Policy that results in financial harm to Visit Baton Rouge; or
- d. A claim of retaliation against any employee making a good faith report regarding any of the preceding matters
- e. **Suspected violation of Code of Ethics**

A Non-complaint means a report of any other matter not involving illegal acts or questionable conduct involving Visit Baton Rouge's assets or operations.

Investigation:

Complaint: If the report is deemed to be a Complaint, it will be promptly investigated by the Vice President of Administration and forwarded to the President for final determination.

Non-Complaint: If the report is deemed to be a Non-Complaint, it will be referred to the appropriate department head for investigation with guidance provided by the Vice President of Administration.

Each complaint is fully investigated and, as far as is possible, handled so as to protect the privacy of the employee making the complaint. A written report of the outcome of each investigation is prepared.

No Retaliation: An employee who has made a report pursuant to this policy and who subsequently believes he/she has been subjected to retaliation of any kind by any Visit Baton Rouge employee is directed to immediately report it to the President & CEO.

Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as practicable, consistent with a full and fair investigation. After the investigation is complete, the employee will be notified of the result.

Visit Baton Rouge strongly disapproves of and will not tolerate any form of retaliation against employees who make a report pursuant to this policy. Any employee who engages in such retaliation will be subject to discipline, up to and including termination.

## Section 7: Work Schedules & Leave

### *Attendance & Punctuality {9/28/17}*

Attendance and punctuality are important to both the employee and to Visit Baton Rouge. Attendance and punctuality are important factors in the employee's performance evaluation.

Occasionally, illness or another reason may prevent an employee from reporting to work or cause them to be late. It is the employee's responsibility to report all absences or tardiness to their immediate supervisor, the Vice President of Administration and the Front Desk by telephone, text, or e-mail as soon as possible. Employees should not report tardiness or absences to other employees. In the event an employee's immediate supervisor is out and cannot be reached, the employee should notify the Vice President of Administration and the Front Desk.

Employees are responsible for noting their absence on the "Shared" Calendar in Outlook.

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

Upon returning to work, an "Out of Office" form should be submitted to the employee's immediate supervisor for approval, then forwarded to the Vice President of Administration.

It is the supervisor's responsibility to approve and monitor their employees attendance records (vacation, sick, and personal) as well as overtime.

At the beginning of the year, full-time employees are given a report indicating how much sick, vacation, and personal time they have for the year.

At the end of each month, leave time is entered into the SoftTime attendance tracking system for each full-time employee. Once the data is entered, reports indicating how much leave was taken during the month as well as the amount of leave remaining for the year. These reports are distributed to each full-time employee, their supervisor, and the President & CEO.

Attendance records are maintained and monitored by the Vice President of Administration.