

PERSONNEL & ADMINISTRATION POLICY MANUAL

CHENNAULT INTERNATIONAL AIRPORT AUTHORITY
PERSONNEL & ADMINISTRATION POLICY MANUAL

May 21, 2020

An Equal Opportunity Employer

CHENNAULT MISSION STATEMENT

The Authority created pursuant hereto shall be established for the primary object and purpose of stimulating and encouraging the development of an industrial park for economic development through commerce, industry and research and for the utilization and development of natural and human resources of the area and provide job opportunities.

WELCOME TO CHENNAULT!

It is a pleasure to welcome you to Chennault International Airport Authority (CIAA). I wish you every success in your employment with the CIAA Team. This Policy Manual has been prepared to answer the many questions you may have about Chennault International Airport Authority, your work, my expectations and your understanding of your responsibilities to each other and to the organization. I hope you will feel at home as a new member of the CIAA family and that this Manual will prepare you for rapid assimilation into your position. The Policy Manual is not a contract or contractual employee/employer commitment between CIAA and the employee.

To achieve a mutually satisfactory working relationship, the policies in this manual are provided for your understanding and are mandatory. All employees, as part of their onboarding process must read this manual so as to understand the policies and procedures associated with employment at CIAA. I and the Chennault team look forward to working with you.

Welcome to the Team,

W. Kevin Melton
Executive Director

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APPENDIX 1 – CHENNAULT AIRPORT INVESTIGATION PROCEDURE

SECTION I EMPLOYMENT

1.01 **General:**

Employment vacancies shall be filled as soon as reasonable after the position becomes available. The Executive Director or Departmental Director may publicly advertise for applicants or solicit qualified candidates by whatever means necessary.

The Executive Director shall have final approval on hiring for all positions except those positions for which the Board of Commissioners chooses to retain final approval. The Board of Commissioners retains hiring approval for: the Executive Director, Director of Finance, Director of Operations, Director of Maintenance, and Director of Executive & Airport Affairs.

An employee is hired with the condition of 180 days probation. Subject to positive review after 180 days, a new employee in a permanent position established and funded in the manpower document shall be designated as a permanent employee.

The rules and regulations referred to in this manual are applicable to each Chennault employee, up to and including the Executive Director. This manual is not to be construed as a contract of employment or any other kind of contract between Chennault and any of its employees, nor does this manual amount to a Chennault guarantee of working conditions or employment benefits. This manual is provided for informational purposes only. It is subject to change at any time. This manual is subject to any and all applicable laws and regulations.

1.02 **Employee Status:**

(A) **Full-Time**

The normal work week for all full-time employees is 40 hours. This full-time status shall entitle the employee to full benefits, including annual leave, sick leave, group health and life insurance and enrollment in the deferred compensation plan. All Chennault employees are at-will employees.

(B) **Temporary**

An employee hired for a period of 120 consecutive calendar days or less is considered a temporary employee. An employee hired on a temporary

appointment, regardless of his basic work week hours, shall not be entitled to any employee benefits. No group health insurance or life insurance or accrual of annual or sick leave shall be provided. Temporary employees shall not be entitled to enter the deferred compensation plan.

1.03 Hiring Practices

CIAA is an equal opportunity employer and shall comply with applicable laws prohibiting discrimination in employment, recruitment, hiring, training, and promotion. Such laws prohibit discrimination with regard to race, color, sex, religion, national origin, age, disability or other protected status.

1.04 Personnel Records

- (A) If, after employment, data changes in an employee's records – such as address, telephone number, marital status, tax withholdings, etc. – the employee is to report the change to the Director of Finance.
- (B) No release of employment related information on current and former employees is permitted except by the Director of Finance.
- (C) Releasing information by the Director of Finance is limited to stating previous job title, if the person resigned and length of service. No other information shall be release.

1.05 Safety and Injuries

Safety is the responsibility of each individual during the course of work activities. An employee should immediately report any conditions that are obvious danger signals or, in his/her opinion, potential hazards. Any issue must be reported through the employee's director to the Executive Director for appropriate resolution. Our employee's health and safety is our top priority.

1.06 Reporting to Work

On occasion, tardiness may occur. However, employees who are constantly late for work are not only unfair to their employer, but set a bad example for others in the organization. Tardiness is also a decisive factor in determining whether an employee is entitled to a merit increase or promotion and could be caused reason for termination.

1.07 Absenteeism Notification

If an employee is going to be absent or late, the employee shall notify their supervisor within one hour of scheduled reporting time. The supervisor can then

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arrange for someone else to perform the employee's responsibilities. Employees who miss work or are late and do not call to report shall face disciplinary action, which could be reason for termination.

1.08 Accident or Serious Illness

An employee, who becomes ill or is involved in an accident while not physically at work, should notify their direct supervisor as soon as possible.

1.09 Feel Free to Ask

Misunderstanding can occur in any organization. An employee of CIAA should feel free to seek information or advice on any condition which may appear unfair or to be operating to their disadvantage. He/she should discuss the matter frankly with his supervisor. Then, if he/she feels the matter should be taken up with someone else, they should advise their supervisor that they would like to talk with the Executive Director.

1.10 Statement of Policy Changes

Policies stated in this manual are subject to change by approval of the Board of Commissioners of the Chennault International Airport Authority.

1.11 Resignation

If an employee decides to leave CIAA's employ, the employee shall notify their supervisor in writing at least two weeks before the date of departure. This notice shall give the supervisor time to begin the replacement process and shall also facilitate issuance of the employee's final paycheck.

SECTION II EMPLOYEE ATTENDANCE

2.01 Work Week

The normal work week for employees shall be 40 hours. The work week shall begin and end at 12:01 a.m. each Wednesday.

2.02 Overtime

- (A) Employees who work more than 40 hours during the work week shall either be paid overtime at a rate of one and one half times regular rate of pay or accrue compensatory time off at a rate of one and one half hours of accrued leave for each hour worked in excess of 40 hours. Overtime by an

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employee must be approved, in advance, by the employee's supervisor or director.

- (B) The supervisor must inform the employee before the hours are worked if the employee is to receive compensatory time off rather than being paid overtime for the additional hours of work.
- (C) An approved absence for sick, vacation or compensatory leave during a workweek shall count as "time worked" for overtime calculation purposes.
- (D) Employees in the positions of Executive Director, Director of Finance, Director of Maintenance, Director of Operations, and Director of Executive & Airport Affairs are exempt and are not eligible to receive monetary compensation for overtime hours or to accumulate compensatory time.

2.03 **Recording Time Worked**

- (A) Bi-weekly time sheets must be completed by all personnel who are employed on an hourly basis. These time sheets shall reflect the total hours worked each day. If an employee is absent from work during a period the employee is scheduled to work, the number of hours of work missed should be listed in the appropriate column. Each column should be totaled, the time sheet signed by the employee and approved by the employee's supervisor.
- (B) At the end of each bi-weekly pay period, time records are to be turned in to the supervisor early Tuesday morning to allow for preparation of pay distribution on Thursday morning.

2.04 **Payroll Deductions**

- (A) All payroll current period and year-to-date deductions are shown on an attached deduction statement provided to each employee with his paycheck.
- (B) Federal and State Withholding Taxes – Deductions for federal and state income taxes, Social Security taxes and Medicare taxes are withheld according to the federal and state tax schedules.
- (C) Social Security – Federal social security is withheld on all employees.
- (D) Group Health and Life Insurance – CIAA employees may participate in the employee group health insurance program and plan benefits. Eligibility

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for participation and share of premium paid by CIAA may be revised by the Board of Commissioners as they determine appropriate.

2.05 Pay Periods

- (A) Non-salaried employees' annual salary is divided into 26 Bi-Weekly payments. An hourly rate of pay is calculated by dividing annual salary by 2,080 hours. The Executive Director, Director of Finance, Director of Operations, Director of Maintenance, and Director of Executive & Airport Affairs are paid on the 15th and the last day of each month.
- (B) Non-salaried Employees are paid on every other Thursday for work through the end of the day on the Tuesday preceding pay day.

2.06 Salary

An employee's salary range is based on the job description, to include scope of responsibility and work performance. An employee's work performance is evaluated annually, and wage increases are considered based on performance and CIAA budget. Documented superior performance qualifies an employee for progression to a higher-level position and potential merit pay increases.

2.07 Lunch Periods

Lunch periods shall be scheduled by an employee's supervisor as work in that department permits. An employee's lunch period is 30 minutes, unless specifically designated otherwise. The facilities of the lunchroom are available to CIAA personnel. It is the responsibility of each user of the lunch facility to assist in keeping it sanitary, clean and neat.

SECTION III EMPLOYEE BENEFITS

3.01 Insurance

- (A) Group Health and Life Insurance - New employees are offered the opportunity to enroll in the health insurance program and basic life insurance coverage. Currently there is a 30-day waiting period from time of enrollment until the effective date of the policy. An open enrollment period is scheduled annually in the month of January for adding coverage or changing coverage.
- (B) Worker's Compensation – All employees are fully covered by a worker's compensation insurance plan, and all benefits as provided by Louisiana

state law are included. If an employee should be injured on the job, he should complete a claim form to properly recount the injury to protect the employee and the CIAA from any future claims. Claim forms are available in the accounting office.

- (C) Unemployment Compensation – The CIAA provides unemployment compensation coverage for all employees as authorized by the State of Louisiana. All claims should be made through the local Employment Security Office, 2424 Third Street Lake Charles, 70601.

3.02 Louisiana Deferred Compensation Program

CIAA created a defined contribution plan for all CIAA employees. The employer contributions are paid to the employee account established with the State of Louisiana Public Employees Deferred Compensation Plan. The Board of Commissioners set the rate and it is subject to annual review as to the availability of funds. If the Board of Commissioners determine that there are not sufficient funds to continue with the contribution at the current rate, it may either change the rate or eliminate the contribution.

3.03 Employee Cafeteria Program

The following are listed under the employee cafeteria plans:

- AFLAC
- Dental and/or Vision
- Health Insurance
- Medical Reimbursement

3.04 AFLAC

Employees can voluntary participate in AFLAC. Open enrollment is in December of each year for an annual election starting in January. The total cost of options chosen by the employee is the sole responsibility of the employee.

3.05 Tuition Assistance Program

- (A) Employees, who wish to attend an accredited school to improve skills necessary in their CIAA job, shall request in writing to participate in this program and gain approval prior to expending funds or classes to ensure approval of assistance. Employee must have completed the 180-day probationary period in order to participate in the Tuition Assistance Program. Participation in the program is contingent upon approval by the Executive Director and limited to courses of study that directly relate to the work performed by the employee.

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- (B) The program shall support/augment pay the cost of tuition, books, and supplies up to \$25,000 per employee for employees who successfully complete a course or certification requirement.
- (C) A minimum class grade of a C or equivalent numerical score (70 or above) must be maintained to be eligible for tuition assistance
- (D) Employee must agree to remain employed with Chennault for at least five (5) years after completing the program or reimburse the full amount of tuition benefits.
- (E) Schedule of completion and required payback. Payback of any financial educational financial assistance is based on the amount of time the employee has been employed at Chennault following completion of his/her educational program. The schedule of required payback is based on termination of employment for cause or personal decision.
 - a) Met or exceeded 5 years employment from point of program completion: No payback required
 - b) Completed 4 years/11 months employment from point of program completion: 25% of all assistance provided must be paid back to Chennault
 - c) Completed 3 years/11 months employment from point of program completion: 50% of all assistance provided must be paid back to Chennault
 - d) Completed 2 years/11 months employment from point of program completion: 75% of all assistance provided must be paid back to Chennault
 - e) Completed less than 2 years/11 months employment from point of program completion: 100% of all assistance provided must be paid back to Chennault

3.06 Federal Credit Union

- (A) Employees can participate in the following federal credit union:
 - Calcasieu Parish Employee Federal Credit Union
 - CSE Federal Credit Union
 - Southwest Federal Credit Union
- (B) Payroll deductions are available.

3.07 New Employee Relocation Reimbursement

If offered as part of the hiring package, employees may be authorized a moving expense reimbursement. In those instances, the employee must remain employed with Chennault for 2 years from date of hire. In the event the employee does not meet the minimum in place requirement, then all moving expenses will be recouped by Chennault.

3.08 Use of Chennault Vehicles

- (A) Vehicles will only be used for official government business and is provided solely for the purpose of transiting via the most direct route between Chennault Airport and the employee's local residence.
- (B) For those employees authorized a take home vehicle, temporary (i.e. no overnight) stops along the direct route between the employees' residence and Chennault are authorized. Every effort should be made to minimize the number of stops.
- (C) Only Chennault employees are allowed to operate said vehicles. Riders/passenger which may be a part of airport tours or family appreciation and support operations must be approved by the employee's director and coordinated thru the Executive Director.
- (D) Riders will be allowed ONLY on airport property. Chennault is not liable for injury to any rider/passenger.

3.09 Safety Glasses

Safety glasses are an important means to preclude eye injury. For any position in which the Director mandates the use of safety glasses and for those employees who wear prescription glasses, Chennault will pay up to amount in the sum of \$125.00 for one pair of prescription safety glasses every two years. If for any reason an additional prescription safety glasses are required (i.e. breakage, misplaced etc.), "over the glass" type safety glasses will be provided to be worn over the prescription glasses.

**SECTION IV
EMPLOYEE BENEFITS – LEAVE PERIODS**

4.01 Annual Leave (Vacation Leave)

- (A) Annual leave shall be accrued by each employee at the rate of 80 hours per year. An accrual shall be made of the hours of annual leave earned during

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each pay period. After five years continued service, qualified employees shall accrue annual leave at a rate of 120 hours per year. After ten years of continued service, employees shall accrue annual leave at a rate of 160 hours per year.

- (B) Annual leave may be taken as it is accrued. Annual leave cannot exceed the number of hours accrued.
- (C) The annual leave cannot exceed two hundred forty (240) hours. If an employee has more than two hundred forty (240) hours, the excess hours will be lost.
- (D) All requests for vacation time above 4 ½ or more hours must be submitted in writing a minimum of 3 business days in advance and approved by the respective Director.
- (E) Authority to approve/disapprove vacation remains with the respective Director. That decision will be based on ability to support the requested vacation without impact to airport operations.
- (F) An employee, upon separation from employment from CIAA, shall receive payment for the balance of their accrued annual leave.
- (G) In the event of the death of an employee, their estate shall be paid for any accrued annual leave.
- (H) An employee who is participating in any of the following leaves shall continue to accrue annual leave: Workmen's Compensation Leave, Sick Leave, Annual Leave, Military Leave, Holiday Leave, Civil Leave, Compensatory Leave or Funeral Leave. An employee who is on leave without pay shall not earn and accrue annual leave.

4.02 Sick Leave

- (A) Sick leave is provided to protect the employee from economic losses when the employee cannot report to work because of illness or injury.
- (B) Sick leave shall be accrued by each employee at the rate of 96 hours per year. An accrual shall be made of the hours of sick leave earned during each pay period.
- (C) Sick leave shall be granted and paid to any employees only after the employee called their supervisor, proclaiming an illness or inability to work. If necessary or needed as evidence of the illness or injury, the

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supervisor may request a doctor's statement concerning the employee's status.

- (D) No advance of sick leave may be approved over the total amount accrued. If an employee uses all of the accrued sick leave and still cannot return to work, the employee may remain off work and continue to use accumulated annual leave for pay purposes.
- (E) If an employee has exhausted all accrued sick and annual leave, the employee may be granted an extended sick leave without pay for a period not to exceed three months, impact to airport operations will be considered in decision approval. Written approval for periods of over three months, based on extenuating circumstances, may be granted by the Executive Director and the employee may continue on leave without pay.
- (F) Any employee who suffers a job-related disability, and is entitled to receive workmen's compensation, shall be paid sick pay beginning from the first day of absence up to the amount of sick leave earned, accrued and unused. Any workmen's compensation benefits received by the employee shall be deducted from the sick pay to the employee.

Note: Any payments paid to an employee in the form of workmen's compensation benefits for medical payments, permanent disability or permanent injury award shall remain the personal property of the employee and shall not be deducted from such sick pay. All payments to the employee for workmen's compensation benefits, except those payments specified above, must be returned to CIAA and the equivalent time dollar value credited back to the employee's sick leave.

- (G) Sick leave may be approved for any of the following reasons:
 - Illness or injury of an employee.
 - Quarantine by health officials.
 - Pregnancy
 - Grave illness in the immediate family. (Immediate family for sick leave purposes shall include father, mother, wife or husband, son or daughter, brother or sister). Proof of illness may be required by the employee's Supervisor or Department Head.
 - To provide direct support/core to an immediate family member (Immediate Family: wife, husband, son, daughters) or legal dependent.

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- (H) If an employee cannot report to work, the employee shall notify their supervisor prior to the time they were due to report to work. This procedure shall continue until the illness is over and the employee returns to work. If an illness should last over two days, the Supervisor may request a doctor's proof of illness.
- (I) Sick leave shall continue to be accrued at the regular rate when participating in any of the following leaves: Annual Leave, Military Leave, Holiday Leave, Civil Leave, Workmen's Compensation Leave, Sick Leave, or Funeral Leave.
- (J) Sick leave shall not continue to be accrued at the regular rate when participating in any of the following leaves: Extended Sick Leave, Extended Military Leave, Leave Without Pay or Extended Workmen's Compensation Leave.
- (K) For employees with more than 480 hours of accumulated sick leave on June 15th of each year shall have the option of being paid for the lesser of the number of hours of accrued sick leave in excess of 480 hours or 80 hours. The number of hours for which the employee is paid shall be deducted from the employees' accumulated sick leave.
- (L) An employee, upon separation from employment with CIAA, shall not be compensated for accrued sick leave.

4.03 **Holidays**

- (A) CIAA will normally adhere to the Holiday Schedule set by the State of Louisiana. The Governor may proclaim additional holidays as deemed necessary CIAA will adhere to those paid Holidays as well. Paid holidays for all employees will be as follows:
 - New Year's Day
 - Martin Luther King's Birthday
 - Mardi Gras (Day before Ash Wednesday)
 - Good Friday
 - Memorial Day
 - Independence Day (July 4th)
 - Labor Day
 - Veterans Day
 - Thanksgiving Day and following day
 - Christmas Eve
 - Christmas Day

- (B) A normal holiday for pay purposes shall be the number of hours in an employee's normal work day. For most employees this shall be eight hours.
- (C) If an employee must work on a holiday, they shall receive their regular pay for a normal work day. In addition to their regular pay, they will receive the hours worked calculated at an overtime rate of one and one-half times their regular rate of pay.
- (D) If a holiday should fall during an employee's annual or sick leave, they shall be credited with the holiday rather than annual or sick leave.

4.04 Military Leave

An employee may be granted time off , as coordinated through his/her supervisor or Director, for annual military Reserve or National Guard training without loss of service time, annual leave or sick leave on all days which he/she is ordered to duty for periods not to exceed 15 continuous days in any one calendar year. CIAA shall supplement military pay by an amount necessary to bring the sum of the Military pay and supplemental pay to an amount equal to the employee's normal gross Earnings for the same pay period.

4.05 Funeral Leave

- (A) In case of death in an employee's immediate family, the CIAA shall allow the employee a maximum of three day's funeral leave except for a spouse, son or daughter (including step-children), and parent or step-parent's death which is a maximum of 5 days funeral leave to attend the funeral. The employee shall be paid for normal scheduled hours lost at his regular rate of pay within a three or five-day period including the day of the funeral. Definition of immediate family includes only the employee's wife or husband, son or daughter, mother or father (to include step-parents), brother or sister, half-brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild and brother or sister-in-law.
- (B) Employees shall be granted one day of funeral leave to attend the funeral of an extended family – aunt, uncle, niece, nephew and spouse's grandparent.
- (C) CIAA shall grant an employee funeral leave under the following conditions:
 - (1) An employee shall submit a request (verbally under extreme circumstances) for funeral leave to his supervisor and will be approved his/her Director. The request shall contain the date and

the location of the funeral and the name and relationship of the deceased.

- (2) When attending a funeral out of town, the employee should provide the same information described above.

4.06 Maternity Leave

- (A) An employee shall discuss with her supervisor, as soon as practical, her future employment plans. An employee's health is of prime importance; therefore, the discussion shall include how long the employee shall be able to perform her job without risking her health.
- (B) Maternity leave consists of a maximum of twelve weeks, as defined by law.
- (C) A permanent employee may request maternity leave in the form of sick leave, annual leave and/or extended sick leave. The leave requests are to be turned into the Director of Finance, after coordination with his/her Director.
- (D) On extended sick leave, time cards should be turned in with "extended sick leave" written on them in order to avoid conflicting reports. Only one "request for personnel action" for extended sick leave is needed.
- (E) Following Maternity leave, CIAA shall reinstate the employee at the same rate of pay as she previously earned, plus any increases realized during the absence.
- (F) Male members of the staff shall be afforded five days of maternity leave to support their wives during and following the birth of their child.

4.07 Civil Leave

- (A) It is the policy of CIAA to allow an employee time off without loss of pay when performing any of the following civic duties:
 - When performing jury duty.
 - When subpoenaed to appear before a court, public body or board.
 - When performing duty in connection with civil defense.
 - When CIAA authorizes an employee to participate in a civic activity that is determined to be beneficial to CIAA.

- (B) An employee shall not be given time off with pay for serving as an election official or for appearing as a defendant in a court of law.

4.08 Compensatory Leave

- (A) An employee may use hours of earned compensatory leave to take time off with full pay. The employee must receive the approval of their supervisor before taking such leave.
- (B) If an employee is prevented from utilizing their accrued compensatory leave within one year, the employee shall be paid for hours they are unable to utilize. An employee cannot accrue more than 60 hours of compensatory time.
- (C) On rare instances, compensatory time can be increased at the Executive Director's discretion not to exceed 80 hours compensatory time. The excess must be used by the end of the fiscal year.

4.09 Workmen's Compensation Leave

- (A) An employee shall immediately notify their supervisor when they experience an on-the-job injury. The supervisor shall make arrangements for medical assistance and provide transportation to a physician, if necessary.
- (B) On the day of injury, the supervisor shall complete and submit a "first report of injury" to the Director of Finance (acts as Human Resource representative).
- (C) If a physician determines that an injured employee cannot perform their duties, the employee shall be placed on workmen's compensation leave.
- (D) The law provides for the following workmen's compensation:
 - (1) Medical costs incurred by the employee because of the injury shall be paid by the insurance company.
 - (2) In addition to medical assistance, the employee shall receive weekly compensation payments beginning on the eighth day after the injury, provided that the employee has not been released by the physician to return to work.
 - (3) If an employee remains on workmen's compensation leave for more than six consecutive weeks, the employee shall receive a

weekly benefit payment for the first seven days following the injury.

- (E) CIAA shall allow an employee to use accumulated sick leave during the first five workdays following an injury, provided that they have not been released by the physician to return to work during that time and provided that the employee requests a sick leave.
- (F) In any event, an employee shall return to work within one workday after being released by the physician to return to work.

SECTION V EMPLOYEE CONDUCT

5.01 Maintaining Standards

An employee of CIAA is expected to perform his/her assigned duties in a willing and satisfactory manner. However, if an employee is unable or unwilling to perform their duties in a satisfactory manner, the Executive Director shall take corrective action warranted by the circumstances to maintain effective service. The Executive Director may take any of the following corrective actions:

- Dismissal
- Retirement
- Demotion
- Suspension
- Reprimand (with or without pay)
- Other as appropriate.

5.02 Anti-Harassment Policy

- (A) **All Unlawful Harassment Prohibited**
CHENNAULT INTERNATIONAL AIRPORT AUTHORITY (“CHENNAULT”) strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons because of race, religion, creed, national origin, ancestry, sex, gender, age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.
- (B) **Sexual Harassment**
All CHENNAULT employees, other workers, and visitors are prohibited from harassing employees and other covered persons based on that individual’s sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature, as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

CHENNAULT will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Harassment is prohibited both at the workplace and at employer-sponsored events.

(C) **Other Types of Harassment**

CHENNAULT's anti-harassment policy applies equally to harassment based on an employee's race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal, Physical, Visual, Online

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

(D) **Prevention of Harassment**

The effectiveness of our efforts to prevent harassment is enforcement of the policy itself, and depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone

else may have been subjected to conduct that violates this policy, they have an obligation to report it **IMMEDIATELY** to the persons set forth below. If employees do not report harassing conduct, CHENNAULT may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action. Once a complaint is made, CHENNAULT will conduct a prompt, impartial, and thorough investigation.

Further, if any employee feels that he/she may have said something or done anything inappropriate, he/she also has an obligation to report the incident **IMMEDIATELY** so that the matter can be investigated.

For any investigation, the procedures at Appendix 1 shall be follow (see Appendix 1).

Additionally, any manager or supervisor who observes harassing conduct, or has been told of harassing conduct, has an obligation to report the conduct **IMMEDIATELY** to CHENNAULT so that an investigation can be made and corrective action taken, if appropriate.

(E) **Reporting Procedure**

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. CHENNAULT will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

You can report any incident to your immediate Supervisor and/or the Executive Director at CHENNAULT. However, if you feel uncomfortable in reporting to someone employed at CHENNAULT, you can directly contact Chennault Board of Commissioners Member, Denise Rau, at (337) 302-4370 or Julio Galan, CEO of Family and Youth Counseling Agency, at (337) 436-9533.

(F) **No Retaliation**

No one will be subject to, and CHENNAULT prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

(G) **Violations of This Policy**

Any employee, regardless of position or title, whom CHENNAULT determines has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

5.03 Grounds for Dismissal or Disciplinary Action

Grounds for dismissal or disciplinary action include, but are not limited, to the following:

- (A) Possession, drinking and/or being under the influence of intoxicants and/or narcotics when reporting for work or during scheduled work hours.
- (B) Fighting during work hours.
- (C) Gambling during work hours.
- (D) Insubordination.
- (E) Having weapons on the job.
- (F) Using Chennault furnished Computer Equipment and accessories for other than Chennault business transactions (i.e. playing games, personal social media, reading electronic books not pertaining to work).
- (G) Leaving the job without permission of supervisor.
- (H) Excessive unexcused absenteeism or tardiness.
- (I) Theft or destruction of CIAA or private property.
- (J) Posting or distributing unauthorized written or printed matter on bulletin boards on CIAA premises.
- (K) Falsification of hours worked (personal or fellow workers).
- (L) Refusal to permit authorized inspection of packages, bundles or lockers on CIAA property.
- (M) Conviction of a felony.
- (N) Failure to obey established safety rules.
- (O) Neglect of assigned job procedures and/or sleeping on duty or deliberate inattention to duty.

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- (P) Allowing unauthorized personnel in or on CIAA-operated vehicles or equipment.
- (Q) Unauthorized use of CIAA equipment or material on or off airport property.
- (R) Parking personal vehicles in unauthorized parking areas.
- (S) Any form of harassment as delineated at paragraph 5.02 of this policy manual.
- (T) Unauthorized use of cell phones and or electronics devices (excessive phone usage, texting, games, videos and movies.)

5.04 **Confidential Information**

Employees are expected to be aware of the importance of safeguarding confidential and proprietary information and are prohibited from using, copying, or disclosing such information during or after their employment.

Confidential information must be labeled in a consistent manner and provided to the appropriate individuals on a “need to know” basis only.

5.05 **Bulletins and Notices**

Three bulletin boards have been provided for posting of information and notices. It is the employee’s responsibility to check this board routinely for directives. One is located in the lounge of the Administrative Office; another is located in the lounge of the Maintenance/Operations Building and the third is located in the Maintenance Shop.

It is CIAA policy to use the bulletin boards as a supplementary form of communication, providing quick dissemination of information to employees. However, bulletin board postings should not be regarded as a substitute for regular face-to-face communications between supervisors and employees, or between managers and supervisors.

5.06 **Language**

Offensive language shall not be tolerated.

5.07 **Appropriate Dress**

- A. CIAA expects all employees to exercise good judgment and to dress appropriately for their job at all times. Just as the appearance of CIAA

facilities is of the utmost importance, so is each employee's dress and grooming. For each location, the CIAA takes into consideration what is considered acceptable attire and good grooming, compared to the prevailing dress practices of workers in similar jobs.

1. Mechanical Department employees will at all times wear Chennault issued uniforms and steel toed footwear when performing their work duties.
 2. Employees who work around machinery and equipment shall observe sound safety regulations at all times without exception, including the wearing of appropriate articles of clothing (steal toe shoes, goggles, hard hats, ear protection, safety vests, etc.).
- B. The following general dress guidelines should be adhered to in all office settings. It shall be the supervisor's responsibility to monitor his/her employees and to determine appropriateness of dress.
1. T-shirts, in general, are not appropriate wear for the office. Business advertisements, offensive language, etc. on clothing are prohibited.
 2. Generally, shorts are not allowed for office personnel. Neat culottes or skirt shorts are allowed for wear by female employees, provided they are a reasonable length and are appropriate for the office.

5.08 Solicitation

No solicitation for contributions, donations, funds or for any other reason shall be made in offices of the CIAA by outside persons and/or employees. This includes, but is not limited to, salespersons, collectors and fund raisers. If an employee's cosmetics or other personal sales representatives want to discuss a sale, the employee must arrange a time other than during business hours.

5.09 Prohibited Practices

Prohibited practices include but are not limited to:

- ❖ Smoking – Chennault is a “smoke-free workplace”. Smoking is not permitted in Chennault offices or buildings that contain offices or hazardous materials. No smoking is allowed in Chennault vehicles and while operating Chennault equipment.

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- ❖ Political, Religious or Racial Prejudice – No employee shall be appointed, promoted, demoted, removed or in any way favored or discriminated against because of political affiliation, religion, age, race, sex, national origin or other consideration and forms of prejudice.
- ❖ Fraud - No person shall willfully or corruptly make any false statement, certify or report in regard to any test, certificate of appointment or commit or attempt to commit any fraud preventing the impartial execution of the personnel policies of CIAA.
- ❖ Political Endorsement – No personnel shall seek the benefit of or attempt to use any political influence in his application of any appointment or in connection with performance appraisals, merit raises, grievance process or appeals decisions.
- ❖ Candidate for Office - No employee shall continue in his or her position after being qualified as a candidate for nomination or election to any public office without a waiver by the Executive Director.
- ❖ Other Prohibitions - No employee shall engage in any other activities prohibited by law.
- ❖ Penalty of Violations – Violation of any of the above prohibitions shall be grounds for rejection of application, suspension or dismissal.

5.10 General Rules

- ❖ No employee or appointed official shall engage in any transaction or shall have a financial or other private interest, direct or indirect, in conflict with the proper discharge of their official duties.
- ❖ No employee or appointed official shall participate in any transaction involving CIAA or any agency thereof in which they have substantial economic interest.
- ❖ No employee or appointed official shall participate in a transaction involving CIAA or any agency where they have a direct substantial economic interest as follows:
 - ❖ His spouse or child; or
 - ❖ Any person in which he has an economic interest; or
 - ❖ Any person of which he is an officer, director, trustee or employee; or

- ❖ Any person who is a party to an existing contract with such employee or elected or appointed official or is obligated to such as person.

5.11 **Specific Prohibitions**

The following shall be considered as specific prohibitions applicable to all employees and appointed officials, subject to the provisions of this code, and no such persons shall:

- ❖ Accept anything of economic value, if services are not performed or adequate consideration is not given, whether in the form of service, loan, thing or promise or any other form from any person which, to their knowledge, is interested directly or indirectly, in any manner whatsoever, in business dealings with the CIAA.
- ❖ Engage in any business or transaction, accept private employment or render services for private interests when such business transaction, employment or services is incompatible with the proper discharge of their official duties.
- ❖ Disclose any confidential information concerning the property, management or affairs of the CIAA, or use such information to advance the financial or other private interests of themselves or others.
- ❖ Use influence to secure special privileges or favors for themselves or others.
- ❖ Participate in or use influence to procure the sale or rental of goods, services or concessions to CIAA or any of its agencies either directly or through any person, in which one or more persons coming within the purview of this ordinance holds or controls a substantial financial interest herein.
- ❖ Accept directly or indirectly anything of economic value as a gift, gratuity or favor from any third person, if the interests of the latter may be substantially affected by the performance or non-performance of an official duty of any person coming within the purview of this code.
- ❖ Use property or facilities of CIAA or any agency thereof for the furtherance of their own private, personal gain, interest, use or benefit.
- ❖ Solicit, negotiate for or promise to accept employment by any person with which they are engaged on behalf of the CIAA in any transaction of business which is or may be affected by their official action.
- ❖ Participate in any official action of CIAA or any of its agencies, by vote, or through the use of influence gained through their position with CIAA when

such activity would result in the granting of a special preference, compensation, contract, privilege or advantage by a third person whose interest was or is directly affected by such vote or use of influence.

- ❖ Use public office or public position to procure preferential treatment, whether of employment, contract, business, fee or service, from a third person for the benefit of a spouse or child, client or business associate.
- ❖ Use a radio station, television station and/or newspaper, owned and/or in which there is an economic interest, for political gain without equal time or equal space.

5.12 Gifts

CIAA employees are prohibited from receiving or soliciting gifts and gratuities of a significant material value. Questions about the appropriateness of a gift or activity shall be determined in accordance with the State Ethics rulings.

5.13 Telephone Procedure

- A. The telephone is business tool. When answering the phone, an employee should do so as quickly and courteously as possible, reflecting a willingness to assist the caller.
- B. An employee's personal telephone calls should be limited during office hours. No personal long-distance calls are to be charged to CIAA numbers.

5.14 Drug-Free Workplace Policy

- A. It is the policy of Chennault to provide a drug-free **workplace that is safe and healthy for employees and others** doing business with Chennault. This policy restricts certain items and substances from being brought on or being present on Chennault property, including Chennault parking areas and vehicles. Chennault policy prohibits employees from reporting to work, working, or being present on Chennault property, with detectable levels or identifiable quantities of certain drugs and/or other substances.
- B. The use, sale, possession, being under the influence, or having within the body a detectable quantity of any of the following items or substances while on Chennault or performing Chennault duties and functions by employees and all others is prohibited:
 - 1. Illegal drugs;
 - 2. Unauthorized prescription drugs;

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3. Controlled substances; or
 4. Drug-related paraphernalia.
- C. An employee is prohibited from reporting to work under the influence of alcohol to the extent that the employee's abilities are impaired and renders him/her unfit to perform the assigned duties, and/or the legal alcohol limited has been exceeded.
- D. CIAA has a confidential, regulated drug-testing program.
- E. Drug testing occurs under the following circumstances:
1. Pre-employment testing
 2. Random testing
 3. Reasonable suspicion, and
 4. Following a serious accident, where the employee is involved but not necessarily considered to have caused the accident.
- F. Consequences of Positive Drug Test – Employees with a confirmed positive drug test result shall result in immediate termination.
- G. An employee who self-identifies his substance or alcohol abuse problem and voluntarily seeks treatment through EAP shall receive no disciplinary action, but will be required to utilize vacation and/or sick time for anytime missed due to treatment.
- H. Positive drug test results can affect an employee's qualifications for unemployment insurance and/or worker's compensation payment.
- I. Off-premise use of Controlled and/or illegal drugs or substances are considered to endanger Chennault's reputation for honesty, integrity and safety, and if convicted are grounds for immediate termination:
1. Being charged or convicted for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs; and
 2. Action or abuse of lawfully prescribed drugs or substances.

5.15 Outside Employment

- A. An employee's full-time position with Chennault shall be considered the employee's primary occupation, taking precedence over all other occupations.

- B. Outside employment or “moonlighting” is of concern to Chennault if it affects performance while on duty at CIAA adversely. The conflict that can arise may be one of time and/or interest, such as:
1. Time – an employee accepts a part-time job or engages in outside activities that directly conflict with scheduled CIAA working hours, or prevents proper rest, such that the employee’s job performance suffers.
 2. Interest –an employee engages in outside activities that would tend to compromise his/her judgment or actions. If the outside employment has the appearance of a conflict, or the employee engages in activities that are prohibited by State or Federal Law, his/her performance may be impaired.

5.16 Evaluations

- A. Annual evaluations are required to be written for all full-time employees, utilizing a current and Executive Director approved evaluation form.
- B. Evaluations will be written by the supervisor, reviewed and signed by the Director, and reviewed by the Executive Director.
- C. Director’s evaluations will be written and signed by the Executive Director.
- D. The evaluation period is open March 1 – March 31st. All completed/signed evaluations must be submitted to the Executive Director no later March 31st.
- E. Evaluation results shall be considered for any promotion, merit pay increases, or cost of living raises.

**SECTION VI
DISCIPLINARY & CORRECTIVE ACTION**

6.01 Discharge for “Cause”

Dismissal for “cause” is infrequent and is normally the result of gross or repeated misconduct, extreme or repeated negligence or refusal to obey instructions. Dismissal for “cause” is immediate discharge. Examples of behaviors leading to dismissal include but are not limited to:

- Intentionally giving false or misleading information in applying for employment, as a result of which a person is hired.

- Failure to carry out any reasonable order by a management representative, including refusal to work on jobs assigned by an employee's supervisor, or other acts of insubordination.
- Falsifying any time-keeping record, work ticket, sales report or any other report of records; misrepresenting business expenses paid by CIAA.
- Conclusive evidence of dishonesty, a serious misdemeanor or an act indicating low moral standards.
- Frequent tardiness or absence without permission or abuse of sick leave policy.
- Reporting to work under the influence of alcohol or drugs; use of alcohol or drugs while on CIAA premises or while on CIAA business during working hours.
- Willful destruction or removal of CIAA or another employee's property.
- Consistently poor job performance.
- Chronic visitors, personal phone (phone calls, texting, and social media) during office hours.

6.02 Grievance Procedure

- (A) If an employee has a grievance related to working conditions, disciplinary action, reprimand, or termination, the employee should first make the grievance known, in writing, to their supervisor. If a reconciliation of the grievance is not reached by the employee and the supervisor, the employee may request a review by their Director, followed by the Executive Director for final authority.
- (B) All grievances, when made known to the supervisor, shall be made known to the Executive Director.
- (C) If the employee seeking the grievance determines the grievance is unresolved by the Executive Director, the employee may request, in writing, a review by Airport Authority Personnel Committee who is the final decision authority.

SECTION VII TRAVEL AND EXPENSE POLICY

7.01 Purpose

This document ensures that employee travel is consistent with the business objectives of Chennault International Airport Authority. It also ensures fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.

7.02 Overview

All Official Travel funded by Chennault is to be approved by the Executive Director.

The purpose of the travel must support the goals of Chennault International Airport Authority and withstand the scrutiny of the Calcasieu Parish taxpayer.

Public transportation, such as subways, taxis and busses should be used, where cost effective and available.

Employee travel should be via the lowest reasonable cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations shall be used.

Employee travel and the expenses associated with it shall be authorized only in circumstances which are clearly consistent with the mission of Chennault International Airport Authority. It shall be the responsibility of each departmental director to ensure that all employee travel meets this objective and that reimbursement made only for actual, reasonable business expenses in connection with authorized travel as defined in this document. Expense reports shall be submitted in a timely manner.

All travel must be requested using the Chennault "Travel Authorization Form" signed by the appropriate Departmental Director, Director of Finance and Executive Director. Travel arrangements, including airfare, rental car and lodging shall be coordinated through the Director of Executive & Airport Affairs office.

7.03 Air Travel

- (A) Air travel shall be via the most direct and economical means, accommodating the comfort, needs and preferences of the employee.

- (B) Employees may retain all benefits from frequent flyer club memberships. All dues for such clubs must be paid by employee.

7.04 Auto Rental

- (A) Employees may request mid-sized cars.
- (B) Employee must refill gasoline prior to returning rental car for drop off wherever possible. Do not pre-pay for tanks of gas.
- (C) If the credit card being used for the rental does not include collision and liability coverage, the employee shall purchase the insurance from the rental company.

7.05 Personal Auto Reimbursement

- (A) Employees are only authorized to use his/her automobile if they have both a valid driver's license and current comprehensive auto insurance, including liability.
- (B) When an employee uses his/her personal automobile on approved company business, Chennault shall pay at the current IRS travel reimbursement rate. Chennault shall also reimburse all actual auto tolls and parking fees, with a receipt. Employees who receive an auto allowance may use a company credit card or be reimbursed for gasoline purchases for out of town travel.
- (C) Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference.
- (D) Employees receiving an auto allowance are excluded from using CIAA vehicles for traveling out of town unless there are two or more employees going on the trip.
- (E) Employees receiving an auto allowance are authorized to use an airport vehicle only when on airport property and when in transit between airport properties in the performance of their duties.
- (F) Paragraph 7.05 (E) applies unless rare/abnormal/extenuating circumstances dictate otherwise. Approval from the Executive Director must be obtained in advance.

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- (E) Repayment of travel advance in cash shall be turned into the receptionist and a receipt shall be issued.
- (F) To receive reimbursement for mileage, the employee must complete an expense report.
- (G) The employee assumes the responsibility for all parking and traffic fines.

7.06 **Lodging**

- (A) All authorized accommodations must meet with industry accepted business travel standards with reference to comfort, convenience and cost. You are free to make other arrangements, however, Chennault shall not reimburse for more than \$250.00 per night base rate, unless prior approval is granted by the Executive Director.
- (B) Except for high cost areas (i.e. D.C., LA, Dallas/Fort Worth, Atlanta), per night lodging costs should not exceed \$250.00 per night.
- (C) The employee is responsible for confirming that the rate being charged is also the rate listed on the travel itinerary.

7.07 **Meals and Entertainment**

- (A) Actual, reasonable and necessary costs for meals shall be reimbursed. The employee should be guided by what he/she eats at home. Reimbursement may include a gratuity of up to twenty (20%) percent of the bill. Receipts are required for meals.
- (B) Except for high cost areas the following guidelines should be used for maximum, per person, meal costs:
 - Breakfast \$12.00
 - Lunch \$20.00
 - Dinner \$35.00
- (C) Entertainment expenses are reimbursable and must meet the following conditions:
 1. The employee's specific assignment requires the entertainment of the company's customers or potential customers, or others as appropriate.
 2. The entertainment expense is fully receipted (original receipts required).
 3. The persons entertained, the place and the purpose of the entertainment must be clearly specified.

4. Non-reimbursable personal expenses include, but are not limited to: Alcoholic beverages, airline club dues, rental car club membership fees, airline head seat rental, in-room movies, fines for traffic violations, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip.
- (D) Except for organized Marketing Events, alcoholic beverages shall be paid for from personal funds and are not an authorized reimbursable travel expense.

7.08 Laundry Service

- (A) Actual and reasonable laundry expenses shall be reimbursed. Receipts must be provided. This applies only after the employee has been away from home for five (5) consecutive days, or if the trip has been unexpectedly extended.

7.09 Expense Reporting

- (A) The following conditions apply when submitting expense reports:
- (B) Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure.
- (C) Employee must submit expense reports during the week after incurring the expenses, or upon returning to the office.
- (D) Include the following items in or attached to, the expense report when submitting it for payment:
1. Original or copies of receipts for registration fees, meals, lodging, air or auto transportation, tolls, gasoline, parking fees and any other business expenses.
 2. Explanation of any deviation from policy.
 3. Check made payable to Chennault International Airport Authority, if repayment of travel advance is due.

CHENNAULT AIRPORT INVESTIGATION PROCEDURE

This procedure shall be used as a guide for Chennault Airport Authority staff when required to conduct an anti-harassment investigation

- (1) Once a complaint is made, then a prompt, impartial, and thorough investigation shall take place. Timeliness is of importance in this matter. As such, from the point of initial notification of the complaint to the point of initiation of an investigation should take no longer than 48 hours.
- (2) The person who receives the complaint will report it to Chennault's Legal Counsel, Robert Kleinschmidt, who will inform the Executive Director and Board of Directors.
- (3) The Executive Director will, as soon as practical, authorize an investigation to proceed with an impartial and experienced person in these matters. He/She will notify the board of commissioners of the impending investigation.
- (4) Unless the impartial investigation implicates the Executive Director, the person assigned to lead the investigation will present their findings to the Executive Director. Otherwise, the report will be made to the Board of Commissioners President and Personnel Committee, via executive session.
- (5) The Executive Director will decide the appropriate discipline and will report his decision to the Board.