

SOUTH LOUISIANA COMMUNITY COLLEGE

“Education at Work for South Louisiana”



Administrative

Policy

Manual

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Acknowledgement Form

The Administrative Policy Manual describes important information about South Louisiana Community College. I have entered into my employment relationship with South Louisiana Community College voluntarily. Accordingly, either I or South Louisiana Community College can terminate the relationship at any time, so as long as there is no violation of applicable federal or state law, nor is there any violation of the rules, regulations, or policies of the Board of Supervisors of the LCTCS or the State of Louisiana.

Since the information, policies and benefits described here are subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through notices, and I understand that revised information may supersede, modify or eliminate existing policies. It is my responsibility, once changes have been transmitted, to update the handbook accordingly. Only the Chancellor of the College or the Human Resources Manager as a designated authority has the ability to adopt revisions to the policies in this manual. Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document.

I have received the manual, and I understand that it is my responsibility to read and understand the policies contained in this manual and any revisions made to it.

I understand that I should either consult my immediate supervisor or Human Resources regarding any questions not answered in the manual.

Other more specific institutional, curricular, and student policies, calendars and information, including faculty senate and committees may be located in the College catalog. Upon termination of employment, I will return this manual to Human Resources.

Employee Signature

Date

Employee's Name (Print)

INTRODUCTION

This manual has been prepared to familiarize you with South Louisiana Community College's history, philosophy, policies and procedures, privileges and opportunities, and obligations and responsibilities as a valued employee.

No employee manual can answer every question; nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this manual will help you feel comfortable with us. We depend on you -- your success is our success. Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find South Louisiana Community College a good place to work.

We ask that you read this manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with South Louisiana Community College and our policies.

South Louisiana Community College's policies, benefits and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be notified. A copy will also be placed on campus bulletin boards.

HISTORY

South Louisiana Community College (SLCC) was created and established by Act 1369 of the 1997 regular legislative session. This College was established as a comprehensive, multi-campus public two-year institution of higher education and was designed to serve the eight-parish area of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion. At its inception, South Louisiana Community College was a member of the University of Louisiana System. The operation of South Louisiana Community College started under Chancellor, Dr. Ned Doffoney, on Feb. 1, 1998.

In the fall of 1998, Louisiana voters approved a constitutional amendment creating the Louisiana Community and Technical College System (LCTCS). When the System became operational in 1999, South Louisiana Community College joined the other community and technical colleges in the state as part of the system.

In May, 2002 Dr. Doffoney was replaced by Dr. Doris Chretien, Executive Vice Chancellor, who served as the Interim Chancellor. Dr. Jan Brobst was hired as South Louisiana Community College's Chancellor in September 2002 and retired on January 3, 2011. Dr. Phyllis Dupuis was approved to serve as Interim Chancellor from January 2011 to December 2011. Dr. Natalie Harder became Chancellor of South Louisiana Community College on February 13, 2012.

Beginning in May 1998, all College functions were conducted at the New Iberia campus at 908 Ember Drive. This site was acquired through the cooperation of the Iberia Parish School Board. During the Spring 1999 semester, SLCC also occupied a site in Lafayette at 1606 Johnston Street. Further expansion opportunities resulted from negotiations with the St. Mary Parish School Board that led to the acquisition of a third site for the College in Franklin during the Fall 1999 semester.

The growth of the College necessitated the lease of a larger campus in Lafayette. In Spring 2002, the College moved its Lafayette campus to a 35,000 square-foot facility at 105 Patriot Avenue. The College remained at this site until early 2005 semester when construction of the permanent Lafayette campus at 320 Devalcourt was completed on a 38-acre site. Campus construction resulted in a completed three-story, state of the art, 86,000-square-foot facility, which has served as the College's largest campus since that time.

Beginning in 2010, efforts were launched to increase collaborative efforts between ATC and SLCC. The two institutions entered into Memorandums of Understanding for consolidation of Finances, Human Resources, Security, cross-enrollment, professional development activities, and shared classroom space. The goal of this effort was to serve students more efficiently and effectively as well as to streamline internal procedures at both institutions.

During the 2011 Louisiana Legislative Session, a resolution was passed directing the Louisiana Community and Technical College System to conduct a study of the feasibility of merging Acadiana Technical College and South Louisiana Community College. As a result of this study, Senate Bill 284 was introduced in the 2012 Louisiana Legislative Session which authorized for the merger of the two institutions. The bill was passed by the Legislature and Act 767 merging ATC and SLCC into a new institution was signed by Governor Jindal on June 12, 2012. On June 13, 2012, the LCTCS Board of Supervisors approved the merger of the two institutions effective July 1, 2012 with the merged institution retaining the name South Louisiana Community College.

MISSION STATEMENT

South Louisiana Community College's mission is to cultivate a learning environment in which students develop qualities and skills necessary to engage in the economy, governance, and diverse culture of the community.

This is accomplished through courses and programs that provide intellectually rigorous academic education, career and workforce training, continuing education, and community services through flexible instructional delivery systems including distance education.

Dear New Team Member:

Welcome to South Louisiana Community College! We are excited to have you join an institution with roots spanning more than four decades in Acadiana. With a breadth of technical and transfer programs and courses, you will soon learn why we are so proud to serve our students in preparing them to be successful in our community and beyond.

SLCC's mission is straightforward: *Proactively deliver education and training to serve a diverse local and global economy.*

Every position at SLCC contributes to this mission. We look forward to having your skills, experiences, and knowledge actively at work as we move our institution, our students, and our community forward.

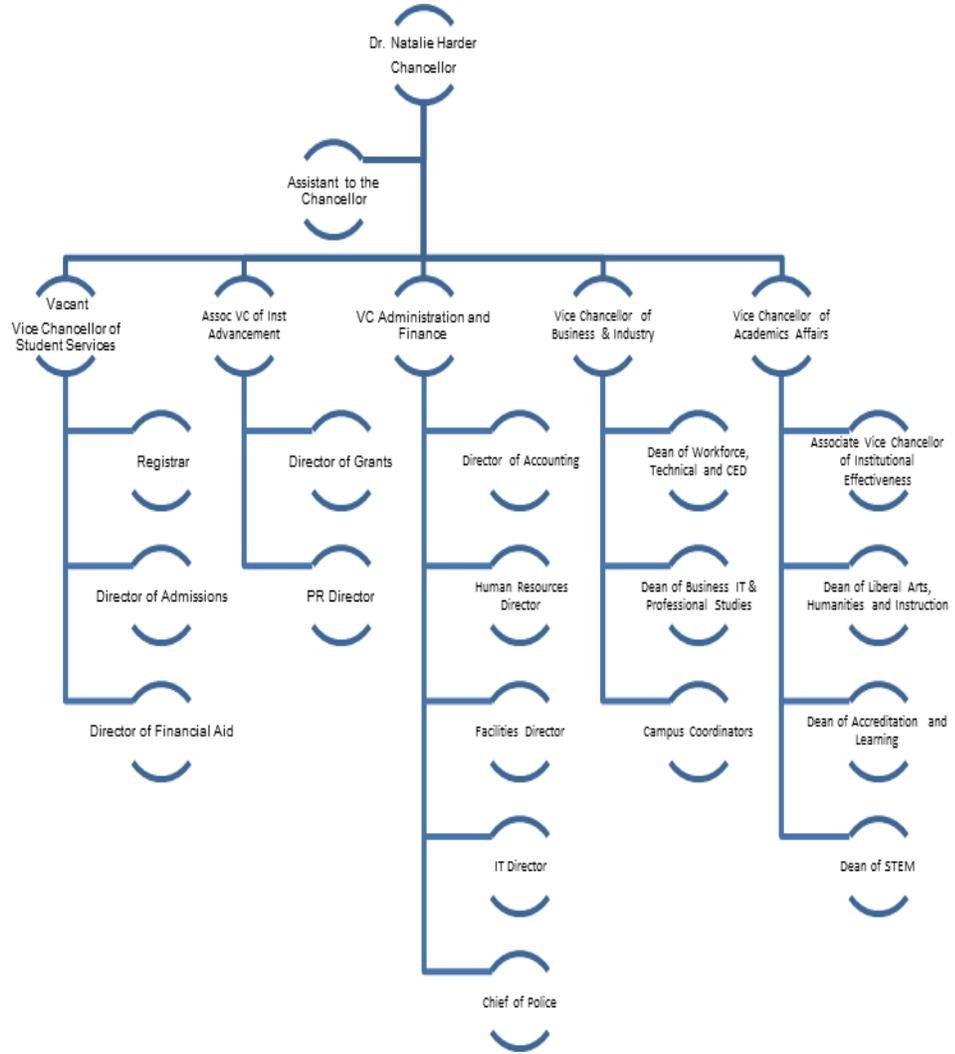
Again, welcome to SLCC!

A handwritten signature in black ink that reads "Natalie J. Harder". The signature is written in a cursive, flowing style.

Natalie J. Harder, PhD

Chancellor

ORG CHART



EMPLOYMENT

Employment Classifications

At the time you are hired, you are classified as academic or nonacademic employee. Unless otherwise specified, the benefits described in this manual apply only to nonacademic employees. If you are unsure about your job classification, please ask your supervisor.

Academic and nonacademic employees include the following:

- ***Faculty Members***—Faculty members are full-time members of the academic staff holding the rank of instructor or above, and equivalent ranks.
- ***Professional Employees (Unclassified)***—This category includes administrative officers and professional staff, as well as all employees in positions exempt from the provisions of the State Civil Service System. Employees in this category are sometimes termed “unclassified.”
- ***Classified Employees*** - Classified employees are all employees in positions covered by the provisions of the State Civil Service System. All actions affecting classified employees are made in accordance with Civil Service rules and regulations.

Although SLCC’s student staff makes a continuing contribution to the College, student employees are temporary, and, as such, are not eligible to receive employee benefits. For the same reason, temporary employees are not eligible for employee benefits. These two groups are, thus, excluded from the provisions of this *Handbook*. Faculty members, including part-time faculty at the rank of instructor or above, are also excluded, as all policies and benefits applying to them are described in the *Faculty Handbook*.

Personnel Administration

The task of handling personnel records and related personnel administration functions at South Louisiana Community College has been assigned to the Human Resources Office. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resources Office.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your supervisor or the Human Resources Office as soon as possible: legal name, home address, home telephone number, person to call in case of emergency, number of dependents, marital status, change of beneficiary, driving record or status of driver's license, if you operate any South Louisiana Community College vehicles, military or draft status and exemptions on your W-4 tax form.

Coverage or benefits that you and your family may receive under South Louisiana Community College's benefits package could be negatively affected if the information in your personnel file is incorrect. Since South Louisiana Community College refers to your personnel file when information is needed to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your supervisor to make arrangements for you with the Human Resources Office to exercise this privilege if you wish.

BENEFITS

Eligibility for Benefits

If you are a full-time employee you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit. If you are a part-time employee, you will enjoy those benefits which are required by law. Temporary employees are not eligible for benefits.

Paid/Unpaid Leaves of Absences

Time off for any reason during a working day will count first against your allotted compensatory or annual leave, as appropriate, in half-hour increments, hourly, quarter-day, half-day or full-day increments. Once you have used all earned compensatory, annual, or sick leave, any time off will be considered leave without pay.

❖ Holidays

Only full-time and part-time salary employees are eligible for holiday pay. If you are employed on a fiscal-year basis, the College holiday schedule, issued annually, provides 14 holidays. Because of its unique nature, the College does not follow the state holiday schedule exactly; however, the number of holidays for state employees and College fiscal-year employees is intended to be the same each year. No holiday payment will be made for any holiday(s) that intervenes while you are on leave-without-pay status.

❖ Annual Leave

Annual Leave is leave you can use for personal business or vacation time. You can not call in and use annual leave. Annual leave must have prior approval from your supervisor. There is a leave form that should be filled out when annual leave or any type of leave is taken.

❖ Sick Leave

Sick leave is leave with pay granted to an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities and who may require medical, dental, or optical consultation or treatment. Sick leave is leave you can use for personal illness or injury. Sick leave may not be used for the illness of a family member. Any sick leave in excess of three (3) days may require a physician's certificate to return. It is your responsibility to notify HR of any restrictions related to sick leave of less than 3 days if necessary. If a pattern of sick leave becomes unusual/abusive the employee will be notified. After such notification is given, the employee may be required to present a physician's certificate as evidence to support sick leave absence even if absent for just one day. If you are out on approved extended sick leave once all sick leave has been exhausted, your compensatory leave is deducted until exhausted then you are placed on annual leave then leave without pay.

Annual leave and sick leave are accrued at the end of a pay period not at the beginning. Thus, you **can not** use leave that has not been accrued prior to the end of the respective pay period.

Leave Policy (Rev. 06/11/03)

Unclassified service means those positions of state service as defined in Article X, Section 2 and 42 of the Louisiana Constitution of 1974, which are not positions in the classified service. The term “unclassified employee” in this policy includes both faculty and non-faculty employees not covered by civil service, unless otherwise indicated.

Work Weeks, Attendance and Leave Records for Unclassified Employees:

1. For each full-time unclassified employee, each appointing authority shall establish administrative work weeks of not less than forty (40) hours per week or pay periods of not less than eighty (80) hours per pay period. The purpose of establishing the 40-hour week/80-hour pay period is to provide appointing authorities a system of accounting for and the taking of leave. A work station normally will be one’s office or elsewhere on the employer’s premises, or at other locations as approved by the appointing authority while representing the employer. For example, it is understood that some faculty work may be done outside the office in places such as the library, in laboratories or in off-campus sites.
2. For purposes of leave, appointing authorities shall establish work weeks / pay periods proportionate to the provisions of the previous paragraph for part-time employees. Part-time unclassified employees with a regular tour of duty shall earn leave on a pro-rata basis in accordance with the accrual procedures as defined for the types of leave as defined in this policy.
3. Attendance and leave records shall be maintained for all unclassified employees. These records shall be signed by the employee and the supervisor and reported to the appropriate office at the end of the regular pay period.
4. Adjunct (temporary) faculty, student workers, per diem, intermittent, seasonal or temporary employees who do not have a regular tour of duty are not eligible to earn leave.

Annual Leave for Unclassified Employees on the 12-Month Basis:

1. Accrual of Annual Leave

Annual leave shall be accrued by each eligible employee on a twelve-month basis who has a regular tour of duty. Annual leave accrued shall be based on the equivalent of years of full-time state service or part-time service on a prorated to full-time equivalency basis and shall be credited at the end to each pay period or calendar month in accordance with the following general schedule

ACCRUAL RATES OF ANNUAL LEAVE (Unclassified, Full-time, 12 Month Employee)

Years of Service	Less Than 3	3, But Less Than 5	5, But Less Than 10	10, But Less Than 15	15 and Over
Hours of Leave Per 80-hour Pay Period	3.688 hours	4.608 hours	5.536 hours	6.456 hours	7.384 hours
Hourly Rate Per Hour	.0461 hour	.0576 hour	.0692 hour	.0807 hour	.0923 hour

No annual leave shall be credited until the employee has completed the pay period in which s/he is employed. No annual leave is accrued for any overtime hour(s), for any hour(s) of leave without pay, for any hour(s) of on-call status outside regular duty hours, for any hour(s) of travel or other activity outside the employee’s regular duty hours, for any hour of a holiday or other non-work day which occurs while on leave without pay, for any hour while an employee is on sabbatical leave, for any hour while an employee is on advanced degree leave, or leave of absence without pay.

2. Use of Annual Leave

Annual leave for:

- a. voluntary or involuntary conditions such as personal vacations or trips unrelated to the employee’s duties or
- b. performing for compensation non-appointment related activities, duties or work during regular tour of duty hours, shall be applied for in advance by the employee and may be taken only when approved by the supervisor.
- c. The granting of annual leave is not automatic and may be denied or restricted based on business necessity. All employees are expected to notify their supervisor when absent. Failure to do so may result in disciplinary action, including termination.

3. Requirements concerning the use of annual leave include the following:

- a. An appointing authority may require an employee who has sufficient annual leave to his/her credit to take annual leave whenever the authority feels that it is best for the employee or the LCTCS.
- b. Except when given special advance approval for absence from duty, an employee must be at his work station for the day in order to be classified as on duty.
- c. Annual leave is to be taken in minimum increments of one-half hour. For purposes of leave approved as Family and Medical Leave, the leave to be taken must be identified as Family and Medical Leave on all leave slips/time sheets.
- d. No employee shall be charged annual leave until available compensatory leave balance has first been utilized.

4. FMLA Annual Leave

- a. Employees subject to FMLA due to the serious health condition of the employee’s immediate family member or in the case of military family leave are required to utilize his/her available, earned annual and/or compensatory leave.
- b. Employees are required to provide 30 days of notice for FMLA annual leave unless it is medically impossible or impractical to provide such notice.

c. Employees are required to provide physician certification for all such FMLA annual leave to be taken. Such certification must be provided within 15 calendar days of notice of use of the leave.

5. Application Required When Using Annual Leave

- a. Granting of annual leave by the supervisor will be based upon the department’s work load, scheduled annual leave of other employees, attendance record, etc. Written application should be made at least one week in advance for periods of one week or more, except in the case of FMLA when medical necessity makes it impractical to make the request in advance.
- b. Any employee not reporting to work when a request for annual leave has been denied will be considered on unauthorized leave without pay and will be subject to disciplinary action.

6. Advance of Leave

- a. No advance of annual leave will be granted. Employees who have exhausted their annual leave may request, in writing, that they be placed on leave without pay. The granting of leave without pay is not automatic, and is at the discretion of the employer. Employees who have exhausted their annual leave and who fail or refuse to request leave without pay shall administratively be placed on unauthorized leave without pay and may be subject to disciplinary action, including termination.
- b. Annual leave cannot be shared or borrowed from the leave balances of other employees.

Sick Leave for All Unclassified Employees:

1. Accrual of Sick Leave

a. Sick Leave for unclassified employees shall be accrued by each employee who has a regular tour of duty. Sick leave accrued shall be based on the equivalent of years of full-time state service or part-time service on a prorated to full-time equivalency basis and shall be credited at the end of each pay period or calendar month in accordance with the following general schedule:

ACCRUAL RATES OF SICK LEAVE (Unclassified Full-Time, 12 month Employee)

Years of Service	Less Than 3	3, But Less Than 5	5, But Less Than 10	10, But Less Than 15	15 and Over
Hours of Leave /Per 80-hour Pay Period	3.688 hours	4.608 hours	5.536 hours	6.456 hours	7.384 hours
Hourly Rate Per Hour	.0461 hour	.0576 hour	.0692 hour	.0807 hour	.0923 hour

No sick leave shall be credited until the employee has completed the pay period in which s/he is employed. No sick leave is accrued for any overtime hour(s), for any hour(s) of leave without pay, for any hour(s) of on-call status outside regular duty hours, for any hour(s) of travel or other activity outside the employee’s regular duty hours, for any hour of a holiday or other non-work day which occurs while on leave without pay, for any hour while an employee is on sabbatical leave, advanced degree leave , or leave of absence without pay.

2. Use of Sick Leave

a. Sick leave with pay may be taken by an employee with sufficient leave to his credit for the following:

- 1) Illness or injury which prevents performance of work duties.
- 2) Medical, dental or optical consultation or treatment.
- 3) FMLA approved only for the employee's own illness or injury

All employees are expected to notify their supervisor in all instances of absence.

3. Requirements concerning the use of sick leave include the following:

a. A supervisor may place an employee on sick leave when the employee asserts the need to be absent from work because of the employee's illness or injury.

b. Sick leave is to be taken in minimum increments of one-half hours. For purposes of FMLA, the leave to be taken must be identified as Family and Medical Leave on all leave slips.

c. Sick leave may not be used to care for a child or family member.

d. An employee may choose to use compensatory leave in place of sick leave.

e. Sick leave shall not be charged for non-work days and/or non-regular tour of duty hours.

f. Employees absent from work for up to 5 consecutive work days will not be required to provide a doctor's note; however, as notified by this policy, any employee absent for more than 5 consecutive work days will be required to submit a release to return to work from a licensed physician or practitioner. The need for written proof of short term illness, including those of 5 days or less, will be determined by the supervisor based on such things as the employee's attendance and performance record.

g. It is expected that sick leave will be used only as appropriate. Abuse of this privilege is cause for disciplinary action. The abuse of sick leave privileges may result in sick leave sanctions and/or disciplinary action regardless of the length of absence. Such sanctions will require employees to present a medical certification for any period of absence. Sick leave sanctions may not be imposed for leave covered by the FMLA. All employees are expected to notify their supervisor when absent. Failure to do so may result in disciplinary action, including termination. Should an employee fail to call or notify the supervisor, all hours absent will be charged as unauthorized leave without pay, unless it is shown that it was medically impossible or impractical to notify the supervisor.

4. FMLA Sick Leave

a. Employees are required to provide 30 days of notice for FMLA sick leave unless it is medically impossible or impractical to provide such notice.

b. Employees may use FMLA sick leave **only** when the FMLA leave is for the employee's own injury or illness, **not** for FMLA leave to care for a family member or military FMLA leave.

c. Employees are required to provide physician certification for all such FMLA sick leave to be taken. Such certification must be provided within 15 calendar days of notice to use of the leave. If information is missing, the employee will be given seven days to clear up the deficiency. If the employee fails to submit and complete a sufficient certification despite the opportunity to clear up the deficiency, the employer may deny the FMLA leave. Upon request, employees must provide FMLA medical certification even when taking paid leave along with the unpaid FMLA leave.

5. Application Required When Using Sick Leave

- a. An unclassified employee shall apply for use of, or use sick leave when the employee has an illness or injury which prevents performance of work duties or a medical, dental or optical consultation or treatment.
- b. When practical, such application must be made in advance to the supervisor.
- c. Appointments for medical, dental or optical consultation or treatment must be arranged to be least disruptive to the operations of the department.

6. Advance of Leave

- a. No advance of sick leave will be granted. Employees who have exhausted sick leave but who earn and have annual and/or compensatory leave will be required to make use of their annual and/or compensatory leave to continue their leave status or they may request leave without pay upon exhaustion of other paid leave balances. The granting of leave without pay is not automatic, and is at the discretion of the employer. Employees who fail or refuse to request leave without pay shall administratively be placed on unauthorized leave without pay and may be subject to disciplinary action, including termination.
- b. Sick leave cannot be shared or borrowed from the leave balances of other employees.

Compensatory Leave for Non-Faculty Unclassified Employees

Non-faculty unclassified employees are hired on an annual basis and are not compensated with cash payment for extra work beyond the normal 40-hour workweek/ 80-hour pay period. The appointing authority may grant payment for compensatory leave to a non-faculty unclassified employee for extraordinary circumstances. Written justification for such payment, signed by the appointing authority in advance shall be filed with the time record covering the period for which the payment is granted.

No more than 240 hours of unused compensatory leave which has been granted shall be carried forward into any fiscal year. An unclassified employee shall not be paid for any hours that are not eligible to be carried forward into any fiscal year.

1. Accrual of Compensatory Leave

- a. The compensatory leave policy for non-faculty unclassified employees of the Louisiana Community and Technical College System office and of the System institutions is as follows:
 - 1) An appointing authority may require an employee to work overtime on a holiday or at a time that the employee is not regularly required to be on duty. Compensatory leave may be granted for hours worked outside the regularly assigned 40-hour work week/ 80-hour pay period, or when, due to holidays observed or leave taken, the employee is deemed to have worked in excess of 40 hours/80-hour pay period. Prior approval must be obtained from the supervisor in order to be granted compensatory leave for overtime. The amount of such leave shall be equal to the amount of overtime hours the employee is required to work (on an hour for hour basis).
 - 2) In all cases, any employee who is entitled to accrue compensatory leave under the Fair Labor Standards Act shall accrue compensatory leave in accordance with that act.
 - 3) Time spent in session for a conference/convention is to be reported as working time; however, no compensatory time will be accrued for travel to/from conferences and conventions.

2. Use of Compensatory Leave

Compensatory leave shall be promptly granted to the employee and may be used with the approval of the immediate supervisor.

3. Requirements concerning the use of compensatory leave include the following:

- a. An appointing authority may require an unclassified employee to use their accrued compensatory leave at any time.
- b. Compensatory leave is to be taken in minimum increments of one-half hour.
- c. No employee shall be charged for annual leave until all accumulated compensatory leave has first been deducted. Compensatory leave maybe used in place of sick leave.
- d. Compensatory leave should not be confused with a flexible time policy. Employees cannot arbitrarily determine their own work schedules. In addition, work undertaken while at home does not constitute the granting of compensatory leave, unless there is specific written advance approval by the employee's appointing authority for appropriate purposes. Written justification for such leave, signed by the appointing authority shall be filed with the time record covering the period for which the leave is granted.
- e. The manner in which the compensatory leave policy is administered shall be at the discretion of each appointing authority and appropriate documentation/ attendance records shall be maintained. The appointing authority shall be responsible for the administration of this policy.

4. FMLA Compensatory Leave

- a. Employees subject to FMLA are required to use paid compensatory leave prior to use of paid annual leave but may elect to use paid compensatory leave for any approved purpose at the same time as unpaid FMLA leave.
- b. Employees are required to provide 30 days of notice for FMLA compensatory leave unless it is medically impossible or impractical to provide such notice.
- c. Employees are required to provide physician certification for all such FMLA leave for which paid compensatory leave is also elected to be taken, according to the condition for which the FMLA leave is approved (see FMLA sick and FMLA annual leave). Such certification must be provided within 15 calendar days of notice of use of the leave.

5. Application Required When Using Compensatory Leave

- a. An unclassified employee shall apply for use of compensatory leave.
- b. When practical such application must be made in advance to the supervisor.

6. Advance of Leave

- a. No advance of compensatory leave will be granted. Employees who have exhausted their compensatory leave but who accrue and have annual and/or sick leave will be required to make use of their annual and/or sick leave to continue their leave status or they may request leave without pay upon exhaustion of other paid leave balances. The granting of leave without pay is not automatic, and is at the discretion of the employer. Employees who fail or refuse to request leave without pay shall administratively be placed on unauthorized leave without pay and may be subject to disciplinary action, including termination.
- b. Compensatory leave cannot be shared or borrowed from the leave balances of other employees

7. Payment, Transfer, Continuance or Disbursement of Compensatory Leave Balances

- a. An unclassified employee, who is exempt from the FLSA, shall not be paid for unused compensatory leave upon separation.
- b. In the event that an employee transfers without a break in state service, compensatory leave may be credited to the employee at the discretion of the employing agency's appointing authority. Compensatory leave not assumed by the employing agency at transfer shall be terminated, when the employee separates from the LCTCS, and is not eligible for reinstatement upon re-employment with the LCTCS.

Family and Medical Leave

1. The Louisiana Community and Technical College System has adopted the provisions of the federal Family and Medical Leave Act of 1993 for all system employees.
2. The State of Louisiana, Department of Civil Service (Refer to General Circular No. 1126, dated October 8, 1993) has previously taken the position that all classified employees are covered by this Act. The contents of the Department of Civil Service General Circular No. 1126 shall therefore also apply to all full-time classified LCTCS employees.

Civil, Emergency, Special and Other Leave:

An employee shall be given time off without loss of pay, annual, or sick leave for the purposes listed in this section. The following are recognized by the Board of Supervisors as appropriate reasons:

1. For performing state or federal grand or petit jury duty;
2. When summoned to appear as a witness before a court, grand jury, or other public body or commission on a **work-related matter** or in an official capacity; employees may request annual leave, compensatory leave or leave without pay if no annual or compensatory leave is available to serve as a witness for **personal/non-work related** reasons;
3. For performing emergency civilian duty in relation to national defense;
4. Employees who are unable to vote prior to or after their workday, upon request of the employee and approval of the supervisor, may be allowed time off with pay for voting in accordance with the following schedule:

Voting Residence Within:

- 0-30 mile radius of the campus: 2 hours leave
- 31-60 mile radius of the campus: 4 hours leave
- 61 or more mile radius of the campus: 1 day leave

The supervisor, in accordance with the above schedule, will have the discretion of determining the amount of leave and when the time off will be given during the workday. Nothing in this policy prevents the supervisor from inquiring as to the reasons why the employee cannot vote prior to or after the workday.

5. When attending the funeral or burial rites of immediate family members, to include: a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two (2) days on any one occasion. Employees may request annual leave or leave without pay to attend funeral or burial rites of friends or relatives who are not immediate family. Whenever possible, prior notice of the need to take such leave shall be given by the employee to the supervisor;

Unauthorized Leave

If an employee does not report to work and does not inform and/or make arrangements with supervisor, this absence is considered to be unauthorized leave and is taken without pay. The Supervisor may subject the employee to disciplinary action. Unauthorized leave for three (3) consecutive working days without notice is treated as a resignation.

Workers' Compensation and Leave Use:

When an unclassified employee is absent from work due to disabilities for which he is entitled to Worker's Compensation, he may, at his option, use sick or annual leave or any appropriate combination of sick and annual leave to receive combined leave and workers' compensation payments equal to, and, in an amount not to exceed, the employee's regular salary.

Educational Leave:

Effective January 1, 2009, an employee **may** be granted maximum time off of three (3) clock hours per week, without loss of pay, annual leave, or compensatory leave for approved attendance of a job-related course of study. Such leave shall not be granted more than once for the same course of study. Prior to granting such leave the supervisor must certify that the employee has received a "satisfactory" or above rating on his/her performance evaluation within the last twelve months. Part time employees are not eligible for educational leave.

Administrative Leave:

Upon recommendation of the Chancellor, approval by the System President and notification of the Board of Supervisors, an employee may be required to take leave with pay or leave without pay for a specific or indefinite period of time whenever, in the System President's discretion, such action would be in the best interest of the system.

Leave Without Pay:

Leave without pay shall be applied for in advance, when possible, by the employee and may be taken only when other appropriate paid leave has been exhausted, and leave without pay has been approved by the supervisor. The granting of leave without pay is not automatic and is at the discretion of the employer. Employees who fail or refuse to request leave without pay shall administratively be placed on unauthorized leave without pay and may be subject to disciplinary action, including termination. All employees are expected to notify their supervisor when absent. Failure to do so may result in disciplinary action, including termination. Refer to provisions of FMLA and Military Leave.

Holidays/Office Closure

1. Holidays shall be observed as provided by LCTCS Policy 6.028 Holidays for All Employees.
2. An unclassified employee in a compensatory leave earning position or in a part-time status may, at the discretion of their appointing authority, receive compensatory leave or additional compensation, as applicable, when required by the employer to work on an observed holiday.
3. When an unclassified employee is on leave without pay during the period immediately preceding and following an observed holiday, that employee shall not receive compensation for that holiday unless the holiday is worked by the employee.
4. An employee does not receive holiday payment for a holiday which intervenes while the employee is in a leave without pay status.

Insurance

Frequent changes are made in the insurance benefits. Contact the Office of Human Resources for the current provisions, as well as for more detailed information about coverage.

Health Insurance

South Louisiana Community College is interested in the health and well being of both you and your family. A comprehensive health and life insurance program is available for you and your family. We provide group insurance underwritten by a national insurance carrier. An employee is eligible to enroll in the group insurance plan on the date employment commences. Employees do have a 30 to 60 day waiting period dependent upon hire date. If an employee fails to enroll in the plan within 30 days of the eligibility date, the employee will become insured on the date when the insurance company accepts as satisfactory, evidence of their insurability, furnished at the employee's expense.

The following benefits are provided, as defined and limited in the literature provided by the College's insurance carriers.

- * Group Term Life Insurance
- * Accidental Death Dismemberment Insurance
- * Major Medical and Surgical Coverage
- * Medical Health Care Coverage
- * Dependents' Health Care Coverages

In all instances of leave without pay or leave of absence without pay please

In the event of the termination of your employment with South Louisiana Community College or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage through COBRA under our health insurance program for a limited period of time at your or their own expense. (This does not affect the conversion privilege as stated in the insurance policy.) Consult the Human Resources Office for details.

Life Insurance

If you are a regular full-time employee of South Louisiana Community College, you may obtain life insurance coverage. This insurance is payable in the event of your death. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Human Resources Office. Consult the Human Resources Office for details on the life insurance program.

Termination of Insurance

Your insurance coverage will terminate upon resignation, dismissal, failure to pay premium contributions, and when you cease to be eligible for coverage under the terms of our group insurance program. South Louisiana Community College may, by continuing to pay the premium, keep your insurance in effect for a brief period if you cease to be an eligible employee for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of our group insurance program.

Government Required Coverage

Workers' Compensation

The Workers' Compensation Law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. College employees are covered by the Louisiana Workers' Compensation Law. This law is designed to protect you from loss of income due to injuries occurring on the job. Every person performing services arising out of and incidental to his or her employment is covered by this program. The Office of Human Resources can furnish details concerning this program.

Unemployment Compensation

As a College employee, you are covered by the Louisiana Employment Security Law. If you should lose your job, due to layoff, or end of appointment this entitles you to receive unemployment compensation benefits, provided the monetary requirements established by the Employment Security Law are satisfied. To be eligible you must have earned a certain amount and are willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible. South Louisiana Community College pays the entire cost of this insurance.

Social Security/Medicare

As a SLCC employee enrolled in a retirement plan (TRSL, ORP, or LASERS), you do not pay the social security portion of the FICA tax. However, if you were hired after April 1, 1986, you must pay the Medicare portion of the FICA tax. If you are a temporary or part-time employee who is not eligible for membership in a retirement plan, you must pay social security.

Retirement Plans

If you are an eligible person whose employment with the College began on or after January 1, 1979, you must, as a condition of employment, become a member of the Teachers' Retirement System of Louisiana (TRSL), the defined benefit plan, or the Louisiana State Employees' Retirement System (LASERS). If you are an academic or professional employee who is eligible for membership in a defined benefit plan, you may enroll in TRSL or the optional retirement plan (ORP), a defined contribution plan. These plans provide retirement and death benefits to the participants. Eligibility for retirement is provided under the applicable retirement system. Specific information about each retirement system is available from the Office of Human Resources.

Teachers' Retirement System of Louisiana

The Teachers' Retirement System (TRSL) is a defined benefit plan wherein SLCC and you, as a participating employee, make contributions into a pool of funds from which you will receive a retirement income, based on a benefit formula. The amount of benefit is determined by your years of service and your average salary for the 36 highest successive months of employment. TRSL has provisions for disability and survivor benefits. You are eligible for membership if you are a faculty employee with an appointment of greater than two (2) years at 50 percent or greater effort, or, if you are a professional staff member with an appointment of greater than two years at 51 percent or greater effort. A brochure describing the plan in detail is available from the Office of Human Resources.

Optional Retirement Plan

In accordance with Act 90 of 1989, the Teachers' Retirement System of Louisiana administers and maintains an Optional Retirement Plan (ORP), a defined contribution plan for academic and professional employees of public institutions of higher education, as an alternative to membership in TRSL. If you are an academic or professional employee, you may enroll in one of three optional retirement plans:

- Teachers' Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF)
- ING Life Insurance and Annuity Company
- Variable Annuity Life Insurance Company (AIG-VALIC)

These plans provide retirement and death benefits to you, while affording maximum portability of benefits. The benefits will be provided by the companies selected to participate in the plan by TRSL's Board of Trustees.

If you are an eligible employee, employed on or after July 1, 1990, you must make a decision to either become a member of TRSL or participate in the ORP within 60 days following date of employment. The decision to participate in ORP is irrevocable.

Louisiana State Employees' Retirement System

If you are a classified employee, appointed for more than two years at 51 percent effort or greater, you are eligible for the Louisiana State Employees' Retirement System (LASERS). This retirement system is optional for new employees over age 60 and also for those over age 55 with 40 quarters of social security credit.

Tuition Exemption

A full-time employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and chancellor may register for job-related undergraduate or graduate courses at any LCTCS System campus for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption.

All fees required for enrollment, except for tuition, shall be paid by the employee. Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class. The employee must meet any prerequisite course requirements. An approved administrator at each institution shall certify space availability and that the class has made after the institution's deadline for student schedule changes.

COMPENSATION AND PERFORMANCE

Computing Pay

Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, South Louisiana Community College will compute your time on the basis of: 12-month employees = 2,080 hours.

Deductions From Paycheck

South Louisiana Community College is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Human Resources Office immediately, to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever South Louisiana Community College is ordered to make such deductions. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Error In Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Overtime Pay and Compensatory Time

It may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your supervisor. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment.

Classified Employees Only

Upon exiting the College, you are paid for all payable compensatory time at your hourly rate of pay at the time you exit.

Pay Cycle

All employees are paid biweekly and are required to participate in direct deposit. Therefore, your earnings will be distributed directly into the bank account you designate. Forms to sign up for direct deposit are part of the orientation package or may be obtained in the Payroll Office. To ensure that you, as a new employee, are paid in a timely manner, all appointment and other necessary forms must be completed and returned to the Office of Human Resources promptly.

Termination & Severance Pay

South Louisiana Community College hopes and expects that you will give at least two weeks notice in the event you intend to leave our employ. Upon termination of service with SLCC, you will be paid the value of your accrued annual leave in a lump sum, disregarding any final fraction of an hour. Such payment, however, cannot exceed the value of 300 hours. Such pay shall be computed at the employee's base rate of pay at the time of separation.

Upon death in service or retirement from active duty only, if you are an eligible academic or professional employee, you will be paid the value of accrued sick leave not to exceed 200 (unclassified only)hours. Such pay shall be computed at the employee's base rate of pay at the time of separation. No compensation will be given for unused sick leave for other terminations of employment.

Time Sheets and Records

By law, we are obligated to keep accurate records of the time worked by employees via time sheets.

Your time sheet is the only document which reflects hours worked and/or hours payable. You are to submit requests for all absences i.e. doctor's or dentist's appointments, etc. All employees are required to keep the office advised of their departures to and from the premises during the work day.

You are responsible for your time sheet. Remember to record your time. You are not permitted to check in more than thirty (30) minutes before your scheduled starting time nor more than thirty (30) minutes after your scheduled quitting time without your supervisor's approval.

No one may record hours worked on another's time sheet. Tampering with another's time sheet is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your supervisor immediately.

Performance and Evaluation

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

However, to avoid haphazard or incomplete evaluations, South Louisiana Community College conducts a formal review once a year for each employee. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

Work Schedule

The normal work week consists of five (5) days, eight (8) hours per day, Monday through Friday. Your daily work schedule will be given to you by your supervisor. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your supervisor.

Alternate Work Schedule

This policy is instituted in order to recognize the varied and changing needs of **South Louisiana Community College**. The college provides class schedules that begin as early as 6:30am and last until 10:00pm. In addition to providing varied class schedules it is important that we consider providing other student services during those times as well. This allows us as a college to provide services to accommodate more of our students while allowing a flexible work schedule typically present in the academic community.

Policy

Within the guidelines described in this announcement, it is policy to provide all South Louisiana Community College full-time staff members the opportunity to request alternate work hours outside the traditional 8:00 a.m. – 5:00 p.m. SLCC work day. ***However, it is recognized that it will not be possible to accommodate all such requests for alternative schedules. Supervisors will not grant flexible scheduling when it conflicts with providing or ensuring timely, efficient, and effective service for SLCC constituents – either internal or external.***

It is expected that all offices will be open from 8am-5pm Monday –Friday at a minimum.

Guidelines

1. Under flexible working hours, **weekly** hours should still total 40 working hours, however starting time may be selected during the 7:00 a.m. to 10:00 am time frame.
2. The flexible hours requires everyone to be present during the core hours of 10:00 a.m. to 3:00 p.m. (except on Fridays and during lunch periods)
3. You may not use your lunch hour (or half hour) to start your day or end your day.
4. Some departments may be unable to offer flexible hours for some positions and/or during certain times of the year.
5. Lunch time must be scheduled for a minimum of 1/2 hour (maximum 1 hour)
6. A request for an alternate schedule (i.e., other than 8:00 a.m. through 5:00 p.m. with one hour lunch) must be discussed and confirmed in writing with an individual's supervisor and a signed approved alternate schedule form must be on file in the Payroll office.
7. Schedule may vary based on College need and as approved by Supervisor. (For Ex: Library Personnel may vary schedule based on extended days (Saturdays) and or

rotations to other locations.) Variations from approved schedules (attached) must be specified and turned in to the HR office.

8. Staff will adhere to the approved schedule as needed for student access on a semester basis.

DISCLAIMER: Daily flexing of hours is not allowed to accommodate unscheduled late arrivals or early departures. Once you have committed to a schedule, you are required to adhere to that schedule unless a change in schedule is approved by your supervisor. Your agreed upon schedule will be used to determine how leave will be charged.

(Ex. Your schedule is 7:30 -4 with a half hour lunch. If you arrive at 8am you are unable to "make up" your time regardless of supervisor approval to come in late. You will be charged leave for the late arrival.)

Absence or Lateness

South Louisiana Community College is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Annual, sick, and other leave have been provided for this purpose.

If you are unable to report to work or if you will arrive late, please contact your supervisor immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform South Louisiana Community College of an unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf.

Absence from work for three (3) consecutive days without notifying your supervisor or the personnel administrator may be considered a voluntary resignation.

Attendance

You are expected to be at your work station and ready to work at the beginning of your assigned work schedule, and you are expected to remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When you are required to be away from your work station, please consult with your supervisor.

Be aware that "excessive" time off could lead to disciplinary action.

Lunch Period

If you work at least five (5) hours, you will be given an unpaid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your supervisor will give you your lunch period schedule.

You are expected to take your full allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your supervisor.

Record Of Absence Or Lateness

If you are absent because of illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you must be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

Excessive Absenteeism or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern or absence, may be considered excessive, and the reasons for the absence may come under question. Tardiness or leaving early is as detrimental to South Louisiana Community College as an absence. Three (3) such incidents in a 90-day period may be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

POLICIES

Employment Policies

Anniversary Date

Unclassified

The first day you report to work is your "official" anniversary date. The employee anniversary date is used to compute various conditions and benefits described in this manual.

Classified

Classified employees are initially hired in a probational appointed. Anniversary date is an adjusted anniversary date equal to six months after initial employment date.

Business Hours

The official workday is from 8:00 a. m. to 5:00 p. m. --- Monday through Friday, with a lunch period. Some departments deviate from this schedule to meet their special needs.

Employees are assigned to work a forty-hour workweek. You are required to take an unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time.

Confidentiality of Information

Constituents entrust South Louisiana Community College with important information relating to their personal records. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, South Louisiana Community College earns the respect and further trust of our constituents. Your employment with South Louisiana Community College assumes an obligation to maintain confidentiality, even after you leave our employ.

If you are questioned by someone outside South Louisiana Community College or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any South Louisiana Community College records, reports or documents without prior management approval. Because of its seriousness, disclosure of confidential information could lead to dismissal.

Equal Opportunity

South Louisiana Community is committed to the principle of providing the opportunity for learning and development of all qualified individuals without regard to race, sex, religion, color, national origin, age, disability, marital status, sexual orientation, or veteran status for

employment with SLCC, admission to, or participation in the programs and activities which SLCC sponsors or operates.

It is the policy of the SLCC to recruit the best individuals available in accordance with appropriate state and federal laws and acceptable human resources practices. Employment practices shall be supervised on a continuous basis to assure that all budget unit heads take positive action in fulfilling the goals of equal employment opportunity. SLCC is committed to this policy because it is morally right and it is in accordance with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504), the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991.

American with Disabilities Act

The *Americans with Disabilities Act* prohibits discrimination on the basis of disability in all employment practices, and public services. It is the policy of SLCC to provide equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, accessibility to, participation in, treatment in or employment in the programs and activities operated and sponsored by SLCC, pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state law.

The Rehabilitation Act of 1973 laid the groundwork by requiring employers and institutions to employ and advance in employment “qualified handicapped individuals,” and to make “reasonable accommodations” for these individuals. The ADA changes the “handicapped” terminology to “disabled” and broadens the coverage. The SLCC prohibits discrimination against qualified persons with disabilities in employment, academic and other programs, public services, and telecommunications. Additionally, the LCTCS is committed to promoting an atmosphere to end discrimination against individuals with disabilities, to bring persons with disabilities into the social and economic mainstream and to provide enforceable standards to address discrimination against individuals with disabilities.

SLCC prohibits retaliation against an individual requesting accommodations under the Americans with Disabilities Act.

Harassment

Consistent with Title VII and Title IX of the *Civil Rights Act of 1964*, the College reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors, such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication.

Workplace harassment infringes on employees' right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship.

No employee or student - male or female - should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically or electronically transmitted.

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights and state regulations (**R.S. 23:301, 312, 332**), and therefore, it is the policy of SLCC that unlawful harassment of employees and students is prohibited.

This policy applies to all members of the South Louisiana Community College System, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with South Louisiana Community College. It is the policy of SLCC that no member of the SLCC community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution's human resource department. Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to student affairs personnel. He/she also may submit a complaint to the institution's Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the LCTCS Director of Human Resources (225-922-2239), Louisiana Community and Technical College 265 S. Foster, Baton Rouge, Louisiana 70806.

Consensual Relationships

Consensual Relationships (exclusive of marriage) is defined as a mutually agreed upon romantic relationship and/or a relationship involving physical intimacy. South Louisiana College strongly discourages consensual intimate relationships, inclusive of dating, between administrative and/or supervisory employees under its management and control. The professional risks associated with consensual relationships in which a supervisor/subordinate and/or instructor/student authority chain exists jeopardize the efficiency and integrity of academic or employment decisions. Specifically, such personal relationships may foster a lack of objectivity regarding the subordinate or student's performance and can result in poor morale in the workplace or classroom. Upon appropriate review of such relationships, maintenance of such intimate personal relationships will be resolved by terminating the direct supervisory or instructional relationship. Either reassignment of the subordinate or the supervisor without any loss of salary or benefits can be made.

Nepotism

South Louisiana Community College shall be in full compliance with the Code of Government Ethics on nepotism found in Louisiana Revised Statutes 42:1119. The Board may authorize and must approve employment of persons from the same economic unit or the same immediate family when allowed by law. Definitions as found in the Code of Government Ethics in Louisiana Revised Statutes 42:1102, or as interpreted by the Louisiana Board of Ethics, shall be used by the Board. No interpretation of this section shall at any time conflict with the Code of Government of Ethics or any other related statute.

Smoke-Free Environment

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking both to smokers and to non-smokers who are exposed to second-hand tobacco smoke.

It is the policy of South Louisiana Community College System to provide its students, faculty, staff and other members of the system community with a tobacco smoke free environment within its vehicles and facilities; however, SLCC does not otherwise prohibit the smoking of tobacco by its students and employees and does not discriminate against tobacco smokers in employment or conditions of employment (R. S. 40:1300.24 and R. S. 23:966).

Therefore, smoking is prohibited within all SLCC facilities and vehicles, outside of designated smoking areas, if such are provided. It is recommended that designated smoking areas be outside of SLCC facilities and that they be located 25 feet or more beyond any doorway.

Outside Employment

Private business may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college or system. Employees may not conduct private business with the college or system.

Employees may not earn additional compensation for work and/or projects for the college or system, which require the same skills or consist of the same responsibilities inherent in their position with the college or system, unless a separate contract or grant covers this work.

Outside work must not be done on South Louisiana Community College time, at South Louisiana Community College, or with South Louisiana Community College services, supplies or equipment. South Louisiana Community College requires that confidential College information not be revealed and that an employee's position here not be used to obtain work or- business for personal gain.

If you are employed outside of SLCC you are required to disclose your employment either at the time of hire or when you become dually employed. You are required to update this information annually. Please obtain a form from the Human Resources Department.

Engagement in Political Activity

A. Political Activity is defined as follows:

1. Payment or promise of payment of any assessment, subscription, or contribution for any political party, faction, or candidate.
2. Taking active part in the management of affairs of a political party, faction, candidate, or any political campaign.
3. Filming, taping, and participating in promotional announcements (i.e., **print**, television or radio ads) in support of any political party, faction, or candidate.
4. Lobbying.
5. Seeking and/or holding political office

B. General Policy:

The Board of Supervisors (“the Board”) of the Louisiana Community and Technical College System (LCTCS) fully supports every citizen’s right to exercise freedom of expression, as outlined within the Louisiana and Federal Constitutions, inclusive of the freedom of political expression or association.

The Board also recognizes that the LCTCS, as a public educational agency of the State of Louisiana, must maintain sufficient educational independence to work with all statewide and district-wide elected officials of the State and all agencies of the State, without consideration of political affiliation, to provide educational programs and services for all Louisiana citizens, regardless of the ethnicity, gender, or religious or political affiliation of those citizens. Thus, the Board has determined that certain political activity by employees of the LCTCS may be construed as conflicting with the educational independence of the LCTCS and thereby impairing the efficient operation of the LCTCS and the LCTCS’ employees’ ability to provide efficient delivery of educational programs and services. To preserve an appropriate standard of educational independence, the Board adopts the following ethical standards of conduct with respect to political activity by its employees:

1) Classified Employees:

The permissible and prohibited level of political activity of all classified employees of the LCTCS shall be governed by the provisions of Article 10, Section 9 of the Louisiana Constitution, Civil Service Rules 14.1(e), (f), and (g) and Civil Service General Circular No. 1449.

2) Unclassified Employees:

No teaching or professional staff member or administrative officer of educational institutions under the management and supervision of the LCTCS shall be prohibited from exercising their freedom of political expression or association; provided that, no such employee or officer shall act or express him/herself in any manner which suggests that the LCTCS or the Board has taken a position in support of any candidate or political party placed before the electors of the State. Further, no employee or officer of the LCTCS shall identify him/herself as an employee or officer of the LCTCS when expressing his/her opinion with respect to any candidate or political party placed before the electors of the State.

3) On-Premises Activity:

The placement of leaflets, cards, placards, etc, in support of a candidate or political party, on the campus of any educational institution under the management and supervision of the LCTCS, by an employee of the LCTCS, is prohibited.

C. Seeking and/or Holding Public Office:

Should an LCTCS employee, who is otherwise eligible, seek and/or hold public office, the following conditions shall apply:

- 1) All conditions of the LCTCS System Policy on Outside Employment of LCTCS employees must be met.
- 2) An employee is required to notify the institutional Chancellor of the said employee's intention to seek and hold public office prior to the date of qualification.
- 3) The employee is required to continue his/her normal workload, including his/her teaching duties, and to maintain all other duties and office hours required by the LCTCS institution, during the period of campaigning for and while holding public office.

If the employee is unable to meet condition (3) above, annual leave or leave without pay may be requested for the appropriate period of time, in accordance with the leave rules and policies of the LCTCS. Additionally, said employee shall not, in any way, suggest or indicate that he/she is a spokesperson for or on behalf of the affected institution or the LCTCS.

D. Existing Public Office Holders:

The provisions of Paragraph B(1) of this policy, regarding the LCTCS System Policy On Outside Employment, shall not apply to any employee in the LCTCS who holds public office on the effective date of the adoption of this policy.

Additional Work Policy for Staff

Purpose

South Louisiana Community College's staff constitutes a pool of talent from which the College can draw to supplement the full-time faculty in a number of disciplines, in addition to other part time employment. When staff have the requisite expertise and experience, department chairs and deans often choose them to teach as adjunct faculty members or provide additional duty functions. Occasionally issues of timing and compensation arise for such duties. The purpose of this policy is to provide clarity, fairness, and equity with respect to expectations and compensation for additional duties teaching or performing other additional duties by staff.

Working outside normal work hours:

Staff holding full-time appointments may only teach outside of the normal workday for additional compensation at the standard adjunct faculty rate, if such teaching is not part of their job expectations, provided that such teaching and teaching-related activities (preparation, grading, consulting with students, etc.) do not interfere with their administrative duties. In addition staff performing other duties may only work outside of the normal workday for additional compensation set by the position Supervisor or Vice Chancellor. Accordingly, such staff must receive written permission from their supervisors, for such teaching or additional duties prior to their being scheduled to teach or provide any additional hours in any semester or summer session. Staff teaching or providing additional duties outside regular working hours may **not** teach or work more than **one three- or four-credit course per semester of per summer session, which is equal to no more than four work hours per week.**

Proof Of U.S.Citizenship And/Or Right To Work

Federal regulations require that: (1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form, and (2) all applicants who are hired need to present documents of identity and eligibility to work in the United States.

Standards of Conduct

By accepting employment with South Louisiana Community College, you have a responsibility to the College and to your fellow employees to adhere to certain rules of behavior and conduct. Title 42:1101 through 1123 of the Louisiana Revised Statutes of 1950, as amended, prescribe a code of ethics for all state officials and employees. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of South Louisiana Community College. If you have questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any South Louisiana Community College rule; any deliberate action that is extreme in nature and is obviously detrimental to South Louisiana Community College's efforts to operate profitably.
- Willful violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on South Louisiana Community College premises except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on South Louisiana Community College property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on South Louisiana Community College premises or when representing South Louisiana Community College; fighting, or horseplay or provoking a fight on South Louisiana Community College property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of South Louisiana Community College property or the property of fellow employees, constituents, or visitors in any manner.
- Threatening, intimidating or coercing fellow employees on or off the premises – at any time for any purpose.
- Theft of South Louisiana Community College property or the property of fellow employees; unauthorized possession or removal of any South Louisiana Community College property, including documents, from the premises without prior permission from management; unauthorized use of South Louisiana Community College equipment or property for personal reasons; using South Louisiana Community College equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by South Louisiana Community College; alteration of

South Louisiana Community College records or other South Louisiana Community College documents.

- Violating the non-disclosure agreement; giving confidential or proprietary South Louisiana Community College information to other organizations or to unauthorized South Louisiana Community College employees; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do so.
- Immoral conduct or indecency on South Louisiana Community College property.
- Conducting a lottery or gambling on South Louisiana Community College premises.

Occurrences of any of the following activities, as well as violations of any South Louisiana Community College rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or ethnic jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours; Excessive use of South Louisiana Community College telephone for personal calls; Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on South Louisiana Community College property without permission of an officer of South Louisiana Community College.
- Failure to report an absence or late arrival; excessive absence or lateness
- Obscene or abusive language toward any supervisor, employee or constituent; any disorderly/antagonistic conduct on SLCC premises.

- Failure to immediately report damage to, or an accident involving South Louisiana Community College equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on South Louisiana Community College premises.
- Participating, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally-related items that result in personal gain. Employees with positions that allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such process by not participating in any discussion or voting on any recommendation related thereto.
- Failure to maintain a neat and clean appearance in terms of the standards established by your supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Failure to use your time sheet; alteration of your own time sheet or records or attendance documents; punching or altering another employee's time sheet or records, or coercing someone to alter your time sheet or records.

Disciplinary Actions

Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem. Discipline is a means to correct substandard employee behavior and performance. The College is dependent upon the employee's recognition of his/her need to accept and conform to SLCC standards of performance and conduct.

Regardless of the disciplinary approach, SLCC philosophy is to assure that all employees are treated fairly and equitably without regard to race, color, religion, sex, national origin, age, sexual orientation, handicap or veteran status. Employees have the right to know what is expected of them. It is important that all employees be notified of their duties and responsibilities in order to be aware of job expectations.

SLCC maintains an informal and open access to management and encourages the use of this avenue, as appropriate. The type of discipline imposed should reflect the seriousness of the problem. Some offenses are so serious as to justify discharge or suspension on the first offense (e.g., theft, fraud, serious negligence, etc.) For those offenses that do not justify serious discipline on the first offense, progressive discipline is applied. Types of discipline may include reprimand, denial of merit increase, demotion, suspension with or without pay, termination, or other appropriate action. Suspension is intended to be limited to a reasonable time necessary to investigate the problem and confer with appropriate individuals concerning the disciplinary decision. Suspension requires notification to the Chancellor.

Disciplinary actions are advisory and, as such, disciplinary procedures may be adjusted or modified at the discretion of the Chancellor. The following progressive discipline steps will generally apply:

1. Verbal notification by supervisor in an informal counseling session
2. Written notification by supervisor issued to the employee in a formal counseling session
3. A discussion of specific disciplinary action applied, up to and including termination with written confirmation of the discussion issued to the employee by the supervisor.

Progressive discipline steps are generally sequential; however, more than one of the abovementioned progressive discipline steps may be taken simultaneously, dependent upon the nature of the infraction. Nothing contained herein shall prevent SLCC from taking immediate disciplinary action where circumstances warrant such action.

The employee shall be given the opportunity to explain the circumstances surrounding the incident(s), and to present the reasons he/she feels that any proposed disciplinary action should not be taken, in order that the employee is afforded due process.

Supervisors must contact the Office of Human Resources prior to taking termination action. LCTCS Human Resources must be provided notice of all termination actions.

The Board recognizes the necessity and desirability of providing employees a method and forum in which to resolve, in an orderly fashion, problems in the work place. However, by the adoption of this policy, it is not the intention of the Board to confer upon LCTCS employees any additional rights of substantive or procedural due process not mandated by law.

Grievance Procedure

It is the policy of the South Louisiana Community College to develop and maintain a satisfied and efficient work force. An employee who is seeking a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences in interpretation of policy is encouraged to discuss the matter with the immediate supervisor before filing a grievance. Most concerns can be resolved informally without the need for a formal grievance. **Performance evaluations are not grievable under this formal grievance policy.** SLCC believes that employee grievances should be resolved at the lowest possible administrative level and an employee must exhaust all administrative procedures at the institution level before an appeal can be made to the Chancellor.

When an employee feels he/she has been treated unjustly, the employee has the right to utilize the grievance policy without fear of retaliation, discrimination, or reprisal because of

the action. The decision to utilize the grievance policy shall be the employee's decision. It is understood that a grievance will be kept confidential except to the extent necessary to investigate and resolve the grievance.

When an employee feels that a condition of employment or application of a policy is unjust or inequitable, he/she is encouraged to first seek assistance from his/her immediate supervisor, who should attempt to solve the problem. The supervisor is responsible for handling the complaint and striving to arrive at a prompt, equitable solution.

Occasionally, an employee's complaint involves his/her supervisor, or the employee does not feel the matter has been resolved by the supervisor. In such an instance, the employee should feel free to file a formal grievance. The employee may appeal a complaint through to the college Chancellor. In the event that the complaint is appealed beyond the Chancellor level, the LCTCS President will respond to the appeal through a procedure established by the system President.

When an employee feels he/she is being discriminated against because of race, color, sex, ethnic origin, religion, age, veteran status, sexual orientation, or disability and is not able to discuss this issue with his/her supervisor, the employee should refer to the SLCC policy on harassment.

Only those grievances that are not eligible for appeal to the Director of Civil Service or the Civil Service Commission shall be processed through the LCTCS grievance policy. Under certain circumstances, Civil Service classified employees should use the Civil Service procedure for appeals and hearings rather than the LCTCS system grievance policy.

Upon completion of the grievance process, all records are maintained by Human Resources for a period of three (3) years.

Dismissal

Employment and compensation with South Louisiana Community College is "at will" in that employees can be terminated with or without cause, and with or without notice, at any time, at the option of either South Louisiana Community College or the employee, except as otherwise provided by law.

"Just cause" for dismissal from the College may include—but is not limited to—conduct seriously prejudicial to the College, insubordination, theft, neglect of duty, illegal use of drugs or alcohol, inefficiency, incompetence, unsafe action, property damage or misuse, falsifying records, or concealing improper actions. SLCC is required to terminate the employment of a convicted felon, in accordance with state law (*Louisiana Revised Statutes 42:1414*).

General Policies/Procedures

Bulletin Boards

Bulletins and bulletin board(s) are our "official" way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin board(s). Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted on it.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on South Louisiana Community College bulletin board(s), see your supervisor for instructions.

College Facilities

Outside groups may request the use of South Louisiana Community College's facilities. Generally, outside groups will be charged a rental fee for the use of facilities and may be required to purchase insurance to cover any liabilities that may arise. All outside individuals or groups using College facilities must sign a contract releasing the College of any liability. Outside individuals or groups sponsoring major events on campus must present a certificate of liability insurance in addition to holding the College harmless to any claims for personal damages. In some circumstances, the College should be named an additional uninsured party on such policies.

Correspondence Management

It is extremely important that the College be appropriately represented in relation to public and private agencies, philanthropic entities, governmental units, grant-sponsoring agencies, and other external agencies. Therefore, it is important that all offices receiving request to make representative statements regarding College concerns, clear the release of information with the Office of the Chancellor.

Dress Code/Personal Appearance

Clothing and professional appearances are important and help create the first impression to our customers and the community. Extremes with respect to hairstyles and grooming may also project an unprofessional image. Employees (staff, student assistants and faculty) are expected to be neatly dressed in appropriate attire for their position.

The dress code will remain in effect Monday through Friday throughout the year, unless relaxed by the Appointing Authority or her designee for seasonal reasons or specific functions or programmatic reasons (Automotive, Welding, Nursing). The College reserves the right to interpret and apply this dress code with respect to employee attire and professional appearance. Employees found to be in violation of the dress code by their supervisors or any other Administrator may be sent home to change. In the event of

repeated violations disciplinary action may be taken, up to and including termination of employment.

Forbidden Attire

Jeans, shorts, flip-flops, beach shoes, slippers, athletic shoes, T-shirts, revealing tops (Ex. Low-cut blouses, halter tops, tank tops) and sports attire are not to be worn in the office.

Exit Interviews

In instances where an employee voluntarily leaves our employ, South Louisiana Community College management would like to discuss your reasons for leaving and any other impressions that you may have about South Louisiana Community College. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements. All information will be kept strictly confidential and will in no way affect any reference information that South Louisiana Community College management will provide another employer about you. All college property (I.D. cards, keys, books, equipment, etc.) must be returned at the exit interview.

Expense Reimbursement

You must have your supervisor's written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of South Louisiana Community College. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your supervisor.

If you are asked to conduct South Louisiana Community College business using your personal vehicle, you will be reimbursed based upon the most current government accepted rate per mile or the cost of purist airline accommodations, whichever is less.

First Aid

Federal law requires that we keep records of all illnesses and accidents which occur during the workday. The Louisiana State Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your supervisor for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. Federal law also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information. (Office of Risk Management)

Gifts and Favors

As a College employee, you may not accept anything of economic value as a gift or favor from any person who does or seeks to do business with the College, whose activities are regulated by the College, or whose interests may be affected by your performance or nonperformance of duty.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times -- it is a required safety precaution.

Easily accessible trash receptacles are located throughout the building. Please put all litter in the receptacles. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repairing or replacing to your supervisor immediately.

Keys

All buildings should be locked to maintain additional security after normal business hours. Faculty, staff and students may be issued keys to campus buildings upon the recommendation of the supervisor, department head, and vice chancellor in accordance with established procedures.

Keys are issued for entry to campus buildings to conduct official business only.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence.

An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to institutional property resulting from failure to do so.

Special assignment of keys, where required, (such as to contractors, auditors, consultants, etc.) may be authorized by the appropriate Vice Chancellor.

All keys issued remain the property of the college and shall be returned under the following conditions: (1) transfer to another department of building; (2) termination of employment; (3) written request from supervisor or department head; and (4) leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their key if authorized to have access to the building during the leave period. It is the responsibility of the supervisor to ensure that all keys are returned.

In no case is a key to be transferred from one individual to another or to be obtained from any source other than from the institution. When any transfer or duplication of a key is

made or used without official consent, the key shall be recovered and the individual(s) involved reported to the appropriate supervisor for disciplinary actions.

The loss or theft of any key is to be reported immediately to the supervisor, who in turn will notify property management.

Applications for keys are made on a Key Use Authorization and Acceptance Form Record Form. Keys may be obtained by presenting an approved Key Record Form to the Facilities Manager. Forms are available from the Facilities Manager.

Layoff and Recall

In the unlikely event of a reduction in workforce, employees will be laid off based on less skills and abilities as well as less seniority. Please understand that if the skills and abilities of two employees are equal, seniority will be the determining factor in the layoff decision.

However, when it's necessary to recall employees from layoff status recall will be in reverse order to the layoff. Recall will be made by mail to your last known address or by telephone call. Failure to respond to the recall within two (2) days of notice will be considered a voluntary resignation. Laid off employees must keep South Louisiana Community College informed of any change in mailing address or telephone number. Employees will lose their seniority if laid off for more than three (3) months.

If you leave the area plan to leave the area, or you are unreachable for a period of time, please feel free to contact your supervisor or the Human Resources Office to let us know you are interested in returning to work.

Personal Phone Calls and Mail

Telephone bills have plummeted; therefore, please keep personal phone calls to a minimum. Telephone calls must not interfere with your work. You are permitted to make limited local area calls on South Louisiana Community College telephones for essential personal business during lunch periods only. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

Please do not use South Louisiana Community College as a personal mailing address, and do not place personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is considered as theft.

Personal Use College Property

In some instances, employees may be allowed to borrow certain South Louisiana Community College tools or equipment for their own personal use while on our premises. In no instance may this be done off the premises, or without prior management approval. You understand and agree that South Louisiana Community College is not liable for personal injury incurred during the use of South Louisiana Community College property for personal

projects. As a South Louisiana Community College employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Procurement Procedures

The purchase requisition is used to initiate the purchase of goods and services (subscriptions, repairs, supplies, equipment, etc.) and is completed by the requisitioner. Employees must have written authorization (requisition, purchase order, etc.) prior to incurring an expense on behalf of the institution. South Louisiana Community College will assume no obligation to pay for any purchase unless the order was authorized and approved.

Purchasing Cycle:

- (1) Requisition
- (2) Encumbrance
- (3) Purchase Order
- (4) Receiving Dept
- (5) Accounts Payable
- (6) Invoice
- (7) Payment

REQUIRED SIGNATURES			
Travel Request	Contract	Personnel Action	Requisition
Traveler	Supervisor	Budget Unit Head	Requisitioner
Supervisor	Contractor	Human Resources	Supervisor
Vice Chancellor Academic/Student Affairs	Witness Vice Chancellor Academic/ Student	Vice Chancellor Academic/Student Affairs Vice Chancellor	Vice Chancellor Academic/Student Affairs
Vice Chancellor Administration/ Finance	Affairs Vice Chancellor Administration/ Finance	Administration/ Finance Chancellor	Vice Chancellor Administration/ Finance

PROCUREMENT GRID		
Request to/for	Form Required	Location of Form
Purchase goods/services	Requisition	Business Office
Purchase professional services	Contract	Business Office
Travel	Travel Request	Business Office
Travel Reimbursement	Travel Expense	Business Office
Office keys	Key Record	Physical Plant
Personnel request	Personnel Action	Personnel Office
Use campus vehicle	Travel Request	Business Office

Search Process

The search for administrative and faculty personnel is an extremely important function at South Louisiana Community College. Full awareness of the legal parameters created by the various civil rights laws, federal laws and state laws mandates specific treatment and prohibits certain actions and is absolutely imperative when searches are undertaken. South Louisiana Community College will ensure that the following will be implemented at all levels of administration:

- Recruit, hire, place, train and promote in all job classifications without regard to non-merit factors, such as race, color, age, religion, sex, national origin, disability veteran status, or any other factor protected by law, except where there is a bonafide occupational qualification.

Personnel with responsibility for recruitment, appointment and placement, are charged with the responsibility of seeing that this policy is successfully implemented by giving it full support through active cooperation and example.

In order to begin the search process, a notice of vacancy must be forwarded to the Human Resources department by the Executive Committee to begin the process. Once the posting is approved a series of guidelines listed below will be followed if a direct appointment to the position can't be made.

******If there is a full-time faculty or staff member in a temporary appointment who is deemed by his/her supervisor and respective Vice Chancellor to satisfactorily fill the permanent position, the appointing authority (the Chancellor) has the ability to directly appoint the individual**

1. Position will be posted for a period of 10 calendar days

- a. Posting areas include our college website, web boards (local and national) and print ads. Postings are determined by the type of position posted.
2. Once the position is posted a diverse committee will be identified that excludes the immediate Supervisor of the posted position. This committee must include at least three members and be diverse in gender and race. When possible it is important to include Colleagues from different areas of the college that interact with the posted position.
3. The Committee chair will work with the appointed committee to develop questions relevant to the positions and general character questions. These questions must be submitted to Human Resource department for approval.
4. Once the position posting closes the Human Resources Department will prepare all qualified applicants and forward to the committee chair electronically so that any committee member without SLCC "I-drive" access can obtain applicant material.
5. Unless approved by the appointing authority a search must have at least four qualified candidates in order to move the search to committee review.
6. The committee chair will notify HR of expected interview dates and candidate selection in writing for documentation purposes.
7. At the time of interviews all candidates will be required to sign a release form authorizing a background check in the event they are a final candidate.
8. Once applicant interviews are completed the committee will recommend the three top applicants for final interviews with the positions immediate Supervisor and respective Vice Chancellor, or their designated appointee. In the event the committee does not have three applicants to send forward the committee chair must notify the Human Resources Department.
9. Once final interviews are completed background checks will be done and references will be checked. (Supervisors may request a debriefing with the screening committee but it is not required.)
10. The respective Vice Chancellor or immediate Supervisor will make an offer verbally to the selected candidate and once the position is accepted terms of the offer will be made in writing via electronic communication to the candidate and the Human Resources Department.

Property and Equipment Care

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and South Louisiana Community College. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Registration of Campus Events

To avoid scheduling conflicts on campus, all organizations (student, faculty, administrative, staff and community) and College offices are requested to coordinate their activities through the Office of Public Relations, which has the responsibility for keeping the College calendar. Request for scheduling an activity and/or space must be requisitioned at least two (2) weeks in advance.

Resignation

While we hope both you and South Louisiana Community College will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with South Louisiana Community College. If you anticipate having to resign your position with South Louisiana Community College, you are expected to notify your supervisor at least two (2) weeks in advance of the date that you must leave.

Return of College Property

Any South Louisiana Community College property issued to you, such as tools or uniforms, must be returned to South Louisiana Community College at the time of your dismissal or resignation, or whenever it is requested by your supervisor or a member of management. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all South Louisiana Community College activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your supervisor or department head may post other safety procedures in your department or work area:

- * Avoid overloading electrical outlets with too many appliances or machines.
- * Use flammable items, such as cleaning fluids, with caution.
- * Walk -- do not run.
- * Use stairs one at a time.
- * Report to your supervisor if you or a co-worker becomes ill or is injured.
- * Ask for assistance when lifting heavy objects or moving heavy furniture.
- * Smoking is not permitted in any of the campus buildings.
- * Keep cabinet doors and file and desk drawers closed when not in use.
- * Never empty an ashtray into an open receptacle.

- * Sit firmly and squarely in chairs that roll or tilt.
- * Wear or use appropriate safety equipment as required in your work.
- * Avoid "horseplay" or practical jokes.
- * Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- * Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else.
- * Keep your work area clean and orderly, and the aisles clear.
- * Stack materials only to safe heights.
- * Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- * Watch out for the safety of fellow employees.
- * Use the right tool for the job, and use it correctly.
- * Wear gloves whenever handling castings, scrap, barrels, etc.
- * Avoid bringing children to the workplace.
- * Operate motorized equipment only if authorized by your immediate supervisor. All operators must be licensed by South Louisiana Community College.

Remember that failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Security

Maintaining the security of South Louisiana Community College buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- * Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible;
- * Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise;
- * When you leave South Louisiana Community College's premises make sure that all entrances are properly locked and secured.

Solicitations and Distributions

In order to minimize personal inconvenience and interference with the orderly operations of the College, no employee shall sell, solicit, or promote subscriptions, pledges, memberships or other types of support for any drives, campaigns, causes or organizations nor distribute or circulate leaflets, pamphlets, circulars, cards or other literature on institutional property during working hours (8:00 a.m. - 5:00 p.m.) or in work areas, unless

specifically authorized by the Chancellor or his designated representative. Employees should not solicit monies, goods or services from anyone or any organization on behalf of South Louisiana Community College without prior notification to and approval from the Office of the Chancellor. Failure to adhere to this policy may result in disciplinary actions.

Theft

Property theft of any type will not be tolerated by South Louisiana Community College. Although taking small items of South Louisiana Community College property may seem inconsequential, the cumulative effect can be very large. Stealing from the South Louisiana Community College is like stealing from yourself. Losses from theft immediately affect our ability to increase salaries and can jeopardize the profitability of the South Louisiana Community College.

We consider property theft to be the unauthorized use of South Louisiana Community College services or facilities or the taking of any South Louisiana Community College property for personal use.

The penalty for any incidence of unauthorized possession or removal of South Louisiana Community College property is immediate dismissal. All examples of unauthorized possession or removal of South Louisiana Community College property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. If you are dismissed because of unauthorized possession or removal of South Louisiana Community College property, the reason for your dismissal will be provided to any future employer that contacts South Louisiana Community College. In addition, you may be subject to prosecution.

Parking

South Louisiana Community College has the responsibility of regulating vehicular traffic on all of its campuses and sites (Lafayette, New Iberia, and Franklin). The college also is responsible for ensuring that all motor vehicles and bicycles used on campus follow college guidelines for orderly and safe operation. All motor vehicles are to be registered immediately upon student enrollment or employment. Vehicle registration carries no fee. Parking tags are to be displayed at all times when a vehicle is on campus.

It is the responsibility of all faculty, staff, and students who operate a motor vehicle to register the vehicle and to obtain a current parking tag. Vehicle registration is handled through the Campus Security Office. In Lafayette, 320 Devalcourt Street, Room 142 (337-521-8914) or in New Iberia, 908 Ember Drive, Administrative Office (337-373-0185).

Anyone operating a vehicle outside of College guidelines will be subject to vehicle citations, fines, immobilization, and towing. Students/staff who develop a pattern of disregard for college parking and operation guidelines face the added penalty of losing campus parking privileges.

Traffic Violations

If you are authorized to operate a South Louisiana Community College vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations incurred.

Travel

Employees are encouraged to participate in professional activities. When travel is required, all reasonable expenses for official travel shall be reimbursement in accordance with the institutional travel policies. A Travel Request Form must be completed and approved five (5) working days prior to departure. Electronic or paper copies of the Travel Request and Travel Expense Report forms are available from your supervisor or the Business Office.

Unauthorized Employment

Any supervisor, administrator, or official of South Louisiana Community College who either willfully or unintentionally allows, coerces, or otherwise permits a prospective full-time or substitute employee to begin working prior to obtaining official approval, perpetuates an act that shall be cause for disciplinary action.

Unauthorized Purchases

Authority to purchase from off-campus sources and commit College funds from any source (state, federal, or grant funds or student fees) is vested in the *Office of Purchasing*, which is responsible for obtaining prices for all requisitioned items and issuing printed purchase orders.

Unless specifically authorized by the Office of Purchasing and appropriate administrative offices, you may not obligate the College for any purchase. Those employees who, without prior approval, incur charges against the College will be held responsible for such charges. Similarly, if you make purchases with personal funds without prior authority, in expectation of reimbursement from the College, you will ordinarily not be reimbursed, regardless of the circumstances. When an emergency situation exists that requires an immediate purchase, the Office of Purchasing should be contacted by telephone for assistance.

Any supervisor, administrator, faculty, staff member or official of South Louisiana Community College who purchases goods and services prior to obtaining official approval is subject to disciplinary actions.

All goods, except for specialty items, must be officially received in the Receiving Department prior to being delivered to their departmental destination(s). Any deviation from this policy will constitute an unauthorized receipt.

Under no circumstances should one assume possession of goods from a vendor, or obligate the College in any indebtedness, prior to proper delivery and receipt of said good in the College's Receiving Department. Receipt (and subsequent use) of goods by an employee of South Louisiana Community College without adherence to the receiving policy is subject to disciplinary action.

Use of College Vehicle

If you are authorized to use a South Louisiana Community College vehicle for South Louisiana Community College business, you must adhere to the following rules: (1) No vehicle may be operated in violation of state or local laws and no traveler may operate a vehicle without having a valid U S driver's license (2) safety restraints shall be used by the driver and passengers of the vehicle; (3) all accidents, major or minor, shall be reported first to the police department and the accident report shall be completed as soon as possible and sent to the Office of Risk Management; (4) all purchases made on state gasoline credit cards must be signed for by the approved traveler making the purchase; and (5) state-owned vehicles may be used for out-of-state travel only if permission of the department head has been given prior to departure.

Visitors

Our insurance coverage and good common sense prohibits unescorted visitors in our facilities. Visitors are not permitted on South Louisiana Community College property without prior permission from your supervisor; no visitors are permitted in restricted working areas. If you are expecting visitors, please request permission from your supervisor and ask your visitors to see your supervisor when they arrive.

To provide adequate supervision for children on the College's campus in order to prevent accidents - regular visits by children in the workplace are prohibited. Failure to adhere to this policy may result in disciplinary action.

Violations Of Policies

You are expected to abide by the policies in this manual. Failure to do so may lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards Of Conduct" in the "Employment" section of this manual. This list is not to be considered all-inclusive.

South Louisiana Community College

South Louisiana Community College is a two-year college approved by the actions of the Louisiana State Legislature and the Board of Supervisors for the Louisiana Community and Technical College System.

South Louisiana Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, for questions about the accreditation status of South Louisiana Community College.

Main College Campuses: 320 Devalcourt Street
Lafayette, LA 70506
(337) 521-8896 voice
(337) 262-2101 fax

College Sites:

New Iberia

908 Ember Drive New Iberia, LA 70560

Teche

609 Ember Drive New Iberia, LA 70562

Franklin

1013 Perret Street Franklin, LA 70538

C.B. Coreil

1124 Vocational Drive Ward 1 Industrial Park
Ville Platte, LA 70586

TH Harris

332 East South Street Opelousas, LA 70570

Evangeline

600 South Martin Luther King Jr. Drive
St. Martinville, LA 70582

Gulf Area

1301 Clover Street Abbeville, LA 70510

Acadian

1933 W. Hutchinson Crowley, LA 70526

Lafayette Location

Aviation Maintenance Technology Department
205 Shepard Drive
Lafayette, LA 70508

Opelousas

TH Harris Extension
6165 I-49 Service Rd
Opelousas, LA 70570

South Louisiana Community College assures equal opportunity for all qualified persons without regard to race, creed, color, marital status, sexual orientation, religion, sex, age, national origin, physical or mental disability, or veteran's status in the admission to, participation in, and treatment of employment in the programs and activities of the College.

This catalog contains the curricula, offerings, and requirements in effect at the time of its publication. These elements may be altered from time to time during the period of the Catalog to fulfill the purposes and objectives of the College. Students are cautioned that the provisions of this Catalog do not constitute an offer for a contract, which is accepted through registration and enrollment in the College. Also, any fees, charges, or costs set forth in this Catalog are subject to change at any time without notice. Students must take the initiative in ascertaining and meeting the requirements of the particular program in which they are enrolled at any time within their period of study at the College.

