

# **Nunez Community College**

## **Employee Handbook** **State of Louisiana**



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**Nunez Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097) to award Associate Degrees and Certificates.**

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## **Employee Acknowledgement Form**

**This employee handbook describes important information about Nunez Community College, and I understand that I should either consult my immediate supervisor or the Director of Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Nunez Community College voluntarily. Accordingly, either I or Nunez Community College can terminate the relationship at any time, so long as there is no violation of applicable federal or state law, or any violation of the rules, regulations, or policies of the LCTCS Board of Supervisors or the State of Louisiana.**

**Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook can occur. All such changes will be communicated through official notices and I understand that the revised information may supersede, modify, or eliminate existing policies. Only the Chancellor of the College or the Director of Human Resources as the appointed authority by the Chancellor of the College has the ability to adopt any revisions to policies in the handbook. Furthermore, I acknowledge that this handbook is neither a contract or employment or a legal document.**

**In accordance with Louisiana RS 42:460, I understand that Nunez Community College is required to recoup overpayments made to active and separated employees.**

**I have received the Employee Handbook or I have been given instructions for accessing it on the Nunez Community College website at [www.nunez.edu](http://www.nunez.edu). I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.**

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**Employee's signature**

**Date**

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**Employee's name, printed or typed**

**Please return this form within five (5) days of hire to the Human Resources Office.**

## **I.) Introductory Information**

### **A. Vision Statement**

Nunez Community College's vision is to help improve the quality of life of our citizens through educational programs offered by Nunez Community College.

### **B. Mission Statement**

Nunez Community College is a comprehensive community College offering a general education and occupational technologies curriculum that blends the arts, sciences, and humanities leading to associate degrees, certificates, and workforce development opportunities.

### **C. Goals**

Nunez Community College Educational Goals include providing:

1. Educational opportunities that prepare students for lifelong learning, responsible citizenship, productive and satisfying careers, as well as the opportunity to transfer to senior institutions;
2. Variety of occupational programs with input from local employers and industry which prepare students for immediate employment;
3. General education courses that transfer to senior institutions;
4. A program of developmental education for students who need to strengthen their academic backgrounds;
5. Student support services including educational counseling, placement testing, and career counseling designed to assist students in seeking a course of study that meets their needs;
6. A means to acquire an awareness of global and multicultural issues that produce responsible world citizens;
7. Opportunities for gaining basic and general understanding of ethics;
8. Instructional opportunities that include technologies and distance learning components that prepare students for careers in the 21<sup>st</sup> century; and
9. Continuing education courses and services that meet the needs of students and the community.

## II.) Employment

The Nunez Community College Office of Human Resource adheres to the Louisiana Community and Technical College System (LCTCS) policy number # 6.032 (Policy on Search Committees in Hiring) regarding appointment and employment of faculty and staff.

### A. Nature of Employment

If you are an **unclassified employee or staff**, you are an at-will employee and serve at pleasure of Nunez Community College, the LCTCS Board of Supervisors, and the Chancellor of the College. Employment may be terminated with cause at any time or without cause by the employer upon two weeks' notice. Nunez follows LCTCS procedures for hiring and separating employees.

If you are a **classified employee**, the employee-employer relationship for classified employees is governed by Civil Service Rules. For further information regarding Civil Service, please refer to the Civil Service Rules and Regulations, which are available upon request in the Office of Human Resources, the College Library, or at the Civil Service website at <http://www.civilservice.la.gov/index.asp>.

**Regular Faculty** appointments are year-to-year teaching contracts which include nine-month faculty appointments only.

**Adjunct Faculty** appointments are part-time faculty teaching positions on a course-by-course contract limited to one-semester or session duration.

**Nunez Student employees** are hired under the Federal College Work Study Programs or other Campus Work Study Programs and are paid on an hourly basis; employment may be determined on a semester by semester basis or as part of a financial aid package for an award year.

Your employer is the State of Louisiana through the Board of Supervisors for the Louisiana Community and Technical College System and Nunez Community College.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute obligations of any kind, or a contract of employment between Nunez Community College and any of its employees. The provisions of this handbook have been developed at the discretion of the administration of the College and may be amended or canceled at any time, at Nunez Community College's sole discretion.

These provisions supersede all existing policies and practices at Nunez Community College and may not be amended without the express written approval of the Chancellor of the College. In the rare instance that a Nunez policy or procedure contradicts Civil Service rules and regulations or the policies of the LCTCS, Civil Service rules and LCTCS policies shall prevail.

The Office of Human Resources maintains a bulletin board near the Human Resources Office. Important supplementary information is posted on this bulletin board. Employees are expected to check this bulletin board routinely. If an employee feels any item posted on the bulletin board is particularly important to him/her, he/she may request a copy through Human Resources. Important employment information may also be posted on the College's intranet site, under "Announcements."

## **B. Employee Relations**

Nunez Community College believes that the work conditions and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. Employees are expected to observe the existing chain of command by dealing first with their immediate supervisors.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Nunez Community College amply demonstrates its commitment to employees by responding effectively and in a timely manner to employee concerns.

Nunez Community College encourages *all* supervisors to provide an "Expectations Memo" (see Appendix) to *all* employees, explaining the day-to-day expectations of your employees. This memo should contain such information as appropriate dress for the department and work duties, how leave requests should be made and how these requests will be handled, any standard greetings to be used on the telephone or with clients, and other information that is deemed important to the business operations of the unit. A sample Expectations Memo is available on the Nunez website and in the appendix to this handbook.

## **C. Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions made at Nunez Community College will be based only on merit, qualifications, and abilities. Nunez Community College does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Nunez Community College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the College. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees may raise these concerns and make reports without



fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Retaliation by supervisors or co-workers due to a report of discrimination is illegal and will be considered grounds for disciplinary action up to and including termination of employment.

## **D. Employment of Relatives**

It is the policy of Nunez Community College to employ relatives of current employees where such employment will not create departmental, peer, or subordinate relationships. For purposes of this policy, the term relative shall apply to the following relationships whether they are established by blood, marriage, or other legal actions: Father, Mother, Son, Daughter, Brother, Sister, Husband, Wife, Grandparents, Grandchild and any in-law carrying the same relationships, as well as step-relationships of the same type.

## **E. Outside Employment**

The policy of the LCTCS Board of Supervisors and Nunez Community College pertaining to outside employment is as follows: Prior to engaging in part-time employment with another organization, employees must disclose such outside employment using the Outside Employment Form available in the Office of Human Resources and/or the College website, and must seek administrative review and approval.

Due to the potential for unauthorized and unbudgeted overtime expenses, classified employees may not hold **any** employment with **another state agency** as long as they are full-time at Nunez Community College. With appropriate approvals, classified employees may hold an outside position with a non-state entity.

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Nunez Community College. All employees will be judged by the same performance standards and will be subject to Nunez Community College's scheduling demands, including mandatory flex time or overtime, regardless of any existing outside work requirements.

If Nunez Community College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Nunez Community College as they are modified from time to time, the employee will be asked to terminate the outside employment if she or he wishes to remain employed by Nunez Community College.

Outside employment will present a conflict of interest if it has an adverse impact on Nunez Community College. In the event of a conflict of interest, the employee will be asked to resign from his/her outside employment or face termination of employment with Nunez Community College.

### **III.) Employment Status and Records**

#### **A. Access to Personnel Files**

The Office of Human Resources maintains personnel files on each employee. The personnel file includes such information as the employee's job application, resumes, records of training and salary increases, and other employment records.

Personnel files are the property of Nunez Community College and access to the information they contain is restricted. In accordance with the Freedom of Information Act, requests for information should be directed to the Office of Human Resources. Persons making the requests will be responsible for paying the costs associated with producing reports and/or other materials to respond to this request. Employees wishing to restrict access to their directory information (i.e. address and telephone numbers) must request this in writing and renew the request annually.

Employees who wish to review their own file should contact the Office of Human Resources. With at least a three day advance notice, employees may review their own personnel files in the presence of an individual appointed by Human Resources to maintain the files.

All payroll records are maintained in the Business Office.

#### **B. Civil Service Employment Categories**

It is the intent of the Office of Human Resources to clarify the definitions of Civil Service employment classifications so that employees understand their employment status and benefits eligibility.

Each classified employee will belong to one of the following employment categories:

**Regular Full-Time** or **Part-Time** employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Nunez Community College's full-time / part-time schedule. Generally, they are eligible for the Nunez Community College benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Probationary** employees are those whose employment performance is being evaluated to determine whether further employment in a specific position is appropriate. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The immediate supervisor uses this period to evaluate employee capabilities, work habits, and overall performance.

*All* new, rehired, or transferred classified employees work on a probationary basis for at least the first six months after their appointment date. If the immediate supervisor determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended as long as 24 months. Employees will be provided with written notification of the extension and the duration of extended probationary period. Upon satisfactory completion of the probationary period, employees will enter the "regular" employment classification.

Each unclassified employee will belong to one of the following employment categories:

**Temporary** employees are hired on an "as needed" basis. Temporary employees may be either full or part-time, but any temporary appointment **cannot exceed twelve months**. Temporary employees are not entitled to earn sick, annual, or compensatory leave.

**Student** employees are hired as part-time, unclassified workers. They may work a maximum of 20 hours per week and are not entitled to earn sick, annual, or compensatory leave.

**Probationary** employees are those whose employment performance is being evaluated to determine whether further employment in a specific position is appropriate. This probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The immediate supervisor uses their period to evaluate employee capabilities, work habits, and overall performance. For unclassified employees, the designated probationary period is six months, but may be extended up to 24 months in the event that the supervisor and/or the employee feels additional time is needed to learn the job and satisfactorily meet expectations.

**Twelve month, full-time** employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Nunez Community College's full-time, twelve month schedule. This type of employee is an at-will employee who serves at the will of the Chancellor of the College and the Board of Supervisors. Administrators and their unclassified support staff usually fall into this category.

**Nine month, full-time** employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Nunez Community College's academic year schedule. This type of employee is an at-will employee who serves at the will of the Chancellor of the College and the Board of Supervisors. Full-time faculty usually fall into this category. *All newly hired full-time faculty also work on a probationary period. Their probationary period is their entire first, full academic period.*

**Adjunct** faculty are those employees who are hired on a temporary "as needed" basis. They normally teach a load of no more than 3 courses per semester, and are not entitled to earn sick leave or compensatory leave.

## **C. Verification of Employment References**

To ensure that individuals who join Nunez Community College are well qualified and have a strong potential to be productive and successful, it is the policy of Nunez Community College to check the employment references of anyone offered a position. Any offer of a position is contingent upon favorable reference checks. In addition, certain positions will require background security checks and drug testing. Any offer of a position for which a background check or drug test is deemed necessary by Nunez Community College is contingent upon a favorable background check and drug test.

Nunez Community College will respond to those reference check inquiries that are submitted in writing or by telephone. Responses to such inquiries will confirm dates of employment, and position(s) held. No financial data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Performance information may be released with the appropriate documentation to support it.

## **D. Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Office of Human Resources of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status changes should be accurate and current at all times. If any personnel data has changed, notify the Office of Human Resources in writing. The employee is responsible for notifying insurance carriers, retirement systems, and other entities of any changes in demographic information. **The Office of Human Resources does not notify these entities on the employee's behalf.**

## **E. Employment Applications**

The Office of Human Resources relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Nunez Community College's exclusion of the individual from further consideration for employment, or if the person has been hired, separation from employment.

## **F. Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weakness, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals.

Merit based pay adjustment (Civil Service step increases) for classified employees are awarded in accordance with Civil Service rules, regulations, and policies in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented in the performance evaluation.

*At the time of hire, each **classified employee** should be given a complete Planning, Performance, and Review form (PPR) that will be used to determine merit increases. The document lists all performance expectations upon which the employee's probationary performance will be measured. In addition, each classified employee will be evaluated annually, using the planning document from the previous rating period. Supervisors who do not complete PPR's for their employees may find that they have lost the right to withhold merit increases for employees that they feel do not deserve them. For copies of the PPR and information on how to use them, please contact the Office of Human Resources.*

STEP INCREASES ARE NOT AUTOMATIC. They are initiated by the Office of Human Resources Office upon receipt of the annual PPR document and are then reviewed and approved or disapproved by the immediate supervisor and the chancellor of the College.

The Board of Supervisors for LCTCS policy #6.010 thoroughly outlines the provisions for evaluating performance of all **unclassified employees**. It is the Board's published policy that no employee will be given any sort of salary increase without a current satisfactory annual evaluation on file in the Office of Human Resources. Nunez Community College follows LCTCS policy #6.010 on evaluation and merit increases for unclassified employees.

## **G. Bulletin Boards**

The Office of Human Resources maintains a bulletin board outside the Office of Human Resources that is restricted for use by the Office of Human Resources. This bulletin board is used to post:

- Current internal job openings
- Civil service information
- Affirmative action and EEO statements
- Fair labor laws
- List of College holidays
- Other employment information as determined to be necessary by the Human Resources Office

Anything placed on this board without permission from the Human Resources Office will be removed and destroyed.

While most employment information is disseminated by email, there are employees without email access, so the Office of Human Resources will often distribute information to all departments to be placed upon other area bulletin boards. All employees are encouraged to peruse the bulletin boards in their respective areas and in the Human Resources area

regularly. Information posted on these bulletin boards is considered disseminated to all employees, and it is the responsibility of the employees to keep current of all posted information.

## **H. Hiring Above the Minimum for Classified Employees**

In accordance with Civil Service Rule 6.5(g), a department in Nunez Community College may choose, with prior approval of the appointing authority (the Chancellor), to pay an employee upon hiring at a rate above the minimum. The appointing authority may request to review all documentation of superior qualifications/credentials before approval is granted. Any employee who is so paid must have superior qualifications that have been **verified by the supervisor of the department and documented in writing** to be placed in the employee's confidential file in his/her personnel records. Any rate approved by the appointing authority must also have budgetary approval by the chief financial officer before the employee can be offered the position. According to Civil Service regulations, the rate cannot exceed the midpoint of the range for the affected job.

## **I. Policy for Optional Pay Adjustment**

In accordance with Civil Service rule 6.16.2, Nunez Community College will consider granting either additional base pay or lump sum adjustments to employees in the following circumstances:

- To provide for compensation for additional duties (up to 5% increase)
- To provide for retention of employees deemed essential to the College (up to 7% increase)
- To recruit employees into difficult to recruit for jobs (up to 7% increase)
- To adjust pay differentials between comparable employees (up to 7%)

## **J. Rewards and Recognition Policy**

Nunez Community College has a rewards and recognition policy under Civil Service rule 6.16.1 that allows the College and various departments within the College to recognize employees in the classified and unclassified service for different achievements. No award or combination of awards may exceed the 4% of an employee's base salary.

## **K. Salary adjustments for Classified Personnel**

In accordance with applicable Civil Service Rules 6.7, 6.8, and 6.8.1, when a classified employee's position is reallocated or corrected up, or when a classified employee is promoted, the following changes to that employee's rate of pay may be made:

- 7% increase for one step up
- 9% to 10.5% increase for two steps up

11% to 14% increase for three or more steps up.  
Decisions about the amount of the increase will be based upon several factors, including budgetary concerns, salaries of similarly placed employees, and supervisor recommendations.

#### **L. Email Notification of Handbook Changes**

Employees will be notified of revisions, updates, and other changes to this Handbook by use of the campus-wide “All” email. Numbered memoranda documenting the specific change will also be posted on the College’s website and placed upon the Human Resources bulletin board for a period of at least 30 days.

## IV.) Employment Benefits Program

### A. List of Benefits

Eligible employees at Nunez Community College are provided with a wide range of benefits. A number of the programs cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. The Office of Human Resources can identify the programs for which you are eligible and provide details for these plans. The following is a partial list of benefit programs available to eligible employees:

- Annual leave
- Bereavement leave
- Cafeteria plan
- Compensatory leave
- Credit union
- Deferred compensation plan
- Educational leave
- Family and Medical leave
- Holidays
- Jury duty leave
- Life insurance
- Major medical insurance
- Military leave
- Parking
- Pension plans
- Sick leave
- Supplemental life insurance
- Tax-sheltered annuities
- Voting time off
- Witness duty leave

Some benefit programs require contributions in the form of a payroll deduction from the employee. While Nunez Community College does not participate in Social Security, employees hired after March, 1986 will have the 1.45% Medicare deduction withheld. These employees may apply for Medicare benefits when they become eligible.

Social Security may be deducted from certain classes of employees (for example, temporary employees). However, regular employees of Nunez Community College do not contribute to Social Security as a result of their employment with Nunez. This may result in a reduction of any Social Security benefits upon retirement due to the Government Pension Offset and the Windfall Elimination Acts of 1983. For more information regarding Social Security, please contact the local Social Security office.

### B. Annual Leave and Sick Leave

In accordance with LCTCS policy # 6.003 and Civil Service rule 11.7, Annual Leave is leave with pay **approved by the supervisor in advance** and granted to an employee for the purpose of rehabilitation, restoration, maintenance of work efficiency, or attention to other personal concerns. **Annual leave is a benefit, not an entitlement.**

Sick Leave, in accordance with LCTCS policy #6.003 and Civil Service rule 11.13, is leave with pay granted to an employee who is suffering a medical condition which prevents him or her from performing usual duties and responsibilities, or who require medical, dental, or optical consultation or treatment.



An employee who is absent on sick leave for five or more consecutive days may be required to present a health care provider's certification that he/she is able to return to work. In the event that a supervisor feels that sick leave is being abused, the supervisor has the authority to request a health care provider's note ascertaining the employee's need for sick leave, and this request is **not** limited to absences longer than 5 days.

The following types of employees are **not** entitled to annual or sick leave:

- Part-time employees
- Contract employees
- Student employees
- Temporary employees
- Seasonal employees
- Emergency appointees

Faculty Sick Leave and Personal Days

Unclassified nine-month faculty accrue sick leave only. Faculty members are allowed, under RS 17:3312 (B), to use 2 days per year of their accrued faculty sick leave days as personal leave days. This leave must be approved by the supervisor in advance and should not create a disruption in the delivery of instruction to students in the faculty member's classes. Personal days do not roll over from year to year, but are limited to 2 days per academic year and are charged against the faculty member's accrued faculty sick leave.

Leave is accrued by permanent employees at the following rates:

**Hours of Leave Accrued (sick and annual are accrued at the same rate)**

Regular Duty Hours	Years of State Service				
	Less than 3 years	At least 3 years, less than 5 years	At least 5 years, less than 10 years	At least 10 years, less than 15 years	15 years or more
1 hour	.0461	.0576	.0692	.0807	.0923
40 hours (work week)	1.8440	2.3040	2.7680	3.2280	3.6920
80 hours (pay period)	3.6880	4.6080	5.5360	6.4560	7.3840
160 hours (typical work month)	7.3760	9.2160	11.0720	12.9120	14.7680
Avg. hours earned per month	8	10	12	14	16
Days earned per year	12	15	18	21	24

Nunez Community College operates on the belief that all full-time employees, including faculty, work a forty-hour work-week. While many faculty members do not spend their entire forty hours a week on campus, this policy reflects the belief that an employee who signs in with a W for the day is working a full-time schedule, whether that person is on campus or off-campus performing other duties for the College. Hours per day, therefore, are shown as full-time according to an individual's schedule.

If a faculty member has posted a regular schedule showing a presence on campus five days a week, the W used to sign in reflects an 8 hour day. Likewise, if a person has posted a regular schedule showing a presence on campus 4 days a week, the W used to sign in reflects a 10 hour work day, and a person who has posted a 6 day work-week would sign in for a 6.6667 hour day each day. Persons with other schedules may contact the Payroll Department for clarification about the number of hours of work for which they are credited each day.

Therefore, whenever a faculty member is gone for an entire day of his/her posted, regular schedule and signs the timesheet with an S to indicate sick or personal leave day, the hours normally accredited to the regular work day will be subtracted from earned sick leave. In other words, if a faculty member signs in with a W for an 8 hour day, the faculty member will be charged 8 hours of sick leave for any day that he/she is absent due to acceptable reasons for sick leave or for a personal day.

For portions of a day used to attend to acceptable reasons for sick leave, the employee will be charged the proportion of the day missed. For example, if a faculty member has a regular 8 hour day in which he/she teaches two classes and that person misses one of those two classes due to sick leave, he/she will be charged for four hours of sick leave.

## C. Requesting Use of Leave

### Annual Leave

In order to coordinate workloads and schedules, and in accordance with LCTCS policy #6.003 and Civil Service rule 11.7, employees are expected to make their request for annual leave ***in advance***, using Leave Request Form SF6, available from their immediate supervisors or from the Payroll Office. This form is also available in the Forms List on the Nunez Community College website.

In certain extraordinary circumstances, an employee may be granted annual leave without obtaining prior approval. Under no circumstances will annual leave hours be advanced to an employee. ***The granting of annual leave without obtaining prior approval is at the sole discretion of the immediate supervisor.*** Only in those cases where there is compelling reason beyond the reasonable control of the employee will the need for prior approval be waived. Employees are expected to notify their supervisors of their absence as soon as practical by circumstances.

In general, employees are encouraged to negotiate with their immediate supervisors for vacation time as far in advance as possible. Vacation time is paid at the employee's base pay rate at the time of vacation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits.

Upon termination of employment, employees may be paid for up to 300 hours of unused annual leave that has been earned through the last day of work. If the employee is rehired within 5 years, any unpaid annual leave will be reinstated. In accordance with LCTCS policy #6.003, any employee who was paid for unused annual leave and who returns to state service within one year of termination must repay the amount of annual leave. The annual leave hours will then be restored to the employee's leave bank.

Refer to the Civil Service Rules and Regulations Chapter 7 and to LCTCS policy #6.003 if you have other questions regarding unused annual leave.

### Sick Leave

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave for an absence due to *their own* illness, injury, or doctor's appointment, except when sick leave is used by a faculty member for up to two personal days. Requests for use of sick leave are made on Leave Request Form SF6.

Employees who are unable to report to work due to their own illness or injury should notify their immediate supervisor before the scheduled start of their workday, if possible, or as soon as they reasonably can. The immediate supervisor must also be contacted on each additional day of absence. **Employees are expected to coordinate doctor's appointments with their supervisor. The supervisor will make every effort to accommodate employee's requests.**

If an employee is absent for five or more consecutive days due to illness or injury, a physician's statement may be requested by the supervisor verifying the disability or illness and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well, and may be required as a condition to receiving sick leave benefits. Generally, such verification will be required if an employee begins to exhibit a pattern in the use of sick leave, or if an employee has requested three or more periods of sick leave in three pay periods.

Before returning to work from a sick leave absence of five days or more, an employee may be requested by his/her supervisor to provide a physician's statement that he or she may return to work on a full-time basis in a capacity to perform his/her assigned duties.

Sick leave benefits will be calculated based on an employee's base pay rate at the time of absence. Unused sick leave benefits will be allowed to accumulate indefinitely. If employment is terminated, unused sick leave will not be paid. If a former employee is reemployed in state service within five years from the date of termination, all unused sick leave will be reinstated.

Under no circumstances will sick leave be advanced to any employee. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other reason, except as provided for faculty use under RS 17:3312 (b). Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment, except as allowed by LCTCS policy and Civil Service rules for retiring *unclassified* employees at higher education institutions.

Upon retirement, and once all other requirements for retirement have been met, the College may pay the retiree for up to 200 hours of accrued, unused sick leave hours. In addition, unused sick leave hours may be added by the employee's retirement system to years of service for purposes of computing retirement pay.

Refer to Civil Service Rules and Regulations chapter 7 and to LCTCS policy #6.003 if you have any questions regarding sick leave usage.

#### **D. Time Off To Vote**

Nunez Community College encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Nunez Community College may grant paid time off to vote. Up to two hours may be granted if the employee lives in St. Bernard or Orleans Parishes, and up to eight hours may be granted if the employee lives outside St. Bernard or Orleans Parishes. Refer to LCTCS policy #6.003 for more information about the amount of time that **may** be approved by a supervisor for an employee to use to vote.

Employees must request paid time off to vote from their supervisors at least **five working days prior to the Election Day**. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work day, whichever provides the least disruption to the normal work schedule. The request for time off to vote must include a Leave Request Form SF6, a statement from the employee stating the reason why they cannot vote outside the normal working hours, and any relevant supporting documentation. The amount of paid leave granted will depend upon the circumstances documented in the employee's statement. **Time off to vote is approved at the sole discretion of the supervisor and is based upon the business needs of the department.**

#### **E. Holidays**

Nunez Community College will grant paid holiday time off to all eligible employees on the College approved holidays. The holiday schedule is published annually by the Office of Human Resources. This holiday schedule is posted on the permanent section of the Human Resources bulletin board and on the Nunez Community College website, under "Announcements." Eligible employees are those in **regular** full- or part-time positions. Temporary, seasonal, student, contract, or adjunct employees will not be paid for holidays.

For periods of scheduled school closures not on the holiday schedule (i.e., December Break), all twelve-month employees are expected to earn and use compensatory leave (comp time) or annual leave. The opportunity to earn comp time is further explained in Section IV, Part M.

In accordance with LCTCS policy #6.003, certain categories of unclassified employees (those at Dean or above) are not eligible to earn compensatory leave, except under extraordinary circumstances and with prior approval of the Chancellor. Employees under this rule will not be charged leave when the College is officially closed for holidays (i.e., December Break).

## **F. Worker's Compensation Insurance**

Nunez Community College provides a comprehensive worker's compensation program at no cost to the employee. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a seven (7) day waiting period.

Employees who sustain a work-related injury or illness should inform their immediate supervisor at once. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

## **G. Bereavement Leave (Funeral Leave)**

Employees may be granted paid time off without the required use of annual leave due to the death of an immediate family member. Up to two days of paid bereavement leave will be provided to eligible employees. Bereavement leave will be granted for those days immediately adjoining the funeral or internment services.

Bereavement leave is calculated based on the employee's base pay rate at the time of the absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may request the use of paid annual or compensatory leave for additional time off, through the usual leave approval process.

Nunez Community College defines the immediate family as

Parent, Step-parent, Child, Step-child, Sister, Brother, Step-sister, Step-brother, Spouse, Mother-in-law, Father-in-law, Grandparent, Grandchild

To be eligible for bereavement leave, the employee must request leave from his/her immediate supervisor by phone or in person as soon as the employee becomes aware of the need for bereavement leave. Nunez Community College will attempt to cover the

employee's absence. If the employee's absence cannot be covered, bereavement leave may be denied. Bereavement leave will only be denied in the most extraordinary circumstances.

Upon returning to work, the employee must complete a Leave Request Form SF6, and supply supporting documentation. A death notice in the paper will suffice for documentation.

## H. Jury Duty

Nunez Community College encourages employees to fulfill their civic responsibilities by serving jury duty when required. Pay earned while on duty will be at the employee's base pay rate.

To be eligible for Jury Duty Leave, the employee must present the original summons with a Leave Request Form SF6 to their supervisor on the next workday following receipt of the summons. A copy of the summons will be attached to the leave request form and the original summons returned to the employee. Employees are expected to report for work whenever the court schedule permits.

Either Nunez Community College or the employee may request an excuse from jury duty if, in Nunez Community College's judgment, the employee's absence would create serious operational difficulties.

Nunez Community College will continue to provide all eligible benefits for the full term of the jury duty absence.

## I. Witness/Civil Duty

Nunez Community College encourages employees to appear for witness duty when **subpoenaed** to do so. In *approved circumstances*, employees will be given paid time off without the use of annual leave when serving as a witness or performing civilian duty for national defense.

If employees have been subpoenaed or otherwise ordered to testify as witnesses by Nunez Community College, they will receive paid time off for the entire period of witness duty.

An employee subpoenaed as a witness by a court, public body or commission will receive paid time off for the entire period of witness duty. **Employees who have been subpoenaed as plaintiffs, defendants, or paid expert witness in cases not involving the College must take paid leave or will be placed on leave without pay for these absences.**

Employees will be paid at their base rate.

Employees must request prior approval for Witness/Civil leave from their supervisors. The employee must present the original subpoena with Leave Request Form SF6 to his/her supervisor on the next workday following receipt of the subpoena. A copy of the subpoena

will be made and the original returned to the employee. The employee is expected to report for work whenever the court schedule permits.

**Employees pursuing their own court actions and have not been subpoenaed on behalf of the College, LCTCS, the state of Louisiana, or for purposes of national defense will be required to take annual or compensatory leave or go on leave without pay when absent from work due to court appearances.**

## **J. Benefits Continuation (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Louisiana State Employee's Group Benefit health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- Resignation
- Termination of employment
- Employee's divorce or legal separation
- A dependant child no longer meeting eligibility requirements

Under COBRA, the employee or beneficiary pays the full cost of coverage at Group Benefit's group rates plan plus an administrative fee. The State Employees Group Benefits Program provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Group Benefit's Health insurance plan. This notice contains important information about the employee's rights and obligations. If you have questions regarding Group Benefits, see the Office of Human Resources.

## **K. Educational Assistance**

Nunez Community College is dedicated to the premise that a well-trained employee is crucial to the continued well-being of the College. The College requires and expects employees to take advantage of opportunities for personal growth and development. The College will pay, as the budget allows, for conferences, seminars, and other training if the training is considered job related.

Dependent children of employees who have been employed full-time at Nunez Community College for at least five years may enroll at a reduced fee schedule of \$150.00 per semester for a full-time schedule, plus any self-assessed fees. Dependent student status is shown on the employee's tax return, which is required for proof of dependency. If the eligible dependent student is enrolled for less than full-time, the fee schedule shall be a proration of the full-time minimum charge. The dependent student is not exempt from self-assessed fees. At no time, and under no circumstances, does Nunez Community College pay for books or supplies.

Employees may be granted, with prior approval from their supervisors and the Chancellor of the College, up to three (3) hours of paid educational leave per week. This time may be used for course work and/or travel time to course work at an approved university or college. Any time taken above three hours per week must be taken using annual leave or compensatory leave, in accordance with published annual leave policies (see Section IV, Part B).

LCTCS policy #5.004 allows employees to take job-related courses at any College in the LCTC system tuition free. Any employee who has been employed for at least one year as a full-time employee may register for job-related courses at any LCTCS campus for up to 6 hours per semester and receive a full tuition exemption.

This policy ***does not*** apply to part-time employees, LCTCS On-line, or non-credit courses.

### **L. CPTP Courses taken on work time.**

Nunez Community College fully supports employees who wish to take courses through the Comprehensive Public Training Program (CPTP). Employees who, with supervisors' permission, enroll in off-campus CPTP courses are allowed to attend these workshops on workdays with no penalty and without the need to use annual or comp leave to attend the course. Time spent in an authorized CPTP workshop is considered regular work time for the employee.

Employees who wish to enroll in the computer based CPTP workshops may do so under the following conditions:

The course work is to be completed during regular work hours using the procedure in place for educational leave (See above).

Employees must request, in advance of signing up for the course, the use of educational leave to take and complete the computer based CPTP workshop module. Employees may use College owned computers and other equipment to take the CPTP computer based workshop. Employees who wish to take CPTP computer based workshops at home will do so on their own time. Any computer based workshop taken at home will **not** be considered work time and no overtime or compensatory leave will be granted to the employee for a computer based workshop taken at home.

### **M. Compensatory Leave (Comp Time)**

Compensatory leave is granted to an employee as compensation for ***extra work*** beyond the normal 40 hour work week; comp time must be earned and taken in increments of more than 2 hours. An employee may earn compensatory time by receiving permission ***in advance*** from his/her immediate supervisor and the Chancellor of the College to work more than 40 hours in a given week. It is expected that any time worked over the regular 40 hour work week of fewer than two hours shall be handled as flex-time by the immediate supervisor.



Compensatory leave may be granted in less than two hour increments with prior approval by the supervisor.

Unclassified employees will earn compensatory leave time at an hour earned for every hour worked over the 40 hour week. It is expected that, in most circumstances, hours worked over the regular 40 hour work week will be handled as flex-time by the immediate supervisor. Compensatory leave or time may be granted in less than two hour increments with prior approval by the supervisor

Unclassified employees may be granted approval to earn up to 30 days (240 hours) of earned compensatory leave per fiscal year. They may carry over up to 30 days (240 hours) of earned compensatory leave to the next fiscal year. Approval for comp time for unclassified employees will only be given in the event of a project that requires extra time beyond the regular 40 hour week to complete. Some examples of such projects are registration times, special reports due, and certain emergency situations. Unclassified employees who are at or above the level of Dean are not eligible to earn compensatory leave. Their appointment letters state this, and arrangements are made to allow these employees time off during the days the College is officially closed without having to take any paid leave.

Certain classified employees may, with prior approval, earn compensatory leave time at the rate of an hour and a half earned per hour worked over the 40 hour week, in accordance with the Fair Labor Standards Act. Other classified employees at the proper levels may, with prior approval, earn compensatory leave time at the rate of an hour earned per hour worked over the 40 hours a week.

A supervisor may require an employee to take all or part of this compensatory leave at any time.

Compensatory leave time will not be credited to any student employee or to any employee on a temporary or intermittent basis.

An unclassified employee who terminates employment with Nunez Community College is not paid for any unused compensatory leave time. Classified employees who terminate employment with Nunez Community College will be paid for comp time in accordance with Civil Service rules and regulations.

## **N. Family and Medical Leave**

To comply with the Family and Medical Leave Act of 1993 and the amendments of 2008 (FMLA), Nunez Community College allows eligible employees to take time off from work to fulfill family obligations relating directly to childbirth, adoption or placement of a child or foster child, to care for a child, spouse, or parent with serious health condition, or to take leave when the employee is unable to work because of his or her own serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or that requires continuing treatment by a health care provider.

Employees become eligible for FMLA after having worked at Nunez Community College for at least 12 months and after having physically worked at least 1,250 hours during the previous 12 month period. Eligible employees should make request for FMLA as far in advance as possible. Nunez Community College reserves the right to place an employee on FMLA even if the employee does not request such leave.

Employees requesting FMLA related to the serious health condition of a child, spouse, or parent will be required to submit a health care provider's statement verifying the need for leave to provide care, its beginning and expected ending dates, and the estimated time required. Employees requesting FMLA related to their own serious health conditions will be required to submit certification from their health care provider attesting to the need for FMLA, and the beginning and ending dates of such leave. Employees may bring in a letter from their health care provider, or they may come by the Office of Human Resources for a form for their doctor to complete and sign. All documentation relating to an employee's health, or the health of his or her immediate family, is considered confidential and is kept in a file separate from his or her personnel records.

Eligible employees may request up to a maximum of 12 weeks of FMLA per usage year. In addition, recent amendments to the Act allow a spouse, son, daughter, parent, or next of kin to take up to 26 work weeks (or an additional 14 weeks) of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

Any combination of FMLA may not exceed the maximum limit. FMLA consists of appropriate accrued paid leave and unpaid leave. Nunez Community College requires employees to designate appropriate paid leave as FMLA before taking unpaid FMLA.

Married couples who are both employed by the State of Louisiana in either a classified or unclassified position are restricted to a combined total of 12 weeks leave within a fiscal year for childbirth, adoption, placement of a foster child, or to care for a parent or child with a serious health condition or a combined total of 26 weeks to care for member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

This means that even if the married couples are employed by different agencies within Civil Service, they still only receive a combined total of 12 or 26 weeks, whichever is applicable, per couple. It will be the responsibility of the couple that is dually employed by the State of Louisiana to provide documentation to each agency of the amount of FMLA being used by the couple. Failure to provide such documentation could result in disciplinary action.

During the periods of **unpaid** FMLA, the employee's portion of the cost of health insurance will be paid by Nunez Community College. When the employee returns from FMLA, payment of benefits will resume through payroll deduction.

**Once the employee returns to work from approved Family Medical Leave, the employee must repay the College the amount that the College paid for the employee's share of the health insurance while the employee was on unpaid Family Medical Leave.**

Benefits accruals, such as annual and sick leave, or holiday benefits, will be suspended during periods of unpaid FMLA and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on FMLA is requested to provide Nunez Community College with advance notice of the date the employee intends to return to work. Any employee who is on FMLA for his or her own serious health condition will also need to provide certification from his or her health care provider that he or she is able to return to work with or without reasonable accommodations. When an employee returns from FMLA, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Nunez Community College will assume that the employee has resigned.

Any specific questions regarding FMLA may be referred to the Office of Human Resources.

## **O. Benefits Continuation While on Extended Leave Without Pay**

In the event that an employee has exhausted all applicable accrued paid leave and Family Medical Leave and **has been approved** to take an extended leave of absence without pay, the employee may elect to remain as a member of the Office of Group Benefits for health and life insurance. The employee may also elect to keep all other insurances offered as payroll deductions. However, the College will not be responsible for any portion of the premium and the employee must pay the entire premium (both employer and employee shares) by the 10<sup>th</sup> of each month with a check made out to LCTCS Payroll.

The employee will be notified by the Office of Human Resources in writing at the time that the exhaustion of leave is noted, and will be given until the last day of the month in which the leave is exhausted to make arrangements for continuation of coverage and payment.

The employee may elect to discontinue health or life insurance. In that instance, if the employee wishes to re-enroll into Group Benefits upon return to work, he/she will be considered a late applicant and will be subject to a pre-existing condition clause in the health insurance coverage.

## **P. Military Leave**

In accordance with LCTCS policy #6.003 and the USERR Act of 2005, the following policy is in effect for Military Leave.

The provisions of this section shall apply to members of a Reserve Component of the Armed Forces of the United States who are called to duty for military purposes, and to members of National Guard Units which are called to active duty as a result of a non-local or non-state emergency.

(a) Military Leave With Pay:

1. Provided they give advance notice, employees serving on job appointment, provisional, probationary or permanent status, shall be entitled to military leave with pay.
2. No advance notice is required when such notice is either precluded by military necessity or otherwise impossible or unreasonable.
3. Maximum military leave with pay for military purposes is 15 working days per calendar year.

(b) Use of Annual and Compensatory Leave for Military Purposes:

1. Employees serving on job appointment, provisional, probationary, or permanent status who give advance notice of leave for military obligations and apply for annual or compensatory leave for military obligations and apply for annual or compensatory leave for military purposes shall be granted such leave.
2. No advance notice is required when such notice is either precluded by military necessity, or otherwise impossible or unreasonable.

(c) Use of Leave Without Pay for Military Purposes

Employees serving on job appointment, provisional, probationary or permanent status, who have either exhausted annual leave and compensatory leave or choose not to use their paid leave for military purposes, shall be placed on leave without pay. This period of leave without pay for military purposes shall not exceed six years. After six years, he/she shall be separated from employment with Nunez Community College and the LCTCS. This section does not extend the term of temporary appointments which were made for less than six years; if the original term of the appointment was less than six years, Nunez Community College may end the appointment as originally scheduled and the employee may be separated.

(d) Rights Upon Return:

Provisional, probationary and permanent employees and employees serving on job appointments returning to their unclassified positions under the provisions of this section, which governs time frame requirements for restoration to state employment, shall return with such seniority, status, pay, and annual and sick leave accrual rates as they would have had if they had not been absent for military training or military active duty.

(e) The provisions of this section apply to employees serving on job appointment, provisional, probationary or permanent status, who are called to active duty, and who are on Leave Without Pay by choice or because all annual and/or compensatory leave has been exhausted. The provisions of this subsection (e) shall apply retroactively to

September 11, 2001. The provisions of this subsection (e) shall NOT apply to employees on “inactive duty for training” (weekend drills).

1. When Military Leave with Pay has been exhausted, an employee whose military base pay is less than his state base pay shall be paid the difference between his military base pay and his state base pay in his regular position. Such payment shall be made on the same frequency and manner, unless other voluntary arrangements are made.

Employees receiving the pay differential shall provide to Nunez Community College Office of Human Resources any documentation appropriate to ensure the payment amount is calculated correctly. Employees who choose to use their annual leave during their period of military absence shall not be eligible for receipt of the pay differential, unless the leave was used between September 11, 2001, and the date of adoption of this Military Leave subsection, in which case subparagraph 4 shall apply.

2. Employees shall continue to accrue sick and annual leave for the entire period of service, beginning with the date of service. Leave shall be accrued on the same basis as though the employee had not been activated. Leave shall be credited to the employee upon his return from active duty.

3. Employees who are on Leave without Pay shall receive, each calendar year, the full 15 days of Military Leave with Pay provided in P (a) above. Any pay differential shall be suspended until the 15 day Military Leave with Pay is exhausted and the employee returns to leave without pay status.

4. If paid leave has been used during any portion of service from Sept. 11, 2001 through the date of the adoption of this section, an employee who chooses to use the pay differential option shall have his leave balance re-credited with a leave amount equal to the value of the pay differential the employee would have received had this rule been in effect on Sept. 11, 2001.

(f) A probationary or permanent employee who was called to active duty for military purposes and who resigned from state service may, at his request and with 90 days of his release from active duty, rescind his resignation and become eligible for the benefits of section P (e).

## **Q. Pregnancy Related Absences**

Women are not penalized in their conditions of employment because they require time away from work for medical problems associated with pregnancy. Such leave requests will be made and evaluated in accordance with medical leave policy outlined in this handbook, and in accordance with all applicable federal and state laws, and the rules, regulations, and policies of the State of Louisiana Civil Service and the Board of Supervisors. Leave taken due to medical conditions caused by pregnancy may be assigned to applicable Family Medical Leave.

## R. Parking

All faculty and staff are allowed free parking on campus parking lots. In order to identify your vehicle as one owned by an employee, you will be issued an employee parking decal. This free decal entitles you to park in any space marked "Faculty and Staff" or "Student" parking in any of the six parking lots on campus. You may request your employee decal at the Bursar's Office. You will be required to register your vehicle and show proof of insurance before you will be issued an employee decal. You may also request additional decals for other vehicles that you may park on campus.

## S. Salary Increases Due To Educational Attainment

It is the intent of Nunez Community College to encourage all employees to continue their educational pursuits. Please refer to Section IV, Part K for more information regarding Nunez Community College's policy on educational assistance for employees.

In addition to the policy explained in IV-K, unclassified employees have an added benefit to encourage them to pursue higher degrees. Unclassified employees who have completed hours toward a terminal degree that is ***not required*** for their initial employment may also earn a salary increment in the following manner:

- Employees who earn a Bachelor's Degree may receive a salary increase of \$500.00
- Employees who earn a Master's Degree or those who are admitted and enroll directly into a doctorate program immediately after receiving their Bachelor's Degree (thereby by-passing the Master's Degree) may receive a salary increase of \$500.00
- Employee's with a Master's Degree who earn 30 hours past the master's degree towards a Doctorate may receive a salary increase of \$700.00
- Employees with a Master's Degree who earn 48 hours past the master's towards a doctorate may receive a salary increase of \$900.00
- Employees with a Master's Degree who earn their doctorate degree may receive a salary increase of \$1500.00. This includes completion of the dissertation.

In order to receive these increments, the employees must:

- Have completed these credit hours after being hired as a regular full-time employee and must have completed a probationary period with a satisfactory or above rating.
- Provide transcripts and a degree showing that these hours have been earned in pursuit of the next higher degree. Hours that do not apply to the next higher degree (i.e. remedial classes, classes that were repeated, etc) will not be counted towards the increment.
- Attend an approved College or university that is regionally accredited.
- Present a letter or memo to the Office of Human Resources from the supervisor of the section, division, or department that recommends the salary increase. The supervisor

has the authority to consider other things in his/her determination about recommending the increase. Some of the issues a supervisor may consider are things such as performance on the job, absenteeism, behaviors and attitudes resulting in disciplinary actions, and other performance matters.

Once these actions have been taken, the Office of Human Resources will prepare a personnel action form for approvals from the Chief Financial Officer for budgetary purposes and the Chancellor of the College. In rare cases, Nunez Community College reserves the right to refuse a salary increase due to budgetary, disciplinary, or other reasons. **Educational attainment salary increase is not an entitlement.**

*Please note: Each salary increment is granted once at each level. Salary increases will be awarded at the beginning of the next academic semester following receipt of the official transcripts, the supervisor's recommendation, and approvals from the CFO and Chancellor.*

## **T. Employees Needing Reasonable Accommodations**

Nunez Community College fully supports the American with Disabilities Act (ADA) and encourages employees with disabilities or handicapping conditions to continue or begin employment with the College as long as acceptable performance standards are met. The College will make every effort to work with any employee with such a condition, provided that the employee follows the steps for requesting reasonable accommodations. See the Office of Human Resources for the appropriate forms and for more information about ADA accommodations.

It is the employee's responsibility to make the Office of Human Resources aware of the need for an accommodation. The employee is expected to provide suggestions for the accommodation and the College will determine if the requested accommodation can be made without undue hardship to the College. Every effort will be made to provide the accommodation as requested, unless it creates an undue hardship for the College.

## **U. Employee Assistance Program**

The State of Louisiana Employee Assistance Program (EAP) is designed to assist and support State of Louisiana employees who are experiencing personal problems and may benefit from outside management or professional help. These problems include substance abuse, family, emotional, financial, and other problems that affect job performance, job security, or the health and well-being of the employee.

A Nunez Community College employee seeking assistance may find an EAP representative by contacting

**David Alvarez**  
**400 Poydras**  
Suite 1800

New Orleans, LA 70130  
504-568-3130 phone  
504-568-3134 fax  
[dalvarez@mhsdla.org](mailto:dalvarez@mhsdla.org)

Information regarding an employee's participation in the Employee Assistance Program will not be placed in the employee's personnel file nor released without the employee's written consent. Participation in this program will not jeopardize an employee's position or future job opportunities.

The Employee Assistance Program is available to all state employees. The services provided by the members of the Employee Assistance Program are free of charge. If an employee is referred for treatment, he/she will need to contact his/her health insurance carrier to determine insurance coverage. If necessary, the EAP representative will help clarify any insurance coverage questions that may arise.

## V. Return to work after Workers' Compensation or Family Medical Leave

Nunez Community College considers all employees to be our most valuable resource. It is the College's position that employees who have been absent due to illness or injury, whether occurring on the job or away from the workplace, shall have the right to return to work at Nunez Community College upon the recommendation of their health care providers as long as they are able to perform the essential functions of the job they held prior to their absence or the essential functions of an alternative duty position.

Employees may contact the Office of Human Resources for the procedure to follow to request a return to light or alternative duty.

## W. Employee Tuition Waivers

In accordance with LCTCS Board policy #5.004, Nunez Community College has opted to participate in providing employee tuition waivers for approved job related courses. These waivers are granted at the discretion of the College, and **are not an entitlement for aid**. So that the waiver requests are considered consistently and fairly for all areas of the campus, the following internal policy shall apply:

Employees who wish to apply for the tuition waiver for job related courses will be **required** to apply for federal financial assistance through the Financial Aid Office. If a student is awarded grant aid (such as Pell, STEP, etc) and/or other types of tuition waivers, that aid will be applied **first** to any bill for tuition and fees.

The employee tuition waiver, *if approved through the following process*, will then be **applied to any remaining tuition balance**.

- The employee will use the Tuition Waiver form available in the Bursar's Office.



- After completing his/her portion of the form, the employee will write a statement that explains how the course is job-related and attach the statement to the form.
- The employee gives the form to his/her supervisor for approval.
- Once the supervisor has approved the course as being job-related, the employee takes the form to the Office of Human Resources for certification that the employee has met time-in-service requirements.
- The employee then takes the form to the Chief Financial Officer for budgetary approval. If approved by the CFO,
- The employee then gets final approval from the Chancellor of the College.
- The form is then turned in to the Bursar's Office who will apply the waiver to the employee's bill. The waiver, if approved, may only be used to pay tuition. The waiver may not be used to pay for any fees or books.

**Tuition waivers may not be applied to any LCTCS Online courses.**

## V.) Payroll

### A. Time Keeping

Keeping an accurate record of time worked is the responsibility of every employee and supervisor. Federal and state laws require Nunez Community College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees must accurately record the time they begin and end their work, as well as the beginning and ending of each meal period. They should also record departure from work for personal reasons. Overtime work must always be approved by the Chancellor of the College or his/her designee' before it is performed.

Altering, falsifying, tampering with time records, or recording time on any other employee's time record will result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his/her time records to certify the accuracy of all time recorded. The supervisor will review the time record before submitting it for payroll processing. The supervisor's signature indicates that he/she is in agreement that the time recorded is accurate.

### B. Payday and Paychecks

In almost all cases, employees are paid biweekly on every other Friday. Each paycheck will include earnings for all worked performed through the end of the previous payroll period.

Employees are required to have their pay directly deposited into their bank or credit union accounts. Employees will receive an itemized statement of wages when direct deposits are made. Exceptions to this requirement may be requested in writing. Final approval for paper checks will be made by the LCTCS centralized payroll office.

Final paychecks at separation of employment will be in the form of paper checks and not direct deposit. **Changes to an employee's record, such as moving from one position to another or an additional contract, may also result in a paper check in the pay period following the change to the record.** It is imperative that your address be correct in the payroll system so that you do not miss a paper check.

### C. Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons are routine. Below are some of the most common circumstances under which employment is terminated:

**Resignation:** voluntary employment termination initiated by an employee

**Discharge:** involuntary employment termination initiated by the organization

**Layoff:** involuntary employment termination initiated by the organization for non-disciplinary reasons

**Retirement:** voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Office of Human Resources may schedule an exit interview at the time of employment termination. The employee may request an exit interview if one is not scheduled by the Office of Human Resources. This exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and/or return of Nunez Community College owned property. Suggestions, complaints, and questions can also be voiced. **All regular employees who separate from the College are required to out-process with the Office of Human Resources.**

Since employment with Nunez Community College is based on mutual consent, both the employee and Nunez Community College have the right to terminate employment with or without cause at any time, so long as there is no violation of applicable state and federal laws, or rules, regulations, and policies of the State of Louisiana Civil Service and the Board of Supervisors. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid in accordance with applicable limitations. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued, and of the terms, conditions, and limitations of such continuance.

Employees are expected to consult with The Office of Human Resources regarding eligibility for continuation or payout of benefits arising from termination. Some benefits, such as sick leave, may be reinstated if the employee returns to eligible state service within the required time limits. Some benefits, such as retirement, may be reinstated if the employee returns to eligible state service and buys back into the retirement system.

Consult the Civil Service Rules and Regulations and the LCTCS rules and policies if you have other questions regarding your employment benefits upon termination of employment.

## **D. Pay Advances**

**It is Unlawful for Nunez Community College To Provide Pay Advances On Unearned Wages To Employees.**

## **E. Administrative Pay Corrections**

The Business Office takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of rate of pay, the employee should promptly bring the discrepancy to the attention of his or her supervisor so that corrections can be made as quickly as possible. In the event that an employee is over paid, he or she will be required to return the overage to the Business Office as soon as the overage is discovered. Under R.S. 42:460, Nunez Community College is required to recoup any overpayment made to an employee. If an employee feels that a recoupment has been made in error, the employee may file an informal dispute using the **Problem Resolution Process** outlined in section VII, part L.

## **F. Pay Deductions and Garnishments**

Federal and state law requires that Nunez Community College make certain deductions from every employee's compensation. Among these are applicable federal income taxes, FICA, Medicare, and state income taxes.

Nunez Community College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks in order to cover the costs of participation in these programs. Some of these programs contributions are on pre-tax dollars and thus can defer or lower applicable federal and state income taxes.

Pay garnishments are court ordered pay deductions taken by the LCTCS centralized Payroll Department, usually to help pay off a debt or an obligation.

If you have questions concerning why deductions were made from your pay check or how they were calculated, you may contact the payroll supervisor or the Office of Human Resources.

## VI.) Work Conditions and Hours

### A. Safety

To assist in providing a safe and healthful work environment for employees, students, and visitors, Nunez Community College has established a workplace safety program. The Safety Officer has responsibility for implementing, administering, monitoring, and evaluating the safety program.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisors, or with another supervisor or manager, or bring them to the attention of the Safety Officer. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Nunez Community College also requires a report to the campus police. Such reports are necessary to comply with laws, and to initiate insurance and worker's compensation benefits procedures. Failures to report an accident to the supervisor could result in a loss of Worker's Compensation.

Nunez Community College does not maintain a campus infirmary. In case of an emergency, the employee is expected to call 911 for an emergency unit for transportation to the nearest medical facility. The employee will be responsible for the cost of the emergency transportation. In the event that the employee is unable to call 911, someone from the College will make that call on his/her behalf. **Please remember that if you are using a College-owned landline telephone, the correct number to call is 9-911.**

The Health and Natural Sciences Department is an academic unit and is not expected to be the College health provider. A faculty member is not expected to leave class, lab, or clinical in order to provide first aid. The Health and Natural Sciences Department will **not** provide personal care products, equipment or supplies, nor will the department employees provide transportation to a hospital.

Each building has a copy of the Safety Plan, which includes the following:

- Bloodborne Pathogen Exposure Control Plan
- Return to Work policy

- First Aid Policy
- Drug Testing Policy

Copies of these policies are also available on the Nunez website.

## **B. Work Schedules**

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the scheduled days comprising a work week. Registration periods and graduation are times when such a variation could occur, as well as other unusual circumstances.

## **C. Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. In cases where there are no volunteers, mandatory overtime will be allocated. All overtime work must receive the supervisor's and the Chancellor's (or his designee's) prior authorization. It is expected that any overtime worked that is 2 hours or fewer over the regular 40 hour work week shall be handled as flex-time by the supervisor. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. **Overtime pay is based upon actual hours worked.** Time off for sick leave, annual leave, or holidays will not be considered hours worked for the purpose of performing overtime calculations.

Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor and the Chancellor of the College may result in disciplinary action, up to and including termination of employment.

## **D. Use of Equipment**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using College property, employees are expected to exercise care, perform the required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Equipment cannot be moved from the designated area without authorization from the immediate supervisor and the Property Control Manager.

College-owned property cannot be removed from campus without authorization from the Property Control Manager. The campus police have the right to request proof of authorization in the event that they see College-owned property being removed from campus.

Equipment may be utilized for personal use, as long as the use is *de minimus*. *De minimus* means that the usage is kept to a minimum. For example, single sheet faxes or single Xerox copies of personal items, local personal calls on College telephones, and checking personal emails once a day on College computers are examples of *de minimus* use. If an employee is found to be using College equipment for large personal projects, his/her *de minimus* use privileges may be revoked by the College. ***At no time may an employee use College equipment for personal gain or for another outside employer. Employees who abuse this privilege for personal gain or for an outside employer will face disciplinary action, up to and including termination of employment.***

### **Use of College Owned Computer Equipment**

Each employee, including student workers, is required to read, sign, and adhere to the Nunez Information Security Policy. This policy addresses the appropriate use of College-owned computer equipment, including computers, fax machines, and printers. Employees in violation of the Information Security Policy will face disciplinary action, up to and including termination of employment. If you have questions about the policy, a copy of it can be found on the Nunez website.

## **E. Smoking**

In keeping with Nunez Community College's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, students, and visitors.

**Smoking is permitted only outside of the building, 25 feet beyond any doorway.**

## **F. Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, equipment failures, hurricanes, floods, or earthquakes can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. The Chancellor of the College is the **only** official authorized to close Nunez Community College during emergency conditions.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. For payroll purposes, a category of paid leave will be assigned for time taken during the closure period. The leave will be **non-accrued leave**, so that no employee will be charged for any accrued sick or annual leave. See Section IV for categories of accrued and non-accrued leave. Essential employees may be asked to report for work during such closures.

## **G. Business Travel Expenses**

Nunez Community College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Chief Financial Officer and the Chancellor of the College, and must utilize the Travel Request Form.

Employees whose travel plans have been approved should make all travel arrangements through the College's travel coordinator.

Employees traveling by car must have completed the Safe Driving Course before the travel expenses will be reimbursed. For budgetary purposes, it is expected that employees attending the same event will carpool, to the extent possible.

Nunez Community College is the origination point (labeled "official domicile" on the TRAVEL EXPENSE ACCOUNT FORM, DHH T/E) for any reimbursement for mileage.

Employees are expected to contact the Business Office for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues. Failure to comply with State Travel Regulations may result in denial of reimbursement of expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **H. Fire Alarms and Bomb Threats**

Nunez Community College takes fire alarms and bomb threats very seriously. In the event of such an emergency, an alarm will sound throughout all buildings, alerting all employees, students, and visitors to the emergency. Everyone must exit the building in an orderly and timely manner. Exit routes are posted in every area of the College. Employees are expected to familiarize themselves with these routes so that they may assist students and visitors in exiting the building quickly, efficiently, and safely. Employees are expected to remain in an area designated to be safe by the appropriate authorities until an all-clear signal is given. At that time all employees are expected to return to their work stations.



No one is to re-enter the building until an all-clear signal is given by the appropriate authorities.

## **I. Use of College Facilities**

Employees are welcome to invite guest speakers for their classes or to make presentations to employees, students, and visitors. Notice should be given in advance to the Vice Chancellor for Academic Affairs for faculty or from Chancellor or his designee' for non-academic personnel before an invitation is issued to the guest speaker. The Chancellor retains the right to refuse to grant permission for an invitation to any speaker.

In addition, Nunez Community College takes its role as a community college to mean that College facilities may be available for use by civic organizations, with advance approval of no less than two weeks by the Chancellor of the College and the Director of Facilities. Such requests must meet all rules and regulations governing the use of public facilities as stated by the LCTCS Board of Supervisors. These rules and regulations are available from the Facilities Department.

## **J. Use of College Vehicles**

Use of Nunez Community College-owned vehicle may be granted with prior approval by the Chancellor of the College and the Director of Facilities. Such use will be allowed in pursuit of College activities and will only be driven by licensed drivers who have attended the College sponsored Safe Driving Course. If you have not yet taken the Safe Driving Course, and you anticipate using the College owned vehicle at any point in your employment at Nunez Community College, contact the instructor for information about the scheduling of this course.

## **K. Emergency Evacuation Procedures**

### **Emergency Evacuation Procedures**

During life-threatening conditions, the campus may need to be evacuated for the safety of students, faculty, staff, and administration. The Chancellor will call the LCTCS office, first, to notify them of the decision to close or evacuate. Upon notification of the LCTCS, the Chancellor will call for evacuation, and he/she will notify key personnel to inform them of the type of emergency and what actions are necessary. Naturally, if the event requires immediate action (bomb, chemical spill, etc.), the Chancellor will evacuate the campus and notify the LCTCS as soon as possible.

The following procedures are in place for notification:

1. Weather closing - the Chancellor and his/her designee will notify the Executive Director of Institutional Advancement, who will in turn notify the public. The Chancellor's Office will notify key personnel in each department who are responsible for notifying any of their personnel still on campus.

2. Civil Evacuation – Civil Evacuations are called by the Parish President and Parish procedures will be followed by the College administration, as dictated by the Chancellor’s Office.
3. Threats/Violence – Key personnel will make decisions to evacuate buildings or sections of the campus under threat in conjunction with law enforcement on campus and within the Parish.

In all cases, closings will be reported to the public/student body through an official television, radio station, and website. The designated media for Nunez Community College are WWL TV (channel 4) and [www.wwltv.com](http://www.wwltv.com). In addition, information will be available on the Nunez website [www.nunez.edu](http://www.nunez.edu) and at 504-278-7467, as long as these methods are available. If none of these methods are available, students, faculty, and staff should call 1-866-825-1954 or log on to [www.pelican.web.com](http://www.pelican.web.com) (only available in the event of an emergency). The reopening of the facility will be reported in a timely manner through the same methods.

### **Securing Equipment**

The administration of Nunez Community College values the lives of their students, faculty, and staff above the preservation of property; however, whenever possible the following procedures should be followed to secure equipment across the campus:

1. Electronic equipment (PCs, printers, etc.) should be covered with plastic bags, drop cloths, or tarps.
2. Essential College data (that affects each department on a daily basis) that resides on a local (interdepartmental drive) should be backed up and properly secured.
3. All electronic equipment should be moved to desk height (including surge protectors).
4. All equipment should be moved away from exterior windows or doors.
5. All equipment should be completely turned off and unplugged before being covered.
6. All questions regarding procedures 1 – 5 should be directed to Computer Services at 504-278-7481.
7. Heavy equipment and outside objects should be secured by their primary operators under the direction of the Director and/or Coordinator of Facilities.

## VII.) Employee Conduct and Discipline Actions

### A. Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Nunez Community College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

When an employee is signed in, the State of Louisiana is compensating the employee for his/her time. Employees are expected to conduct themselves accordingly. This means that when the employee is signed in, the needs of Nunez Community College should be given top priority. Employees are expected to conduct themselves in a manner which facilitates other employees who are attempting to carry out their duties. Under no circumstances should an employee's conduct impede or disrupt other employees from carrying out their duties.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are *examples* of infractions of rules of conduct that may result in disciplinary action, up to and including termination employment:

- Working under the influence of alcohol or illegal drugs
- Threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Nunez Community College owned property
- Insubordination, malicious gossip, or other disrespectful conduct
- Multiple complaints or frivolous grievances found to be without merit after investigation
- Violation of health or safety rules
- Smoking in prohibited places
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism, tardiness, or any absence without notice
- Violation of personnel policies
- Unsatisfactory Performance

The following are examples of infractions of rules of conduct for which there is zero tolerance. **The first offense will result in termination of employment.**

- Theft
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Nunez Community College owned vehicles or equipment.
- Fighting or other violent acts in the workplace
- Overt insubordination

- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.

## **B. Violence Free Workplace Policy**

Employees are the State's most valuable resource and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.

An employee expects to perform his/her assigned duties in an atmosphere completely free of threats and assaults. It is the purpose of this policy to ensure the highest standard of safety for all faculty, staff, students and visitors on this campus. Nunez Community College will take all reasonable available steps to protect all such persons from violence.

At Nunez Community College, employees are to report to the Office of Human Resources or the Director of Facilities, or both where applicable, all threats or incidents of violent behavior in the workplace which they observe or of which they are informed. Examples of inappropriate behavior which shall be reported include:

- An employee or visitor who may be in possession of a firearm or other dangerous weapon in the workplace;
- Intimidation through verbal threats;
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; and
- Physically intimidating others including such acts as obscene gestures, "getting in your face", fist-shaking, and throwing any object.

### Incident Response and Evaluation

Assistance for victimized employees and employees who may be affected by witnessing a workplace-violence incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation, as necessary, in accordance with existing policies. The employee will be responsible for costs incurred.

An employee who has been threatened or assaulted by another at the workplace should immediately report the situation to his/her supervisor. The supervisor to whom the incident is reported will immediately notify the campus police through the Department of

Administrative Services. In an emergency situation, reporting may be made immediately to the campus security officers without reporting first to the supervisor.

Written statements shall be obtained by the campus police from all involved, including those who witnessed the incident. The statement should answer the “who, what, when, where, how and why” of the incident while the event is still mentally fresh. The written statements should include names of all parties of the incident, including victims, subjects and witnesses.

### **C. Campus Sex Crimes Prevention Act**

In accordance with CSCPA, names of any registered ex-offenders employed by Nunez Community College can be found at <http://www.lsp.org/socpr/default.html>

### **D. Drug and Alcohol Use**

It is Nunez Community College’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Nunez Community College’s premises, and while conducting business-related activities of Nunez Community College, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively, and if it is used in a safe manner that does not endanger other individual in the workplace.

On special occasions, alcoholic beverages may be permitted at College-sanctioned functions. On these occasions, consumption of alcoholic beverages is permitted in moderation and in accordance with federal, state, and local laws. Approval to serve and consume alcohol at Nunez sponsored programs must be requested and approved by the Chancellor’s Council two weeks prior to the event. Employees are cautioned not to operate a vehicle while under the influence of alcohol.

Violations of this policy may lead to disciplinary actions, and may cause the employee to be required to participate in a substance abuse rehabilitation or treatment program, and any costs associated with the program will be borne by the employee. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Counseling Department. In addition, the state of Louisiana offers an Employee Assistance Program (EAP) for all state employees. For information on using the EAP, please refer to Section IV, Part U.

Nunez Community College may test employees for drug and alcohol usage under certain circumstances. In accordance with LCTCS policy, newly hired employees or employees promoted or transferred into safety or security positions may be given a pre-employment drug test. Employees involved in accidents on College property or while operating College equipment may be required to submit to drug testing. Drug testing will not be made randomly.

Any employee convicted of a criminal drug violation in the workplace may face disciplinary action, up to and including termination of employment. Nunez Community College reserves the right to require that an employee receive counseling or other treatment in the event that a problem with drugs or alcohol becomes apparent, with or without a criminal drug violation in the workplace.

So that Nunez Community College is in compliance with the Drug-Free Workplace Act of 1988, any grant-funded employee who is convicted of a criminal drug violation in the workplace will be reported to the granting agency within 10 days of the notice of conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisors or the Office of Human Resources without fear of reprisal.

## **E. Unlawful Harassment**

Nunez Community College is committed to providing a work environment that is free of discrimination and unlawful harassment. Overt and covert actions, words, jokes, comments, or perceptions of such based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable, or if the employee believes that it would be inappropriate to contact that person, the employee should immediately contact the Office of Human Resources, the Counseling Department, the Equal Employment Opportunity Officer, or any other member of Administration with whom the employee feels comfortable. Employees can raise concerns and make reports without fear of reprisal. This procedure is outlined in more detail in LCTCS policy #6.011.

Any supervisor or administrator who becomes aware of possible sexual or other unlawful harassment should promptly advise the Office of Human Resources, the EEO Officer, or the Counseling Department. The matter will be handled in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **F. Attendance and Punctuality**

To maintain a safe and productive work environment, and to successfully fulfill its mission, Nunez Community College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Nunez Community College. In the rare instances when employees cannot avoid being late to work, or are unable to work as scheduled, they should notify their supervisors as soon as possible, preferably in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment, in accordance with applicable LCTCS policies for unclassified employees, and Civil Service Rule 12.6 (a) for classified employees.

## **G. Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that Nunez Community College wishes to present to students and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. This pertains to all employees, including student workers. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

## **H. Return of Property**

Employees are responsible for all property, materials, or written information issued to them or in their control. Employees must return all Nunez Community College property immediately upon request or upon termination of employment.

## **I. Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with Nunez Community College. Nunez Community College requests at least two week's written resignation notice from all employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for the resignation and the effect of the resignation on benefits. If the Office of Human Resources does not schedule an exit interview, the employee may request one.

## **J. Solicitation**

While Nunez Community College is sympathetic to the needs and interests of employees outside the workplace, Nunez Community College does not encourage solicitation of such things as charity drives, Girl Scout cookies, collections for flowers for deaths or marriages, or other such similar events. While such solicitation is not against Nunez Community College's policy, employees are encouraged to conduct such solicitation in a manner that does not coerce or intimidate subordinates into contributing. Acceptable methods include, with prior permission from the Chancellor of the College and your supervisor, making announcements in staff meetings and posting a notice on the community bulletin boards. Nunez Community College feels that person-to-person solicitation should be avoided in order to prevent the appearance of coercion.

## **K. Sales by Campus Organizations**

Nunez Community College allows campus organizations to conduct fundraising activities on campus within certain guidelines.

1. College organizations, both student and non-student, are permitted to conduct fundraising activities on campus, subject to the provisions of this policy.
2. Approval for sales activities must be given in advance of the sale. Approvals must be obtained from the faculty advisor of the organization, the president of the organization, and the Vice Chancellor for Student Affairs for student organizations or the Director of Administrative Services for non-student organizations.
3. Non-commercial sales activities which are occasional, non-continuous, and specific in purpose may be approved for designated areas on campus. Regular, recurring activities may be approved with special consideration by the Vice Chancellor for Student Affairs or the Director of Administrative Services.
4. Sales conducted by campus organizations must be for the benefit of the campus organization to be considered non-commercial activity. Provisions for proceeds from the sale must be included in the request for approval to conduct the sale and must be expended in accordance with applicable College fiscal policies, and state and local laws.
5. The location and time of any sales activity must receive prior approval from the Director of Facilities.
6. Sales in which proceeds result in personal gain to individuals are considered commercial activity and are not governed under this policy. (See Part J above for the college's policy on solicitation)
7. A representative of the organization must be present at all times during the sales activity involving an outside vendor.
8. Verbal solicitation of sales is strictly prohibited. Sales shall be conducted only at the prompting of the buyer. Harassment of passers-by will not be tolerated.
9. Salespersons may not engage in misrepresentation of fraudulent trade practices or any other activities that are illegal or in violation of College policy.



10. Vendors sponsored by the organization are required to abide by College policies. Salespersons, the vending company, and the sponsoring organization involved will be held responsible if College policy is violated. Such violations may result in both the campus organization and the company losing the privilege of conducting future sales on campus.
11. Sales activities will be limited in regards to time, place, and manner of the proposed activity by the authorizing officials. Violation of any of these pre-approved agreements may result in permission for the sale being revoked.
12. Recognized College organizations may be subject to state, parish, and city sales tax. **A certified accounting of the funds collected shall be filed with the Chief Financial Officer within 10 days after each sales event.** Organizations conducting non-recurring fund-raising activities, such as bake sales and garage sales, may apply for a fund-raising exemption through the Department of Revenue. This exemption, if granted by the Department of Revenue, allows the organization to forgo the collection of sales tax for the single fund-raising activity. Forms are available through the Business Affairs Office and must be sent to the Department of Revenue three to four weeks in advance of the activity.
13. Each organization shall have a written policy that details the method of accounting for any funds raised through sales activities. This policy shall be available upon request to any person wishing to view it.
14. No organization may use the Nunez Community College name or logo in any sales activity without prior approval by the Office of Institutional Advancement.
15. Outside vendors may advertise only on approved bulletin boards. Outside advertisement of the event is prohibited.
16. Student organizations must deposit the funds raised on the same day as the sale or the next business day if the sale extends past normal business hours.
17. The application for sales on campus may be obtained from the Business Affairs Office.

## **L. Progressive Discipline**

The purpose of this policy is to state Nunez Community College's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Nunez Community College's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following steps: Verbal warning, written warning, suspension with or without pay, reduction of pay, demotion, or termination of employment. Any action will depend upon the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that these steps will *normally* be followed:

1. A first offense may call for a verbal warning
2. A next offense may be followed by a written warning
3. Another offense may lead to a suspension
4. And still another offense may lead to termination of employment.

All steps in this process should be documented by the supervisor and kept in his/her counseling files.

Nunez Community College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment without going through the usual progressive discipline steps. *The severity of the offense and the appropriate discipline should be determined by the supervisor using sound and fair administrative judgment.*

While it is impossible to list every type of behavior that may be deemed a serious offense, the “Employee Conduct and Work Rules” policy (Section VII, Part A) includes examples that may result in immediate suspension or termination of employment.

By using progressive discipline, Nunez Community College hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the organization.

## **M. Problem Resolution**

Nunez Community College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from immediate supervisors and the administration.

Nunez Community College strives to ensure fair and honest treatment of all employees. Supervisors, administrators, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concerns through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Office of Human Resources in a reasonable, business-like manner, or for using the problem resolution process.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. *The employee may discontinue the procedure at any step with a request in writing to cease the process.*

1. The employee presents the problem to his/her immediate supervisor as soon as possible after the incident occurs. If the immediate supervisor is unavailable, or if the employee believes that the supervisor is not the appropriate person to contact, the

- employee may present the problem to the Director of Human Resources. If the problem is presented to the Director of Human Resources, he/she may refer the issue to another more appropriate administrator (i.e., the supervisor's supervisor) or he/she may work to resolve the issue using this process.
2. The supervisor, Director of Human Resources, or other appropriate administrator discusses the issue with the affected employee and may consult with appropriate management, *when necessary*. The administrator should document all discussions held with the affected employee, administrators, and any others that may impact decisions.
  3. The supervisor, Director of Human Resources, or other appropriate administrator responds to the problem with an informal agreement negotiated between the affected employee and any other impacted employee.
  4. *All* employees, including supervisors, the affected employee, and any other impacted employee are reminded that retaliation of any kind against an individual for initiating or participating in the "Problem Resolution" process is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and administration develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

## **N. Formal Grievance Procedures**

A grievance is a complaint involving the work situation including, but not limited to, salary, working conditions, a lack of policy, a policy or practice that is improper or unfair, a deviation from or a misrepresentation of or misapplication of a practice or policy, or any otherwise improper application of the rules and regulations of the Civil Service or LCTCS.

The employee is expected to attempt to first solve the problem informally, using the steps in "Problem Resolution" as listed above. However, if the problem is not resolved, then the following steps should be taken.

1. The employee initiates the formal complaint by explaining in writing his/her interpretation of the events, and *the steps that he/she has already taken to resolve this problem*. A grievance committee will *not* be convened if the employee has not first attempted to resolve the issue informally, except under extraordinary circumstances. In addition, the employee must also explain in writing what he/she considers to be the acceptable outcome of the complaint.
2. This formal written complaint should be forwarded to the Office of Human Resources; the Director of Human Resources will verify that an effort to resolve the issue informally been made. If such an effort has not been made, the employee will be directed to the "Problem Resolution" steps above, except in extraordinary circumstances.

3. The complaint will be forwarded to the Vice Chancellor for Academic Affairs, or the Chancellor's designee, who will act as a deputy for the Chancellor of the College. The VCAA will call an ad hoc committee equally comprised of faculty, staff, and administrators to read the complaint. This committee will make a recommendation for action to the Chancellor within 10 working days. In order to determine the proper course of action, the committee may call upon the complainant, the person against whom the complaint is being made, and any witnesses they deem important to the complaint.
4. The Chancellor has the authority to actively accept the recommendations of the committee in writing, to present alternative solutions, or to take no action on the recommendations. In the event that the Chancellor takes no action within 30 working days, the recommendations of the committee will stand.
5. If the employee making the complaint is still not satisfied with the action recommended by the committee and/or taken by the Chancellor of the College, he or she may file another grievance with the LCTCS Board of Supervisors and/or Civil Service, using the appropriate grievance procedures. The rules and regulations of the Board of Supervisors and Civil Service are available in the library, on the respective websites, or in the Office of Human Resources.

## VIII.) Miscellaneous

### A. Life-threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Nunez Community College supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Nunez Community College will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially and in accordance with the HIPPA. The Office of Human Resources will take every precaution to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone, *including the affected employee*, inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illness are encouraged to contact the Office of Human Resources or the ADA Coordinator for information and referral to appropriate services and resources. Procedures for requesting reasonable accommodations are available in the Office of Human Resources.

### B. Exceptions to Policy

In general, there will be no exceptions to the policies outlined in this handbook. However, because all circumstances and situations cannot be foreseen, Nunez Community College has established the following guidelines for considering requests for exceptions:

A request for exception to policy should be submitted by an employee through that employee's supervisor to the Chancellor of the College. The Chancellor will follow these guidelines for considering requests for exceptions:

- If the exception is in the best interests of the State of Louisiana or Nunez Community College, or
- It is an emergency threatening life or property, or
- Other unique or extraordinary circumstances beyond the reasonable control of the employee.

In all cases, requests for exception to policy will be considered on a case-by-case basis. No prior approval is needed in cases of life-threatening emergencies. However, the employee's supervisor must be informed at the earliest opportunity.

## **IX.) Employment Concerns Related To Faculty**

If you have questions concerning faculty responsibilities which are not addressed in this or previous sections, please refer to the Faculty Handbook.

### **A. Leave Policies Relating Only To Faculty**

Because nine-month unclassified faculty members do not earn annual leave, they are not charged leave when the school is closed for breaks between semesters or for other College approved holidays. Such times are considered rest and rehabilitation times for nine-month faculty, as well as times that can be used to attend personal concerns.

Sick leave is accrued by faculty at the rate shown in the chart in Section IV, part B. Sick leave with pay should be requested *in advance* of the absence by any faculty who is suffering with a disability which prevents him/her from performing usual duties and responsibilities, or who require medical, dental, or optical consultation. The appropriate dean may approve or deny the requested sick leave based upon the instructional needs of the students and the College.

Faculty members are allowed to request the use of two days per academic year of their accrued sick leave as personal leave days. The use of sick leave for personnel leave days should be negotiated *in advance of its use* to prevent a negative impact upon students and the delivery of classes and services. Supervisors have the authority to request that the use of sick leave for personnel days be planned around times that would least impact students.

Please refer to Section IV, Part B for other information regarding the granting and use of Sick Leave.

### **B. Salary Increases Due To Educational Attainment**

It is the intent of Nunez Community College to encourage all employees to continue their educational pursuits. Please refer to Section IV, part K for more information regarding Nunez Community College's policy on educational assistance for all employees.

In addition to this policy, all unclassified employees have an added benefit to encourage them to pursue higher degrees. Faculty who complete hours toward a terminal degree may also earn a salary increment in the following manner:

Faculty who earn a Bachelor's Degree may receive a salary increase of \$500.00

Faculty who earn a Master's Degree or who enroll directly into a doctorate program immediately after receiving their Bachelor's Degree (thereby by-passing the Master's Degree) may receive a salary increase of \$500.00.

Faculty with a Master's Degree who earn 30 graduate hours beyond the Master's Degree towards a doctorate may receive a salary increase of \$700.00

Faculty with a Master's Degree who earn 48 graduate hours beyond the Master's Degree towards a doctorate may receive a salary increase of \$900.00

Faculty with a Master's Degree who earn their doctorate degree may receive a salary increase of \$1500. This includes completion of the dissertation.

In order to receive these increments, the faculty member must:

- Have completed these credit hours after being hired as a regular full-time employee and must have completed a probationary period with a satisfactory or above rating.
- Provide transcripts and a degree showing that these hours have been earned in pursuit of the next higher degree. Hours that do not apply to the next higher degree (i.e. remedial classes, classes that were repeated, etc) will not be counted towards the increment.
- Attend an approved college or university that is regionally accredited.
- Present a letter or memo to the Office of Human Resources from the Dean of the department that recommends the salary increase. The Dean has the authority to consider other things before recommending the increase. Some of the issues a Dean may consider are things such as performance on the job, absenteeism, behaviors and attitudes resulting in disciplinary actions, and other performance matters.

Once these actions have been taken, the Office of Human Resources will prepare a personnel action form for approvals from the Chief Financial Officer for budgetary purposes and the Chancellor of the College. In rare cases, Nunez Community College reserves the right to refuse a salary increase due to budgetary, disciplinary, performance, or other reasons. The educational attainment salary increase is ***not*** an entitlement.

*Please note: Each salary increment is granted once at each level. Salary increases will be awarded at the beginning of the next academic semester following receipt of the official transcripts, the dean's recommendation, and approvals from the CFO and Chancellor.*

## **C. Schedules**

The work week for all full-time faculty members and staff is 40 hours. For full-time faculty members, a minimum of 25 hours per week will be posted to indicate lecture, lab, and office hours. The remaining 15 hours will be used to fulfill other College obligations such as recruiting, curriculum development, and committee work. In certain circumstances, the curriculum in a particular program may require more hours spent in lecture, lab or clinical hours with the student and fewer hours spent fulfilling other College obligations. In any event, all faculty members are expected to devote at least 40 hours per week to Nunez Community College and the students we serve.

Faculty members are expected to adhere to their posted office hours. In addition, certain circumstances may necessitate variations in starting and ending times. Registration, examination times, and emergencies are examples of when such a variation could occur, as well as other unusual circumstances. When such circumstances occur, faculty members may be expected to be on campus for the entire 40 hours per week, or as needed to fulfill College requirements. Every effort will be made to let faculty members know in advance when their schedules may change for that week.

In addition, a work week does not necessarily comprise Monday through Friday. There may be circumstances (i.e., registration) when faculty may be expected to be on campus days other than Monday through Friday.

**Faculty members are required to attend graduation, unless given written permission to miss the ceremony in writing from the Chancellor.** The Chancellor of the College is the only person who may give any employee permission to miss the graduation ceremony.

Each major semester of the academic year, two in-service days will be scheduled for faculty. These days are regular paid work days for faculty and attendance is mandatory. Only faculty members with written permission from the Chancellor may miss these in-service days. If a faculty member fails to attend work during an in-service day, and has not gotten permission from the Chancellor to miss the in-service, the faculty member will be placed **on leave without pay for the entire eight hour day.**

Faculty members are required to carry out their duties in a professional, ethical, and collegial manner that enhances the purpose of Nunez Community College as expressed in the Mission Statement.

## **D. Promotions**

Faculty members who are eligible to apply for promotion are notified in the Spring Semester of each academic year by the Chancellor's Office and are invited at that time to apply for promotion. Upon notification, the faculty member is given a copy of the complete policy containing the promotion criteria. The "Promotion Policy and Procedures" are available in the Faculty Handbook. This section contains a brief summary of the criteria.

Eligibility is based on three full years, plus the current year, of continuous employment as a full-time College level faculty member in rank at Nunez Community College. Time spent in a lay-off prevention furlough due to Hurricane Katrina does not count against the affected faculty member. Only activities and accomplishments undertaken at Nunez Community College since the last promotion will be considered. Faculty members must have the appropriate degree and educational level for the subject area taught, and must have the appropriate number of years in their current rank. In addition, faculty members must exhibit a strong background in teaching, scholarship, and institution and community service. Only a small percentage of those eligible for promotion will be promoted each year. A committee of faculty members will select those persons to be recommended for promotion to the Academic Council, who will, in turn, make



recommendations to the Chancellor. The Chancellor of the College will then make recommendations for promotions to the Board of Supervisors for the Louisiana Community and Technical College System.

The Committee will consider organizational competence, technical competence, scholarship, and professional leadership and service when making its decision about which faculty will be recommended for promotion to the next academic rank.

No promotion will be made without the approval of the Board of Supervisors for the Louisiana Community and Technical College System.

Salary increases may be given to persons who are promoted as follows:

From Instructor to Assistant Professor	\$1000.00
From Assistant Professor to Associate Professor	\$1200.00
From Associate Professor to Professor	\$1500.00

In the event of budget constraints, the Chancellor reserves the right to withhold salary increases upon promotion, to delay promotions until the budget can bear salary increases, or to deny all promotions for any given year. Such actions will only be taken when there are extraordinary financial implications for the College's operating budgets.

## **E. Faculty Leave**

A category of leave intended for faculty use only has been established under LCTCS rule #6.003. This leave allows faculty to take time with pay off during college closures between Fall and Spring semesters and during student holidays. This is not accrued leave and is used only during college closure times.

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## **X.) Important Names to Know**

Chancellor	Dr. Thomas Warner	278-7468
VC - Academic Affairs		278-7422
VC - Student Affairs	Donna Clark	278-7424
CFO-Business Affairs	Jackie Sylvest	278-7423
Executive Director-Inst. Advancement	Teresa Smith	278-7421
Director-Counseling	Mary Kane	278-7479
Division Deans		
Arts and Humanities	Conrad Childress	278-7486
Business and Technology	Don Hoffman	278-7305
Health and Natural Sciences	Dr. Elsa Winsor	278-6580
Director- Facilities	Sydney Dobson	278-7499
Director-Human Resources	Dr. Carol McLeod	278-6518
Director-Library	Richard DeFoe	278-7498
Payroll Supervisor	George Seymour	278-7471
Property Control Supervisor	Bill Burton	278-7304
Safe Driving Course Instructor	Sydney Dobson	278-7499

## Appendix

### SAMPLE EXPECTATIONS MEMO

To: Employees of This Department

From: Dean/ Supervisor/ Director of This Department

RE: Expectations of all employees

Every employee in this Department is a valued member of our team, and our goal is to serve the students, faculty and staff, and community of Nunez Community College. With that in mind, I have certain expectations for your behavioral choices while you are at work. Unless there is a compelling and legitimate reason why you cannot meet these expectations, they are mandatory for all employees. Of course, in emergency situations involving life or limb, other behavioral choices may be appropriate. However, for our day-by-day operations of this unit, these are my expectations for all employees:

#### **Time and Attendance**

I expect all employees to be at their workstations and ready to perform the duties of their jobs at the beginning of their workday. For most employees in this section, that means 8:00 am. For those with a different schedule, the work day begins at the time established by the appropriate schedule. This means that visiting with others, making coffee, running errands, etc. take place before the beginning of the established workday.

Any employee who finds that they cannot be at his/her workstation due to unforeseen circumstances is expected to telephone or otherwise notify me or another approved supervisor within 15 minutes of the start of the day, if at all possible. Any employee who comes in late, after having notified me or another appropriate supervisor of the unforeseen circumstance, will be expected to make up any time missed that same day or apply for leave. It is up to the supervisor to determine if the leave should be unpaid or paid annual or compensatory leave.

I expect each employee to request the use of annual or compensatory leave at least five days in advance. This allows me to redistribute work as needed and make decisions about the operational needs of the unit. I will make every effort to approve annual leave requests made at least five days in advance; however, business needs may dictate that I will have to deny annual leave upon rare occasions.

#### **Dress**

I expect all employees to be dressed appropriately to greet the public and maintain a business appearance at all times. No employees, including student workers, are to wear items of clothing that are revealing or that contain language that is offensive to others. If your underwear shows when you sit or stand or if your pants fall down when you do not hold them up by hand, you will be required to change into more appropriate business attire. Time away from work to go home

and change will **not** count as time worked. As supervisor of this unit, I have the right to determine what is considered appropriate attire.

Employees with multiple piercings who answer the telephones will be required to remove any tongue or lip rings while on telephone duty so that their speech is easier to understand by callers.

Employees who wear fragrances are expected to do so with a light hand, understanding that a heavy application of different fragrances from a variety of people in a small office can cause breathing and allergic reactions to others in the area.

**Telephone greetings**

Employees in this office are expected to answer the telephone by stating

This Department, my name is Your Name. How may I help you today?

**All employees will identify themselves by name to every caller.**

**Personal use of computers and telephones**

Each employee is expected to limit personal use of College owned computers and telephones to a *de minimus* usage. This means making personal local calls, checking personal email accounts, etc are to be kept to a minimum while on duty. On lunch and other breaks, it is acceptable to use College owned computers to browse the internet or play games such as solitaire. It is ***never acceptable*** to access sites that are considered pornographic or which may result in a monetary charge to the College.

**Gossip and extraneous conversation**

Gossip can be hurtful to an individual and cause morale problems in any department. Employees are expected to refrain from repeating gossip while on duty and while on breaks here at the College. In addition, protracted conversations while on duty prevent you and others from completing work assignments. While no one expects you to sit in silence, prolonged conversations that are not work related are expected to be held while on breaks, not while on duty.

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These expectations are intended to help this department run more smoothly and to treat all employees fairly and equitably. If you find you need to discuss any of these expectations with me in private, please feel free to do.

Your signature below indicates that you have been given these behavioral expectations from me and that you understand my expectations for your behavior while you are employed in This Department.

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Employee signature

Employee printed name

Date

