



# Employee Handbook

Minden Campus- main campus  
Mansfield Campus- branch campus  
Shreveport Campus- branch campus  
Camp Minden- instructional service center

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

## *Table of Contents*

PURPOSE.....	4
USING THE GUIDE IN CONJUNCTION WITH OTHER PUBLICATIONS .....	5
EQUAL OPPORTUNITY STATEMENT .....	6
Equal Opportunity Policy Objectives .....	6
REASONABLE ACCOMMODATION REQUEST.....	7
SELF-IDENTIFICATION PROGRAM .....	8
OUR MISSION.....	8
OUR VISION.....	8
NLTCC VALUES.....	8
HISTORY of NLTCC.....	10
DEMOGRAPHICS OF NORTHWEST LOUISIANA TECHNICAL COMMUNITY COLLEGE .....	10
GOVERNING BOARD.....	10
NLTCC ADVISORY COUNCIL.....	11
OCCUPATIONAL ADVISORY COMMITTEES.....	11
ACCREDITATION .....	11
FACULTY .....	13
Definition of Faculty.....	13
Full-Time Faculty .....	13
Faculty Workload.....	13
PROFESSIONAL DEVELOPMENT.....	14
In-Service Training .....	14
Business and Industry Visits.....	14
College Courses .....	14
Committees .....	14
Programs Requiring Professional Licensure.....	15
FACULTY AND PROFESSIONAL STAFF EXPECTATIONS.....	15
Display of Professional Attitudes and Performance Standards .....	15
Scope of Authority .....	15
Support of Administrative Policies.....	16
Unacceptable Standards of Conduct.....	17
Recording in the Workplace .....	18
Resolving Conflict in the Workplace.....	18

Grievance and Complaint Procedure .....	18
Harassment, Discrimination and Retaliation .....	18
Public Relations .....	18
Reporting For Work in an Acceptable Condition .....	18
Dress Code .....	19
Outside Work .....	19
Use of School Facilities .....	19
Employee College-Related Business .....	20
School Calendar .....	20
Working Hours.....	20
Employee Attendance .....	21
Tardiness .....	21
Excessive Absence.....	22
Annual or Sick Leave and Leaving School Premises .....	22
Family and Medical Leave.....	22
Access to Employment Records .....	23
Employment References .....	23
Confidentiality .....	23
Faculty and Staff Evaluations .....	25
Travel .....	25
PAYROLL INFORMATION .....	25
Withholding Taxes.....	25
Pay Frequency.....	26
Time and Attendance Records .....	26
Check Distribution .....	27
Payment to Separating Employees.....	27
Holidays .....	28
Overpayments .....	28
Garnishments and Salary Leins .....	28
BENEFIT INFORMATION .....	29
RETIREMENT .....	29
RESIGNATION AND SEPARATION PROCEDURES .....	30
Unemployment Compensation Program.....	30
COBRA.....	30

RETIREMENT PROCEDURES .....	30
SAFETY .....	31
Hazardous Material .....	31
Emergency Preparedness Plan .....	32
Tobacco Free Workplace .....	32
Violence in the Workplace.....	32
Driver Safety Program/ Use of College Vehicles .....	32
Defensive Driving Requirements.....	32
Campus Security .....	32
Parking Areas .....	33
Firearms Policy .....	33
Visitors and Sales Representatives .....	33
EMPLOYEE WORK RELATED INJURIES/ACCIDENTS .....	33
Workers' Compensation Policy .....	33
COLLEGE POLICIES.....	34
REFERRAL STATEMENT PERTAINING TO NEW POLICIES ISSUED BY LCTCS AND NLTC .....	34
Employee Signature Form .....	35

**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 in 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 the right as well 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, NLTC 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**

Northwest Louisiana Technical Community College (NLTC) is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act and its Amending Act of 2008 (collectively ADA) to include:

- Title I: Prohibits discrimination against qualified individuals with disabilities in all employment practices, including recruitment, hiring, advancement, compensation, fringe benefits, job training and other terms, conditions, and privileges of employment. Upon request, NLTC shall engage in an interactive process and may approve a reasonable accommodation, unless the Requestor is not a qualified individual; doing so poses an undue hardship to the agency; or poses a direct threat to the health or safety of the individual with a disability or others.
- Title II: Ensures qualified individuals with disabilities have equal access to the full range of programs, services, activities, and facilities of the agency. Upon request, NLTC may provide a reasonable accommodation, unless the Requester is not a qualified individual; doing so would fundamentally alter the nature of the agency's service, program, or activity; or poses a direct threat to the health or safety of the individual with a disability or others.

**PROCEDURES FOR REQUESTING A REASONABLE ACCOMMODATION** It is the responsibility of the qualified individual with a disability to request a reasonable accommodation(s) when needed. To do so, the individual:

1. May initiate a request either verbally or in writing. If in writing, the qualified individual with a disability should complete the Request for Accommodation Form. If the individual needs assistance to complete the request form, NLTC HR will provide such assistance;
2. Must submit the request to the appropriate person for the nature of the accommodation requested (as further explained below); and
3. Must timely and cooperatively participate in the interactive process (as further described therein).

If the accommodation request is from an NLTC employee, they may be required, as part of the interactive process, to provide the ADA Coordinator with medical documentation from their health care provider describing the nature of the disability and the functional limitations.

## **SELF-IDENTIFICATION PROGRAM**

Employees are encouraged to self-identify and make NLTC 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.

**Please refer to NLTC internal policy 'Americans with Disabilities Act (ADA)' for more information found on our website at [www.nltcc.edu](http://www.nltcc.edu).** The NLTC representative responsible for facilitating the interactive evaluation process relative to any request for accommodation, whose name and contact information is provided below.

Name: Amber Saunders

Section: Northwest Louisiana Technical Community College

Address: 9500 Industrial Drive, Minden, LA 71055

Phone #: 318-371-3035

Email: [ambersaunders@nltcc.edu](mailto:ambersaunders@nltcc.edu)

## **OUR MISSION**

Northwest Louisiana Technical Community College is a public institution of higher education that provides high-quality academic, workforce training, and transfer opportunities through the delivery of associate degrees, technical diplomas, and certificates that inspire students to enter today's competitive global workforce.

## **OUR VISION**

Northwest Louisiana Technical Community College strives to be the preferred choice for quality education and training in the Northwest Louisiana communities we serve.

## **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 NLTC**

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: Minden, our main campus and branch campuses Mansfield and Shreveport, and institutional service center at Camp Minden.

## **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. The powers and duties of the LCTCS Board were 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 was 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](http://lctcs.edu/board)

## **NLTCC 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 the mission.
- Approval of the 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 (OAC) 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 committee 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. Instructors are required to hold a minimum of two OAC meetings each academic year with no less than five members in attendance from the industry represented by the program. Occupational Advisory Committee Minutes of Meetings are housed 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](http://council.org)

## FACULTY

The faculty's role in supporting the mission and goals of the college involves providing instruction, program development, involvement in college initiatives, and recruiting/advising/mentoring students. The following analysis shows the primary duties of the full-time faculty are teaching and student support. Additionally, the College maintains a ratio of full- to part-time faculty that ensures students receive sufficient instruction and support from full-time faculty.

### Definition of Faculty

Faculty shall be those full and part time faculty who teach for credit programs. The primary focus of faculty shall be in alignment with a detailed job description for each classification.

### Full-Time Faculty

Full-time faculty are appointed to nine-month or twelve-month teaching positions. Full-time faculty are required to teach either:

a) In programs requiring extensive lab courses. (*“Extensive” as related to lab courses refers to shop programs where students spend the majority of their program learning hands-on in the shop.*) An equivalent thirty (30) clock hours a week (Welding, Practical Nursing, Industrial Manufacturing, etc.). Full-time 9-month faculty may also teach overload or summer courses for additional compensation.

### Faculty Workload

The core components of faculty workload include but are not limited to instruction, lesson planning, grading, student advising, service on institutional committees, professional development, student recruitment, accreditation activities, developing innovative approaches to learning and attending commencement exercises. Faculty member responsibilities are defined by the faculty contract and position description, and are planned and discussed in the annual performance, planning and review process. Workload allocations may vary amount faculty members and divisions given the requirements of specific programs, disciplines, and locations.

Faculty teaching loads during the academic year shall include such combinations of on- and off- campus, day, evening, online, and weekend classes as the needs of the college require. The maximum number of instructional contact hours per week for full time faculty shall be determined by policy as approved by the Chancellor by may not exceed thirty (30). For faculty whose courses involve laboratory and clinical responsibilities with extensive contact hours or who teach course with low enrollment, a teaching load equivalent may be calculated on local college policy. Overload assignments may include credit or non-credit instruction.

The workload for part-time faculty shall not exceed 29 hours per week; this cap is based on the requirements of the Affordable Care Act and represents 72.5% of a full time faculty workload. On a fiscal year basis, this equates to a teaching assignment of 28 credit hours or fewer, including fall, spring, and

summer terms. Decisions about workload allocation will be reached based on discussion between the faculty member and the Dean or other appropriate academic officer through the planning process with final approval given by the Vice Chancellor of Academics and Student Affairs.

## **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 and complete documentation of the visit to submit to the Dean. See Dean for Business and Industry and Program Verification forms.

Industrial visits (field trips) made by the instructor and students may be scheduled any time during the class time, provided notice of such plans are approved by administration a week in advance. Such plans must have the approval of the Campus Dean. Instructors are responsible for making appointments with the business to be visited in order for them to make preparations.

### **College Courses**

Employees are encouraged to further their education and there are a number of ways NLTCC will foster that endeavor. Tuition exemption for LCTCS colleges and educational leave is available to most employees in accordance with [NLTCC Policy 6.005 Tuition Exemption/ Continuing Education](#). Please contact Human Resources for any agreements between LCTCS and the university systems in Louisiana.

### **Committees**

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

### **Programs Requiring Professional Licensure**

Instructors required to hold professional licenses or other credentials to practice in Louisiana must have these licenses inspected annually by appropriate campus administration and copies must be on file with Human Resources at the time of receipt.

## **FACULTY AND PROFESSIONAL STAFF EXPECTATIONS**

Each employee of Northwest Louisiana Technical Community College is expected to display a sense of professionalism and a feeling of loyalty to the college 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.

### **Display of Professional Attitudes and Performance Standards**

Because of the nature of instruction 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 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.

### **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 Dean or other administrator if the Dean is unavailable. Situations related to the area of guidance that cannot be handled effectively in the department should be referred to Student Services. 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 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 college. Therefore, all employees are expected to give their wholehearted support to all System and College policies.

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 their 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 Director of Human Resources 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.

### **Recording in the Workplace**

While Louisiana is a one-party consent state, the employer has the right to restrict recordings of employees while on college premises or at college events. NLTC reserves the right to restrict all recording of employees either through audio or video while on campus or off campus at college sponsored events. Recording other employees without their permission causes distrust in the workplace.

### **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 students 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 their 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**

[NLTC Policy 6.004 Grievance and Complaint Procedure](#)

### **Harassment, Discrimination and Retaliation**

[NLTC Policy 6.014 Prohibition and Prevention of Discrimination, Harassment, and Retaliation](#)

### **Public Relations**

While the school administration is primarily responsible for public relations activities in the community, all employees must be aware of their responsibility to do their part in conducting this important phase of the program. Employees 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 offered at the technical college.

### **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. Instructors are expected to be dressed appropriately for their department, including any additional OSHA requirements which may be applicable

to your field of study. 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 their supervisor.

### **Dress Code**

NLTCC has established the following Business Casual Dress Code Policy, which defines dress and grooming guidelines. The purpose of this policy is to promote a consistent, professional image throughout the college. Proper dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business and institutional image that the college presents to students, parents, business and industry partners and the public. Maintaining a professional, business-like appearance is important to the success of the college.

Business Casual Guidelines for non technical teaching areas and staff:

- Acceptable Business Casual Attire includes, but is not limited to slacks, khakis, capris, golf shirts, and shirts with a finished neckline, skirts, dresses, turtlenecks, or sweaters. Clothing and shoes must be neat and clean.
- Unacceptable attire includes, but is not limited to tee shirts; sweat pants, shorts, sweatshirts, or workout attire; cutoffs; beach attire; halter and spaghetti strap dresses, tank tops, miniskirts, short skirts, spandex and Lycra; dresses or skirts that are excessively short; clothes that are too tight, too small, sheer or clothing that otherwise is revealing, distracting, or provocative; and tennis shoes, flip flops, beach shoes or slippers.

Dress Code for Shops/Technical Areas:

- Short or long-sleeved shirts are appropriate depending on the technical department. Only long pants with no rips or holes should be worn. No shorts of any kind should be worn in any technical area.
- No t-shirts unless under FR clothing or scrubs. Shirts should be tucked in per safety standards.
- Protective footwear must be worn in areas where there is a danger of foot injuries.

### **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 NLTCC position, you need to see Human Resources to complete an [NLTCC 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, or state agencies is sometimes done

for the public good. However, in each case, prior approval and arrangements must be made with administration. In each of the above cases, the cost of all materials and supplies must be paid 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 approved and completed by the employee's immediate supervisor.

### **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. However, faculty are encouraged to seek approved externship opportunities for program enhancement. See Dean for approved forms.

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 and posted to the website as soon as College administration approves them. A calendar showing the holidays and school closures for the school year will be distributed to all personnel by email.

### **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 their position and accepts this responsibility.

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 be scheduled 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**

NLTCC 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 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 their 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 NLTCC. 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. Depending on your department, there are times during the calendar year when vacations will not be approved due to business necessity. 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 their supervisor immediately. A supervisor will determine if an unplanned absence is excused or unexcused. If the employee fails to contact their 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**

Being tardy can be a planned or unplanned circumstance. An employee should notify their 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 tardy's 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 their supervisor, and an employee who has an unplanned unexcused absence will be counseled by the supervisor immediately upon returning to work

### **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 with prior approval by the Dean or Vice Chancellor of Academics and Student affairs if the Dean is unavailable. 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 they can be contacted.

Each instructor should have information available concerning class assignments and instructional plans in the event they must be absent. Should an instructor find it necessary to be absent from work, the Dean or designee and Director of Student Services should be notified the morning of the absence prior to the beginning of the workday. Per policy, 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. The Human Resources Department should be aware of any employees scheduled or unscheduled sick leave that extends past three days.

### **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 the policy of the NLTCC 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. To be eligible for FMLA, an employee must meet all 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 toward 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 is required, they should contact the supervisor or Dean and Human Resources immediately to complete the necessary paperwork. [NLTCC Policy 6.013 Family and Medical Leave](#)

### **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.)

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 in Minden. 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. Deans, department heads, and supervisors should refer all requests for this information to the Human Resources Department. Deans, 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 follows 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.



## **Faculty and Staff Evaluations**

The administration of NLTCC encourages self-evaluation, as well as informal and formal evaluation by supervisors. Since career and technical education is voluntary, one may assume a program and/or instructor can be self-evaluated through completion rates, licensure, and placements.

To emphasize educational excellence, the faculty and staff are evaluated on an annual basis. All employees may expect an evaluation after the completion of the fiscal year, usually in July or August, for the performance of duties for that year.

Performance Evaluation procedures and salary increases are described in the following policies:

[LCTCS Policy 6.010 Unclassified Staff Performance Evaluation](#)

[LCTCS Policy 6.502 Faculty Performance Evaluation](#)

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

[civilservice.la.gov](http://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. Reimbursement for travel is only available for travel outside of the College. For the correct procedures and forms, please contact the NLTCC Finance Department at 318-371-3035.

## **PAYROLL INFORMATION**

Payroll schedules are published annually by LCTCS. The calendar shows the payment period and the date payroll checks are released. 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 their 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 for a new employee to be paid properly and in a timely fashion. In addition, each employee must submit and electronically sign their bi-weekly timesheet in LoLA at the end of each pay period to be paid.

## **Withholding 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 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) they claim more than 10 withholding allowances, or (2) they claim exemption from withholding while their 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 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 their 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 is 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 supervisor who approves time and attendance is responsible for all leave slips for the employee. Supervisors are required to establish a filing system for leave slips so they can be sent to Human Resources if requested in an audit. All leave slips must be relinquished to Human Resources if a supervisor leaves the college.

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](http://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 a 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](http://my.lctcs.edu). Please notify the Human Resources Department if special accommodation is required. [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." [RS 23:631](#)

### **Holidays**

There are fourteen holidays, which are observed every year. The Chancellor of the College determines the holidays and a listing is distributed through email once the holiday calendar is approved. All new employees are sent a copy of holiday calendar at hire.

### **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. [LCTCS Policy 5.024 Recoupment of Overpayments.](#)

### **Garnishments and Salary Leins**

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 office 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.

## **BENEFIT 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 and life insurance: [info.groupbenefits.org/](http://info.groupbenefits.org/)

Supplemental insurance: [lctcs.edu/human-resources/benefits](http://lctcs.edu/human-resources/benefits)

## **RETIREMENT**

[Louisiana State Employees' Retirement System \(LASERS\)](#)

[Teachers' Retirement System of Louisiana \(TRSL\)](#)

[Video – Your State Retirement & Social Security](#) (NOTE: The salary numbers in this video are from 2017. Updated salary information may be found here: <https://www.ssa.gov/pubs/>)

### **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 of Retired Personnel**

[TRSL Return to Work Retiree Brochure](#)

[LASERS Return to Work Retiree Brochure](#)

**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.**

## **RESIGNATION AND SEPARATION PROCEDURES**

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

### ***Classified Staff***

When 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 Dean or supervisor, 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 NLTC.**

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

### **Unemployment Compensation Program**

NLTC 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. [NLTC Policy 6.020 Unemployment](#)

### **COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss....' NLTC employees who participate in the Office of Group Benefits health insurance and terminate from NLTC will be sent a letter from the company that manages COBRA with instructions.

## **RETIREMENT PROCEDURES**

Retirement is an 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 ensure 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 retired employee.
- 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 paperwork 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.**

## **SAFETY**

NLTCC'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 [NLTCC General Safety Plan](#).

### **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 Policy 6.001 Tobacco Free Campus](#)

### **Violence in the Workplace**

[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 is 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. If 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 NLTCC 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, 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. 14:95.2](#) 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. Employees 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.
3. If an 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 NLTC and their injury is due to "work related" activity.

### **Workers' Compensation Policy**

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

## **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 AND NLTC**

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 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](http://lctcs.edu).

All NLTC Policies may be found at or [nltc.edu](http://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](http://www.lctcs.edu) and [www.nltcc.edu](http://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](http://lctcs.edu).

All NLTCC Policies may be found at [nltcc.edu](http://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 \_\_\_\_\_