



Employee Handbook

Mansfield Campus- branch campus
Minden Campus- main campus
Shreveport Campus- branch campus

*9500 Industrial Drive
Minden, LA
318-371-3035*

PURPOSE

The purpose of this manual is to increase the understanding of College matters and encourage fair and consistent treatment of employees throughout the Northwest Louisiana Technical Community College (NLTC) community. The manual is designed to allow revisions, additions, or deletions and it will be reviewed for accuracy on a biennial basis. Employees are encouraged to assist in the revision of this document by notifying the Human Resources Department whenever problems are encountered or improvements can be made. As revisions become necessary, Human Resources will notify the holders of this manual of the amended pages.

NLTC believes entirely in the policies and procedures described herein; however, the State College reserves the right to modify or change any and all such plans, policies, and procedures in whole or in part. This document is not intended to cover every contingency and condition that may arise during employment. The information presented is not contractual, nor is it to be construed to constitute a contract between NLTC and any one or all of its employees, nor does it form any part of the terms and conditions of employment of any employees, or create any obligation on the part of the College by reference or otherwise.

All statements referenced in this document have been summarized from current policy and are regarded as the official policies of the College. The College maintains the right to change official policy and procedures in this document as needed and maintains as well the right to implement changes in local campus practices. Any changes to current College or Supervisors for Louisiana Community and Technical Colleges policy or practices supersede the information in this handbook.

USING THE GUIDE IN CONJUNCTION WITH OTHER PUBLICATIONS

The Employee Handbook is designed to be used in conjunction with the following publications:
Civil Service Guidelines

The Civil Service Guidelines and the Louisiana Community Technical College Services, Policies, and Procedures provide current information to employees regarding their employment at NLTC. These publications contain information such as employee categories, employment standards, employee benefits, payroll procedures, performance review, employment status changes, disciplinary actions, as well as other information.

Equal Opportunity Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

Northwest Louisiana Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Northwest Louisiana Technical Community College does not discriminate in its hiring or employment practices.

EQUAL OPPORTUNITY POLICY OBJECTIVES

NLTCC is firmly committed to a policy of equal opportunity for all its employees and all applicants for employment. It is the policy of the College to comply with all laws related to equal opportunity in all personnel actions that affect employees or persons seeking employment.

We therefore administer:

- Recruiting
- Hiring
- Working conditions
- Benefits
- Compensation
- Company-sponsored training educational assistance upgrades and promotions
- Downgrades and demotions transfers
- Termination of employment layoffs and recalls
- Discipline
- Social and recreational programs and family programs

Without unlawful discrimination on the basis of:

- Race
- Color
- Creed
- Religion
- National Origin
- Citizenship
- Sex
- Marital Status

- Sexual Preference of orientation
- Age
- Physical or Mental disability

It is the responsibility of all employees' in a leadership position to monitor the progress of their organization's efforts to achieve a bias free environment within their workplace. As a State Employer, NLTCC is required by federal law and executive orders to develop written Equal Opportunity Policy Statements for minorities and women and for individuals with disabilities, disabled veterans, and veterans of the Vietnam era.

REASONABLE ACCOMMODATION REQUEST

NLTCC will provide reasonable accommodations for the physical and/or mental impairments of applicants and employees with disabilities when necessary and appropriate.

If you require some type of accommodation, you should:

- Discuss the situation with your supervisor
AND
- Contact the Department of Human Resources

SELF-IDENTIFICATION PROGRAM

Employees are encouraged to self-identify and make NLTCC aware of their status as an individual with a disability, a special disabled veteran, or a veteran of the Vietnam era. This is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit about your disability or covered veteran status will be kept confidential, except that (I) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary reasonable accommodations, (II) first aid and safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment, and (III) Government official engaged in enforcing laws administered by the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) or the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are consistent with Section 503 of the Rehabilitation Act or Section 402 of the Vietnam Era Veteran's Readjustment Assistant Act.

ABOUT TECHNICAL EDUCATION

Our technical college campuses offer a vast number of classes and programs that teach high demand skills needed to get a job, to cross-train for different positions, or retrain for a new career.

Often times, technical college students participate in real workplace situations, giving them real life experiences. For instance, if a student is interested in becoming an auto mechanic, they will work on engines and auto bodies under the direction of a certified instructor. Or, if they are in nursing program, part of the instruction will be spent in a clinic.

Through technical education, students are prepared for more than a good paying job. Technical colleges are the beginning of a career pathway for students. Currently, technical college campuses provide workforce training for the State of Louisiana, and have always been a place of access and opportunity for all Louisiana citizens. Their main focus is to provide skilled employees for business and industry that contributes to the overall economic development and workforce needs of the state.

OUR MISSION

Northwest Louisiana Technical Community College is committed to providing quality workforce training and transfer opportunities to students seeking a competitive edge in today's global economy.

OUR VISION

Northwest Louisiana Technical Community College is a valued and integral partner in a prosperous and vital region.

NLTCC VALUES

The beliefs that guide our actions, activities, and decisions as a college:

- ***Innovation:*** Encourage and reward new ideas, proactive thinking and use of evolving technology
- ***Collaboration:*** Work cooperatively in a supportive environment; make the best use of our resources by working collaboratively with community, business, education, economic, and nonprofit partners
- ***Accountability:*** Maintain effective and efficient programs and services; accept responsibility for our actions and follow through on our agreements
- ***Respect:*** Foster trust, courtesy and open communication; create an inclusive college community where all students and employees feel welcome and supported in achieving their goals
- ***Excellence:*** Focus on quality in programs and services; use both qualitative and quantitative data in making decisions

HISTORY of LTC

The Louisiana Community and Technical College System Board of Supervisors constitutionally governs Louisiana's postsecondary technical education system. The Board meets monthly and is comprised of fifteen members appointed by the Governor.

Since the 1930s vocational education has been afforded to the citizens of Louisiana through a system of postsecondary technical education, which also provides technical training to secondary high school students.

- Originally known as "Trade Schools", Louisiana's technical colleges began with the establishment of the first campus in Bogalusa in November of 1930.
- In 1936 a second school came into existence in Shreveport.
- As the result of passing the Vocational Education Act of 1946, the building of technical campuses continued. Between 1950 and 1957, a total of 17 additional schools were constructed, bringing the cumulative total of state-operated post-secondary technical schools to 27.

DEMOGRAPHICS OF NORTHWEST LOUISIANA TECHNICAL COMMUNITY COLLEGE

Northwest Louisiana Technical Community College consists of six parishes in northwest Louisiana: Bienville, Bossier, Caddo, Claiborne, Desoto, and Webster. The district is served by three campuses of the NLTC: Mansfield, Minden, and the Shreveport Campus.

GOVERNING BOARD

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) is the clearly defined, legally constituted governing board for the college. The LCTCS Board was established in the state constitution after a vote of the citizens of the state. Senate Bill Number 1, a joint resolution, and Senate Bill Number 2 of the First Extraordinary Session of 1998, which called for the amendments to the state constitution, set the effective date for the Board as July 1, 1999, and also list the changes which were made to the constitution and the Revised Statutes (RS) in order to set up the Board. LCTCS is composed of two divisions, the Technical College division and the Community College division. The powers and duties of the LCTCS Board are established in the Louisiana constitution in Chapter 8, Section 7.1.

The LCTCS Board operates under the Board of Regents, which oversees all public postsecondary education. The Board of Regents for Higher Education is established by the Louisiana constitution in Chapter 8, Section 5.

The LCTCS Board is composed of fifteen (15) members appointed by the Governor plus two (2) additional student members. The current members of the LCTCS Board can be found at the website: lctcs.edu/board/

ADVISORY COUNCIL

There are many facets involved in the successful operation of a technical community college, which cannot be accomplished by the administrative staff alone, nor can they be delegated to one specific individual. A general Advisory Council is organized for Northwest Louisiana Technical Community College.

The Advisory Council exists for the purpose of maintaining contact with community and industrial leaders who serve the college in various ways. This council is composed of a cross-section of business and professional leaders.

The most current listing of these members can be obtained from the Administrative Office at the main campus. The council members assist in the promotion of technical education and in maintaining good industrial and community relations. In addition, the members serve as consultants in:

- Approval of mission.
- Approval of strategic plan.
- The development of new programs.
- Community surveys.
- Acquisition of funds.
- Establishment of special classes to meet industrial and business needs.
- Advising in situations where specialized or technical knowledge is needed.
- Promoting the general welfare of the college.

OCCUPATIONAL ADVISORY COMMITTEES

Occupational Advisory Committees are composed of several individuals who are closely associated with business or industrial activities related to each department's special area of training. The intent and purpose of the committees is to lend professional and expert advice on how their department can best meet the needs of business and industry in the area. The members serve in a consultant capacity advising on the initiation of new programs, curriculum revision, updating present programs, and possibly phasing out existing programs which are no longer needed in a particular area. Occupational Advisory Committee Minutes of Meetings are kept in each department area as well as the Administrative Office at each campus.

ACCREDITATION

Northwest Louisiana Technical Community College is accredited by the Accrediting Commission of the Council on Occupational Education (COE).

Address of COE:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

PH: (800) 917-2081

FX: (770) 396-3790

council.org

PROFESSIONAL DEVELOPMENT

In-Service Training

Statewide training programs (workshops) or conferences are offered in specialized areas of training such as Health Occupations, Welding, Networking, etc. A college-wide Convocation is held in the fall and spring before classes begin where all faculty and staff come together to discuss various issues within the college. In-service meetings are also held throughout the year as needed and are usually facilitated by a printed agenda detailing major topics. All staff members are encouraged to submit items for discussion prior to the meeting; however, any item of concern may be introduced during the meeting. Instructors are encouraged to maintain an in-service reference file utilizing the printed agenda and notes.

Business and Industry Visits

The instructor should make enough business and industry visits to keep abreast of the needs of industry. These visits should be made during the hours outside of regular class hours or at other times when classes are not being held. A minimum of two (2) industry visits per year is required but more are encouraged. The visits should create goodwill for the school, introduce the instructor to new technological changes, and offer an opportunity to explore the validity of the training offered. When an instructor leaves school to visit business or industry after classes, he/she should notify the supervisor.

Industrial visits made by the instructor and students may be scheduled any time during the school day, provided notice of such plans are given to administration a week in advance. Such plans must have the approval of the Campus Dean. Instructors are responsible for making arrangements with the business to be visited, so the business or industry can make preparations for the visit.

After each visit to industry, a Business and Industry Form must be completed and submitted to the Administrative Office the next morning. This provides documentation for the visit and for the early sign out on the previous day.

College Courses

Tuition exemption and educational leave is available to most employees in accordance with the *NLTCC Tuition Exemption/Continuing Education Policy 6.005*.

Committees

Various staff committees are maintained to handle particular situations in connection with the College. Assignments to these committees are made based on specific abilities and interests. Each staff member is expected to contribute to the work done by these committees.

Accreditation Self Study Committees

Northwest Louisiana Technical Community College is an accredited member of the Council on Occupational Education. To maintain accreditation, our College must continuously review our objectives and procedures in the light of our mission. Employees will be expected to perform various tasks of our continual self-study such as committee duties.

Occupational Advisory Committees

Advisory committees for each individual program have been established to provide more direct contact between instructors, the College, and the business and industry community. In addition to scheduled meetings, individual informal meetings between instructors and the committee members are held as often as needed to improve or promote the program.

Programs Requiring Professional Licensure

Instructors who are required to hold professional licenses to practice in Louisiana must have these licenses inspected annually by appropriate campus administration.

GENERAL INFORMATION

Each employee of Northwest Louisiana Technical Community College is expected to display a sense of professionalism and a feeling of loyalty to the school at all times. The responsibility for developing in students desirable attitudes and character traits, as well as developing their occupational skills and work habits, is incorporated into our mission; therefore, every employee should make an earnest effort to instill in students the lesson that good public relations, loyalty to one's employer, and cooperation with one's coworkers are character traits of the utmost importance in all fields of employment. These lessons are best taught by example.

Scope of Authority

Instructors have the authority and are expected to deal professionally with the problems that may arise daily in the realm of student discipline, enforcement of College policy, procedures, and safety measures. When instructors are unsure of department or College policy, they should seek clarification and assistance from the administration. Situations related to the area of guidance that cannot be handled effectively in the department should be referred to Student Services. The instructor may refer the student or work jointly with Student Services for special counseling. It is imperative that the instructor act within prescribed department or College policies in order that effective solutions to problems are achieved.

Support of Administrative Policies

Administrative policies, as in all other organizations, have evolved over a period of time extending back to the establishment of the school. As in all other working situations, some of these policies will at times prove to be inconvenient to an individual employee. However, they are designed and maintained to serve the best interests of the school. Therefore, all employees are expected to give their wholehearted support to all school policies.

Display of Professional Attitudes and Performance Standards

Because of the nature of instruction being offered, techniques, methods, and procedures will differ widely from department to department. One factor, however, remains constant—that of instructional professionalism. All employees are expected to display not only the attitudes and work habits similar to their field but also to be constantly aware of the fact that as employees, they have an obligation to be a credit to the profession of technical education.

NLTCC has made a commitment to students and to the community to provide the best service possible. In order to achieve this goal, the College has established certain standards that should help employees meet this commitment. While employed with the College, an employee should follow these guidelines. When an employee fails to meet these guidelines, a supervisor may choose to take disciplinary action as outlined in this manual. The guidelines should not be construed as complete and, when in conflict, are superseded by federal or state laws such as the State Civil Service and/or Board of Trustee Regulations.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 6.025

Title: Code of Conduct

Authority: Board Action **Original Adoption:** April 10, 2002

Effective Date: April 10, 2002

Last Revision: Initial

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. All staff members of the LCTCS must comply with the requirements of the above-referenced code that may be found as Appendix A of this system policy.

In addition to the code of ethics for all state officials and employees, all staff members of the LCTCS shall conduct themselves in a manner that is in the best interest of the LCTCS as follows:

- LCTCS employees shall adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all college and system policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities.
- Employees shall not conduct private business using system/college staff, equipment, systems, information processing resources (to include, but not limited to, hardware, software, communications networks, physical facilities, personal computers and printers, e-mail and voice mail), supplies or facilities; nor transport or use system/college equipment, systems, supplies or facilities for personal purposes.

- 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.
- Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college or system.
- Employees of the LCTCS 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.
- Employees of the LCTCS shall not participate, 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 financial benefit to the employee.
- Employees of the LCTCS are required to maintain a courteous, professional, objective attitude and appearance in the conduct of his/her job responsibility. No employee's conduct shall impede or disrupt other employees from carrying out their duties.
- Any LCTCS employee convicted of a felonious act shall immediately inform the college chancellor and/or system office president. College chancellors shall immediately inform the system president of such notification. Violation of this code of conduct may result in disciplinary action, up to and including termination of employment.

Unacceptable Standards of Conduct

The employees of NLTC should always conduct themselves in a dignified and professional manner. Behavior that is incompatible with the mission and goals of the College will not be tolerated.

The following is a list of activities that violate accepted norms to such a degree that they may necessitate separation from employment. All cases involving any of these activities will be reviewed by the Chief Human Resources Officer to determine what action will be taken.

- **Theft**
Employees should not take the property of other employees, students, visitors, or the College.
- **Fighting**
Fights that take place on any campus of NLTC will not be tolerated. Self-defense is not regarded as a valid excuse for fighting unless it is evident that this is the only way to escape serious physical harm. Fighting includes inciting, provoking, or instigating fights.
- **Misrepresentation or Falsification of Records**
The misuse of employee status or intentional falsification of statements made on the employment application will not be tolerated. Any employee who intentionally misrepresents his time on a time sheet has committed fraud.
- **Insubordination**
An employee is expected to carry out all legitimate or valid orders or requests made by his/her supervisor. An employee who willfully refuses to perform duties as designated by his/her

supervisor or who intentionally displays a lack of respect by word or action may be considered insubordinate. Insubordination may be grounds for immediate dismissal.

- **Violations of Law**

Any on-campus violations of criminal statutes of the city, state, parish or federal government will not be tolerated.

Outside Work

Each employee is required to put in the regular working hours shown on the work schedule. They are also expected to come to work mentally and physically prepared to do a completely creditable job. Some employees have outside businesses or hold part-time jobs during their leisure time. This is not objectionable to the administration as long as the work is not done during working hours, does not interrupt class instruction, does not utilize school supplies or equipment, and does not interfere in any way with an employee's ability to contribute his/her best to this school. This situation has the advantage of keeping employees in touch with the everyday changes in their field. If you do hold another position outside of your NLTC position, you need to see Human Resources to complete an *NLTC Outside Employment form*.

Use of School Facilities

Under no circumstances should state property, equipment, supplies, or materials be used other than for official technical college business. This technical community college is an educational institution, not a repair or service facility. Work for charitable nonprofit organizations, and other state agencies is sometimes done for the public good; however, in each case, prior approval and arrangements must be made with the Dean. In each of the above cases, the cost of all materials and supplies must be paid for by the assisted organization or agency.

Employee College-Related Business

The College prohibits any employee from performing college-related business directly related to the employee or for any of the employee's family members. This includes, but is not limited to, adding or dropping courses, changing schedules, posting or removing fines, fees, or other fiscal matters. All transactions relating to an employee or his or her family members must be given to the employee's immediate supervisor for approval and completion.

Public Relations

While the school administration is primarily responsible for public relations activities in the community, faculty members must be aware of their responsibility to do their part in carrying out this important phase of the program. Instructors are called upon at times to give presentations of the different areas of training offered at the school to various groups interested in technical education. They are also occasionally expected to assist state agencies and civic organizations with projects requiring specialized services. Instructors are expected to always keep in mind that as a faculty member they represent the school, and it is their duty to promote good public relations between the school and all individuals, groups, and

businesses with whom they come in contact. It is the duty of each employee to exhibit to the public an image that will reflect the high quality of training being offered at the technical college.

Student Class Schedules

Class schedules vary by campus and by program.

School Calendar

The Louisiana Community and Technical College System adopted the following policy relative to school calendars. Technical community colleges are open a minimum of 238 days per fiscal year, inclusive of semester breaks. Personnel not attending workshops during semester breaks are required to be at their respective schools or on approved leave.

Annual, sick, compensatory, or some other type of leave will be charged for any time personnel are not at their respective schools other than those days that are listed on the approved school calendar as being holidays when the school is closed. The school calendar is developed to follow the school's academic year. Copies of this calendar are distributed to faculty and staff members as soon as College administration approves them. A calendar showing the holidays and school closures for the school year will be given to all personnel.

Working Hours

The employee must be present, on the job, for every scheduled workday. NLTC can only operate at optimum efficiency when every employee understands the value of his/her position and accepts this responsibility.

The faculty's normal working hours may vary depending on the campus and program area. Instructors may be required to work flexible schedules when needed. Usually, six hours a day is allotted to instruction. Instructors should utilize the time before and after class in preparation of the next day's instruction, student conferences, preparation of reports, lesson plans, grading and recording, departmental meetings, students' progress reports, arrangement of shop, care of tools, public relations, ordering of supplies, etc. Business and industry visits should also be arranged during this time.

Administrative Office Hours Office hours for NLTC campuses:

- Mansfield Campus 7:30 a.m. to 5:00 p.m. M-TH and 8:00 a.m to 12:00 p.m F
- Minden Campus 7:30 a.m. to 5:00 p.m. M-TH and 8:00 a.m to 12:00 p.m F
- Shreveport Campus 7:30 a.m. to 5:00 p.m. M-TH and 8:00 a.m to 12:00 p.m F

Employee Attendance

NLTC expects students to attend all classes. It naturally follows that school personnel must set an example for the students to follow. When it is necessary to be absent, you will be expected to fill out a form stating the reason for the absence. If the absence is anticipated, the form should be completed and

approved by the supervisor prior to the absence. These forms can be obtained in the Administration Office or an electronic copy can be sent to you from Human Resources.

All employees must adhere to their department's standard office hours. An employee is considered tardy if he/she is not at his/her workstation, ready to work, by the scheduled time. If an employee is aware that he/she is going to be tardy (i.e., oversleeping) then a call to the supervisor is necessary.

There are three categories of absence: planned, unplanned, and tardiness. Dependable and prompt attendance is an essential function of every staff position at the NLTC. The efficiency of the entire work group is impaired if every individual is not present when expected. Planned absences such as vacations should be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum.

A planned absence must be approved in advance. Planned absences occur when an employee takes vacation, jury duty, leave of absence, compensatory time, or other scheduled absences. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A planned absence may be paid or unpaid, approved or disapproved. Any employee not reporting to work when a request for annual or compensatory leave has been denied will be considered on unauthorized leave without pay and will be subject to disciplinary action.

An unplanned absence is usually an absence due to illness, injury, or emergency. In the event of a need for an unplanned absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unplanned absence is excused or unexcused. If the employee fails to contact his/her supervisor for unplanned absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor, then the absence is unexcused/unauthorized and therefore unpaid and recorded as leave without pay. No annual or sick leave will be accrued by any employee while on leave without pay. Approval/disapproval of unplanned absence must be documented in writing by the supervisor.

Tardiness can be a planned or unplanned circumstance. An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 30 minutes or more, an employee should call the supervisor immediately. Employees who are late should make arrangements with the supervisor to make up time lost as a result of the tardiness within the same work week or will be expected to use annual leave or report the lost time as leave without pay (LWOP).

When an employee has an unplanned absence for illness or injury that lasts more than three (3) consecutive days, the human resources department should be notified by the supervisor immediately. The employee may be required to provide the human resources department with a medical release from the attending physician stating that the employee is fit to resume regular duties after any absence from work for up to 5 consecutive work days.

Excessive Absence

Unplanned absences can occur with such frequency as to become unacceptable. An employee who has excessive unplanned excused absences will be counseled by his/her supervisor, and an employee who has an unplanned unexcused absence will be counseled by the supervisor immediately upon returning to work.

Reporting For Work in an Acceptable Condition

The employee must report to work in an acceptable condition. All employees should report to work well-groomed and dressed appropriately for their department. All employees should show a willingness and ability to perform their job duties in an alert manner. An employee who does not report to work in an acceptable manner will be counseled by his/her supervisor.

Annual or Sick Leave and Leaving School Premises

Permission to leave the campus for any reason must be obtained from the supervisor prior to departure. The Dean must be notified when the instructor leaves the campus for any reason. In a one-instructor department, another faculty member must be placed in charge, or the students should be dismissed. Whenever a member of the faculty must attend a workshop or school-related activity for any period of time, information regarding the visit must be furnished to the Dean. This information should include the name of the activity or workshop, the location of the activity, and how he/she can be contacted.

Each instructor should have information available concerning class assignments and instructional plans in the event he/she must be absent. Should an instructor find it necessary to be absent from work, the supervisor and Campus Dean should be notified the morning of the absence prior to the beginning of the workday. Leave shall be taken in increments of ½ hour or more.

For extended sick leave, a doctor's statement must be attached to the extended sick leave request and FMLA may be required. The required form for sick leave is to be filed immediately upon returning to work. The required forms for annual or extended leave should be filed prior to taking leave when possible.

Family and Medical Leave

Northwest Louisiana Technical Community College has adopted the provisions of the Family and Medical Leave Act (FMLA) of 1993 for all its employees. The Louisiana Department of Civil Service applies FMLA to all full-time classified employees under General Circular No. 1126 dated October 8, 1993. It is policy of the NLTC to grant up to 12 weeks of family and medical leave during any 12-month rolling period to eligible employees, in accordance with the Family Medical Leave Act of 1993. The leave is unpaid, and allows an employee to take a maximum of 12 weeks for a qualifying event.

Employees are subject to the qualification of eligibility under the Family and Medical Leave policy. In order to be eligible for FMLA, an employee must meet all of the following conditions:

- The employee must have worked for the employer 12 months or 52 weeks. For eligibility purposes, the employee must have been on the payroll for 12 months or 52 weeks consecutively.
- The employee must have worked at least 1250 hours during the 12-month period immediately before the leave is commenced. Under the Fair Labor Standards Act, "hours worked" consists of

active on-duty time where the employee is required to be on the employer's premises, on duty or at a prescribed work place. Regular and overtime hours worked should be counted to qualifying the 1250 hours.

- The employee must work in an office or worksite where 50 or more employees are employed, by the company, or within 75 miles of that office or worksite.

If an employee is aware that FMLA will be needed, they should contact the supervisor, Campus Dean and Human Resources immediately to complete the necessary paperwork. (*NLTCC Family and Medical Leave Policy 6.013*)

Access to Employment Records

Employees have the right to know what information is contained in their personnel files and to examine those files upon request. The following people are entitled to access the information in their personnel files:

1. All active employees
2. Employees who are active but not currently working, (e.g., leave of absence, sick leave, etc.)
3. Designated representatives of an employee

Documents that may be viewed include all records that may be considered in determining an employee's qualifications for employment, promotion, transfer, salary increase, or discharge. Personnel files may be viewed only during working hours and must remain in the Human Resources Department. The employee may remove no part of the file. An employee may make notes concerning or responding to any information contained in their personnel file. No copies of information may be made unless authorized by the Director of Human Resources. A copy charge may apply.

Employment References

The College continually receives requests for information about present or former employees concerning credit, qualifications, and work performance. The Office of Human Resources will be responsible for the release of any and all data concerning current or former employees. Department heads and supervisors should refer all requests for this information to the Human Resources Department. Department heads and supervisors may respond only as a personal reference for an employee.

Confidentiality

Both law and ethics require the utmost discretion in discussing information about students or employees with anyone not entitled to the information. Employees should give out confidential information only with authorization and only to people authorized to receive it.

Certain educational, medical, and other types of records are subject to specific state and federal laws and regulations. Employees may release these records only when the request is in compliance with legal requirements and College policy. Unauthorized disclosure of legally protected information can result in civil liability or criminal penalties.

The supervisor is responsible for informing employees about specific information regarding this policy as it applies to the individual department.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Staff/Faculty Evaluation

The administration of NLTCC encourages self-evaluation, as well as informal and formal evaluation by supervisors. Since vocational education is voluntary, one may assume a program and/or instructor can be self-evaluated through class count, student retention, and the number of people on the waiting list for the course. Job placement and follow-up activities are also a barometer for instructional self-evaluation.

In order to emphasize educational excellence, the faculty and staff are evaluated on an annual basis. All employees may expect an evaluation prior to the completion of each fiscal year, usually in April or May, for the performance of duties for that year.

Performance Evaluation procedures and salary increases are described in Policy # 6.010 for unclassified personnel.

Civil Service employees are also evaluated annually in accordance with State Civil Service regulations. civilservice.la.gov

NOTE: EMPLOYEES WITH POOR OR NEED IMPROVEMENT RATINGS ARE INELIGIBLE FOR MERIT INCREASES, PROMOTIONS, UPWARD DETAILS AND PERMANENT STATUS.

Travel

Reimbursement for travel, meals, and lodging is available for any employee who is sent to another locale on school business in accordance with State Travel Regulations. For the correct procedures and forms, please contact the NLTCC Finance Department at 318-371-3035.

PAYROLL INFORMATION

Payroll schedules are published annually at LCTCS. The calendar shows the payment period and the date payroll checks are released. In order to receive a payroll check, new NLTCC employees must complete and submit the appropriate forms to the Office of Human Resources. The Office of Human Resources has all forms that must be completed by the new employee and his/her immediate supervisor in order to be paid. These forms include, but are not limited to, state and federal tax forms, general information forms, applications, and employment eligibility forms. It is important that the appropriate forms are completed thoroughly and correctly in order for new employee to be paid properly and in a timely fashion. In addition, each employee must submit and electronically sign his/her bi-weekly timesheet in LoLA at the end of each pay period in order to be paid.

Withholding Taxes

Federal and State Taxes Each employee is subject to pay federal withholding taxes based on the information provided on the Form W-4. Federal tax withholdings are taken in accordance with the most recent Internal Revenue Service Circular and are calculated based on annual earnings. It is important that all employees complete a Form W-4 in order to be paid properly. If a Form W-4 is not on file for an employee, the maximum tax deduction will be made from the employee's payroll check based on the Circular.

The College is obligated to send to the Internal Revenue Service a copy of Form W-4 received for an employee when (1) he/she claims more than 10 withholding allowances, or (2) he/she claims exemption from withholding while his/her wages would normally be \$200 or more per week. If you are exempt from withholding, your exemption for the current year expires February 16 of the new year.

Each employee is subject to pay state withholding taxes based on the information provided on the employee's Form L-4. The Form L-4 indicates the number of withholding exemptions and credits claimed. State tax withholding is taken in accordance with the most recently completed Form L-4 on file in the Office of Human Resources. State taxes will be withheld at the maximum amount allowed if no Form L-4 is on file.

If an employee is subject to contribute to the FICA (Federal Insurance 19 Compensation Act) system, which is the combined current social security tax rate and the current Medicare tax rate, the employee must pay the current percentage of his/her gross taxable wage base up to the current salary level established by Congress.

Employees who qualify for a state retirement plan must pay Medicare taxes. There is no limit on the wages subject to the Medicare tax, and, therefore, all covered wages are subject to the current Medicare tax rate.

Pay Frequency

All employees (12-month faculty, 9-month faculty, adjunct faculty, student workers, full time staff, and part time staff) are paid on a biweekly basis over either a 9-month or 12-month period. Adjunct and part time employees are paid biweekly over the length of their assigned work period.

9-month faculty are also paid on a biweekly basis, but they have the option to be paid over the length of the contract or on a year round basis. This decision is made each contract year and irrevocable until the following contract year.

Time and Attendance Records

Time and attendance for all NLTC employees will be reported on a bi-weekly web-based time and attendance record form. Both employee and supervisor will electronically sign this report certifying the correctness of the entries. The campuses will maintain the official copy of all time and attendance records.

The following guidelines are to be followed with regard to Time and Attendance:

1. Web-based timesheets must be completed, accurate, and submitted electronically through LoLA my.lctcs.edu to one's approver by the deadline established by the supervisor. Accurately completed leave slips must be submitted to supervisor by close of business on the Thursday prior to the pay period end date. Due to approved holidays, time sheets may at times be due before Thursday. These changes will be communicated by the Office of Human Resources to all employees of NLTC.
2. Leave slips should be completed immediately upon return to work if unanticipated leave is taken. If leave is taken at the end of a pay period, employee must notify both the supervisor and Human Resources to assure the leave entered on payroll is correct. Employees will sign leave slip upon return to work.
3. The Supervisor must sign all leave slips.
4. All leave slips for leave taken during the pay period must be reviewed by the employee's supervisor against the entries made on the web time sheet. Each supervisor is responsible for keeping all leave slips.
5. If you are away from campus on school business, you must complete a travel authorization form and have it approved ANY time you are away from campus on school business.
6. Any variation from standard work hours will require prior approval of the Supervisor with notification provided to the timekeeper

Check Distribution

Direct deposit of payroll funds is mandatory for employees of NLTC. Direct deposit of net pay is a fast, safe, proven and free service to employees.

The direct deposit hardship exemption requires completion of a Direct Deposit Waiver form and submission of such form to the Human Resources Department. Notification of approval or denial of such a request will be made within seven working days of receipt of the Direct Deposit Waiver form. Hardship

exemption considerations will mirror those put in place by the State Division of Administration. Printed payroll checks are mailed to the current address on the payroll system on payday.

The Office of Human Resources verifies that time reporting requirements have been met before any pay is dispersed through the payroll system. Employees may view and print their pay stub through LoLA Self Service located on the NLTC website or my.lctcs.edu. Please notify the Human Resources Department if special accommodations are needed. *(NLTC Direct Deposit Policy 6.009)*

Payment to Separating Employees

"Upon the discharge of any laborer or other employee of any kind whatever, it shall be the duty of the person employing such laborer or other employee to pay the amount then due under terms of employment, whether the employment is by the hour, day, week, or month, on or before the next regular payday or no later than fifteen days following the date of discharge, whichever occurs first."

Holidays

There are fourteen holidays, which are observed every year. The Chancellor of the College determines the holidays and a listing can be acquired from the Human Resources Department.

Overpayments

Overpayments occur when compensation that is not owed to the employee is paid in error. This includes but is not limited to overpayment of wages, leave paid in error, as well as, erroneous refunds of deductions. Unearned payments to employees are prohibited by Article 7, Section 14 of the Louisiana State Constitution which prohibits the donation of public funds. As a result, state agencies are required to make a reasonable effort to recoup overpayments to both active and separated employees. Agencies must also establish internal controls to prevent overpayments. This policy applies to the entire LCTCS and all payroll systems through which employees of the LCTCS are paid. It thereby incorporates the procedures of the Recoupment of Overpayments rule (LAC 4:III.Chapter 7) established by the Office of the Governor, Division of Administration, Office of State Uniform Payroll.

Notification to Employee of Overpayment

- Employees must be notified immediately once an agency determines that an overpayment has been made.
- Written notification must be provided prior to withholding the recoupment from a future payment(s).
- The notification to the employee must include the following:
 1. pay date(s) the overpayment occurred;
 2. amount of the overpayment;
 3. agency plan of action for recoupment;
 4. employee options for reimbursement of overpayment, as appropriate,
 5. reason for overpayment; and
 6. agency procedure by which the proposed recoupment can be disputed.

Recoupment from Active Employees

- The following repayment options should be made available, as applicable:
 1. direct deposit reversal;
 2. one-time deduction from a subsequent paycheck;
 3. payment plan; or
 - a. recurring deductions can be established according to the procedures established by the payroll system through which the employee is paid, and in any case, shall not exceed 12 months, unless the System President grants an exception;
 - b. each payroll system of the LCTCS must establish a designated approver for any recoupment payment plan crossing a calendar year and/or fiscal year.
 4. personal payment from employee (i.e., check, money order);
 - a. agencies paid through LCTCS centralized payroll must establish a designated approver from whom approval must be obtained prior to accepting a check from an active employee.
- If an employee who has been overpaid is separating from the agency, the amount of the overpayment must be withheld from the employee's final paycheck. If the full amount is not recovered, refer to the agency guidelines outlined in the section of this policy entitled Recoupment from Separated Employees.
- The amount to be recouped in a one-time payment or in recurring payments cannot bring the employee's bi-weekly gross hourly wage amount below the federal minimum wage.

BENEFITS INFORMATION

The following benefits are available to Northwest Louisiana Technical Community College employees through payroll deduction. See the Human Resources representative to request these benefits or to receive more information.

Health Insurance

Effective January 1, 1973, employees of the State of Louisiana became eligible to enroll in the State of Louisiana Employees Uniform Group Benefits Program. The program is administered by the Louisiana Division of Administration. This plan provides employees with valuable financial assistance to help pay medical costs. The benefits are substantial, and the cost is low because the state is contributing a considerable part of the cost as an extra benefit.

The program also contains a Life Insurance Benefit for both the employee and eligible dependents. In addition, there is a provision for Accidental Death and Dismemberment coverage for employees under age 65. For details of benefits and coverage of the program, please see your human resources representative.

If an employee chooses not to enroll in this plan during the first thirty (30) days of employment they can apply later during an annual enrollment period and receive coverage on the date specified by the plan for the employee and dependents. Due to the Affordable Care Act regulations, when an employee chooses not to enroll in a health plan, they must sign the approved form not to enroll in the health coverage within the first 30 days of hire.

Changes in employee circumstances considered "life altering" should be reported promptly to Human Resource Management to avoid unnecessary premium charges or lapses in coverage. Some examples of changes include: employee or spouse becomes eligible for Medicare, a new family member is added either by marriage, birth or adoption, change in family status including divorce, death and children reaching majority, etc. This coverage is subject to inclusion in the Office of Group Benefits pre-tax medical premiums plan.

RETIREES: This insurance is eligible to be carried into retirement. The college will continue to pay part of the monthly premium. All employees covered as of December 1, 2001 will be "grand fathered" and the college's portion of the premium will be at a full 75% subsidy. Employees enrolled after that date will be subject to the following schedule of state matching premium subsidy:

- 5-9 years of participation will receive 17.5%
- 10-14 years will receive 35%
- 15-19 years will receive 52.5%
- 20 or more years will receive the full 75%.

Each year during our ANNUAL ENROLLMENT PERIOD (normally October) employees can make changes between plans. Additional information is available in Human Resources or on the Office of Group Benefits website info.groupbenefits.org.

Life Insurance

This is a term life insurance plan underwritten by Prudential Life Insurance Company, with the state paying one-half (½) of the life premium for the employee and/or the retiree. Additional information is available in Human Resources or on the Office of Group Benefits website info.groupbenefits.org.

Supplemental Insurance

The LCTCS offers a host of supplemental insurance plans to choose from. To find out more about these plans and the numbers to call to sign up, please see your Human Resources representative.

- Dental
- Vision
- Flexible Disability
- Term Life and AD&D
- Whole Life
- Critical Illness
- Accident
- Hospital Indemnity
- Identity Theft

Deferred Compensation Plan

The State of Louisiana Public Employees Deferred Compensation Plan (the "Plan") was adopted by the Louisiana Deferred Compensation Commission (the commission), effective September 15, 1982. The Plan was established in accordance with R.S. 42:1301-1308, and 74 §457 of the *Internal Revenue Code of 1986*, as amended, for the purpose of providing supplemental retirement income to employees and independent contractors by permitting such individuals to defer a portion of compensation to be invested and distributed in accordance with the terms of the Plan. Additional information can be obtained in the Human Resources Office or by visiting the website at www.louisianadcp.com.

Tax Sheltered Annuities

The federal government allows employees of educational institutions to contribute amounts to a supplemental retirement plan. These contributions are exempt from federal and Louisiana taxes in the year made and taxable in the years in which they are paid back to the employee. The amount an employee can contribute is based on a formula that takes into consideration the amount of gross earnings and previous contributions to retirement plans. An agent with one of these companies will work with you to determine the amount of your maximum deduction. You may contribute any amount up to the maximum. Only one change is allowed in the amount of deduction within a calendar year, however, you may discontinue your TSA by putting your request in writing to Human Resources.

Cafeteria Plan

Section 125 of the Internal Revenue Code established the ability for employees to pay for their life, health, dependent life, catastrophic illness, vision plan, and dental insurance premiums on a pre-tax basis. What this means to the employees is that they can pay less federal and state taxes and less FICA (if applicable) and Medicare tax to net a saving in income tax owed.

RETIREMENT

Regular unclassified employees, who are eligible for membership, are required to participate in a retirement program. New unclassified employees have sixty (60) days to complete enrollment forms for Teacher's Retirement System of Louisiana.

Regular classified employees are eligible for membership in Louisiana State Employees' Retirement System. A brief description of each program follows.

Teachers' Retirement

Instructors who begin employment prior to the age limit for membership are covered by the Teachers' Retirement System of Louisiana.

Regular unclassified employees of NLTC are eligible for membership in Teachers' Retirement. Features of this plan are twenty (20) year retirement eligibility, tax-sheltering of contributions, survivors' benefits, disability benefits, vesting rights, and a deferred retirement option program.

Should you not stay until retirement you are eligible for refund, after ninety (90) days refund of all employee contributions to TRSL will be made. You will not receive interest or employer contributions.
trsl.org

State Retirement (LASERS)

Classified employees of the state who begin employment prior to the age limit set for membership are eligible for membership in the Louisiana State Employee's Retirement System. Brochures are available in the Human Resources Office to further explain this system or visit the Civil Service website at civilservice.la.gov.

All regular classified employees of NLTC are eligible for membership in Louisiana State Employees' Retirement System. Features of this plan are tax-sheltering of contributions, survivors' benefits, disability benefits, vesting rights, and a deferred retirement option program. Employees make regular contributions (no social security tax is deducted with the exception of Medicare tax).

Should a member of LASERS not stay until retirement all employee contributions are refundable after a thirty (30) day waiting period. No interest and no employer contributions will be refunded.

LSU employees with service under the LSU Retirement System (employment prior to January 1, 1979) will have a different formula used for a portion of their retirement benefit. lasers.state.la.us/

Alternate Retirement Plans

Employees of a university or community college are eligible to choose the Optional Retirement Plan (ORP) in lieu of TRSL.

If you are a member of a retirement plan that is different than TRSL or LASERS, please notify the Human Resources department immediately. It is imperative that you are enrolled in the correct program when you are hired.

Employment in a Job Not Covered by Social Security

If you are required to be enrolled in either TRSL or LASERS or bring an alternative retirement plan with you to the College, you will not be enrolled in Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

Employment of Retired Personnel

Effective July 1, 2010, TRSL retirees who return to work in a TRSL-covered position will be categorized as either “retired teachers” or “retired members.” Payment of retirement contributions and receipt of retirement benefits are determined by the category to which the return-to-work retiree belongs. It is very important if you are a return to work retiree through TRSL that you notify Human Resources immediately as to not alter your retirement benefits.

Additional Employer Requirements for RTW Retirees

Employers must enroll rehired retirees in TRSL within 30 days of re-employment. Any overpayment of benefits resulting from the failure to notify TRSL will be charged to the employer. Employers are also required to file a report by August 15, 2010, to TRSL and the House and Senate retirement committees containing the names, positions, and salaries of each person re-employed as of January 1, 2010. Each calendar year thereafter, the employer must file a report by January 15 to TRSL, and the House and Senate retirement committees containing the names, positions, and salaries of each person re-employed as of January 1 of that year and receiving a TRSL retirement benefit.

Please check with Human Resources for assistance prior to hiring a retiree. All actions for retired individuals are subject to applicable personnel and equal employment practices, including the normal review and authorization procedures for academic and unclassified employees.

Return to Work Retirees with LASERS

LASERS also has very specific return to work rules. If you are a LASERS retiree who is returning to work in a LASERS specific position, please notify the Human Resources department immediately.

FAILURE TO NOTIFY HUMAN RESOURCES THAT YOU ARE A RETURN TO WORK RETIREE WITH ANY STATE RETIREMENT SYSTEM COULD RESULT IN THE LOSS OF YOUR RETIREMENT BENEFIT.

Social Security

Employees on temporary appointment, including Civil Service restricted, of less than two (2) years duration will be covered by Social Security rather than a retirement system. ssa.gov

Medicare Tax

All new employees or "rehires" since April 1, 1986 are subject to Medicare tax (01.45%) on all earnings. ssa.gov

Garnishments and Salary Liens

State and federal law requires the NLTCC to collect court garnishments, state and federal tax levies and Chapter 13 bankruptcy agreements. The NLTCC will also collect DHHR child support agreements.

All garnishment and lien information is sent to the LCTCS payroll offices in Baton Rouge processing. LCTCS Payroll will notify the employee upon receipt of the documents from the issuing court or agency. Deductions will begin on the next payroll after receiving notification from the court or agency. Deductions will continue until the amount of the levy or garnishment is paid, or until a notice is received from the court of agency to discontinue the deductions.

RESIGNATION AND SEPARATION PROCEDURES

It is the goal of NLTCC to handle without undue hardships to the employee all resignations and separations. Specific responsibilities of the employee and department follow:

Classified Staff

Whenever the services of a permanent or probationary employee are terminated by voluntary resignation, it is appropriate that an employee submit a letter of resignation.

Faculty and Unclassified Staff

Likewise, academic and unclassified employees are required to submit a letter of resignation to their department preferably no later than one month prior to the date of separation.

NOTE: All regular employees must complete an EXIT form with Human Resources prior to receiving their last payment from the NLTCC.

All exiting employees should have a meeting with the direct supervisor to discuss pending issues that need to be re-assigned. The supervisor may also recognize the need for the exiting employee to train another employee on certain duties and make arrangements for such training.

Unemployment Compensation Program

NLTCC employees are covered under the Louisiana Employment Security Act for unemployment benefits. No deduction is made from the employee's pay for this purpose. Employees dismissed for justifiable cause will be found not eligible for benefits under the Unemployment Compensation Program. Individual claims and benefits are administered by the Louisiana Department of Labor, Employment Security Office, Unemployment Insurance Division. *(NLTCC Unemployment Policy 6.020)*

RETIREMENT PROCEDURES

Retirement is a very important decision an employee makes during their career and one that should not be taken lightly. An employee may begin the process of retirement six to nine months prior to the actual retirement date. The steps to begin the retirement process are as follows:

- Notify Human Resources you are considering retirement
 - the Human Resources representative will counsel you to contact your retirement system to discuss your dates of employment to assure there are no discrepancies in the amount of service credit
 - the human resources representative will discuss the steps and process of retirement
 - you will be encouraged to gather all personal documents required by the retirement systems (social security card for yourself and beneficiary, birth certificate for yourself and beneficiary, any divorce documents including property settlements, death certificates for former spouses)
- Once you have decided on a date of retirement, prior to submitting any paperwork to the retirement system, verify the date with Human Resources. The representative will check the date compared to the payroll calendar to assure a smooth transition from active employee to retiree.
- Submit a letter of retirement to your supervisor and Dean including the date of retirement
- Submit all required forms to the retirement system. It is the employee's responsibility to submit the paperwork either by mail or electronically to the retirement system.
- If a request is sent to the employee from the retirement system, failure to return the information requested will delay the employee's retirement benefit.
- Schedule a meeting with your supervisor to turn over any pending issues prior to the date of retirement
- Schedule a checkout date with Human Resources close to your retirement date

Discussing retirement with Human Resources does not mean you are set up for retirement. The retirement systems have required forms and will not begin the process until the information is received.

RETIREES AND HEALTH INSURANCE/LIFE INSURANCE/MEDICARE

Both health and life insurance is eligible to be carried into retirement. The college will continue to pay part of the monthly premium. All employees covered as of December 1, 2001 will be “grand fathered” and the college’s portion of the premium will be at a full 75% subsidy. Employees enrolled after that date will be subject to the following schedule of state matching premium subsidy:

- 5-9 years of participation will receive 17.5%
- 10-14 years will receive 35%
- 15-19 years will receive 52.5%
- 20 or more years will receive the full 75%.

Life insurance is not subject to the vesting schedule. Face life and premiums will continue to change based on employee age. The College will continue to pay the same percent of the premium in retirement as it was during active employment. Dependent life premiums will be paid at 100% by the retiree.

Medicare in Retirement

All employees or dependents of employees who are eligible for Medicare, must sign up for Medicare. When an employee retires, Medicare will become the primary insurance and the OGB insurance will become the secondary insurance.

Active employees or spouses of active employees who are Medicare eligible prior to retirement will already have Medicare Part A. Medicare Part A is free and covers hospitalizations. Upon retirement, Medicare Part B must also be active.

Retirees and/or spouses who are Medicare eligible will have the following:

Medicare Part A (primary hospital insurance)

Medicare Part B (primary medical insurance)

OGB Health Insurance (secondary insurance for both hospital and medical)

OGB contracted prescription benefits

Often when discussing Medicare, you will hear terms used regarding ‘secondary insurance’ or ‘supplemental insurance’ and Medicare Part D. If an eligible employee decides to keep the OGB insurance in retirement, it will become the retiree’s ‘secondary or supplemental insurance’. There will be no need for the retiree to seek out another plan in addition to Medicare. Since the OGB insurance also includes a prescription benefit, there is no reason for the retiree to take Medicare Part D which is prescription drug coverage.

Failure to sign up for Medicare in retirement will result in fines from the Social Security Administration. And it can also effect medical bills since OGB will not pay until Medicare has paid, resulting in the retiree being responsible for the unpaid bills.

All Medicare discussions or questions should be directed to Human Resources.

RESOLVING CONFLICT IN THE WORKPLACE

Statistics show that 75% of all employees who lose jobs do so not because they do not possess the necessary skills to perform the job but because they cannot get along with other people. It is imperative that a united front be presented by employees to the student and to the public. This can only be achieved by cooperation among employees. It necessitates a willingness on the part of each employee to look past his/her own personal and departmental interests to the larger and long-lasting interests of the campus and to the Northwest Louisiana Technical Community College.

Grievance and Complaint Procedure

In any organization, dissatisfaction and misunderstanding may arise among employees. Employee problems should be resolved at the lowest possible supervisory level and at the earliest possible opportunity. The grievance procedure is one means of addressing employee complaints. Such a procedure should never be denied an employee; however, it is often beneficial to both the grievant and the agency to try to resolve problems unofficially before resorting to this official complaint forum. This procedure is a method of determining the specific cause for a grievance and finding the best way to handle it. An employee who files a grievance shall not be retaliated against. This procedure applies only to employees currently employed at the pertinent agency.

Performance Evaluation System (PES) reviews for classified employees are handled through the Civil Service Chapter 10 rules and not through the grievance process. Complaints about letters of warning, reprimand or counseling are handled by written response and not through the grievance process.

If any unclassified or classified employee at NLTC wishes to file a grievance for any reason other than those listed above, the following steps should be followed to ensure the grievance is handled in an appropriate and timely manner.

1. Employee puts grievance in writing to supervisor, copying Human Resources.
 - a. If grievance involves supervisor, it should be put in writing and sent to Campus Dean, copying Human Resources.
 - b. If grievance involves Campus Dean, it should be put in writing to the Chancellor, copying Human Resources.
 - c. If grievance involves the Chancellor, it should be put in writing to Human Resources, who will forward it to LCTCS Human Resources.

Steps of a grievance procedure

First step

1. All grievances should be presented within 14 calendar days from the date the employee first became aware of, or should have become aware of, the cause of such grievance.
2. The grievant will present the grievance to the immediate supervisor, and if possible, it should be settled at that level.
3. The immediate supervisor must provide a written response to the employee on the complaint within seven (7) calendar days.

Second step

1. If the grievant is not satisfied with the first step response, or if a response is not provided within the prescribed time limit, the grievant may present the grievance in writing to the Campus Dean. This shall occur:
 - a. Within 7 calendar days following the date the employee received the supervisor's response, or
 - b. Within 7 calendar days following the date the supervisor's response was due, if the supervisor fails to respond within the prescribed time limit.
2. The Campus Dean must investigate, afford the grievant an opportunity to present his or her viewpoint, and provide the grievant a written response containing findings and recommendations within 14 calendar days of receipt of the written grievance.

Third step

1. If the grievant is not satisfied with the second step response, or if the second step response is not provided within the prescribed time limit, the grievant may present the grievance to the Chancellor/ Appointing Authority for the agency. This shall occur:
 - c. Within 7 calendar days following the date the employee received the second step response, or
 - d. Within 7 calendar days following the date the second step response was due, if the second step response is not made within the prescribed time limit.

The appointing authority or designee must conduct a hearing, an investigation if deemed appropriate, OR a review of the first and second step responses, and must issue a written decision within 21 calendar days following the date the grievance entered the third step.

Summary disposition of a grievance

At any time after the filing of a written grievance, an appointing authority may dismiss the grievance on any of the following grounds:

1. The action is appealable to the Director of Civil Service or to the Civil Service Commission.
2. The grievant does not work for the agency.
3. The person against whom the grievance is filed does not work for the agency.
4. The grievance has not been made in the required manner or within the prescribed period.

5. A decision on the grievance would be ineffective or moot.
6. The remedy requested cannot be granted.
7. The appointing authority has determined the grievance to be frivolous.
8. The grievance is being used to impede the efficient operation of the agency.
9. The grievant did not appear for the grievance hearing.
10. Other legitimate reasons.

When an appointing authority dismisses a grievance, he or she shall notify the grievant and any supervisor or section head who received the grievance.

All finalized grievance files should be kept in the Office of Human Resources for record retention.

Harassment, Discrimination and Retaliation

The College is committed to having a positive learning and working environment for its students and employees and does not tolerate sexual harassment of its members. Sexual harassment is a form of discrimination that is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Elementary/Secondary Education Act of 1972.

Northwest Louisiana Technical Community College will not tolerate sexual harassment of its employees at the workplace. The College has established procedures for employees who believe they have experienced sexual harassment to receive due process. These procedures are outlined in the College's Sexual Harassment policy. *(NLTC Harassment, Discrimination and Retaliation Policy 6.014)*

Persons with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 as amended in 1992, and the Americans with Disabilities Act of 1990, it is the general policy of Northwest Louisiana Technical Community College to assure equal opportunity for all qualified persons in admission or participation in, or employment in the activities which the College operates.

The College maintains that regulations that prohibit exclusion and discrimination on the basis of disability may necessitate different or special treatment of persons with disabilities. Services and benefits should be equally as effective or equivalent to those provided to others. Services and benefits to persons with disabilities must be in the most integrated setting appropriate to the persons' needs in order to be non-discriminatory. For more information see the College's ADA policy. *(NLTC Americans with Disabilities Act Policy 6.006)*

SAFETY

NLTC's Safety program is designed to support and reinforce each operating unit's safety efforts. All employees are expected to follow established College safety procedures--including faculty members, who have direct responsibility for the personal safety and health of their students. Any hazardous conditions or equipment in the classroom as well as any safety precautions to be followed must be explained orally and covered in written handouts to the students. For more information see the NLTC Safety Manual.

Hazardous Material

All employees responsible for hazardous materials at the College will rigorously enforce safety regulations governing the handling and storage of these materials.

Emergency Preparedness Plan

NLTCC has an Emergency Preparedness Plan to minimize injury to personnel, students, visitors and/or neighbors and damage to facilities, equipment and records in the event of an emergency. An emergency condition may be weather-related (e.g., hurricanes, storms, extensive flooding, etc.) or may be any condition that can cause extensive damage to facilities or loss of life (e.g., bomb threat, workplace violence, fire, etc.).

Tobacco Free Workplace

It is the policy of NLTCC that all campuses are tobacco free. *(NLTCC Tobacco Free Campus Policy 6.001)*

Violence in the Workplace

Employees are NLTCC's most valuable resource and security is essential to carrying out their responsibilities. Every employee has a reasonable expectation that he/she will be able to perform assigned duties in an atmosphere free of threats and assaults. Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an executive order committing the Governor and NLTCC to work toward a violence-free workplace for all employees, students and visitors. NLTCC fully supports this effort and is committed to a violence free workplace. See the College's Violence in the Workplace policy for more specific information. *(NLTCC Violence Free Workplace Policy 6.021)*

Driver Safety Program/ Use of College Vehicles

Employees are NLTCC's most valuable resource and their safety and security are essential to carrying out their responsibilities. The Driver Safety Program is designed to protect the health and welfare of employees, reduce the number and severity of accidents and thereby minimize the financial impact on the College and the state. The program is implemented in accordance with the State of Louisiana Office of Risk Management Driver Safety Program, Louisiana Division of Administration General Travel Regulations, and Louisiana Revised Statute 39:362, Policies for Fleet Vehicles; Purchases of Vehicles; Specifications; Exceptions, and Louisiana Administrative Code Title 34, Part XI, Government Contracts, Procurement, and Property Control. 25

Defensive Driving Requirements

Faculty and staff members must be scheduled for a Defensive Driving Course every three years. This a state policy reviewed annually for compliance by the Office of Risk Management through the Annual Safety Audit. For additional information, please contact the Defensive Driving Coordinator at your campus.

Campus Security

The following have been adopted to comply with the requirements of the Campus Security Act (PL 101-542):

1. The school relies on the local law enforcement agencies in case of any emergencies.
2. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the administration that will then contact local law enforcement authorities. A report will be written and maintained on file.
3. Records shall also be maintained of any illegal acts that occur during any off campus school-sponsored activities.
4. Each campus in the NLTC is a drug-free workplace and offers drug and alcohol counseling information to students and staff.

[In an emergency situation](#)

Call 911 in any emergency situation and notify campus administration.

Please refer to the NLTC Emergency Preparedness Plan for more detailed information.

Parking Areas

Each campus of the NLTC has a paved parking lot that is available for faculty, students, and visitors. It is important to keep the parking lot free of long-term parked vehicles, boats, and trailers, and farm tractors. Students and staff are advised to use caution to avoid accidents when entering and exiting the parking lot.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2 by a student or non student on school property, at a school-sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school sponsored function.

Visitors and Sales Representatives

Visitors, including sales representatives, will not be permitted free access to shops or classrooms. All visitors on campus must report to the Administrative Office before accessing any areas of the campus.

Employee Work Related Injuries/Accidents

1. Employee should immediately report all work related injuries to their supervisor no matter the severity.
2. The supervisor should immediately have the employee report to the Campus Safety Officer to complete an injury report (DA2000).
3. If employee is requesting medical treatment, Human Resources will provide them with an Authorization letter for treatment.
4. In all cases, the Campus Safety Officer will immediately contact the Director of Human Resources.
5. The Campus Safety Officer will send the DA2000 form and a copy of the Authorization letter to the Human Resources department in a timely manner.

If the employee is in need of emergency (life or limb threatening) medical treatment and it is impractical or medically impossible to complete the injury report or obtain an Authorization letter and the employee chooses to receive medical treatment then the employee should inform the treating facility/physician that they are an employee of NLTCC and their injury is due to “work related” activity.

Workers’ Compensation Policy

NLTCC provides workers’ compensation benefits to its faculty and staff in accordance with state law. This coverage includes the College’s modified duty program (*NLTCC Transitional Return to Work Plan 6.022*) to encourage employees, who have been released to perform work with limitations to return to work.

This policy is not intended to instruct the procedure applicable to employees who are eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about eligibility under the ADA or FMLA should be directed to the Human Resources Department. This policy only applies to permanent employees of NLTCC who are on leave as a result of work related injuries or illnesses and who are receiving workers’ compensation benefits.

To return an employee to the workplace, NLTCC will make reasonable efforts to place the returning employee into a meaningful assignment, which he/she can perform while on modified duty on a temporary basis. NLTCC cannot guarantee placement and is under no obligation to offer, create, or encumber any specific position for purpose of offering placement. All final decisions regarding placement shall be made by the Human Resources Department. The employee’s base pay cannot be reduced during the detail to special duty.

For work to be considered suitable modified employment, the following conditions must be met:

- The employee must meet the required qualifications for the modified job assignment which the employee will be required to perform,
- The work must be a meaningful and productive part of the department’s operations,
- The work must conform to the medical restrictions set by the medical care provider, and
- The modified job assignment and/or modified work schedule cannot exceed six months.

When determining if proposed modified work is suitable, the Human Resources Department will consult with the injured employee, the Campus Dean, and the medical health care provider. Other individuals may participate on the team as deemed necessary.

The evaluation will be based on, but not limited to, a list of essential duties (based on the job description for which the employee was hired) along with the completed job analysis form for completion by the employee’s physician. The return-to-work team shall identify job functions and physical requirements that can be considered “transitional” duties in this work environment. Every effort will be made to place the employee in his/her original work unit, however, if this is not possible, the team may recommend an alternative work assignment as long as the conditions for return to work outlined above are met. The

appropriate administrator of the work unit in which the “transitional” duty assignment is identified must approve the proposed placement prior to further action being taken.

If the employee is placed on work restrictions, NLCC is not obligated to provide alternate work.

Upon return to work, the return-to-work team will review the “transitional” assignment every 30 days to determine if the employee is still in transition based on the physician’s recommendation. An employee who refuses to return to “transitional” duty for which he or she was medically cleared will be reported to the Office of Risk Management for appropriate action.

Civil Service rules, as outlined below, shall govern personnel actions for classified employees accepting “transitional” duty assignments:

- Employees may be detailed to special duty, with Civil Service approval, for a period not to exceed six months (usual time required for an employee to remain on Workers’ Compensation). No extension of this type of detail shall be authorized.
- The detail to special duty may be lateral or downward. Details to a higher position may also be approved on a case-by-case basis, when justified.
- The employee or their supervisor should immediately contact the HR department that the above listed protocol was not followed.

FEDERAL WORK STUDY PROGRAM FOR STUDENTS

The Federal Work-Study provides funds for part-time employment to help needy students to finance the costs of post-secondary education. Hourly wages must not be less than the federal minimum wage.

Students may be employed by: the institution itself; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization. Institutions must use at least 7 percent of their Work-Study allocation to support students working in community service jobs, including: reading tutors for preschool age or elementary school children; mathematics tutors for students enrolled in elementary school through ninth grade; literacy tutors in a family literacy project performing family literacy activities; or emergency preparedness and response.

Students must file a Free Application for Federal Student Aid (FAFSA) as part of the application process for FWS assistance. The FAFSA can be completed on the Web at <http://www.fafsa.ed.gov>.

The Federal Work-Study (FWS) Program encourages and provides part-time employment for students to help meet their indirect cost of attending college. Proceeds from this program should be used to help pay for rent, personal expenses, transportation, etc. The program should not be used to pay tuition and other charges.

Community Service (CMS) jobs are defined as positions that improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs including on-campus childcare services, that are open and accessible to the community. CMS also

includes services to students who have disabilities and are enrolled in school. On-campus jobs can meet the definition of community services, provided that the services are open and accessible to the community and that they meet the other FWS limitations and conditions.

The Family Literacy Program provides literacy or pre-literacy education to children, literacy training for parents or other caregivers of children in the program. It also provides a means of equipping parents or other caregivers with the skills needed to partner with their children in learning as well as providing literacy activities between parents or other caregivers and their children. Reading and Mathematics tutors will qualify for 100% Federal reimbursement.

General Employment Conditions & Award Limitations

If a department wishes to employ a NLTC Federal Student Worker, the department must notify Student Services by requesting to view the applications. Once the supervisor chooses the student(s) he/she wishes to interview or hire, the supervisor must complete Student Worker Authorization Form.

The Student Worker Authorization Form and NLTC Staffing Form is routed to various departments (i.e., Office, Campus FAO, Human Resources, Payroll, etc...) to determine the student's eligibility (if any) and to authorize the student to be paid from FWS.

When the Campus FAO receives the Student Worker Authorization Form, the student's FAFSA information is reviewed to determine if the student's financial aid file is complete and if the student is eligible for Federal Work Study.

The Student Worker Authorization Form and NLTC Staffing Form is then routed to the appropriate departments for further review. When all the paperwork has been completed and routed and background check is successful, the HR office will notify the appropriate supervisor the date the student worker may begin working. More information about the student worker program may be found in the Student Worker/Employee Handbook located on the Financial Aid webpage.

Recipients obtain referrals from Human Resources to on-campus and approved off-campus jobs. A percentage of FSW is for students employed in community service jobs.

Award Amount

The amount of your Federal Work Study (FWS) award will be determined by your financial need based on your financial aid budget and Free Application for Federal Student Aid (FAFSA) information. Financial need is defined as the difference between the total cost of attendance and the expected family contribution (EFC), determined by the FAFSA, and other current financial aid awards.

Eligibility Requirements

To be eligible for Federal Work Study:

- You must have a completed Financial Aid file
- You must meet the Satisfactory Academic Progress standards set by the college
- You must be enrolled in at least six credit hours (half time) for Fall and Spring.
- If attending summer semesters, you must be enrolled in at least one hour.

- You must be a US citizen or eligible noncitizen.
- You must not have any prior institutional balance or holds.
- You must apply with the Human Resource office at the college and meet all requirements of that office.

FWS Hiring Procedure

- All Student Employee Action Request Forms and NLTCC Staffing Form must be completed and approved at or before the beginning of the fall and summer semester (completion for spring semester required only if the student did not work during the fall)
- Campus job openings are announced at the campus via student services
- Interested students inquire with student services about campus job opportunities
- Student services provides interested applicants with student employment application.
- Once student services receives the completed employment application, the application is forwarded to Campus FAO to determine if the student is eligible for FWS program.
- Campus FAO determines if the student is eligible for FWS by completing the FWS check sheet and signing off of Student Employee Action Request Form.
- Campus FAO notifies Student Services that the student is eligible for FWS.
- Potential FWS is notified by Student Services and a meeting is setup between the student and supervisor, if needed. Otherwise, the student is offered the FWS job conditionally.

Conditional Job Offer Federal Work Study (FWS) Process

FWS Student **cannot** begin to work until the last step (#10) has been processed.

1. **Step #1** - Campus Financial Aid Officer (FAO) or Student Services submits the completed FWS packet directly to Chief FAO and Minden Campus FAO. This also includes PAR form, Conditional Job offer for employment, Background check Authorization, Disclosure, Social Security Card, and Government photo ID.
2. **Step#2** – Chief FAO will review the packet to ensure accuracy and confer with Minden Campus FAO.
3. **Step#3** - If approved, either Chief FAO or Minden Campus FAO will forward the packet to HR requesting them to run background check. If **not** approved, Chief FAO or Minden Campus FAO will directly contact the Campus FAO.
4. **Step #4** - Results of the background check will be forwarded directly to Chief FAO or Minden Campus FAO.
5. **Step #5** - Chief FAO or Minden Campus FAO will directly contact the Campus FAO
6. **Step #6** - If eligible to work - Campus FAO will contact the student. Student will need to see Campus FAO in order to complete the required new hire forms (shared with FAOs via Google Drive by HR) and return the completed forms to Campus FAO.
7. **Step #7** - Campus FAO will need to submit the completed new hire forms directly to HR.
8. **Step #8** - HR will review the forms.

9. **Step #9** - HR will contact the Campus FAO directly and cc Chief FAO or Minden Campus FAO that the student is now cleared to work. The date that HR contacts Campus FAO is the first date that the student can begin working as a federal student worker.
10. **Step #10** – Campus FAO, Supervisor, and FWS Student will meet together and go over the work schedule (cannot work during class time schedule according to Banner nor exceed 20 hours per week), expectations, timesheet protocol – how to complete the timesheet correctly, when is the deadline to submit the timesheet, where to turn in the timesheet, etc on the first day that the FWS student starts to work.

FWS Pay Rate/Hours

Compensation under the program must be computed on an hourly wage rate basis. Because of the "hour's-pay-for-an-hour's-work" rule, **no compensation may be given for holidays not worked, vacation pay, sick leave, lunch breaks, etc.** With respect to the latter, it is important that student time sheets **make provisions for a sign-out and sign-in for any meals or other extended breaks.**

- Students, who work in the FSW program, will be paid at \$10.00 per hour.
- Students may work **up to 20 hours per week** as funding is available and with approval from the supervisor.
- Students are not allowed to work during Banner class time unless the class is cancelled or is not in session.
- Students are encouraged to work during breaks and in between semesters.
- Students may not work on holidays observed by the college.
- For Graduates or Non Continuing Students: students can work up until the last business day before the following semester begins.

The Supervisor will review the student's time sheet to ensure that the student is not working while they should be in class.

Students may earn up to their awarded amount per year. Students may earn less than their awarded amount per year, dependent on hours worked.

FWS Payroll Processing/Timesheet

Supervisor and students both complete and sign the timesheet before submitting to the Campus FAO by the due date for each payroll period. Campus FAO will review to ensure accuracy by initialing. Then, the timesheet is forwarded to Minden Campus FAO and HR for payroll processing.

Monitoring FWS Earnings

A joint responsibility of FWS student, supervisor, and campus' financial aid officer. Students are notified by their campus' financial aid officer of any changes to their FWS award. In turn, FWS student is then responsible for notifying the supervisor of any change immediately. When monitoring FWS earnings, calculations must be based on 100% gross earnings.

FWS is award in allotments for each enrollment period to reflect a student's financial need for the respective term. Minden Campus FAO monitors the FWS earnings on a bi-weekly basis to ensure that the FWS students do not earn beyond their total FWS allotment.

Federal Work-Study Contract (Student Worker Contract)

- Student workers are part of the NLTC Team and as such are expected to create and maintain a schedule of work each semester. Schedules will be approved by administration. If at all possible schedules will be made with each student worker covering a “shift”, trying to have the office covered by a student worker at all times.
- If students are unable to report to work at their scheduled time they must contact their respective supervisors. Therefore, supervisors should provide all student employees with a phone number to contact the appropriate person(s). Continued absenteeism can and will result in termination.
- Internet use is prohibited unless an administrator assigns a research task on the Internet. Playing games during work hours on college computers is not allowed.
- Student workers are not allowed to hang out in the office when they are not working.
- Visits from friends and personal conversations should be limited.
- Cell phone use and text-messaging are not allowed. Student workers should make their friends and family aware of their work schedules so that incoming calls will be limited to emergencies only.
- If student workers plan to eat lunch during their assigned work hours, they must sign-out for lunch and this must be indicated on the timesheet as no worker can be paid for lunchtime.
- Fifteen minute breaks are allowed when a student worker works a minimum of 3 ½ hours consecutively. Student workers should notify a supervisor when they plan to leave the office for a break.
- Inappropriate language is not allowed.
- Student workers should dress appropriately for work based on the dept. they are assigned to. Please check with the supervisor for more information.
- Student workers are supervised and delegated tasks by the supervisor listed below.
- Failure to comply with these rules may result in suspension from work for that day, or for the remainder of the semester.
- Students are not allowed to work during their scheduled class time. When a scheduled class has been changed, they must submit a new schedule to the supervisor.
- Students working off campus should have their supervisors FAX copies of their timesheet and deliver original timesheets to FWS Coordinator/ Student Financial Assistance Office. Failure to submit time sheets on time (12:00 noon on the Wednesday following payday unless specified otherwise) to the Student Financial Assistance Office will cause a delay in processing.
- Any problems concerning student(s) not receiving their payroll check should be directed to Campus FAO.
- An e-mail will be sent out by Minden Campus FAO to inform supervisors as to when a student can start working as well as when a student is running out of work-study funds.

Continuation of Employment

Due to the limited availability of funding and Satisfactory Academic Progress requirements, work study employment is only approved for one semester/payment period. At the end of each semester/payment period, the college Office of Financial Aid will evaluate student status to make sure funding is available. At the same time, student must also meet the Satisfactory Academic Progress standards at the end of each semester to continue in the program. If the student works past your allotted budget and/or fail to

meet the SAP requirements, the work study award will automatically be cancelled, and the student will be terminated from the program.

Job Assignment

Students working in the FSW program will be assigned job duties by the campus supervisor. Students cannot work during a time in which a course they are enrolled meets unless the instructor cancelled class or when class is not in session or ended.

Termination

The employer or NLTCC may terminate a student from FWS/CMS. Acceptable reasons for termination include, but are not limited to:

- Graduation or not enrolled.
- Exceeding FWS/CMS award.
- Withdrawal or termination from school.
- Unsatisfactory academic progress.
- Unsatisfactory job performance.

Note: If the student is granted a Leave of Absence (LOA) the student may continue to be employed under FWS/CMS if a definite schedule for reentry has been established.

The employer or the school should use the termination form to communicate the termination of the student.

If a student is terminated from a FWS position, the student must write a FWS appeal letter to the Chief Financial Aid officer before applying for any other position in the same semester.

Federal Work-Study in the Summer Semester

Three scenarios may occur:

1. If students are enrolled in summer classes **and have worked** under the Federal Work-Study program for the preceding fall or spring semesters, you will automatically receive a summer Federal Work-Study estimate award. Once we receive a summer continuation of your job assignment or new hire form from your employer, we will change it to an actual summer Federal Work-Study award.
2. If students are enrolled in summer classes, **and you did not work** under the Federal Work-Study program during the preceding fall or spring semesters, you can request for Federal Work-Study eligibility. Once we receive information about your summer job assignment from your employer, we will post an actual summer Federal Work-Study award.
3. If students **are not enrolled in the summer semester**, but you wish to work under for a summer Federal Work-Study job, you must have the following:
 - A completed FAFSA for the current and upcoming academic years on file with NLTCC.
 - Be eligible for need-based financial aid for both academic years.

- The Federal Work-Study earnings during this time of non-enrollment will be considered as a resource for the next enrollment period, which will have an effect on your financial aid eligibility for the next academic year.

Federal Share Limitations

Seven percent of the school's federal authorization must be used in a community service position. Of the 7%, at least one student must be placed in a reading tutor or family literacy position – Adult Education Department. Also, at least one FWS student worker at each campus site incorporates community service work study duties into their regular job duties.

NLTCC's request for a waiver of FWS allocation reduction resulting from the underuse of funds was approved by U.S. Department of Education for FY1819.

NLTCC is also designated as a Title III or Title V institution for Federal Fiscal Year 2018 and received a waiver of the requirement for the non-Federal share of earned compensation paid to students under the FWS Program awarded to students for the 2018-2019 Award Year.

COLLEGE POLICIES

In accordance with the LCTCS Code of Conduct policy, employees shall adhere to all federal, state, and municipal laws and ordinances. They shall also adhere to all college and system policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over College activities.

Administrative policies are promulgated to serve the best interest of the students and staff. These policies are a combination of policies from the LCTCS Board of Supervisors, NLTC, and the administration of each campus.

REFERRAL STATEMENT PERTAINING TO NEW POLICIES ISSUED BY LCTCS

The Louisiana Community and Technical College System revises its policies as needed and maintains the most current revision on its website. Northwest Louisiana Technical Community College is part of this System and also maintains its own policies on its website.

All faculty and staff are requested to review these policies periodically and are responsible for adhering to all College policies and procedures published in any form.

To keep outdated information to a minimum the Employee Handbook is distributed electronically and we ask that you visit the websites listed above to review all LCTCS and NLTC policies.

All LCTCS Policies may be found at lctcs.edu.

All NLTC Policies may be found at or www.NLTC.edu

Please read and familiarize yourself with all policies and procedures. The policies, procedures and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between NLTC and any of its employees.

After you have reviewed the Employee Handbook, the policies at www.lctcs.edu and www.nltcc.edu, please print the following signature page, sign and return to Human Resources.

Employee Signature Form

All LCTCS Policies may be found at lctcs.edu.

All NLTCC Policies may be found at nltcc.edu

I have read the employee handbook and familiarized myself with its contents. I understand I am responsible for adhering to all of the policies and procedures of the LCTCS and NLTCC, whether set forth in this handbook or elsewhere.

The policies, procedures and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between NLTCC and any of its employees.

I understand that the information in this handbook represents guidelines only. Northwest Louisiana Technical Community College reserves the right to modify this handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefits programs.

NAME _____ DATE _____

SIGNATURE _____