



**Lafourche Campus
River Parishes Campus
Young Memorial Campus
Galliano Instructional Service Center
Young Memorial Marine Extension Campus**

Employee Handbook

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WELCOME

Please allow me this opportunity to welcome you to South Central Louisiana Technical College. I hope that your new job will live up to your expectations and that your employment with us will be rewarding.

I am pleased to provide you with your Employee Handbook, which outlines the personnel policies and procedures of South Central Louisiana Technical College. I'm sure the handbook will be a helpful reference to you. I encourage you to freely ask questions to your supervisor and/or Human Resources personnel.

I am pleased that you have joined our team to continue our tradition of excellence. It is my sincere desire that your career is fulfilling and that you take advantage of the benefits and opportunities that come with working at South Central Louisiana Technical College.



Earl W. Meador, J.D., Director/Appointing Authority
South Central Louisiana Technical College

INTRODUCTION

This Employee Handbook has been prepared to introduce employees to South Central Louisiana Technical College, hereinafter referred to as SCLTC. It will acquaint employees with information concerning policies, procedures, benefits, and other general guidelines that they may encounter during their employment. It is not all inclusive, but it offers only general guidelines.

The information contained in this manual applies to all unclassified and classified employees of SCLTC and is presented as a matter of information only. Its contents should not be interpreted as a contract between SCLTC and any of its employees. Furthermore, its contents should not be interpreted as superseding Federal or State laws and Civil Service Rules.

Employees are encouraged to read this handbook carefully and keep it handy for future reference. Any questions concerning its contents should be directed to the employees' supervisor or Human Resources personnel.

Since our College is constantly changing, we expressly reserve the right to change any of the policies and procedures at any time, including those covered in this manual. Normally, we will notify employees of any changes by appropriate means. No administrator or supervisor other than the Director has authority to alter the policies and procedures of the SCLTC. However, administrators will communicate any changes to policies and procedures to employees. It is the employees' responsibility to research these policies via the SCLTC website (www.scl.edu) and the Louisiana Community and Technical College System, hereinafter referred to as LCTCS (www.lctcs.edu) website. Hard copies may be obtained in the Human Resources Office.

MISSION

The mission of South Central Louisiana Technical College is to prepare individuals for improved quality of life, workforce success, and lifelong learning while addressing the needs of business and industry.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, South Central Louisiana Technical College upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY COLLEGE AND IS DEDICATED TO A POLICY OF NONDISCRIMINATION IN EMPLOYMENT AND TRAINING. QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, AGE, DISABILITY, MARITAL STATUS, VETERAN STATUS, OR SEXUAL ORIENTATION. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

Title VI of the Civil Rights Act of 1964 guarantees that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Title IX of the Education Amendments of 1972 guarantees that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity.

Section 504 of the Rehabilitation Act of 1973 guarantees that no person in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity.

Title IX/ADA/Section 504 Coordinator

The Title IX/ADA/Section 504 Coordinator for South Central Louisiana Technical College is Tammie Moore, SCLTC Young Memorial Campus at (985) 380-2957.

HISTORY OF SCLTC

Originally known as "Trade Schools," Louisiana's present day Technical College System began with the establishment of the first campus in Bogalusa in November 1930. Funding for the school was provided by local sawmill workers, school children, and other citizens in response to their desire to expand course offerings through the Bogalusa School System to include a "manual arts" training department. Initially, training was provided in woodworking and automobile mechanics.

In 1936 a second school came into existence in Shreveport. The system expanded by five (5) schools with passage of the Louisiana Legislative Act 14 in 1938. Schools were constructed in Winnfield, Crowley, Lake Charles, Opelousas, and Natchitoches. Two schools in Monroe were added in the early 1940s as the result of the War Production Training Program. Louisiana Legislative Act 109 passed in 1942 authorized a tenth school in the statewide system to be built in Cottonport. This campus, Avoyelles Campus, was not completed until after World War II in 1947.

The System expanded in the early 1950s as a result of the passing of the Vocational Education Act of 1946. Between 1950 and 1957, a total of 17 additional schools were constructed, bringing the cumulative total of state-operated postsecondary technical schools to 27.

Between 1958 and 1973, the pace for system expansion slowed considerably, with only six (6) additional schools constructed. The pace again increased with passage of Acts 208 and 209 of the Louisiana Legislature in 1973. Act 208 provided for a comprehensive statewide system of career education from elementary through post-secondary levels of education. From 1974 to 1987, the system grew an additional 22 campuses. The legislation also led to the consolidation of historically black technical schools with other technical institutions in Opelousas, Monroe, and Natchitoches. The net effect of these changes was a statewide system of postsecondary technical training involving 53 campuses.

Since the late 1980s, there has been a decrease in the number of postsecondary state-operated technical institutions. Currently, there are 40 campuses in the system.

Programs on the Bogalusa campus and the other nine campuses in the system expanded during the mid-to-late 1930s and early 1940s. By 1945, ten different programs were offered in the system, including automobile mechanics, carpentry, commerce (business office), electricity, machine shop, mechanical drawing, radio, air conditioning and refrigeration, sheet metal, and welding. Today, the campuses of the LTC offer approximately 75 training programs offering a diploma under 16 major occupational areas from carpentry to computer networking. Additionally, the LTC provides training that leads to an Associate of Applied Technology Degree in 38 programs under thirteen major occupational areas from practical nursing to pulp and paper technology.

The expansion of the Louisiana Technical College increased the number of Louisiana citizens served by occupational education. Enrollment grew from 60 students in 1931 to 932 students in 1943. By 1973, enrollment had increased to 12,543 for the 23 schools built between 1950 and 1973, with an estimated total enrollment for the 33 schools in the system of 15,000. In the 1997-98 fiscal year, the Louisiana Technical College served over 49,000 daytime, extension, and industry students.

South Central Louisiana Technical College (SCLTC) is presently governed by a seventeen-member Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) as created in 1998 by Section 7 of Act 170.

South Central Louisiana Technical College is part of the Louisiana Community and Technical College System, established as a region in 2006. SCLTC is composed of the following campuses: Young Memorial Campus-Morgan City, Lafourche Campus-Thibodaux, River Parishes Campus-Reserve, Galliano Instructional Service Center, and Young Memorial Marine Extension Campus-Morgan City.

As part of the Louisiana Community & Technical College System, SCLTC changes lives by providing accessible and affordable education and training through Associate of Applied Science degrees; diploma and certificate programs in occupational fields; adult, continuing, and developmental education; customized training for business and industry; and a growing list of distance learning courses. SCLTC continues to meet the needs of the global workplace through quality training and education.

ACCREDITATION

The campuses comprising South Central Louisiana Technical College are accredited by the Commission of the Council on Occupational Education.

The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

BOARD OF SUPERVISORS

The Louisiana Community and Technical College System's Board consists of 17 members. The LCTCS Board is composed of 15 members appointed by the Governor with consent of the Senate, two from each of the seven congressional districts with one at-large member. Each member serves overlapping six-year terms, and the Board is constitutionally required to be representative of the state's population by race and gender to ensure diversity.

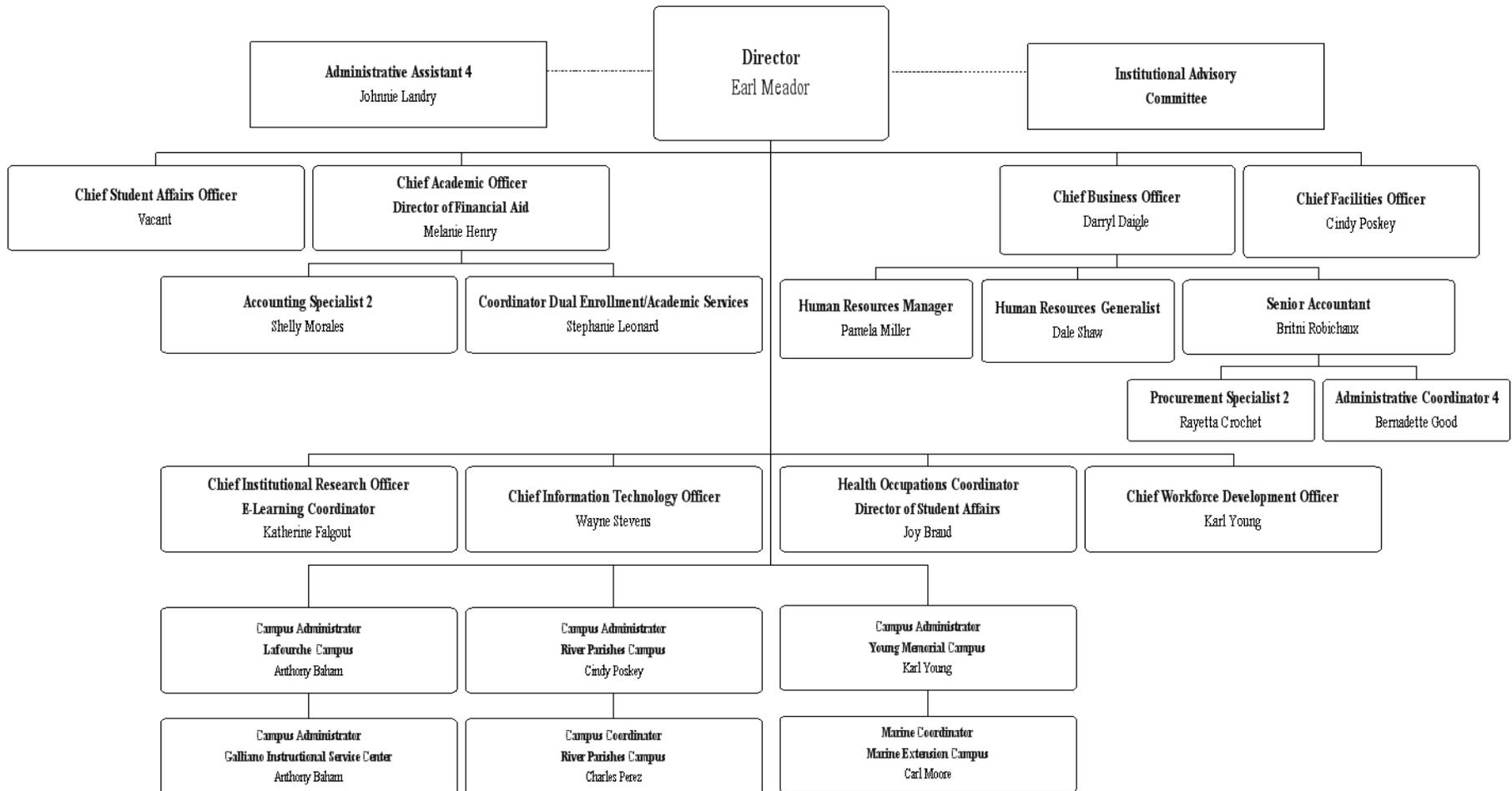
There are two student members – one elected by and from membership of a council composed of the student body presidents of the community colleges and one student elected by and from the membership of a council composed of student body presidents of the Louisiana Technical College under the supervision and management of the LCTCS Board. Each student member serves a one-year term.

Board Officers: Michael Murphy, Chair (Bogalusa)
Norwood “Woody” Oge, First Vice Chair (Avondale)
Timothy W. Hardy, Second Vice Chair (Baton Rouge)

Board Members: Robert Brown (New Orleans)
Helen Bridges Carter (Greensburg)
Keith Gamble (Shreveport)
Deni Grissette (Sunset)
Steve Hemperley (New Orleans)
Willie Mount (Lake Charles)
Paul Price, Jr. (Winnsboro)
Joe Potts (Metairie)
Craig Spohn (Benton)
Stephen Smith (Schriever)
Vincent St. Blanc III (Franklin)
Stephen Toups (Baton Rouge)
Student Members (2)

Board member contact information may be obtained by visiting the LCTCS website at <http://www.lctcs.edu/board/>.

South Central Louisiana Technical College ORGANIZATIONAL CHART



COLLEGE ADMINISTRATIVE STAFF CONTACT INFORMATION

Anthony Baham	Campus Administrator	Lafourche Campus 985-447-0924, Ext. 106
Joy Braud	Health Occupations Coordinator/ Director of Student Affairs	Lafourche Campus 985-447-0924, Ext. 121
Rayetta Crochet	Procurement Specialist 2	Young Memorial Campus 985-380-2957, Ext. 309
Darryl Daigle	Chief Business Officer	Young Memorial Campus 985-380-2957, Ext. 325
Katherine Falgout	Chief Institutional Research Officer	Young Memorial Campus 985-380-2957, Ext. 329
Bernadette Good	Administrative Coordinator 4	Young Memorial Campus 985-380-2957, Ext. 333
Melanie Henry	Chief Academic Officer/Financial Aid Director	Young Memorial Campus 985-380-2957, Ext. 326
Johnnie Landry	Administrative Assistant 4	Young Memorial Campus 985-380-2957, Ext. 330
Earl Meador	Director	Young Memorial Campus 985-380-2957, Ext. 324
Pamela Miller	Human Resources Manager	Young Memorial Campus 985-380-2957, Ext. 327
Shelly Morales	Accounting Specialist 2	Young Memorial Campus 985-380-2957, Ext. 331
Cindy Poskey	Campus Administrator/ Chief Facilities Officer	River Parishes Branch Chief 985-536-4418, Ext. 203
Dale Shaw	Human Resources Generalist	Young Memorial Campus 985-380-2957, Ext. 328
Wayne Stevens	Chief Information Technology Officer	Lafourche Campus 985-232-3403
Karl Young	Campus Administrator/Chief Workforce Development Officer	Young Memorial Campus 985-380-2957, Ext. 310

GENERAL INFORMATION

Employee Categories

SCLTC employs individuals within different categories. An employee's category determines his/her eligibility for benefits as established by the LCTCS Board of Supervisors and/or the Louisiana Department of State Civil Service. Categories of employees hired by SCLTC are listed below:

- 12- Month Classified Staff
- 12-Month Unclassified Administrators/Professional Staff
- 12-Month Unclassified Faculty
- 9-Month Unclassified Faculty
- Adjunct Faculty
- Student Workers

Employment Relationship

Classified Staff

The employee-employer relationship for classified employees is governed by Civil Service Rules. For more information, classified employees should review the policy available at <http://www.civilservice.louisiana.gov/CSRules/Chapter9.aspx>.

Unclassified Faculty and Staff (Employment At Will)

Unclassified faculty and staff members serve in their positions at the pleasure or will of the LCTCS Board of Supervisors. At-will employees: All nonclassified employees who have accepted employment with SCLTC have entered into an "employment-at-will" agreement. Under this agreement, employees are free to resign at any time, with or without cause or reason. Similarly, SCLTC may terminate the employment relationship at any time, with or without prior notice. For more information, unclassified employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.016.pdf>.

Position Descriptions

All employees receive a copy of their official position description upon hire. Position descriptions are kept on file in the Human Resources Office.

Personal Data Changes

It is very important to the employee and the College that current, accurate information is maintained in employment records. Therefore, it is the employee's responsibility to report any changes in his/her name, address, withholding exemption, insurance coverage, marital status, direct deposit, and beneficiaries to his/her supervisor and the Human Resources Office.

Reporting to Work

Employees must report to work in an acceptable condition and at their designated work time. 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.

Responsibilities of All Employees

Each employee will be expected to display a sense of professionalism and a feeling of loyalty to the College at all times. The responsibility for development in students' desirable attitudes and character traits, as well as developing their occupational skills and work habits, is incorporated into the College's mission. Therefore, it is necessary that every employee makes an earnest effort to instill in students the lessons 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. An employee is also responsible for ensuring that all work is completed accurately. Negligence in the performance of an employee's tasks, and/or negligence in the dealings with fellow employees, visitors, students or campus property displays a blatant disregard for one's work and is considered unacceptable behavior.

Hours of Work

A regular work week consists of 40 hours. Supervisors will discuss his/her exact work schedule with the employee. Employees must maintain an electronic timesheet and submit it for approval to his/her supervisor on a biweekly basis by the specified deadline.

Attendance

The employee must be present, on the job, for every scheduled workday. SCLTC operates at optimum efficiency when every employee understands the value of his/her position and accepts this responsibility. Each employee's job is important to the overall accomplishment of the College's objectives.

Employees are expected to report to work and to be ready to perform their job duties at their scheduled work time. There may be a legitimate reason for an absence or tardiness on occasion. In these situations, it is the employee's responsibility to notify his/her supervisor in advance, if possible, and explain the reason for the tardiness or absence and indicate an expected return-to-work date. If unable to contact the supervisor, the employee should contact someone else in the department designated by his/her supervisor. The employee must provide all information necessary for the continued performance of all job duties during the absence. The supervisor may approve or disapprove the employees request for leave.

Habitual tardiness and absenteeism will not be tolerated. Unnecessary absenteeism and tardiness are expensive, disruptive, and places an unfair burden on other employees and administrators. Unsatisfactory attendance may result in disciplinary action, including suspension and termination.

Break Periods

Employees may be given two fifteen-minute break periods away from their work station during a work day. These breaks are considered as work time. Employees may be asked to change their break periods occasionally if their presence is needed at their work station. The supervisor will advise employees of the times of their scheduled breaks. Lunch periods are generally for a 30-minute period. Supervisors will inform their employees of their scheduled time lunch period.

Flexible Time

From time to time, it may be in the best interest of the College for an employee to work hours that are different from the established work week. In these instances, flexible time arrangements may be negotiated on a case-by-case basis between the supervisor and the employee and documented in writing. Flexible time arrangements must be made in advance and cannot be arbitrarily decided by the employee.

Overtime (Compensatory Time)

Earning of compensatory leave may be granted to employees for extraordinary circumstances. The amount of such leave shall be equal to the amount of extra hours the employee works (on an hour-for-hour basis). Written justification for such time, signed by the supervisor in advance, shall be filed with the time and attendance record covering the period for which the time is earned. Employees who fall under nonexempt status determined by the Fair Labor Standards Act will earn compensatory time at the time-and-a-half rate.

The overtime rules for classified employees are governed by Chapter 21 Overtime and Overtime Compensation Civil Service Rule that can be located at:

<http://www.civilservice.louisiana.gov/CSRules/Chapter21.aspx>.

The overtime rules for unclassified employees are governed by LCTCS Policy 6.003 Leave Record Establishment, and Regulations for all Unclassified, NonCivil Service Employees and can be located at

[http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_\(revised_9.11.2013\).pdf](http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_(revised_9.11.2013).pdf).

Payroll

SCLTC employees are paid on a biweekly pay as indicated below:

12-Month Faculty and Staff:

There are 26 pay periods annually for 12-month faculty and staff. The biweekly pay is calculated by dividing the annual salary by 26 pay periods.

9-Month Faculty:

There are 20 pay periods annually for 9-month faculty. The 9-month faculty has the option to elect a payment method each academic year to be paid over the 9-month contract period or over a 12-month basis. The biweekly pay is calculated by dividing

the annual salary by either 20 or 26 pay periods (contingent upon the payment method). Faculty hired on a 9-month basis after the beginning of the new contract year will have an adjusted contract amount based on the number of pay periods remaining in the academic year. Renewal of 9-month contracts each academic year are determined by the administration.

By law, SCLTC is required to withhold federal and state income taxes, Medicare tax (unless continuously employed as a state employee prior to April 1, 1986), and either state retirement or social security deductions from an employee's check. Employees may authorize other deductions such as health insurance, life insurance, dental insurance, credit union, U.S. Savings Bonds, United Way, tax shelters, or other miscellaneous deductions. Employees should contact the Human Resources Office for other deductions that may be available to them.

Mandatory Direct Deposit

All employees paid through the LCTCS Centralized Payroll System will be required to participate in direct deposit of net pay to their financial institutions as indicated in LCTCS Policy 6.004 located at:

<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.004.pdf>. The first paycheck that an employee receives will be in the form of a paper check and mailed to the address of record. The second paycheck will be a direct deposit into the employee's account with his/her financial institution. Employees must notify their Human Resources Office of any changes in their direct deposit account to ensure that their paycheck is deposited accurately.

Ethics Training

It is a requirement of the Louisiana Board of Ethics (R.S. 42:1170) that every public servant receive a minimum of one hour of education and training on the Code of Governmental Ethics each year of employment. The penalty for noncompliance is on the employee. Any employee who does not comply may have penalties assessed against them by the Board of Ethics. On-line training is done through Louisiana Employees Online (LEO) located at <https://leo.doa.louisiana.gov/irj/portal>. Instructions are provided at new hire orientation and on an annual basis by Human Resources personnel.

Sexual Harassment Training

As defined in the 2012 Louisiana Senate Concurrent Resolution No. 107, state agencies must provide one hour of sexual harassment training to each public servant on an annual basis. On-line training is done through Louisiana Employees Online (LEO) located at <https://leo.doa.louisiana.gov/irj/portal>. Instructions are provided at new hire orientation and on an annual basis by Human Resources personnel.

Employee Performance Evaluations and Planning

Annual evaluations provide an opportunity for employees and their supervisors to provide feedback on performance of job duties and to address all aspects of expected job performance.

Classified Staff

The performance evaluation year for classified employees shall be July 1 through June 30 of each fiscal year. Classified employees who are in active status as of June 30 of the performance evaluation year shall have a performance evaluation conducted. Employees must receive a rating of “successful” or higher to receive an annual performance adjustment. Performance adjustments will have an effective date of October 1 of the plan year. For more information, classified employees should review the policy available at <http://www.civilservice.louisiana.gov/CSRules/Chapter10.aspx>.

Unclassified Faculty and Staff

It is the policy of SCLTC that a performance evaluation be conducted on each employee, including faculty and staff, on an annual basis. For more information, unclassified employees should review the policy available at <http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.010.pdf>.

Promotions

The objective of the SCLTC campuses is to fill vacant positions by selecting the most qualified individual for the position from as wide a range of candidates as possible. However, every effort will be made to fill vacant positions by promoting qualified permanent employees within the department.

Resignations

The administration of SCLTC realizes that not all employees will remain in our employment until retirement. If employees find it to their advantage to leave our employment, they should give their supervisor at least a two-week advance notice of their resignation in writing. This will allow the supervisor time to make arrangements to cover the workload with the least disruption of service to the students and the College.

Employees who separate from employment should assure that a current address is on file with their supervisor and the Human Resources Office. This will ensure that their W-2 and other separation documents can be sent to them promptly. Employees may also be requested to meet with the Human Resources Office to participate in an “Exit Interview” and to sign necessary termination paperwork.

Final Paycheck

Upon resignation or termination, the final paycheck will be processed as a paper check and mailed to the employee’s address of record. The Human Resources Office will process any one-time refunds and/or leave payouts on the employee’s final paycheck.

Code of Conduct

The employees of SCLTC should conduct themselves in a dignified and professional manner in accordance with the LCTCS 6.025 Code of Conduct Policy located at <http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.025.pdf>. Behavior, which is incompatible with the mission and goals of the College, will not be tolerated.

Consensual Relationship

SCLTC acknowledges its responsibility to provide clear direction to its College employees regarding the professional risks associated with consensual relationships in which a supervisor/subordinate and/or instructor/student authority chain exists.

The definition of “consensual relationship” (exclusive of marriage) includes a mutually agreed upon romantic relationship and/or a relationship involving physical intimacy. Such situations jeopardize the efficiency of any organization as well as the integrity of academic or employment decisions. For more information, employees should review the LCTCS policy available at

<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.008.pdf>

Discipline for All Employees

Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem. Discipline is a means to correct substandard employee behavior and performance. The system is dependent upon the employee’s recognition of his/her need to accept and conform to SCLTC standards of performance and conduct. For more information, employees should review the LCTCS policy available at

<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.014.pdf> and

classified employees should review the policy available at <http://www.civilservice.louisiana.gov/CSRules/Chapter12.aspx>.

Employee Grievance

It is the policy of SCLTC to develop and maintain a satisfied and efficient workforce. An employee who is seeking a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences in interpretation of policy is encouraged to discuss the matter with his/her immediate supervisor before filing a grievance to seek resolution. It is the intent of the SCLTC to resolve employee issues at the lowest possible supervisory level and at the earliest possible opportunity after such problems are recognized. For more information, employees should review the policy available at

<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.015.pdf>.

Harassment

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

<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.011.pdf>.

Political Activities

To protect the privileges associated with employment, the limiting of certain political activities is necessary.

The permissible and prohibited level of political activity of all classified employees shall be governed by the provisions of Article 10, Section 9 of the Louisiana

Constitution, Civil Service Rules 14.1(e), (f), and (g) and Civil Service General Circular No. 1449. For more information, employees should review the policy available at <http://www.civilservice.louisiana.gov>

No teaching or professional staff member or administrative officer of educational institutions under the management and supervision of the LCTCS shall be prohibited from exercising his or her freedom of political expression or association; provided that, no

such employee or officer shall act or express himself/herself in any manner which suggests that the LCTCS or the Board has taken a position in support of any candidate or political party placed before the electors of the State. For more information, employees should review the policy available at <http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.019.pdf>

If concerned about the legality of a particular activity, employees should contact their supervisor or Human Resources Office prior to participating in the activity.

Conflict of Interest

The Code of Governmental Ethics prohibits a public employee from soliciting or accepting, directly or indirectly, anything of economic value as a gift or gratuity from any person if the public servant knows, or reasonably should know, that the person making the gift or gratuity:

- Has or is seeking a contractual or business relationship with the public employee's agency
- Conducts activities regulated by the public employee's agency; or
- Has substantial economic interest that may be substantially affected by the performance or nonperformance of the public employee's official duties.

There are certain exceptions to this general rule based on the definition of a "thing of economic value." Employees should check with their supervisor if they are not sure whether a gift or gratuity is a "thing of economic value."

Outside Employment

An employee who is presently engaged in or who plans to engage in outside employment must comply with LCTCS Policy 6.018 Outside Employment of LCTCS Employees located at

<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/SystemPolicyOutsideEmployment%20ApprvLCTCS%20BOR%20Ethics11082005Revised06.07ApprvLCTCSBoREthics050808.pdf>. The employee must complete the Disclosure of Outside Employment Form

(<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/SystemPolicyOutsideEmploymentFormAAprvLCTCS%20BOR%20Ethic11082005Revised06.07ApprvLCTCSBoREthics050808.pdf>) and submit it to his/her supervisor who, in turn, will

forward it to the Human Resources Office for review and approval by the Director/Appointing Authority. It is the employee's responsibility to disclose outside employment on an annual basis thereafter.

Orientations, Conferences, and Workshops

Employees may be granted time for attendance at orientation, on-the-job training, conferences, conventions, and workshops for training purposes. Employees will be permitted to attend while on duty status, provided the content of the program is pertinent to their job and attendance is approved by the proper authorities. Employees must complete an SF-6 Application for Leave prior to attending any type of off campus function to document not only for attendance but also for liability purposes. Although a leave slip is required, it is considered non-chargeable leave.

Safety and Facilities

All employees are expected to review and comply with SCLTC's General Safety Plan that can be located at <http://www.scl.edu/index.cfm?md=pagebuilder&tmp=home&nid=127&pnid=0&pid=115>. Employees should refer to the Safety Plan for information regarding safety, accidents, and emergencies. It is each employee's responsibility to familiarize himself/herself with the plan. Employees should follow-up with their supervisor, Campus Administrator, or Safety Coordinator if they have any questions regarding the plan.

Blood Borne Pathogens

The Office of Risk Management requires that all employees complete the Blood Borne Pathogens Training Course within 90 days of hire. Safety sensitive positions are required to complete the training annually. Those positions are in the departments of Maintenance, Nursing, and Allied Health. On-line training is done through Louisiana Employees Online (LEO) located at <https://leo.doa.louisiana.gov/irj/portal>. Instructions are provided at new hire orientation and on an annual basis by Human Resources personnel and/or the Safety Coordinator.

Defensive Driving

The Office of Risk Management requires that all new employees complete the Defensive Driving Training Course within 90 days of hire. Employees are required to complete a refresher training every three years after initial hire. On-line training is done through Louisiana Employees Online (LEO) located at <https://leo.doa.louisiana.gov/irj/portal>. Instructions are provided at new hire orientation and on an annual basis by Human Resources personnel and/or the Safety Coordinator.

Emergency Response Plan (ERP)

SCLTC has established guidelines and procedures, which have been reviewed by local law enforcement agencies, for handling emergencies on campus. The First Call Interactive Network has been established for communication with faculty, staff, and students concerning emergencies on campus. Students are encouraged to sign up for notification through the First Call System at registration or by contacting the Office of Student Affairs. Faculty and staff should contact their supervisors for information on signing up for the First Call notification.

Drug/Alcohol Free Zone

All campuses of SCLTC are drug-free and alcohol-free zones. A “drug-free zone” is an area inclusive of any property used for school purposes by any school, within one thousand feet of any such property, and school buses. It shall be unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a drug-free zone as provided in this section.

Tobacco Free Campus

All campuses of SCLTC adhere to the Tobacco Free Campus policy, which includes Cigarettes, Chewing Tobacco, and E-Cigarettes.

Firearms-Free Zone

All campuses of SCLTC are firearms-free zones. A "firearms-free zone" is an area inclusive of any school campus and within one thousand feet of any such school campus and within a school bus. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this section.

Hurricane Emergency Plan

SCLTC has established guidelines and procedures for handling preparation, evacuation, and return to campus for hurricanes affecting this area. The First Call Interactive Network has been established for continued communication with faculty, staff, and students. Students are encouraged to sign up for notification through the First Call System at registration or by contacting the Office of Student Affairs. Faculty and Staff should contact their supervisors for information on signing up for the First Call notification.

Inclement Weather/School Closures

In the event that the College must be closed during normal hours of operation, the College will issue an official statement from the Director via First Call or public media.

Travel

Some positions may require travel. All travel must be authorized and approved in advance by the supervisor. In order to be reimbursed for state travel, employees must possess a valid driver's license, be on the campus' approved state employee driving list, and complete the on-line Driver Safety Course. Expenses incurred should be well documented and limited only to those incurred during the performance of job duties. Claims for reimbursement must be submitted on a Travel and Expense Account Form and include all details requested on the form, the employee's signature, and approval of the supervisor. If employees are required to travel, they should consult their supervisor regarding the College's travel policy.

Supplies and Equipment

Supplies and equipment are requisitioned upon an assessment of need as determined by the employee in consultation with the Department Head and/or

Campus Administrator. A requisition must be submitted to the Administrative Office designating the vendor, the item, quantity needed, date required, and approximate cost. Employees must sign all requisitions from their departments. All requisitions and purchases must be approved by the Campus Administrator and are made in accordance with State Purchasing Rules and Regulations. Small purchases must not exceed maximum allowable limits according to executive order of the Governor. Recurring daily purchasing of items to circumvent state purchasing rules and regulations and institutional policy is illegal and improper.

Personal Use of Equipment and/or Supplies

College supplies and equipment should not be used for personal gain. College equipment should not be removed from the premises for personal reasons. Computers and the Internet should not be used for personal use.

Employees are expected to keep personal telephone calls and texts to an absolute minimum. Instructors, staff, and students should take care of training related business such as phone calls and/or texts, either before school, after school, or during scheduled breaks.

Maintenance of Equipment

Employees are to exercise preventive measures to avoid costly and time-wasting repairs. All equipment or other items requiring repair should be reported to the Department Head and/or the Campus Administrator. Work order forms for requesting repairs are located in the Administrative Office.

Property Location

State owned property must not be moved from one location to another without prior approval of the Campus Administrator. Property location change forms must be completed and submitted to the campus Property Manager if an item must be moved from one location to another.

Occupational Advisory Committee Meetings

Occupational Advisory Committee meetings for each individual program area have been established to provide more direct contact between instructors, SCLTC, and business and industry partners. These program meetings must be held at least twice per year. In addition to scheduled meetings, individual and informal meetings between instructors and the committee members may be held as often as needed to improve or promote the program to assure that the most current teaching trends are being utilized along with the most up-to-date and innovative technology.

Graduation

Applications for graduation must be filed by each prospective candidate no later than the date indicated on the academic calendar for the semester in which the candidate is expected to complete courses required for graduation. Graduation exercises are held on a semiannual basis. All employees are expected to attend and participate in graduation exercises.

FERPA

Employees must understand that student records are confidential information. 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. More information regarding FERPA regulations may be obtained by visiting www.ed.gov and searching for “FERPA.”

Parties

Class parties or any form of diversion that interrupts regular class routines is discouraged, and any exception to this must be approved in advance by the Campus Administrator. Absolute supervision of all festivities is required, and the instructor sponsoring such activities is responsible for maintaining order and discipline during the activity just as he or she would do during instructional activities.

Live Work

SCLTC defines the criteria and purpose for using live work as an instructional methodology. SCLTC utilizes live work experiences to enhance skills and training for the course and assumes no liability for live work projects. Such work must fall within the perimeter of the curriculum and objectives for the course in which the student is enrolled. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum. The cost of all materials and supplies for work to be performed are the responsibility of the person receiving the service or the owner. Live work projects that are performed off campus are limited to work for nonprofit groups or agencies. The instructor and Campus Administrator must approve off campus work assignments by completing the necessary form(s).

Off-Site Training Activities

The Campus Administrator will determine the need for field trips. The employee must request written approval from the Campus Administrator by providing the objectives for the activity. Necessary arrangements must be made for transportation. If private vehicles are used, the owner(s) must provide evidence of having sufficient liability insurance. The employee shall have the responsibility for the supervision of the students while traveling to and from their destination and while at the training activity site. Employees must submit a post visit summary report within two (2) working days following the visit. All information pertaining to the off-site training activities will be maintained in the Administrative Office.

EMPLOYEE BENEFITS

Details of all benefits are available at SCLTC's Human Resources Office. Please contact the Human Resources Office if you have any questions or need additional information.

Leave Accrual (Annual & Sick Leave)

12-month classified and unclassified faculty and staff accrue annual and sick leave on a biweekly basis based on the years of previous state service. Nine-month faculty earn only sick leave (not annual leave) on a biweekly basis based on the years of previous state service. There is no maximum accrual on annual and sick leave, and the leave is carried forward from year to year.

0-3 Years	3.69 hours per pay period
3-5 Years	4.61 hours per pay period
5-10 Years	5.54 hours per pay period
10-15 Years	6.46 hours per pay period
Over 15 Years	7.39 hours per pay period

General Leave Guidelines

All leave requests must be made on the SF-6 Application for Leave Form and must be approved by the employee's supervisor in advance of taking any form of leave. For more specific information regarding employee leave, classified employees may refer to <http://www.civilservice.louisiana.gov/CSRules/Chapter11.aspx>, and unclassified employees may refer to [http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_\(revised_9.11.2013\).pdf](http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_(revised_9.11.2013).pdf).

Faculty Leave

Faculty leave is leave with pay granted to faculty members employed on a 9-month basis in lieu of annual leave and is comprised of the days between terms and during holiday periods when students are not in class. This special form of leave is not an accrued leave. It is granted as appropriate and shall be taken as it is granted with permission from the employee's supervisor.

Annual Leave

Annual leave is leave with pay granted to an employee who has sufficient leave to his/her credit for the purpose of rehabilitation, restoration, maintenance of work efficiency, or attention to other personal concerns. Annual leave should be applied for in advance by the employee and may be taken only when approved by his/her supervisor. The granting of annual leave is not automatic and may be denied or restricted based on business necessity. The minimum charge of annual leave is one half hour.

Sick Leave

Sick leave is leave with pay granted to an employee who has sufficient leave to his/her credit and who is suffering with an illness that prevents him/her from performing his/her usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment. A Physician's statement or other acceptable proof may be required to verify that the employee was unable to report to work because of illness/injury and/or is physically and mentally capable of resuming job responsibilities upon return to work. The minimum charge of sick leave is one half hour.

Family and Medical Leave

SCLTC complies with the Family and Medical Leave Act of 1993. This leave is granted to eligible employees and enables them to take up to a maximum of twelve work weeks (480 hours) for qualifying events. It provides for continuation of health care premiums when the employee has and wishes to continue health care coverage during the periods of approved family and medical leave. LCTCS policy requires concurrent use of paid leave as appropriate, based on the eligibility for use of such leave. Employees are required to provide a 30-day notice for use of FMLA leave unless it is medically impossible or impractical to provide such notice. Employees will be required to provide physician certification for all such FMLA leave to be taken. Such certification must be provided within 15 calendar days of notice to use the leave.

Educational Leave

Educational leave may be granted to an employee without loss of pay, annual, or sick leave for approved attendance of job-related course of study. Such leave shall not be granted more than once for the same course of study. Prior to granting such leave, the supervisor must certify that the employee has received a "satisfactory" or above rating on his/her performance evaluation and must have been a full-time employee during the last 12 months. Educational leave requests must be made in writing and approved by the supervisor and Director/Appointing Authority. For more information regarding educational leave, classified employees may refer to <http://www.civilservice.louisiana.gov/CSRules/Chapter11.aspx>, and unclassified employees may refer to [http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_\(revised_9.11.2013\).pdf](http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_(revised_9.11.2013).pdf).

Administrative Leave

Upon recommendation of the Appointing Authority, approval by the System President and notification of the Board of Supervisors, an unclassified employee may be required to take leave with pay or leave without pay for a specific or indefinite period of time whenever, in the System President's discretion, such action would be in the best interest of the system. Classified employees leave regulations are governed by Civil Service rules, which can be found at <http://www.civilservice.louisiana.gov/CSRules/Index.aspx>.

Compensatory Leave

Compensatory time is hours worked in excess of the required 40 hours per week. This leave will be accrued and will be taken in lieu of annual leave. Prior approval by the employee's supervisor to earn compensatory time is required. Classified employees earn compensatory time based on Civil Service established guidelines located at <http://www.civilservice.louisiana.gov/CSRules/Chapter21.aspx>, and unclassified 12-month non-faculty employees earn compensatory time based on LCTCS Policy 6.003 located at [http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_\(revised_9.11.2013\).pdf](http://www.lctcs.edu/assets/docs/LCTCS%20Policies/HumanResources/6.003_Leave_Record_Establishment_and_Regulations_for_Unclassified_Non-Civil_Service_Employees_(revised_9.11.2013).pdf).

Holidays

SCLTC adopts the provision of R.S. 1:55 that states: "Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed by all of its employees." Accordingly, the Director shall determine which 14 paid holidays will be established and publish a Holiday Schedule outlining the 14 paid holidays for the calendar year. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by SCLTC except as otherwise provided. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/docs/FinanceAndAdministration/6.028.pdf>.

Special, Civil, Jury Duty, Emergency, or Other Leave

This type of leave is leave with pay, without loss of annual leave or sick leave, granted by the Appointing Authority under stipulated conditions. The employee must furnish a copy of the Court summons to their supervisor when requesting leave for jury duty. Currently employed classified Civil Service employees will be granted paid leave for taking Civil Service tests. The employee must furnish their supervisor with a statement from the Louisiana Department of State Civil Service indicating that they have appeared for and have taken part in a Civil Service test. Special leave will be granted in cases of natural emergencies or local conditions such as civil disorders, floods, hurricanes, and closures authorized by the Governor or College.

Funeral Leave

To assist employees through periods of bereavement following the death of a relative, leave earning employees may be granted up to two days of funeral leave to attend funeral services of immediate family members. Immediate family members include:

- Husband/Wife/Daughter/Stepdaughter
- Father/Stepfather/Son/Stepson
- Mother/Stepmother/Grandchild (of employee)
- Sister/Stepsister/Grandfather/Grandmother
- Brother/Stepbrother
- Mother-in-law/Father-in law

Annual leave may be applied for and approved in accordance with normal policy to attend the services of other relatives and friends or to extend funeral leave beyond the allowed time. Employees should contact their supervisor to request additional leave.

Leave Without Pay

Leave without pay shall be applied for in advance, when possible, by the employee and may be taken only when other appropriate paid leave has been exhausted, and leave without pay has been approved by the supervisor. The granting of leave without pay is not automatic and is at the discretion of the employer. Employees who fail or refuse to request leave without pay shall administratively be placed on unauthorized leave without pay and may be subject to disciplinary action, including termination.

Employees on leave without pay will not earn the full amount of annual and sick leave since leave accrual is based on the hours worked each pay period. In addition, employees will not receive a full year of retirement service credit, and it may disrupt the health, life, and general deduction processing.

Health and Life Insurance

Full-time employees and dependents are eligible for health and life insurance coverage administered through the Office of Group Benefits. If an employee elects to enroll in health and/or life insurance, a portion of the premium is paid by the College with the remaining portion of the premium being deducted from the employee's paycheck.

The effective date of health and/or life insurance coverage for new hires is the first day of the month following 30 days of employment (for example, if an employee is hired on June 15, his/her effective date of coverage will be August 1). An employee who transfers employment should complete a transfer form (GB01) within 30 days.

The employee portion of the premium for coverage is deducted from the employee's paycheck one month in advance. Premium payments are split between the employee's paycheck on a biweekly basis. During months when employees receive three paychecks, no premium will be deducted from the third check.

Insurance information is provided to the employee in a new hire packet at new hire orientation. Information regarding the various insurance plans available, costs, and coverage are available at www.groupbenefits.org, or employees may contact the Human Resources Office.

Miscellaneous Insurance

Other miscellaneous insurance plans such as dental, vision, cancer, intensive care, etc., may be available to you through payroll deduction. With these policies, the employee is responsible for the full premium. Your Human Resources Office will provide you with a complete listing of these plans.

Flexible Benefits Plan

The Office of Group Benefits Flexible Benefits Plan gives active employees a way to take home more money in every paycheck. When you sign up for one or more Flexible Benefits options, your eligible expenses are deducted from your gross salary before taxes. Because you pay less in taxes, your spendable income increases. At the time of new hire or during annual enrollment, employees can enroll in one or several Flexible Benefits Plan options:

Premium Conversion allows a plan member to pay the employee share of eligible health coverage and insurance premiums before taxes are calculated.

Employees can participate in the General-Purpose Health Care FSA option, Limited-Purpose Dental/Vision FSA or Dependent Care FSA option even if they are not enrolled in an OGB health plan or the Premium Conversion option.

General-Purpose Health Care Flexible Spending Arrangement (GPFSA) allows an employee to use pretax dollars to pay eligible out-of-pocket medical, dental, and vision care expenses for himself or herself, his or her spouse, and any other federal tax dependents – even if he or she is not covered by an OGB health plan. An employee cannot participate in the GPFSA and the Health Savings Account (HSA) options at the same time. This is a HIPAA-excepted benefits plan.

Limited-Purpose Dental/Vision Flexible Spending Arrangement (LPFSA) allows an employee to use pretax dollars to pay for eligible out-of-pocket dental and vision expenses only. An employee cannot participate in the GPFSA and the LPFSA options at the same time. However, an employee who enrolls in the Consumer Driven health plan with a Health Savings Account option (CDHP-HSA) can participate in the Limited-Purpose FSA option. This is a HIPAA-excepted benefits plan.

Dependent Care Flexible Spending Arrangement (DCFSA) allows an employee to use pretax dollars to pay eligible dependent care expenses for a child, disabled spouse, elderly parent, or other dependent incapable of self-care.

The **Health Savings Account (HSA)** option allows a plan member and his/her employer to contribute pretax dollars to a Health Savings Account. Active employees can contribute to the Health Savings Account option only when they choose the OGB Consumer Driven Health Plan (CDHP) and are not covered by other disqualifying non-high-deductible health plan coverage. The deductible amount for plan members enrolled in the CDHP will reset at the beginning of the plan year on January 1.

La Capitol Federal Credit Union

Employees are eligible for a membership through La Capitol Federal Credit Union. Information on membership and services offered is available in the Human Resources Office or at <https://www.lacapfcu.org/>.

Worker's Compensation

Worker's Compensation Insurance pays benefits when an employee becomes disabled or misses work because of work-related injuries. Should an employee sustain a work-related injury, regardless how minor the injury may be, he or she should notify his or her supervisor immediately.

457 Deferred Compensation Plan

The Plan is a governmental 457 deferred compensation plan, which is a retirement savings plan that allows eligible employees to supplement any existing retirement and pension benefits by saving and investing pretax dollars through a voluntary salary contribution. Contributions and any earnings on contributions are tax-deferred until money is withdrawn. Distributions are usually taken during retirement, when many participants are typically receiving less income and may be in a lower income tax bracket than while working. Distributions are subject to ordinary income tax. Employees may contact the Human Resources Office for more information or at <https://louisianadcpretire.gwrs.com/login.do>.

Retirement

Membership in a retirement system is mandatory for all full-time employees, except those persons specifically exempted by law. The contribution rate is set by the respective retirement system. Classified employees are enrolled with the Louisiana State Employees Retirement System (LASERS), and unclassified employees are enrolled with Teachers' Retirement System of Louisiana (TRSL). For more information, please visit <http://www.lasersonline.org/site.php> or <http://www.trsl.org/main/> or contact the Human Resources Office.

EMPLOYEE WEB LINKS

Council on Occupational Education	www.council.org
South Central Louisiana Technical College	www.scl.edu
Louisiana Community & Technical College System	www.lctcs.edu
Louisiana Department of State Civil Service	www.civilservice.louisiana.gov
Louisiana Department of Education	www.ed.gov
Teachers Retirement System of Louisiana	www.trsl.org
Louisiana State Employees Retirement System	www.lasers.state.la.us
Office of Group Benefits	www.groupbenefits.org
Starmount Life	www.starmountlife.com
LaCapital Federal Credit Union	www.lacapfcu.org