



THE FLOOD PROTECTION AUTHORITY

Your Flood Defense System

Southeast Louisiana Flood Protection Authority East - EMPLOYEE HANDBOOK

Effective: 08/28/2018

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EMPLOYEE ACKNOWLEDGEMENT

I acknowledge as follows:

I have received my copy of the Employee Handbook, which describes important information about the Flood Protection Authority and its constituent levee districts, Orleans, East Jefferson, Lake Borgne Basin, (collectively "Flood Protection Authority"). I understand that I should consult the Chief Administrative Officer ("CAO") or Employee Services Representative regarding any questions not answered in the Handbook.

This Handbook and the policies and procedures contained herein supersede any and all prior policies/practices, oral or written representations or statements regarding the terms and conditions of my employment with the Flood Protection Authority. By distributing this Handbook, the CAO expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that any and all policies and practices may be changed at any time by the CAO, and the Flood Protection Authority reserves the right to change my hours, wages and working conditions at any time in accordance with the Louisiana Department of State Civil Service rules and federal employment laws. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the CAO or the Board of Commissioners has the ability to implement changes or revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise, or representation of continued employment. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received this handbook either electronically (Adobe PDF or via web line) or in printed form, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

**DETACH AND RETURN TO EMPLOYEE SERVICES FOR RETENTION IN EMPLOYEE PERSONNEL FILE