



POLICY AND PROCEDURES MANUAL
FOR UNCLASSIFIED EMPLOYEES
JULY 2016¹

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I. INTRODUCTION

The French Quarter Management District (FQMD) Human Resources Policy and Procedures Manual for Unclassified Employees is intended to provide staff with general information about the FQMD's policies and procedures. This information will provide for a safe and productive work environment. It is impossible to anticipate every situation in which a guideline or policy may be needed, but the FQMD Board of Commissioners has attempted to cover the subjects that are likely to be of interest to an FQMD employee.

Louisiana is an "at will employment state," and the Board of Commissioners believes that a governmental agency like ours can achieve excellence only when both parties – the FQMD and its unclassified employee(s) – are satisfied with their employment relationship; therefore, either party may terminate the relationship at any time. The FQMD's employment relationship with its classified employees are subject to the rules and regulations of the State Civil Service Commission.

This Employee Manual is not intended to create, nor should it be construed to constitute, contractual rights, express or implied, between the FQMD and an unclassified employee. Your employment with the FQMD is "at will," meaning it can be terminated for any reason at any time, with or without cause. In addition, the FQMD Board of Commissioners reserves the right to unilaterally make changes and exceptions to the guidelines, policies, and procedures set forth in this Employee Manual.

This is your copy of the Employee Manual. It is your obligation to read it carefully. If you have any questions regarding the policies or procedures, please notify the Executive Director of the FQMD and/or the FQMD Officers.

II. EMPLOYMENT

A. Equal Employment Opportunity

The FQMD is an equal opportunity employer. No employee or applicant will be discriminated against due to race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status. Individuals are recruited, hired, trained, promoted, and compensated without regard to race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status. If a qualified individual with a disability requests an accommodation, the FQMD will determine whether a reasonable accommodation can be made to enable the employee to perform the essential functions of the job and to enjoy all benefits and privileges of employment, except to the extent that such accommodation would impose a direct threat to safety or impose an undue hardship.

B. Compensation Policy

A full-time employee of the FQMD is an exempt employee as regards the minimum wage and overtime provisions of the Fair Labor Act. Full-time unclassified staff are expected to work at least 40 hours per week and may need to work more than 40 hours per week to fulfill their employment. Exempt employees often work more than 40 hours a week and can be required to adhere to a specific schedule for a variety of reasons, such as being available to other team members and to achieve an organization's goals and objectives.

An exempt employee is not paid for any work week in which s/he performs no work at all for the FQMD unless leave was requested and taken.

There are limits on the deductions that can be made from an exempt employee's pay. Improper deductions will not be made. Deductions are permissible from an employee's pay in the following circumstances:

1. Absence from work for one or more full days for personal reasons other than used Personal Time-Off (PTO) or another approved leave.
2. Absence from work for one or more full days due to sickness or disability if the deduction is made pursuant to a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
3. To offset jury duty pay or witness fees.
4. Unpaid disciplinary suspension of one or more full days imposed in good faith for workplace conduct rule infraction of the policies and procedures set forth in this Handbook, including but not limited to, the (a) Equal Employment Policy; (b) Discrimination, Harassment, and Retaliation Policy; (c) Drug, Alcohol and Contraband Policy; and/or the (d) Workplace Violence Policy. Serious violations of other workplace conduct rules may also result in pay deductions.
5. For penalties imposed in good faith for an infraction of safety rules of major significance.

In these circumstances, either partial day or full day deduction(s) may be made.

An exempt employee is not paid for any workweek in which they perform no work at all for the FQMD unless leave was requested and taken.

Each employee's salary/wage reflects the responsibilities, authority, and complexity of the position, as well as the individual's experience and contribution to the FQMD.

C. Electronic Media Statement (Email, Telephones, FQMD-issued Cellular Phones, and the Internet)

All electronic media systems including voice mail, text messages, e-mail, the Internet, fax machines, hardware, software, local area networks, files and all information composed, transmitted, accessed, received, or stored in these systems are the property of the FQMD. The systems are to be used for conducting FQMD business and the use of this equipment for personal commercial purposes or for personal financial or other gain is strictly prohibited.

The electronic mail account(s) is (are) FQMD property. All messages composed, sent, or received on a FQMD electronic mail account are and remain the property of the FQMD. The messages are not the private property of any employee.

The communication of trade secret and/or propriety confidential information is prohibited via voice or email. Employees are reminded that they must treat this information at all times in a secure manner and must not deviate from that by communicating it via email or voice.

The electronic mail system is not to be used to create or receive any offensive or disruptive messages. Among those which are considered offensive is any message which contains a sexual implication, racial slur, sexual orientation slur, gender-specific comment, or any other comment that offensively addresses someone's age, race, sex, sexual orientation, religious or political belief, national origin or disability.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Each employee should have a unique password only s/he knows and that is not shared with another person. Each employee should be aware that, for any reason, at any time and with or without the employee's knowledge or consent, the Executive Committee can access any FQMD email account or FQMD equipment that is password-protected by the user.

Employees are reminded that email or voice mail may not be used to defame individuals or to convey messages or images that would violate the FQMD's policy that strictly prohibits discrimination and sexual harassment.

FQMD may exercise its right to review, audit, intercept, access, and disclose all matters on its systems at any time, with or without employee notice, during or after working hours. Employees should have no expectation of privacy in connection with the use of these systems. Further limits (including an absolute prohibition of all personal uses of FQMD-provided computing resources) may be imposed upon personal use in accordance with normal supervisory procedures.

The FQMD recognizes that there may occasionally be times when personal calls must be made or received during business hours. Such calls must be held to a minimum and must not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or lunchtime. Use of personal cell phones must be held to a minimum and must not interfere with the employee's work.

FQMD's policy for cell phone use is as follows:

1. Cell/Mobile or hands-free phones should not be used while operating a vehicle.
2. Allow voicemail to handle your incoming calls while operating a vehicle.
3. If a call or text is received, or there is an urgent need to text, check, or send email or make a call, pull off the road to a safe location before using the cell phone.
4. Always keep both hands on the steering wheel and eyes and mind on the road while driving.
5. Texting while driving is prohibited by law in the State of Louisiana.

Employees should never use another employee's password to access a file or retrieve any stored communication unless authorized to do so.

Notwithstanding the right of the Executive Director and Chair of the FQMD and/or Board to retrieve and read any electronic mail message, such messages should be treated as confidential by other FQMD employees and accessed only by the intended recipient. An employee is not authorized to retrieve or read any e-mail message that was not sent to him/her. Any exception to this policy must receive prior written approval from the Chair of the FQMD.

Any employee who discovers a violation of this policy shall notify the Executive Director and Chair of the FQMD as soon as possible.

Digital Copyright Millennium Act: Any downloading, uploading, or otherwise sharing of copyrighted material is strictly prohibited by law and will be considered an abuse of FQMD network privileges and may result in termination of employment. The FQMD will comply with the law, and any employee violating the of law is subject to prosecution to the fullest extent of the law.

Software: No software is to be installed on any FQMD computer without first obtaining approval from the Executive Committee.

Prohibited Activities: Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, unprofessional, or inappropriate may not be sent by e-mail or other form of communication (e.g., bulletin board systems, newsgroups, chat groups, blogs, vlogs, etc.) or displayed on or stored in a FQMD computer or email account. An employee encountering or receiving this kind of material should immediately report the incident to the Executive Director and Chair of the FQMD.

Waiver of Privacy Rights: Each FQMD employee expressly waives all rights of privacy in anything they create, store, send, or receive on an FQMD computer, an FQMD phone or a FQMD email account. All FQMD employee consent to an agent of the FQMD accessing and/or reviewing any material that an FQMD employee creates, stores, sends, or receives on the computer or through the FQMD's computer network.

Social Networking Sites: FQMD information is considered proprietary and confidential, including personal information about a Commissioner, employee, member, consultant, vendor, etc. Dissemination of confidential information on any social networking site or any proprietary information via a non-FQMD social networking site, including but not limited to Facebook, MySpace, Twitter, Instagram, etc., may result in disciplinary action up to and including termination of employment, depending upon the circumstances. Employees shall not post harassing or discriminating language or images on social media platforms.

D. Absences

If an employee is not able to attend work because of sickness or an unplanned absence (such as for a funeral or because of weather, etc.) the employee should contact his/her supervisor (the Executive Director or Board Chair) prior to the beginning of the workday, or as soon as s/he knows of the absence. An unexcused absence may give rise to disciplinary action, up to and including termination.

E. Attire

Employees are asked to come to work dressed in business attire. Attire should be appropriate for the employee's position and business activities for the day. All clothing must be neat, clean, wrinkle-free, and presentable.

F. Resignation

An employee is requested to provide two (2) weeks' written notice to the Board Chair of their intent to resign from employment. In most situations, an employee may remain on the job until the requested final date of employment. The FQMD may, however, require an employee to resign prior to the requested final date of employment.

III. RESPECT FOR THE RIGHTS & SAFETY OF OTHERS

A. Drug, Alcohol & Contraband Policy

The success of the FQMD depends on the physical and psychological health of its employees. The abuse of drugs and alcohol poses a threat to the FQMD, its employees, and the general public. Commonly abused or improperly used drugs and substances include, among others, alcohol, pain killers, sedatives, stimulants, and tranquilizers, as well as marijuana, cocaine, heroin, methamphetamines, and other illegal drugs.

It is the responsibility of both the FQMD and its employees to maintain a safe, healthy, and efficient working environment. For that purpose, the FQMD has adopted the following non-exclusive guidelines. At any time employees are on company premises or on company business, the following activities are in violation of company policy and strictly prohibited:

1. The use, abuse, presence in the body, or reporting to work under the influence of alcohol (except at appropriate business functions), illegal drugs, narcotics, or other impairing substances;
2. The possession, transit, transfer, or purchase of illegal or unauthorized drugs;
3. The sale of or offer to sell illegal or unauthorized drugs, substance, or drug-related paraphernalia; and
4. The abuse or illegal use of prescription drugs. (Nothing in this policy precludes the appropriate use of legally prescribed medications.)
5. Any employee taking prescription or nonprescription medication is required to report such use to their supervisor (the Executive Director or Chair) if such use may adversely affect his/her judgment, performance or behavior, or may otherwise adversely affect his/her ability to safely perform his/her duties.

Violations of this policy are subject to disciplinary action up to and including immediate termination.

The goal of this policy is to provide a safe, productive, and healthful working environment for the employees of FQMD while maintaining our respect for individual privacy rights and confidentiality. The intent of FQMD's policy is to offer help to those with substance abuse needs, while communicating forcefully that the illegal use of drugs/alcohol is incompatible with continued employment at FQMD.

The FQMD will utilize such procedures as it finds necessary to effectively enforce this policy including, but not limited to, the following:

1. Post-Accident Drug/Alcohol Test: An employee injured in an accident, involved in or causing an accident, involved in or causing a serious "near miss," or involved in or causing damage to FQMD property or property of others may be required to pass a Drug/Alcohol Test.
2. Reasonable Suspicion Testing: An employee is subject to drug and/or alcohol testing if there is reasonable suspicion to believe that the employee is in violation of this policy. Reasonable suspicion is suspicion that requires further investigation based on some factual foundation, for example, when the physical appearance and behavior of an employee suggests drug or alcohol use or possession thereof, or there are other indications that the FQMD's Drug, Alcohol & Contraband Policy was violated.
3. Random Drug Testing: An employee may also be subject to unannounced random drug testing to ensure compliance with the FQMD's Drug, Alcohol & Contraband Policy.
4. Workplace Searches: The FQMD may conduct workplace searches when necessary to enforce this Drug, Alcohol & Contraband Policy. Refusal by an employee to submit to testing and/or workplace search under this policy is cause for disciplinary action, including termination of employment.

All drug tests are conducted in accordance with applicable law and every effort will be made to maintain the confidentiality of drug and alcohol test results.

Refusal to submit to any of the above testing, or testing positive to (failing) any of the above testing, shall result in the employee not being allowed to perform, or continue to perform, any work functions, and may result in disciplinary action, up to and including termination of employment.

The FQMD shall maintain all substance abuse related testing information including all test results and other appropriate records in a secure manner to prevent the disclosure of such information to unauthorized personnel. Any FQMD employee is entitled, upon written request, to obtain a copy of his/her records.

B. Workplace Discrimination Policy

The policy of the FQMD is to provide job applicants and employees with a positive, cooperative, non-coercive work environment, free of harassment, discrimination or retaliation. The FQMD's Discrimination Policy recognizes that harassment or discrimination of any kind directed at a job applicant or an employee, including harassment of a sexual nature, is improper and will not be tolerated.

Discrimination against any individual because of that individual's race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status or any other protected status or classification under federal, state and local law is illegal and will not be tolerated. Each employee and Board member has the responsibility to maintain the workplace free of discrimination and to promptly report discriminatory conduct when it occurs.

C. Harassment Policy

The FQMD is committed to a workplace free from unlawful discrimination, which includes harassment on the basis of race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status or any other protected status or classification under federal, state and local law.

For purposes of this policy, “harassment” means unwelcome verbal communication or physical contact because of race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status or any other protected status, which unreasonably interferes with a person’s work performance or which creates an intimidating, hostile, or offensive work environment.

“Harassment” includes “sexual harassment,” which means unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct or communication of a sexual nature.

The FQMD does not condone, either explicitly or implicitly, and will not tolerate, harassment of any kind by anyone in the organization or others, including clients, vendors, independent contractors, applicants for employment, or visitors to the workplace.

If you believe that you have been the victim of harassment or discrimination in the workplace, you should take the following steps:

1. Report and discuss the matter with the Executive Director (if the Executive Director is the victim, s/he should report it and discuss it with the Board Chair and/or Vice Chair);
2. If you believe the Executive Director to be the source or a participant in the harassment, report the incident to the Board Chair.

The FQMD will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible.

D. Harassment Based on a Classification

Harassment based on race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status is also prohibited under this policy. As with sexual harassment, harassment based on any of these categories may include physical, verbal, or nonverbal conduct.

Examples of actions that may constitute harassment in violation of this policy include racial or ethnic epithets, slurs, jokes, or negative stereotyping. Taunting or displaying written materials or communications demonstrating hostility toward a person because of his/her race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status are other examples of prohibited conduct in violation of this policy.

While not all unwelcome conduct of a discriminatory or harassing nature may rise to the level of constituting illegal conduct, FQMD policy seeks to prevent all discriminatory or harassing conduct in the workplace.

E. Retaliation Policy

The FQMD also prohibits retaliation against a job applicant or an employee who has made a good faith discrimination, harassment or retaliation complaint; opposed a prohibited practice in violation of this policy; or participated, in any manner, in an investigation or other proceedings about a prohibited practice in violation of this policy.

The Executive Director and/or Chair will investigate all allegations of harassment promptly. To protect the interests of the complainant, the person complained against, witnesses, any other person who may report any incident of harassment, and all other persons affected, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

The Executive Director and/or Chair will conduct a prompt, thorough, and impartial investigation into any allegations of harassment.

F. Discrimination, Harassment & Retaliation Complaint Procedure Policy

If a FQMD employee believes s/he is being discriminated against, harassed, or retaliated against in violation of these policies by an employee, co-worker, supervisor, FQMD Board member, consultant, donor, vendor, or visitor, the employee has an obligation to file a complaint with the Executive Officers. All FQMD employees and Board members are expected to cooperate in the FQMD's investigations of such a complaint. Additionally, each person has a duty to report conduct that the employee believes may constitute discrimination, harassment or retaliation. Unless an employee reports each known instance of discrimination, harassment, or retaliation, the Executive Officers will not know that its intervention is necessary.

If an employee would like to file a complaint, the employee must report the incident to the Executive Director, Chair, and/or Vice Chair.

If an employee informs the Chair or Vice Chair of conduct s/he believes to be in violation of this policy and the employee does not get an immediate response that s/he finds appropriate, the employee must immediately advise the Executive Officers in writing about the reported incident and the lack of an immediate and/or an appropriate response. Each employee has not only a right, but also a duty, to report conduct immediately which the employee believes may constitute harassment, discrimination, or retaliation in violation of this policy. The FQMD Board will not condone or authorize any kind of retaliation against any employee who has made a good faith report of conduct which s/he believes is in violation of this policy.

The report should be as specific as possible, including the names of person(s), a description of the conduct, and the effect that the conduct is having on the employee's working conditions and/or work performance, and the names of any witnesses who could assist in the investigation. The employee's further participation in the investigation may be necessary, and the employee will be informed of the outcome.

The FQMD's policy is to investigate all complaints thoroughly and promptly. To the extent practicable, the FQMD will keep complaints confidential. If an investigation confirms that harassment, discrimination, or retaliation has occurred, the FQMD will take appropriate corrective action, up to and including termination of employment.

Because of the seriousness with which the FQMD views harassment, discrimination, and retaliation and because of the severity of the penalties that may be imposed on an offender, a false accusation will not be

tolerated. However, this statement is not intended to discourage an employee from coming forward with any good faith complaint. The FQMD recognizes and expects that some claims may be difficult to prove or support or may not in fact be found to rise to the level of seriousness deemed necessary to constitute sexual harassment, discrimination, or retaliation in violation of this policy. However, anyone found to have purposefully and intentionally brought an allegation that they know to be untrue will be deemed to have made a false accusation and will be subject to immediate disciplinary action, up to and including termination.

G. Mandatory Training Requirements

1. Harassment Training:

All employees, including part-time employees, and Board members are required to complete the online course in Board of Ethics LEO "Preventing Sexual Harassment" training within 60 days of their appointment and by December 31st each year thereafter.

Anyone who supervises employees or any employee who may receive or investigate a sexual harassment complaint is required to receive additional education and training each year by December 31st. The additional education and training may be received either in person or through an online course approved by the Ethics Administrator.

The Executive Director shall maintain records of compliance for each employee of the agency

Failure to complete the mandatory training requirements may result in disciplinary action, up to and including termination.

2. Oath of Office

Employees shall fill out and submit the Oath of Office within twenty (20) days of commencing employment.

3. Ethics Training

Employees shall complete Louisiana Board of Ethics training within thirty (30) days of commencing employment and annually thereafter.

H. Solicitation & Distribution Policy

To ensure that the operations of the FQMD are not disrupted or interrupted unnecessarily and that the premises are not littered by printed or written material, the FQMD has instituted the following rules:

1. Non-employees are not allowed on FQMD premises for solicitation for any purpose.
2. Non-employees are not allowed on FQMD premises if an FQMD employee is not present.
3. An employee shall not engage in solicitation or the distribution of literature for any non-approved cause or on behalf of any non-approved organization during work hours or on FQMD premises.
4. FQMD may not participate in or intervene in any political campaign on behalf of any candidate for public office. However, FQMD employees are encouraged to fulfill their civic responsibilities as private citizens. There are no restraints upon FQMD employees' personal

political activity, provided the employee acts as a private citizen, not representing FQMD. Employees may not use FQMD resources, time, or property for or on behalf of any political candidate, campaign, or organization.

5. An FQMD bulletin board is for communication of FQMD messages only.

I. Third Party Relations

People have bad days. To the extent that an employee can assist in resolving an issue in a mutually beneficial way, the FQMD will be successful. Some issues are beyond FQMD control or are presented to the FQMD in a way which makes it difficult to help. If a person becomes abusive or argumentative during a conversation with an employee, the employee should refer the matter to the Executive Director, Chair, and/or Vice Chair.

J. Employee Relations

The FQMD Board places a great deal of value on the feedback of each employee as to how the FQMD can be improved. Each employee is encouraged to seek ways to improve the way in which the FQMD mission is fulfilled and in which the needs of FQMD donors may be met and to communicate ideas on an ongoing basis to the Board Officers.

If an employee is dissatisfied with his/her job, the way in which s/he is being treated or if s/he believes that there is something in the working environment that is wrong or can be improved, the employee is encouraged to discuss these issues with the Board Officers.

K. Workplace Violence Policy

The FQMD has zero tolerance for any act of workplace violence committed by or against a FQMD employee, Director, member, donor, vendor, consultant, contractor, or visitor. Prohibited conduct includes, but is not limited to:

1. Injuring or threatening to injure another person physically.
2. Damaging or threatening to damage another's property.
3. Possessing, brandishing, using, or selling a weapon while on FQMD premises or while engaged in a FQMD activity or work, except as expressly allowed by State law. A weapon is defined as a firearm, knife, explosive material, and any other object that could be used to harass, intimidate, or injure another individual or property.
4. Any violent, threatening, harassing, intimidating, or disruptive behavior.

All individuals who violate this policy will be subject to discipline, including termination, criminal penalties, or both. Also, talking or joking about violence will not be tolerated.

Each employee is required to report to their supervisor (the Executive Director or Chair) any behavior which may violate this policy, and which may affect the FQMD's ability to maintain a safe work environment.

L. Hurricane & Inclement Weather Policy

When the Louisiana Supreme Court closes due to a hurricane or other inclement weather event, such as a flood or snow, the FQMD office shall also close.

If the Louisiana Supreme Court closes or remains closed for more than one FQMD workday, each FQMD employee is required to telephone or email his/her supervisor (the Executive Director or Chair) for further instructions regarding the length of the FQMD office closure and/or whether FQMD work should be done from a remote location.

IV. PAID TIME-OFF & OTHER LEAVE

Paid time off and leave benefits are only for FQMD full-time unclassified employees.

A. Paid Holidays

The FQMD grants time-off to each full-time FQMD unclassified employee eleven (11) on paid holidays to be selected from the list below:

- New Year's Day (January 1)
- Martin Luther King Day (Monday closest to January 15)
- Mardi Gras Day *floating holiday
- Good Friday *floating holiday
- Memorial Day (last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day (fourth Friday in November) *floating holiday
- Christmas Day (December 25)

A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday. The FQMD office shall be closed on approved holidays only.

*Floating holidays allow for the Employee to select two of the three selected to observe.

B. Paid Time-Off

Paid Time-Off (PTO) is an all-purpose time-off policy for each full-time FQMD unclassified employee to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy.

Full-time unclassified employees with zero (0) to two (2) years of employment with FQMD accrue 6.15 hours of PTO per two-week period (20 days per calendar year).

Full time unclassified employees with two (2) or more years of employment with FQMD accrue 7.69 hours of PTO per two-week period (25 days per calendar year).

Each employee should try to use all of his/her accrued PTO during the calendar year in which it is earned. An employee will be allowed to carry forward a maximum of five (5) days of unused PTO. After reaching the maximum accrual of five (5) days above the employee's annual accrual amount, no additional PTO shall be accumulated in an employee's account regardless of the number of hours worked by an employee covered by this agreement.

Years of Service	PTO Accrual Rate Each Two (2) Week Period (80 hours)	Total Hours Earned Each Year	Total Days Earned Each Year	Maximum Days Accruable
0 - 2	6.15	160	20	25
2 and Over	7.69	200	25	30

PTO is used in minimum increments of one-half (1/2) day. To schedule planned PTO, an eligible employee should request in writing advance approval from his/her supervisor. The request will be reviewed based on a number of factors, including FQMD business needs and staffing requirements. The request will be approved or declined at the supervisor's sole discretion. If an employee's request for PTO is for an amount of time (full days or one-half days) greater than the employee's balance of accrued unused PTO, the request will be reviewed and approved or declined at the supervisor's sole discretion.

An employee who has an unexpected need to use PTO should notify his/her supervisor before the scheduled start of the workday, if possible. The employee's supervisor must also be contacted on each additional day of unexpected absence.

If an employee who terminates his/her FQMD employment, or whose employment is involuntarily terminated, has used any PTO in excess of the amount accrued up to the day of employment termination, the employee agrees to pay back the FQMD through a deduction from the employee's final paycheck. If the employee has any unused PTO at the date of employment termination the employee will be paid for that time per their regular salary rate.

C. Bereavement Leave

Bereavement leave is designed to give a full-time employee paid time-off to take care of duties arising from the death of a family member or close friend.

Absence Allowed	Circumstance
Two (2) work day	Death of an aunt, uncle, cousin, niece, nephew, or close friend
Three (3) work days	Death of an in-law, grandparent, grandchild, or parent or grandparent of a domestic partner, a sister, brother, spouse, domestic partner, child, child of a domestic partner, parent

For funerals held outside of the state of Louisiana, a maximum of three (3) additional days is permitted.

If an employee requires additional time away from work for bereavement, s/he may use accumulated PTO with supervisor approval.

D. New Parent Leave

Parental leave is maternity, paternity, and adoptive parent leave due to pregnancy, childbirth, or the adoption process and permanent placement of an adoptive child. This policy is applicable to all full-time employees with at least twelve (12) months of service with the FQMD.

“Maternity Leave” is the eligible eight (8) week paid parental leave period after the birth of a child or children.

“Paternity Leave” is the eligible two (2) week paid parental leave period after the birth of a child or children. Paternal status applies to those persons who are (1) the husband of a person who has given birth to a child or children; (2) the domestic partner of a person who has given birth to a child or children; or (3) the biological father of a newborn child or children.

“Adoptive Parent Leave” is the eligible eight (8) week paid parental leave period before or after the permanent placement of a child or children under five (5) years of age. An adoptive parent is one who has become the legal adoptive parent of a child and who has taken permanent custody of the child.

An unclassified employee after childbirth may not return to work unless authorized in writing by a physician. She shall notify her supervisor at least ten (10) working days prior to return. Upon return, the employee shall present a doctor’s certificate indicating that the employee is in good health and capable of resuming duties within her class allocation. The doctor’s certification must contain the name of the employee.

E. Jury Duty

Any unclassified employee called to serve on jury duty will be paid for one (1) day at regular wages, except if state or local law requires additional pay, in which case the FQMD will compensate the employee for jury duty time as required by law. This paid leave does not reduce an employee’s PTO availability. Documentation of jury duty obligations is required.

F. Payroll

Each employee shall be paid twice a month on the first and fifteenth. Each paycheck will include earnings for all work performed through the end of the previous payroll period, with all applicable taxes withheld.

If a pay day falls on a holiday, paychecks are issued on the last working day prior to the holiday.

If an employee believes that his/her pay has been improperly reduced and/or calculated, the employee should immediately notify the Executive Director and/or the Board Chair in writing. If it is determined that an improper deduction was made, the employee will be promptly reimbursed, and the FQMD will take all necessary steps to ensure that the improper deduction is not repeated.

V. BENEFITS

A. Health Insurance

The FQMD offers each full-time unclassified employee the option to enroll in the FQMD Board approved health insurance plan and Health Savings Account. The monthly premium is a shared cost, with a percentage of the premium paid by FQMD and the employee paying the remaining balance of the premium.

B. Life Insurance

The FQMD offers each full-time unclassified employee the option to enroll in the FQMD Board approved life insurance plan with a portion of the annual premium paid by the FQMD and a portion paid by the employee, as approved by the Board of Commissioners.

In the ordinary course of business, compensation and benefit programs evolve as business needs and laws change. To the extent it becomes necessary and desirable to change any of the plans in which an employee participates, such changes will apply to you as they do to other employees.

VI. SAFETY & SECURITY

The FQMD requires that all operations be conducted in a safe and environmentally friendly manner. The Board of Commissioners expects all FQMD personnel to share the Board's concern for health, safety and environment including:

- Demonstrating leadership regarding safety, health, and environment.
- Providing a safe, clean work place with safe and proper tools and equipment and safe work procedures.
- Providing training in the safe performance of individual jobs.
- Assuring that every employee recognizes that personal safety is one of the employee's fundamental responsibilities.
- Ensuring that unsafe conditions, which may contribute to personal injury or an environmental incident, are properly reported, corrected, and immediate action taken to prevent their recurrence, and that all accidents are analyzed so that immediate corrective action can be taken.

The FQMD's most valuable asset is its employee(s). The Board is committed to creating a safe work place and protecting each FQMD employee from occupational injury and/or illness. An accident not only costs time and money but, most of all, an accident can cause suffering and/or loss of life. Everyone's assistance is needed to ensure that the FQMD's health, safety, and environment policy protects both the employee and those around him/her. Everyone is responsible for FQMD worksite safety. **Each employee has the right to STOP any work, task or activity that s/he perceives to be unsafe.** It does not matter if the work, task, or action is directly or indirectly within the scope of the employee's work duties. Each employee is expected to intervene to stop any work, task, or activity when the employee has safety concerns about any work or task activity. It is each individual's responsibility to work safely and to promptly report any accident, injury, or condition that may cause an accident to his/her supervisor (the Executive Director or Chair). Everyone has a duty to look out for the well-being and safety of FQMD employees, Directors, members, volunteers, consultants, and/or visitors. By working as a team, the occurrence of an accident or incident may be prevented.

Each employee's cooperation in, and support of, all preventative safety measures is essential. Compliance with this policy is mandatory for all FQMD personnel. Each employee's cooperation in making the FQMD's work place safer is important and appreciated.

A. Accident Reporting

All accidents, whether resulting in injury or damage or not, must be immediately reported to the Executive Director and/or the Board Chair.

In order to maintain a safe working environment, each employee should report any potential safety or fire hazard to the Executive Director and the Board Chair.

A medical emergency should be handled by immediately calling 911. In addition, the Executive Director and Board Chair must be promptly notified.

If an employee takes time off due to an accident-related injury, certification by a physician and a release to return to work may be required.

B. Security

Each FQMD employee shares the responsibility of making the FQMD's premises a secure working environment. When a suspicious circumstance arises, an employee is encouraged to make the Executive Director and Board Chair aware of the situation or potential problem.

The FQMD cannot assume the responsibility for loss or theft of personal belongings. Each employee is asked to safeguard his/her personal belongings at all times.

Any type of violation of a policy set forth in this Manual, or any criminal act committed against the FQMD, on FQMD time or on FQMD premises, should be reported to the Executive Director and Board Chair.

VIII. RECEIPT & ACKNOWLEDGEMENT OF UNCLASSIFIED EMPLOYEE MANUAL

Please read this page, initial each paragraph, then complete the information at the bottom, sign and return to the FQMD Board Chair:

Initials:

____ I have received a copy of the FQMD Unclassified Employee Manual.

____ I understand that I am employed on an “at-will” basis, which means that either the FQMD or I may terminate my employment, at any time, with or without notice or cause and that nothing in this Unclassified Employee Manual changes my “at-will” status.

____ I understand that this Unclassified Employee Manual does not contain every policy or employment practice of the FQMD. I further understand that this Manual supersedes any and all prior FQMD Manual I may have received. I understand that the FQMD, in its sole discretion, may make changes to this Manual at any time without prior notice.

____ I specifically acknowledge receipt of the Workplace Discrimination, Harassment, and Retaliation Policies and understand the complaint procedures.

____ I specifically acknowledge receipt of the FQMD Drug, Alcohol, and Contraband Policy and agree to abide by that Policy.

____ I understand and acknowledge that the FQMD, in the interest of the safety and health of its employees, may inspect and search, at random and unannounced times, all packages, boxes, or any of my personal belongings carried onto FQMD property. I consent to these searches and agree to allow and cooperate with such inspections while employed by the FQMD. If I refuse, I understand that my employment may be terminated.

____ I understand that as an employee of the FQMD, I will abide by this Unclassified Employee Manual at all times as a condition of my at-will employment and that violation of any policy or procedure may be grounds for disciplinary action, up to and including termination of employment.

A reproduction of this Acknowledgment appears at the back of this Manual for your records.

Employee’s Printed Name

Employee’s Signature

DATE