

Louisiana Technical College

Young Memorial Campus

Morgan City, Louisiana

and

Franklin, Louisiana



Personnel Manual

Revised 2003

Main Campus:

**P.O. Drawer 2148
900 Youngs Road
Morgan City, LA 70381
Office: (985) 380-2436
Fax: (985) 380-2440**

Branch Campus:

**P.O. Box 331
1401-A Cynthia Street
Franklin, LA 70538
Office: (337) 828-1448
Fax: (337) 828-1698**

<http://www.youngmemorial.com/>

TABLE OF CONTENTS

Deans Message.....	1
Our Mission	
Louisiana Community and Technical College	1
Louisiana Technical College.....	1
Louisiana Technical College, Young Memorial Campus.....	2
Objectives of Louisiana Technical College, Young Memorial Campus	2
History	
Louisiana Technical College.....	4
Young Memorial Campus.....	4
Forward	7
General Information	
Preface.....	8
Support of Administrative Policies.....	8
Display of Professional Attitudes	8
Cooperation.....	8
Scope of Authority	8
Accreditation.....	9
Outside Work	9
Use of School Facilities	9
Public Relations	9
Working Hours.....	10
Student Class Schedules	10
Signing In/Out.....	10
School Calendar	10
Employee Attendance	11
Annual or Sick Leave and Leaving School Premises	11
Staff/Faculty Evaluation	12
Ad Hoc Committees.....	12
Advisory Committees	13
Campus Security	13
Parking Areas.....	13
Firearms Policy	13
Smoke-free Workplace	14
Faculty Lounge	14
Meals and Snacks.....	14
Coffee Fund	14
Use of School Telephones, Fax, and Copiers	14
Correspondence.....	15
Visitors and Sales Representatives	15

Travel	15
--------------	----

Program Offerings

Day Preparatory

Business and Services

Accounting Technology	16
Office Systems Technology	16

Construction

Air Conditioning and Refrigeration	16
Carpentry	16
Electrician	16

Health Servic

Nurse Assistant	16
Practical Nursing	16

Information Technology Service

Communications Electronics	16
----------------------------------	----

Logistics, Transportation, and Distribution Services

Automotive Technology	16
Commercial Diving	16
Marine Operations	16

Manufacturing

Welding	16
---------------	----

Scientific Research, Engineering, and Technical Services

Drafting and Design Technology	16
--------------------------------------	----

Continuing Education Division.....	17
---	-----------

Student Policies

Student Conduct and the Instructor	18
General Code of Conduct	18
Dress Code	19
System of Access to Student Records	19
Student Attendance Requirements	19
Student Attendance Policy	19
V.A. Students Attendance Policy	20
Student Tardiness	20

Dismissal and Reentry of Students

Academic Probation	21
Academic Suspension	21
Academic Requirements for Pell Grant Participants	21
Procedure for Appeal	21
Searches and Seizures	22

School Policies

School Equipment and Supplies	23
Projects and Live Work	23

Disclaimer for Live Work.....	23
Cleanup Period.....	23
Classroom Parties.....	24
Budget Preparations and Requisitions	24
Petty Cash	24
Property Location.....	25
Off Campus Training Activities.....	25
Counseling and Student Services	
Counseling	27
Student Services.....	27
Bookstore	27
Graduation Exercises	27
LCTCS Policies	
Tuition Exemption for Employees.....	28
Equal Application of Pay Plan.....	29
Professional Improvement Program	30
Mandatory Direct Deposit.....	31
Consensual Relationships	32
Nepotism Policy.....	33
Performance Evaluation and Salary Increases.....	36
Harassment Policy	39
Discipline-For All Employees	45
Grievance-For All Employees	47
Employment Relationship.....	49
Outside Employment	51
Seeking and Holding Public Office	56
Reduction In Force.....	57
Tenure Rights/Removal Policy.....	62
Equal Opportunity	66
Americans with Disabilities Act: Employees and Students.....	68
Smoke-Free Environment.....	71
Professional Development	
Industrial Visits.....	72
College Courses	72
In-Service Training.....	72
Benefits Information	
Employee Medical Insurance.....	73
Dental Insurance	73
Additional Insurance Coverage.....	73
Flexible Spending Account.....	73
Deferred Compensation Plan	73
Worker’s Compensation	74

Credit Union.....	74
Teacher Retirement.....	74
State Retirement.....	74
Prepaid Legal.....	74

Personnel Descriptions

Campus Dean.....	75
Assistant Dean.....	81
Student Personnel Services Officer.....	83
Instructor.....	86
Accountant 2.....	89
Administrative Services Assistant/Secretary.....	91
Secretary 2.....	93
Accounting Specialists 2.....	95
Clerk Chief 2.....	97
Clerk Chief 1.....	99
Maintenance Repairer Master.....	101
Maintenance Repairer 2.....	103
Maintenance Repairer 1.....	105

Appendix

Compensatory Request Form.....	106
Evaluation Form.....	106
Industry Visit Report Form.....	106
Leave Form.....	106
Official Employee Time Sheet.....	106
Requisition Form.....	106
Travel Authorization Form.....	106

DEAN'S MESSAGE

This manual for faculty and staff members has been compiled to help you become familiar with the personnel policies and procedures of Louisiana Technical College, Young Memorial Campus. It will provide you with basic information about the operations of the school. Become familiar with the contents, and you will be able to carry out your instructional and related responsibilities with efficiency and ease. Please refer to this manual regularly.

The staff members who have been on board for several years are proud that Young Memorial functions as a team effort. If you need additional information or assistance, do not hesitate to ask your fellow faculty and staff members or me for help. It is my hope and expectation that you will enjoy your employment at Louisiana Technical College, Young Memorial Campus. My office is always open to assist in any way I can.



Gregory L. Garrett, Campus Dean

OUR MISSION

Mission of the Louisiana Community and Technical College System

The mission of the Louisiana Community and Technical College System is to prepare Louisiana's citizens for improved quality of life, workforce success, and continued learning.

All of the institutions comprising the Louisiana Community and Technical College System have an open admissions policy as established by the Louisiana Legislature and approved by the Board of Regents. Anyone 16 years of age with a high school diploma from a state-approved high school or a GED (General Equivalency Diploma) is eligible for admission.

Prospective certificate or degree seeking students, ages 16 or older, without high school diploma or its equivalent are also eligible for admission upon demonstration of the ability to benefit in accordance with the institution's criteria.

All eligible persons are assured equal opportunity for admission without regard to ethnicity, religion, gender, national origin, age, disability, marital status, or veteran's status. Certain programs within the institutions may require additional admission standards in order to achieve program or industry accreditation standards.

Mission of Louisiana Technical College

The Louisiana Technical College (LTC) delivers instructional programs that provide skilled employees for business and industry who contribute to the overall economic development and workforce needs of the state.

The LTC provides individuals with quality and relevant learning opportunities consistent with identified student and business and industry needs within a lifelong learning environment.

Mission of Louisiana Technical College, Young Memorial Campus

The Louisiana Technical College (LTC) consists of forty-two campuses throughout the state. The LTC, Young Memorial Campus, with the approval of the Louisiana Community and Technical College System (LCTCS), governed by the Louisiana Board of Regents, proclaims its mission to be workforce development. Louisiana's human and business resources demand an educated and technically competent workforce. This college system provides relevant technical and academic education needed to assist individuals in making informed and meaningful occupational choices. Its mission is to train, retrain, cross-train, and continually upgrade the state's workforce so that individuals are employable at both entry and advanced levels. Its focus is employer friendly and economy driven to enhance personal development, to increase economic opportunity, and to contribute to state, national, and international communities.

Objectives of Louisiana Technical College, Young Memorial Campus

Consistent with our Mission, we have formulated the following objectives:

1. To provide training programs for occupations that are needed by the business and industrial community of the area
2. To provide students with the training necessary to develop the skills and knowledge to become employable
3. To provide Associate of Applied Technology Degrees as well as diplomas and certificates in technical areas
4. To provide students with an understanding of desirable work ethics
5. To provide competent guidance for students
6. To make enrollment possible for all qualified applicants including the semiskilled, unskilled, displaced worker, displaced homemaker, single parent, economically disadvantaged, physically disadvantaged, and academically disadvantaged
7. To provide training equipment comparable to that used in business and industry
8. To provide programs allowing persons already working to further their knowledge and skills
9. To provide remedial instruction for those who possess the ability but who lack the educational competencies to progress in training programs

10. To provide GED preparation for those students on campus who are without their high school diplomas
11. To keep abreast of changes in technical fields through literature, workshops, and in-service programs
12. To provide the opportunity for nondegreed instructors to pursue Associate Degrees in Occupational Education
13. To visit business and industry and to hold craft committee meetings for the purposes of gaining insight into the needs of the community and of the effectiveness of the programs already instituted
14. To make enrollment and training possible for a limited number of high school students in cooperation with St. Mary Parish School Board and Assumption Parish School Board officials
15. To assist students with job placement

HISTORY

Louisiana Technical College

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. Acts 208 and 209 of 1973 expanded the existing postsecondary technical education system from thirty-three (33) to fifty-three (53) technical institutes and provided for a coordinated and comprehensive statewide system of career education. An initial \$100 million in capital outlay investment in Louisiana's technical training opportunities has established Louisiana as a national leader in workforce preparation through postsecondary technical education in up-to-date facilities.

The Louisiana vocational technical education system originally began as "trade schools" in the thirties and has evolved to vocational schools -- vocational technical schools -- vocational technical institutes -- and at present, technical colleges, as a result of a re-designed curriculum that blends technical education and applied academics ultimately leading to certificate, diploma, and/or the applied associate of technology degree, the credential of preference by many business, industry and labor interests. The State Board of Vocational Education established a technical college system comprised of one technical college with forty-four (44) campuses that offered sixty-six (66) full-time training programs to approximately fifty thousand (50,000) students. The system is presently providing for a standardized curriculum for careers ranging from automotive technology to biomedical technology that affords students the ability of full transfer of credits from one campus to another. The Louisiana Technical College System now consists of forty-two (42) instructional campuses that offer seventy-three (73) training programs.

Young Memorial Campus

Louisiana Technical College, Young Memorial Campus, began in Morgan City as a branch campus of Gulf Area Vocational School in Abbeville in the late fifties. During this period, classes were offered in an old building that was once a bakery shop and in a corrugated metal building erected on the waterfront in Morgan City. In 1965 the existing physical plant was constructed and dedicated.

With this new construction, classes were offered in diesel mechanics, welding, seamanship, and business. At this time enrollment was comprised largely of high school students and adults who participated in vocational classes after working hours. The vocational school proved in a short time that it was a valuable asset to the community, local business, and industry.

The East St. Mary Chamber of Commerce was instrumental in acquiring funding for Young Memorial. With the support of the members of the Chamber of Commerce and

many other community leaders, the Louisiana Legislature passed Legislative Act 112 in 1960. This Act also authorized the establishment of a postsecondary vocational school in Morgan City.

The new school named Young Memorial Vocational-Technical School as a tribute to the memory of the late Young brothers, once prominent residents of Morgan City and whose homestead once occupied the present school site. The campus is located on approximately 3.5 acres of land in Young Industrial Park. This land was made available for building the new school by the administrators of the Morgan City Fund. The first formal graduation was held at the Morgan City Municipal Auditorium in April 1966.

The school plant was expanded in 1976, and two additional training programs were added—Automotive Technician and Air Conditioning/Refrigeration. With the addition of these new programs, student enrollment and placement continued to increase.

A special legislative appropriation paved the way for the implementation of a Commercial Diving Program in March 1990. Because of shortages of skilled commercial divers, local companies lobbied for this special training program and assisted in the development of the curriculum content.

In the spring of 1990, the Board of Elementary and Secondary Education changed the name of all schools in the vocational-technical education system. It was agreed upon by the governing board that all training programs have become extremely technical with many students classified as technicians upon graduation. Therefore, the word vocational was dropped from the title of all vocational schools, and Young Memorial Vocational Technical School became Young Memorial Technical Institute.

In March 1995, a Nurse Assistant Program was implemented at the Sager-Brown Center for Enabling Ministries, in Baldwin, Louisiana. This center's facility was located approximately 28 miles from the main campus. The staff was limited to one instructor. Personnel from the main campus traveled to the instructional center to provide support to the program while it was located at Sager-Brown.

In 1995 a new phase was added including another name change. All technical institutes became known as the Louisiana Technical College (LTC). The LTC consists of 42 campuses and operates as one college that offers certificates, diplomas, and various associate of applied technology degrees. Young Memorial Campus began to offer Associate of Applied Technology degrees in Office Systems Technology and Accounting Technology in the fall term of 1995. The effective date of COE approval for these degrees was September 27, 1995.

During the Legislative session of 1997, funds were appropriated to establish a branch campus in Franklin. This campus, which is located on the premises of Franklin Senior High School, is approximately twenty miles from the main campus. Program offerings that began in August 1997 include diploma programs in Electrician, Basic Electronics, Office Systems Technology, Welding, and Carpentry. The Nursing Assistant program

previously taught at the Sager-Brown Center for Enabling Ministries in Baldwin, Louisiana, was relocated to the Young Memorial Campus in Franklin. The branch operates under the supervision of an Assistant Dean.

Effective July 1, 1999, the Louisiana Technical College was joined with eight community colleges to be governed by a fifteen-member Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) as created in 1998 by Section 7 of Act 170. The LCTCS is governed by the Board of Regents. A LTC student representative chosen from Young Memorial for 2002-2003 serves on the Board of Supervisors as provided by law.

FORWARD

WHAT ARE STUDENTS?

STUDENTS are the most important people ever in this technical college--in person, by phone, or by mail.

STUDENTS are not dependent on us--we are dependent on them.

STUDENTS are not an interruption of our work--they are the purpose of it. We are doing them a favor by serving them--they are doing us a favor by giving us the opportunity to do so.

STUDENTS are not outsiders to our business--students are our business.

STUDENTS are not just a number--they are human beings with feelings and emotions.

STUDENTS are the best means of advertisement for future applicants of the college.

STUDENTS are persons who bring to us their wants (skills and knowledge that will enable them to be productive members of our society). It is our responsibility to teach them so it will be profitable to them and to business and industry.

GENERAL INFORMATION

Preface

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

Support of Administrative Policies

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

Display of Professional Attitudes

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

Cooperation

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

Scope of Authority

A multitude of daily problems encompassing discipline, undesirable work habits on the part of students, enforcement of school policy regarding grooming regulations or safety habits, etc., will inevitably be faced by instructors. When such problems present themselves and instructors are unsure of departmental or school policy, they should immediately call the situation to the attention of the administration or to the individual to

whom they are responsible. It is most important that the instructor act within prescribed departmental or school policies in order that effective solutions to all complex problems can be achieved.

Accreditation

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

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.

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 college is an educational institution, not a repair or service facility. Work for charitable nonprofit organizations, and other state agencies is sometimes done for the public good; however, in each case, prior approval and arrangements must be made with the Campus Dean.

In each of the above cases, the cost of all materials and supplies must be paid for by the assisted organization or agency.

Public Relations

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

Instructors are expected to always keep in mind that as a faculty member they represent the school, and it is their duty to promote good public relations between the school and all individuals, groups, and businesses with whom they come in contact. It is the duty of each employee to exhibit to the public an image that will reflect the high quality of training being offered at the technical college.

Working Hours

The faculty's normal working hours on the regular schedule are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Instructors may be required to work flexible schedules when needed.

Usually, six hours a day is allotted to instruction. Instructors should utilize the time before and after class in preparation of the next day's instruction, student-teacher conferences, preparation of reports, lesson plans, grading and recording, departmental meetings, craft committee meetings, students' progress reports, arrangement of shop, care of tools, public relations, ordering of supplies, etc. Business and industry visits should also be arranged during this time.

The administrative office is open during the hours of 7:30 a.m. to 5:00 p.m. Classified and unclassified personnel work 40 hours per week from 7:30 a.m. through 4:00 p.m. Office personnel rotate schedules to ensure that someone is available in the office until 5:00 p.m. A 30-minute lunch break is alternated so that someone will be available to answer the phone, take messages, greet visitors, receive deliveries, etc.

Student Class Schedules

Class schedules vary by campus and by program.

Signing In/Out

Official Employee Time Sheets are located in the Administrative Office. If an employee works from 7:30 a.m. - 4:00 p.m., he/she is to sign in prior to or at 7:30 a.m. and sign out at or after 4:00 p.m. Only authorized compensatory time will be recorded. In the case of an absence, a documented leave slip must be completed. (See Appendix.)

Employees must sign out on the Official Employee Time Sheet when leaving campus. The reason for leaving campus should be noted in the "Destination" column. A business and industry report form must be completed the next day if the employee is leaving on school-related business.

School Calendar

The Louisiana Community and Technical College System adopted the following policy relative to school calendars.

Technical 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. This calendar averages 200 instructional days.

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 staff members as soon as they are approved by the District Office.

A calendar showing the holidays and school closures for the school year will be given to all personnel. The Student Services Office can also provide an official school calendar.

Employee Attendance

Young Memorial expects students to attend all classes. It naturally follows that school personnel must set an example for the students to follow. As a group, Young Memorial employees have an attendance record to be proud of. 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 Dean prior to the absence. These forms can be obtained in the Administrative Office.

In the case of an unanticipated absence, call in the morning prior to 7:30 a.m. and ask to speak with the Campus Dean, Assistant Dean, or Department Head. It is important that someone knows you will not be at school that day. The required form is to be completed promptly upon your return to work.

Annual or Sick Leave and Leaving School Premises

Each instructor is expected to sign in when reporting for work and to sign out when leaving whether it is for completion of the workday, for sick leave, for annual leave, for special leave, or for leaving to attend to school business. A form is provided for this purpose in the administrative office.

Permission to leave the campus for any reason must be obtained from the Campus Dean prior to departure. The department head and school office must be notified when the instructor leaves the campus for any reason. In a one-instructor department, another faculty member must be placed in charge, or the students should be dismissed.

Whenever a member of the faculty must attend a workshop or school-related activity for any period of time, information regarding the visit must be furnished to the Campus Dean. This information should include the name of the activity or workshop, the location of the activity, and how he/she can be contacted.

Each instructor should have information available concerning class assignments and instructional plans in the event he/she must be absent.

Should an instructor find it necessary to be absent from work, the Campus Dean should be notified the morning of the absence prior to the beginning of the work day. Leave shall be taken in increments of ½ hour or more.

The Dean shall be consulted for permission to take any anticipated time away from school for annual or sick leave.

For leave without pay or extended leave (over 10 days), Board action is required. For extended sick leave, a doctor's statement must be attached to the extended sick leave request. The maximum number of days allowed for extended sick leave is 25.

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. (Please see Application for Leave and Extended Leave Forms in Section VIII.)

Staff/Faculty Evaluation

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

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

Performance Evaluation procedures and salary increases are described in Policy # II.3.010 for unclassified personnel in the policy section of this manual.

Civil Service employees are also evaluated annually in accordance with Louisiana State Civil Service Regulations. Information about classified evaluation procedures can be found at the Civil Service website: www.dscs.state.la.us under Chapter 10.

The Dean must visually inspect Nursing faculty licenses before December 31 of each year. Nursing faculty must hold a current license to practice in Louisiana.

Individual meetings are called from time to time by the Dean to discuss job performance of an employee. The Dean maintains an open-door policy for all employees to discuss matters pertaining to their job.

Daily visits are made by the Dean to the various instructional areas of the school to observe the activities of each instructor while on the job.

Ad Hoc Committees

Each staff member is expected to contribute to the work of committees he/she is appointed as input from the staff is necessary. Assignments to committees are made based on specific abilities and interests.

Advisory Committees

The School Advisory Council serves to promote rapport between the school and the community. The committee is composed of business representatives from each training area, former trainees, and community leaders.

Craft committees for each individual program area have been established to provide more direct contact between instructors, the school, and the business community. A minimum of two meetings per year are required. In addition to scheduled meetings, individual informal meetings between instructors and the committee members are held as often as needed to improve or promote the program.

Campus Security

The Morgan City location of Young Memorial Campus is comprised of 3.5 acres, and includes buildings and a parking lot. Young Memorial also maintains a branch campus located in Franklin, LA.

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

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

Parking Areas

The school has a paved parking lot that is available for both faculty, students, and visitors. All staff and students who drive to school should have a parking permit.

It is important to keep the parking lot free of long-term parked vehicles, junk cars, boats, and trailers, and farm tractors.

Students and staff are advised to use caution to avoid accidents when entering and exiting the parking lot.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2 by a student or nonstudent 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.

Smoke-free Workplace

It is the policy of the Louisiana Community and Technical College System to provide its students, faculty, staff and other members of the system community with a tobacco smoke-free environment within its vehicles and facilities; however, the LCTCS does not otherwise prohibit the smoking of tobacco by its students and employees and does not discriminate against tobacco smokers in employment or conditions of employment (R.S. 40:1300.24 and R.S. 23:966). Therefore, smoking is prohibited within all LCTCS facilities and vehicles, outside of designated smoking areas, if such are provided. It is recommended that designated smoking areas be outside of LCTCS facilities and that they be located 25 feet or more beyond any doorway.

Faculty Lounge

The faculty lounge is provided for all workers employed at Young Memorial. It is not to be used by students. The appliances in the lounge may be used to prepare a small lunch.

Those who use the lounge are asked to help keep the room clean by removing used cups, napkins, etc., from the tables before they leave the room.

Meals and Snacks

Students and staff must make provisions for acquiring meals during the time set aside for lunch in their daily schedule.

Students and staff may purchase lunch from the concession facility in the commons area. Cold drinks, cookies, etc., are to be consumed in the commons area or outside the building. Staff members are encouraged to eat in the lounge. No eating or drinking is permitted in the nondesignated areas. Students and staff should use the garbage cans available to dispose of any unwanted items.

Coffee Fund

Faculty and staff members who enjoy drinking coffee in the morning, at breaks, and after school contribute to a fund to purchase coffee, sugar, and dairy creamer. Money is collected as needed for this fund.

Use of School Telephones, Fax, and Copiers

School phones may be used by faculty members for personal, local calls, or for school business. Personal calls should be limited and made during breaks. Students must use the public phones located in the commons area.

Since a prescribed procedure must be followed, use of the FAX will be limited to office personnel only.

Copiers are to be used for school business only and are to be operated exclusively by faculty and staff.

The only students allowed to operate copy machines are office procedure students who have been trained to do so.

The faculty and the staff are encouraged to utilize the curriculum lab for large-quantity reprographics.

Correspondence

It is necessary for the administration to be aware of all facets of school business with individuals, organizations, and business firms. Therefore, all outgoing correspondence written on letterhead stationery must be approved by the Dean.

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 and sign the Visitor's Log.

It is the duty of each employee to ascertain if this permission has been granted before allowing nonschool personnel to visit shops or class areas.

Travel

Reimbursement for travel, meals, and lodging is available for any employee who is sent to another locale more than 30 miles from domicile on school business; however, prior arrangements must be made with the Dean or Assistant Dean for travel authorization.

Necessary forms for reimbursement are available in the Administrative Office. Reimbursement will be made in accordance with state travel regulations which can be found at www.doa.state.la.us/osp/travel/travelOffice.htm .

PROGRAM OFFERINGS

Day Preparatory

The day preparatory programs offered at Louisiana Technical College, Young Memorial Campus, are listed below. Exit points vary by program.

Business and Services

Accounting Technology (Associate of Applied Technology Degree/Diploma)

Office Systems Technology (Associate of Applied Technology Degree/Diploma)

Construction

Air Conditioning and Refrigeration (Diploma)

Carpentry (Diploma)

Electrician (Diploma)

Health Services

Nurse Assistant (Certificate)

Practical Nursing (Diploma)

Information Technology Services

Communications Electronics

Logistics, Transportation, and Distribution Services

Automotive Technology (Diploma)

Commercial Diving (Certificate)

Marine Operations (Certificate)

Manufacturing

Welding (Diploma)

Scientific Research, Engineering, and Technical Services

Drafting & Design Technology (Diploma)

Continuing Education Division

Young Memorial offers a variety of courses during the day and evenings for individuals who work and wish to upgrade skills or attain new skills. These courses do not constitute a complete day program curriculum. Applicants wishing to be trained for a new career should enroll in a day preparatory program. Continuing education courses can also be designed to meet specific training needs of business and industry.

STUDENT POLICIES

Student Conduct and the Instructor

Each instructor is responsible for helping to enforce general rules and policies of the school concerning student behavior. He/she is to enforce rules of his/her particular department. Students at Young Memorial are to be treated as adults and are to be required to conduct themselves in a manner that is conducive to learning.

Each instructor is to use his/her own maturity in dealing with his/her students. After exhausting all possibilities in trying to communicate with a student, the instructor should refer the student to the Student Personnel Services Officer (SPSO). If a student's conduct warrants that he/she needs to be suspended from the school, this action is to be taken by the Campus Dean, Assistant Dean, or SPSO.

General Code of Conduct

All rules concerning smoking, eating, and other liberties will be administered equally to all students and staff. Student liberties will be allowed when it is not a housekeeping, safety, or health hazard and when it does not interfere with the educational process of others. Additional guidelines include:

1. The use of profanity is not permitted at this educational facility.
2. The consumption of alcohol or the use of unauthorized drugs is expressly prohibited. This campus has been designated as a drug-free zone.
3. Weapons are not allowed on the school grounds.
4. Entrances and exits of building must be kept clear at all times.
5. Students who abuse school property or who disregard the safety of personnel or other students will be dismissed.
6. Horseplay, roughhousing, or practical jokes will not be permitted.
7. Cheating and/or stealing always brings an automatic dismissal.
8. Harassment of any kind will not be tolerated.

Dress Code

Louisiana Technical College, Young Memorial Campus, is conducting training programs to prepare individuals for employment. Employers from business and industry consider neat appearance and good personal hygiene prerequisites for employment.

All students must wear clothing that is appropriate for the occupations in which they receive training. Shorts are not permitted in designated shop areas. Muscle shirts, tube tops, halters, or other similar items of clothing are not permitted. Shirts with obscene or

questionable printing on them will not be permitted. Distracting clothing items will not be permitted. This includes miniskirts, short shorts, and/or see-through clothing. The instructor for each department will determine the appropriateness of items. Hair must be groomed to insure safety. Work and vision should not be hindered at any time.

Specific instructions concerning attire pertaining to the student's chosen occupation will be provided to each student by a school official.

Safety glasses are required in all hazardous areas.

Faculty and staff must set an example in mode and manner of dress consistent with their job assignments.

System of Access to Student Records

Access to records is available through the Student Personnel Services Office. At no time are student records allowed to be removed from the SPSO Office or the Administrative Office.

Access is available to the administrative and instructional staff on an "as needed" basis. Students have access to their own records upon request.

Before any records are released to outside agencies, the privileged information release must be verified for the student's consent.

Student Attendance Requirements

A full-time student is one who is taking at least 12 semester hours or the equivalent of scheduled coursework during a regular semester or at least six semester hours during a summer session.

A part-time student is one who is taking fewer than 12 semester hours during a regular semester or fewer than six semester hours during a summer session.

Institutions may designate certain students as special students and may consider them as full-time students.

Student Attendance Policy

Attendance is necessary if the student is to acquire skills needed to obtain and maintain a job. In industry, attendance is a measure of one's dependability. Attendance is important as course content must be mastered in order to be successful.

College enrollment assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with the courses for which a student registers. The primary mission of LTC, Young Memorial Campus, is to prepare individuals for employment. Success in education and employment is dependent upon preparation and regular attendance. Recommendations to employers for job placement will depend on technical and academic preparation as well as regular attendance. Students are expected to attend all classes. If an absence occurs, it is the responsibility of the student to make

up all work missed. Students who do not officially drop or withdraw within the prescribed dates for this action or who discontinue attendance will receive an “F” in the course or courses.

Under no circumstances will an absence, for any reason, excuse the student from completing all work assigned in a given course. After an absence, it is the student’s responsibility to check with the instructor about the completion of missed assignments.

VA Students Attendance Policy

There are no excused absences for VA students as far as the Veterans Administration is concerned. Thus, when a VA student exceeds the attendance policy, whether he/she had a legitimate excuse or not, this absence is counted against the student by the VA. When a VA student is dismissed for attendance reasons, the VA is notified within 30 days of the last date of attendance. However, the college will honor the legitimate excuse of a VA student as it does for all other students for making up class work missed.

Student Tardiness

Promptness to class is very important. Students are to be in the classroom and ready to work at the beginning of class. A student will be considered tardy if he/she is five minutes late for any class period.

DISMISSAL AND REENTRY OF STUDENTS

Academic Probation

Students will be placed on academic probation whenever their adjusted cumulative grade point averages fall below the institution's established scale.

Once the GPA of 2.000 or higher is achieved, a student will be removed from probation.

Academic Suspension

Students who are on academic probation and who fail to achieve a semester grade point average of at least a 2.000 will be suspended for one semester.

Note: Satisfactory progress and readmission guidelines for the health occupations programs may differ due to the policies of the department's governing boards. Guidelines of the governing board will supersede those of the college.

Students do retain the right to appeal to the Academic Appeals Committee comprised of the Campus Dean, SPSO, and program instructor.

Academic Requirements for Pell Grant Participants

GPA Requirements:

A student's cumulative GPA will be checked prior to any requests for payment or distribution of financial aid after the student is enrolled. The student's academic progress is verified by the department head or program instructor.

Any student not maintaining satisfactory progress (cumulative 2.0 GPA) will have his/her financial aid suspended until satisfactory progress is acquired.

Maximum Time Frame:

Students on Pell Grants will have up to one and one-half the normal length of time in which to complete their program of study. Lack of progress due to extenuating circumstances such as sickness and natural disasters will be evaluated on a case-by-case basis.

Procedure for Appeal

A student making unsatisfactory progress due to extenuating circumstances must submit a written appeal to the financial aid officer within one week of receiving grades. Extenuating circumstances will be evaluated on a case-by-case basis. Extenuating circumstances are situations beyond the student's control (i.e., illness, accident, trauma, etc.). Documentation must accompany the student's appeal. The financial aid officer will make a decision within two weeks. Financial aid will be reinstated if an appeal is won.

Searches And Seizures

Lockers and desks are the property of the school and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the school, they are subject to search for any contraband at any time, upon the reasonable belief of the Dean that said lockers and desks may contain material that is not allowed on the campus of the school. Bringing a tool box onto campus and operating a motor vehicle on campus are privileges granted to the students of this school. The granting of these privileges is conditioned upon the consent of the students to a search of said tool boxes and motor vehicles that may be on campus, by the administration of the school, in order to determine if said tool boxes and motor vehicles contain things that are not allowed on the campus such as weapons, illegal drugs, and other similar materials.

SCHOOL POLICIES

School Equipment And Supplies

Equipment and supplies are furnished to the school by the state. These items are to be used for training purposes and for the upkeep, repair, or maintenance of the school plant. Equipment, tools, and supplies should, under no circumstance, leave the premises.

Projects And Live Work

Young Memorial is a technical college, not a repair, fabrication, or refurbishing facility. Therefore, live work or any project performed in the classroom or shop will be limited to those types of jobs that are:

1. Specifically beneficial to the program of study being pursued by the student
2. Consistent with the training the student is receiving at that particular time
3. Required for further development of student proficiency

State property and equipment will be used only for official school business. Before any outside work may begin, a complete work order must be prepared by the instructor and approved by the Dean. The cost of all materials and supplies must be paid by the individual or organization for whom the work is being performed. Finances of the school or personal finances of instructors will not be involved in live work for other individuals or organizations.

Disclaimer For Live Work

The following disclaimer must be signed prior to beginning actual projects:

I, the undersigned, hereby authorize the work described to be performed by the students of Louisiana Technical College, Young Memorial Campus, without any obligation to the students or the school for property loss from breakage, fire, theft, or errors in judgment. I agree to furnish all materials and supplies necessary to complete this work and to remove this property immediately upon completion of the job.

If I should fail to remove this property from the school grounds within 30 days after proper notification, the school reserves the right to dispose of the property as it sees fit.

Cleanup Period

Incorporated into the students' training program is time, supervised by the instructor, devoted for cleanup of the department and care of the equipment. This time is generally the last 15 minutes of the day.

Under the direction of the instructor, all students are required to participate in this part of the program.

Classroom Parties

Class parties or any form of diversion that interrupts regular class routines are exceptions and must be previously approved by the Dean.

Absolute supervision over all festivities is required, and the instructor sponsoring such activities is responsible for maintaining order and discipline at that time as in instructional activities.

Budget Preparations And Requisitions

Small purchases of supplies (less than \$500) may be made on a monthly basis. A requisition form must be prepared before the purchase. The Dean or the Assistant Dean must approve the form and assign a number to it before the purchase can be made. Recurring daily purchasing of items to circumvent state purchasing policy and regulations and school policy is illegal and improper.

Requests for larger quantities of supplies should also be accompanied by a requisition. (See Appendix) The requisition should be submitted to the Dean or Assistant Dean for approval and for preparation of bid requests. The faculty or staff member will be given a copy of the purchase order, which will be used for checking deliveries and for the staff member's records.

Employees are expected to make requisitions as accurately as possible. Bid regulations must be adhered to.

1. Purchases up to \$500 do not require bidding.
2. Purchases over \$500, not to exceed \$5000, may be made by telephone or facsimile quotations solicited from at least three bona fide, prospective bidders. Purchases will be made on the basis of the lowest responsive quotation received. Files must be documented listing persons contacted, terms and delivery (including shipping and/or handling fees) of each bidder solicited and any special comments. Written confirmation of price should be obtained from successful bidder.
3. Purchases of \$5000, but less than \$20,000, shall be made by sending written invitations for bids to at least five bonafide, qualified bidders. Written invitations for bids shall contain complete specifications, the quality required, delivery point, and other information sufficient for a supplier to make an acceptable bid.

Petty Cash

Petty Cash is designed to be used for small purchases; however, prior to any cash purchase, a requisition will be taken to the director or accountant to obtain permission to purchase the item.

After the purchase is made, the Assistant Dean will be given the sales ticket signed by the employee. The sales ticket should indicate the date of purchase.

If purchase is authorized by telephone or in some manner where no requisition is submitted, both purchase requisition and sales ticket are submitted when requesting a refund from the Assistant Dean.

Property Location

No state-owned property may be moved from one property location to another without prior approval of the Agency Property Manager.

Off-Campus Training Activities

The campus administration recognizes Industrial Visits and Off-Campus Training Activities as excellent instructional mediums. However, it shall be the policy of the school that such trips be well planned and directly related to the educational process under consideration, and shall follow approved guidelines.

Guidelines for off-campus training activities:

- a. The Campus Dean and instructor shall determine the need for the trip.
- b. Approval shall be obtained from the Campus Dean prior to the trip.
- c. The Campus Dean shall be provided with written training objectives for the activity. Furthermore, a release form shall be prepared and signed by all parties involved. It shall indicate each party's responsibilities. A copy of this form and the itinerary are to be submitted to the Campus Dean with the previously described plan.
- d. Necessary arrangements shall be made for transportation. If private vehicles are used, the owner(s) must provide evidence of having sufficient liability insurance.
- e. The instructor shall have the responsibility for the supervision of the students while traveling to and from their destination and while at the activity site.
- f. The Campus Dean shall be given a summary report by the instructor upon activity completion.
- g. The Campus Dean or designee shall have available upon request, all information/documentation mentioned in A through F.

Guidelines for Business/Industry visits:

- a. The Campus Dean and the instructor shall determine the need for the trip.
- b. Approval shall be obtained from the Campus Dean.
- c. Necessary arrangements shall be made for transportation. If private vehicles are used, the owner(s) must provide evidence of having sufficient liability insurance.

COUNSELING AND STUDENT SERVICES

Counseling

The greatest opportunity for academic counseling rests with the instructor and should be handled at the instructor-trainee level.

All situations related to the area of guidance that cannot be handled effectively in the department should be referred to the Student Personnel Services Office.

Student Services

Student Services correlates the needs, desires, and abilities of the potential, currently enrolled, and former students with the educational programs. The services available include placement in educational programs, testing, counseling, maintenance of personal records, placement and follow-up, and assistance in processing financial aid applications.

The Student Personnel Services Office is open between 7:30 a.m. - 4:00 p.m., Monday through Friday.

Bookstore

The Bookstore has been established to provide a centralized location where students may purchase needed textbooks. Students may pay for books in the Administrative Office. The Bookstore hours for the main campus are Monday through Friday from 7:30 a.m. – 8:00 a.m. and from 2:00 p.m. – 2:45 p.m. Franklin campus Bookstore hours are 7:30 a.m. – 8:00 a.m. on Monday, Wednesday, and Friday and 9:00 a.m. – 9:30 a.m. Tuesday and Thursday. Students may also purchase books from 1:30 p.m. – 2:30 p.m. Monday – Friday at the Franklin campus. Publishers usually furnish instructors with copies of textbooks upon request.

Graduation Exercises

Students who have completed their programs of study are given recognition for their accomplishments. Graduation exercises are held once a year in June, July, or August at the Morgan City Municipal Auditorium.

Instructors shall encourage all students who complete programs to participate in the graduation ceremonies. Instructors are to be at the auditorium to greet their former students, to help them feel at ease, and to honor their occasion. All staff members are expected to attend this important event.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.2.004

Title: TUITION EXEMPTION for EMPLOYEES

Authority: Board Action

Original Adoption: 6/13/01

Effective Date: 6/13/01

Last Revision: Initial

A full-time (100%) employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and chancellor may register for job-related undergraduate or graduate courses at any LCTCS System campus for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption.

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

Both the employee's supervisor and chancellor must officially approve release time for the employee and confirm in writing that the courses are job related.

Only three clock hours per week of the approved job-related courses may be taken during work time without charge to annual leave. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

Please note that the provisions of this policy do not apply to self-supported programs.

Part-time employees are not eligible for the above educational benefits.

This policy is effective for the Fall 2001 semester or quarter.

Note: Existing policies related to dependents exemptions within individual institutions, based upon policies in effect July 1, 1999, will remain in place until revised based upon further study by the Board staff.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.001

Title: EQUAL APPLICATION OF PAY PLAN

Authority: Board Action

Original Adoption: 1/12/00

Effective Date: 1/12/00

Last Revision: Initial

To insure that all employees of the LCTCS are treated equally, employees at all institutions receive equal pay for equal job duties and performance relative to whichever approved pay plan is in place, regardless of the source of funds.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.002

Title: PROFESSIONAL IMPROVEMENT PROGRAM

Authority: Board Action

Original Adoption: 1/12/00

Effective Date: 1/12/00

Last Revision: Initial

The Professional Improvement Program annual incremental supplement must be provided to all Louisiana Technical College employees who are currently eligible and must continue to be provided to those employees throughout their employment with the LTC. The program is only available to those employees who were participants before 1984 when the program was discontinued.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.004

Title: MANDATORY DIRECT DEPOSIT

Authority: Board Action

Original Adoption: 8/09/00

Effective Date: 8/09/00

Last Revision: Initial

All LCTCS employees paid by the Uniform Payroll System (UPS) are mandated to participate in the direct deposit program by October 1, 2000, unless they receive a hardship waiver approved by the Division of Administration.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.008

Title: CONSENSUAL RELATIONSHIPS

Authority: Board Action

Original Adoption: 12/13/00

Effective Date: 12/13/00

Last Revision: Initial

The definition of “**consensual relationship**” (exclusive of marriage) includes a mutually agreed upon romantic relationship and/or a relationship involving physical intimacy.

The LCTCS acknowledges its responsibility to provide clear direction to its College campuses about the professional risks associated with consensual relationships in which a supervisor/subordinate and/or instructor/student authority chain exists. Such situations jeopardize the efficiency of any organization as well as the integrity of academic or employment decisions.

Due to this responsibility, it is declared by the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) that consensual intimate personal relationships, inclusive of dating, between administrative and/or supervisory employees of the various institutions of higher education under its management and control, and employees or students with whom these individuals enjoy a direct reporting relationship is contrary to the best interests of the LCTCS and the State of Louisiana. Specifically, such personal relationships may foster a lack of objectivity regarding the subordinate or student’s performance and can result in poor morale in the workplace or classroom. Moreover, conflict arising out of such relationships may subject the LCTCS and the State to inordinate litigation expense in defense of sexual harassment claims. The maintenance of such intimate personal relationships must be resolved by terminating the direct supervisory or instructional relationship. Either reassignment of the subordinate or the supervisor without any loss of salary or benefits can do this to either party. Any personnel action taken will be in accordance with applicable LCTCS policies and procedures.

Appropriate staff shall review Faculty/student relationships that mirror supervisor/subordinate relationships and arrangements made to avoid any impropriety in the teaching/learning environment.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM
Policy # II.3.009

Title: NEPOTISM POLICY

Authority: Board Action

Original Adoption: 12/13/00

Effective Date: 12/13/00

Last Revision: Initial

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

This policy shall appear in all college students, faculty and/or staff handbooks, human resource manuals and/or any other supplemental publications, as applicable.

State Law §1119. Nepotism

- A. No member of the immediate family of an agency head shall be employed in his agency.
- B. (1) No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity.

(2) Notwithstanding the provisions of Paragraph B(1):
 - (a)(i) Any local school board may employ any member of the immediate family of any board member or of the superintendent as a classroom teacher provided that such family member is certified to teach. Any school board member or superintendent whose immediate family member is employed by the school board shall recuse himself from any decision involving the promotion or assignment of teaching location of such employee.
 - (ii) In addition, within thirty days after the beginning of each school year, any school board member or superintendent whose immediate family member is employed by the school board shall file a disclosure statement with the Board of Ethics stating the facts of such employment. Any person who fails to timely file a disclosure statement under this Item may be assessed a late fee

of fifty dollars per day, not to exceed one thousand five hundred dollars, subject to the provisions of R.S. 42:1157.2.

(b) (i) Any hospital service district with a population of one hundred thousand persons or less as of the most recent federal decennial census or hospital public trust authority located in such a district may employ a licensed physician or registered nurse who is a member of the immediate family of any district board or authority member or of the chief executive of the district or authority as a health care provider. The chief executive and any member of a board of a hospital service district or hospital public trust authority which employs such physician or registered nurse shall recuse himself from any decision involving the promotion, discipline, discharge, or assignment of any such employee who is a member of his immediate family.

(ii) In addition, no later than January thirtieth of each year, any chief executive and any member of a board of a hospital service district or hospital public trust authority whose immediate family member is employed by the hospital service district or hospital public trust authority shall file a disclosure statement with the Board of Ethics stating the facts of such employment. Any person who fails to timely file a disclosure statement under this Item may be assessed a late fee of fifty dollars per day, not to exceed one thousand five hundred dollars, subject to the provisions of R.S. 42:1157.2.

C.(1) Any person serving in public employment on the effective date of this Section, whose employment is in violation of this Section, may continue in such employment and the provisions of this Section shall not be construed to hinder, alter, or in any way affect normal promotional advancements in public employment for such employee.

(2) The provisions of this Section shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of public employees' immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

(3) The provisions of the Section shall not apply to pilots appointed by the governor pursuant to R.S. 34:943, 34:992, 34:1043, and 34:1072.

(4) The provisions of this Section shall not apply to the hiring of immediate family members of members of a governing authority of a municipality with less than two thousand population and which owns an electrical or gas distribution system. Any member of the governing authority which employs an immediate family member

shall recuse himself from any decision involving the promotion, discipline, discharge, or assignment of work of his immediate family member. However, the provisions of this Paragraph shall only apply when, after proper advertisement, there is no other resident of the municipality who is qualified and has applied for the position of employment.

- D. A willful violation of this Section shall subject the agency head, member of the governing authority, or chief executive, as the case may be, the public employee having authority to hire and fire the employee, the immediate supervisor of the employee, and such employee, to disciplinary action and penalties provided by this Chapter.

Acts 1979, No. 443, § 1, eff. April 1, 1980. Amended by Acts 1982, No. 640, § 1; Acts 1992, No. 598, § 1; Acts 1995, No. 196, § 1, eff. June 14, 1995; Acts 1997, No. 329, § 1; Acts 1997, No. 342, § 1, eff. June 20, 1997; Acts 1999, No. 1349, § 2, eff. July 12, 1999.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.010

Title: PERFORMANCE EVALUATION AND SALARY INCREASES

Authority: Board Action

Original Adoption: 3/14/01

Effective Date: 3/14/01

Last Revision: 3/12/03

(To Supercede Prior Policy)

It is the policy of the Louisiana Community & Technical College System that a performance evaluation be conducted on each employee of the system, including faculty and staff, on an annual basis. Salary increases will primarily be merit-based; however, the board may authorize other modes of salary increase, as deemed necessary, with appropriate supporting justification.

Performance Evaluation: A performance evaluation must be on file prior to recommendation of a salary increase for an employee of the system. Standard evaluation instruments will be used, which include:

Job specific performance criteria:

- 1) A rating scale that provides levels of rankings from “exceeds expectations to unsatisfactory” performance.
- 2) Justification for the rating as it relates to specific performance criteria.
- 3) Documentation of the evaluation discussion with the employee.
- 4) For those employees having a rating of “unsatisfactory”, documentation of a plan for improvement of performance within a specific time frame.
- 5) Date and Signature of the supervisor conducting the evaluation.
- 6) Date and Signature of the employee.

Salary Increases: Salary increases for employees of the LCTCS will be based on performance and appropriate level of workload. Consideration for a salary increase will be given to those employees that receive an overall performance rating of “satisfactory” and above. The evaluation must have been completed no more than one year prior to the recommended salary increase. Salary increases will not be awarded across-the-board, without prior board approval. In no instance will a salary increase or promotion be granted to an employee with a rating of “unsatisfactory”.

No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) returned to work for a minimum of six months, and (2) has received a “satisfactory” or above performance rating.

Notwithstanding the above, salary increases for classified employees are subject to the regulations of the Louisiana Department of State Civil Service.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM
Policy # II.3.011

Title: Harassment Policy

Authority: Board Action

Original Adoption: 06/13/01

Effective Date: 06/13/01

Last Revision: Initial

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.

Harassment is physical, verbal and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance *or* creating an intimidating, hostile or offensive working environment.

LCTCS applies this definition to the areas of academic advancement, academic standing or academic performance.

Workplace harassment infringes on employees' right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee – male or female – should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically or electronically transmitted. Although this list is not all-inclusive, examples of conduct that is prohibited includes:

- *Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures*

- *Unwelcome or unwanted conversations*
- *Unwelcome or unwanted touching*
- *Continued or repeated verbal abuse of a sexual nature*
- *Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance*
- *Offensive comments regarding sexual or private matters*
- *Display of sexually suggestive pictures, objects*
- *Offensive jokes*
- *Verbal abuse, comments, names or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin or disability*
- *Any other offensive or abusive physical, visual or verbal conduct*

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with LCTCS. It is the policy of LCTCS that no member of the LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS sponsored events, by individuals who are not students or employees of LCTCS.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution's human resource department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the institution Chancellor's office and in the office of the system president for the LCTCS system office staff. Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to student affairs personnel. He/she also may submit a complaint to the institution's Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the LCTCS Director of Human Resources (225-219-8700), Louisiana Community and Technical College System, 822 Neosho Avenue, Baton Rouge, Louisiana 70802. Each campus is required to provide to employees and students a copy of this policy and post a poster with contact list identifying individual names, titles, physical location and telephone number where complaints may be filed.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's policies in place governing students.

Discrimination/Harassment Complaint Form

Name of Complainant: _____ Date form completed: _____

Department/Institution: _____

Home Phone: _____ Business Phone: _____

1. Charge of discrimination based on:

- | | |
|---|--|
| <input type="checkbox"/> Race/Color | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Religious Creed |
| <input type="checkbox"/> National Origin/Ancestry | <input type="checkbox"/> Disability or Medical Condition |
| <input type="checkbox"/> Age | <input type="checkbox"/> Other _____ |

2. Statement of Discrimination/Harassment, please provide the following information (use an attached sheet if necessary):

- 1) Date(s), time(s), and location(s) of the incident/incidences that took place
- 2) Description of each incident: e.g., was any physical contact made?, what was said and/or done?, etc.
- 3) Name(s) of anyone present during each incident
- 4) Anyone with whom you've discussed the incident/incidences

Comments:

Complainant Signature: _____ Date : _____

Complaint Recipient Signature: _____ Date: _____

Poster
Louisiana Community and Technical College System
HUMAN RESOURCES POLICY REGARDING HARASSMENT

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights and state regulations. Therefore, it is the policy of LCTCS that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

Sexual Harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

LCTCS applies this definition to the areas of academic advancement, academic standing or academic performance.

No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. Complaints should be presented as promptly as possible after the alleged harassment occurs through the following avenues for this institution.

Employee: Your direct supervisor and Human Resources contact at:

Student: Student affairs personnel at: _____

Chancellor _____

LCTCS Director of Human Resources (225-219-8700), Louisiana Community & Technical College System, 822 Neosho Avenue, Baton Rouge, LA 70802

LCTCS HARASSMENT COMPLAINT INVESTIGATION FORM

Investigator: _____

Date: _____

Complainant: _____

Location/Dept: _____

- Take the complaint seriously and inform Director of Human Resources
- Make arrangements to conduct investigation immediately – don't delay. **Assure that the complainant is comfortable with the person(s) assigned to conduct the investigation.**
- Determine appropriate person to conduct the investigation.
- Have a witness during the investigation.
- Document the facts each step of the investigation beginning with initial complaint.
- Maintain the confidentiality of the investigation – limit to those involved and those with a need to know.

1. Interview the complainant: Explore the allegations thoroughly

- ✎ Who was the alleged harasser?
- ✎ What is your relationship with the accused (i.e. subordinate, co-worker, personal friend)?
- ✎ What exactly happened/nature of the harassment (comments, touching)?
- ✎ When and where did the incident(s) occur? Be specific: dates & times.
- ✎ Was the incident limited to one instance or was it continuing in nature? Explain.
- ✎ How did you react to the incident(s)?
- ✎ What did you tell the alleged harasser?
- ✎ Can any witnesses be identified (I may need to speak to them)?
- ✎ Is there any other evidence of the incident occurring?
- ✎ Are you aware of any other employees that may have experienced the same or similar...?
- ✎ Why the delay in reporting the incident (if not immediate)?
- ✎ Are you aware of the system's harassment policy (provide a copy)
- ✎ Was there a specific reason for the harassment, i.e. intimidation, retaliation, or attraction?
- ✎ How were you and your work affected by this?
- ✎ Did you discuss the incident with anyone else?
- ✎ What is your desired result?
- ✎ Offer Employee Assistance Program assistance at this time, if appropriate.

- Express a genuine concern and assure the employee that you will take the complaint seriously.
- Inform him/her that retaliation will not be tolerated, and that you will follow up after the investigation.
- Instruct him/her to keep the incident & contents of discussion confidential as to not impede the investigation.

2. Interview the Alleged Harasser:

- Determine if any past problems in this or other areas.
- Inform the accused/alleged harasser of the claim (as specific as necessary) and afford an opportunity to respond to the allegations.
- Listen and document carefully.

- ✎ Are you aware of the system's harassment policy? (give a copy)
- ✎ Are there any witnesses to substantiate his/her position?
- ✎ What is your relationship with the complainant?

- Communicate **NO** tolerance of retaliation, i.e. mistreatment of the complainant
- Be sensitive, yet firm
- Let him/her know how you intend to proceed and that confidentiality will be maintained to the extent possible, keeping the investigation on a need to know basis.
- Instruct him/her to keep the incident & contents of discussion confidential as to not impede the investigation.

3. Resolve the complaint

- ✎ Interview witnesses (consider whether to interview before or after the alleged harasser).
- ✎ Was policy violated?
- ✎ Was conduct of a sexual nature? Was the sexual conduct unwelcome?
- ✎ Was harassment *quid pro quo* or *hostile work environment*?
- ✎ Was the complainant a participant?
- ✎ What is the emotional character of the complainant? Should EAP assistance be offered?
- ✎ What is the accused/alleged harasser's emotional character?
- ✎ How does the complainant want it handled?

4. Follow up:

- ✎ With the complainant, accused/alleged harasser, witnesses, or anyone else who has an **absolute need to know**.
- ✎ Apply appropriate disciplinary action.

FAILURE TO INVESTIGATE PROMPTLY AND TAKE PROMPT REMEDIAL ACTION
MAY SUBJECT EMPLOYER TO LIABILITY

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.014

Title: DISCIPLINE – FOR ALL EMPLOYEES

Authority: Board Action

Original Adoption: 10/10/01

Effective Date: 10/10/01

Last Revision: Initial

NOTE: Please refer to Policy II.3.020- LTC Tenure Rights/Removal Policy for employees of the LTC: (who were engaged in the performance of the postsecondary vocational-technical school functions of the State Board of Elementary and Secondary Education "BESE" and the State Department of Education, prior to July 1, 1999, and who acquired tenure status, prior to July 1, 1999.)

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 LCTCS standards of performance and conduct.

It is recognized that the employee-employer relationship is not the same for allemployees. The employee-employer relationship for classified employees is governed by Civil Service Rules. The employee-employer relationship for unclassified employees, non-tenured faculty and tenured faculty are defined bythe LCTCS employment relationship policy.

Regardless of the disciplinary approach, LCTCS philosophy is to assure that all employees are treated fairly and equitably without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

Employees have the right to know what is expected of them. It is important that all employees be notified of their duties and responsibilities in order to be aware of job expectations.

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

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

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

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

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

Supervisors must contact institution Human Resources prior to taking termination action. The LCTCS policy regarding Employment Relationship is applicable in the event of termination. LCTCS Human Resources must be provided notice of all termination actions.

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

Each institution is responsible for establishing operating procedures for assuring compliance with the LCTCS Discipline Policy and to have these procedures approved by legal counsel, the President and on file with the system office.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.015

Title: GRIEVANCE – FOR ALL EMPLOYEES

Authority: Board Action

Original Date: 10/01/01

Effective Date: 10/10/01

Last Revision: Initial

NOTE: Please refer to Policy II.3.020- LTC Tenure Rights/Removal Policy for employees of the LTC: (who were engaged in the performance of the postsecondary vocational-technical school functions of the State Board of Elementary and Secondary Education "BESE" and the State Department of Education, prior to July 1, 1999, and who acquired tenure status, prior to July 1, 1999.)

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

When an employee feels he/she has been treated unjustly, the employee has the right to utilize the grievance policy without fear of retaliation, discrimination, or reprisal because of the action. The decision to utilize the grievance policy shall be the employee's decision. It is understood that a grievance will be kept confidential except to the extent necessary to investigate and resolve the grievance.

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

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

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

Only those grievances that are not eligible for appeal to the Director of Civil Service or the Civil Service Commission shall be processed through the LCTCS grievance policy.

Under certain circumstances, Civil Service classified employees should use the Civil Service procedure for appeals and hearings rather than the LCTCS system grievance policy. Examples of the types of actions over which the Civil Service Commission assumes responsibility are disciplinary actions which impact pay, such as:

- Removal of a permanent employee for cause
- Suspension with or without pay as a disciplinary action
- Reduction in pay
- Prohibited political activity
- Classification and Pay

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

Each institution is responsible for establishing operating procedures for assuring compliance with the LCTCS grievance policy, and to have these procedures approved by legal counsel, the President and on file with the system office.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.016

Title: EMPLOYMENT RELATIONSHIP

Authority: Board Action

Original Adoption: 10/10/01

Effective Date: 10/10/01

Last Revision: Initial

CLASSIFIED STAFF

The employee-employer relationship for classified employees is governed by Civil Service Rules.

EMPLOYMENT AT WILL – UNCLASSIFIED ADMINISTRATIVE STAFF

Administrative staff members serve in their administrative positions at the pleasure or will of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors. At-will employees: All non-classified, non-faculty employees who have accepted employment with LCTCS 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, LCTCS may terminate the employment relationship at any time, with or without prior notice.

NON-TENURED FACULTY

An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution with the approval of the Board. The nonreappointment of a faculty member does not necessarily reflect on the faculty member’s work record or behavior. The determination to reappoint, or not to reappoint, should be based upon a review of the specific conditions relating to the position. The Chancellor is responsible for instituting action that ensures that each tenure-track faculty member is reviewed for renewal each year. Unless an appointment is of a temporary nature for a fixed term, notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment.

Non-tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the College or LCTCS such as infraction of law or commonly accepted standards of morality, insubordination, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other actions that impair the discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. Notice requirements are not applicable in the event of termination for cause.

TENURED FACULTY

Tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the College or LCTCS such as infraction of law or commonly accepted standards or morality, insubordination, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or other actions that impair the discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. Notice requirements are not applicable in the event of termination for cause. However, action to discharge, terminate, or demote shall not be arbitrary or capricious, nor shall it infringe upon academic freedom.

Each institution shall have a written policy for due process concerning academic dismissal for tenured faculty. This policy shall be approved by legal counsel, the President and on file with the system office. This policy shall provide for hearings before a committee that includes faculty members. Committee findings and recommendations shall be forwarded to the Chancellor who shall make a final determination.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.018

Title: OUTSIDE EMPLOYMENT

Authority: Board Action

Original Adoption: 12/12/01

Effective Date: 12/12/01

Last Revision: 03/12/03

This policy relates to employment directly undertaken by employees of the LCTCS with outside employers or to self-employment (including consulting) and does not relate to employment in which arrangements are made officially through the institution by contract with or grants to the institution. Although LCTCS recognizes the right of employees to engage in outside employment, it has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval.

Outside employment is defined as any non-LCTCS activity for which economic benefit is received, including but not limited to: 1) Employment with any non-LCTCS employer. 2) Contracts to provide consulting, personal or professional services to non-LCTCS individuals or entities, including publishing agreements or arrangements. 3) Self-employment or operation of a business.

Economic benefits include cash payments or such other non-cash economic benefit, e.g., share of profits, shares of stock, equity participation, etc. as the employee and outside employer may agree; provided that such non-cash economic benefit shall not have a present value significantly in excess of fair compensation for the services rendered. Compensation rates for outside employment need not be related to LCTCS salary rates but should be negotiated fairly based on normal private sector levels for similar services.

All LCTCS system employees must be made aware of this policy.

Policy on Outside Employment

- 1) In no case shall any full time position with the LCTCS be held by an employee when that employee is unable to perform a full time workload on a regular basis, due to employment outside the LCTCS.**
- 2) In no case shall an employee be hired into a full time position with the LCTCS when that employee is unable to perform a full time workload on a regular basis, due to employment outside the LCTCS.**
- ~~3) A member of the faculty or staff may engage in outside activities, paid or unpaid, which do not conflict, delay or in any manner interfere with instructional, scholarly, and/or other services he/she must render in the nature of institution and/or LCTCS employment.~~

4) **Employee Responsibilities: A full-time member of the faculty or staff who is presently engaged, or who plans to engage, in such employment activities outside of his/her broad institutional responsibilities, during any period of full-time employment by the institution, shall report to the head of his department or dean in writing the nature and extent of such activities, and the amount of time the work will require.** The employee shall submit a list of all contracts or other agreements between the LCTCS and the outside employer in which the employee is involved on behalf of the LCTCS. Such list is to include, to the extent the information is known to the employee, the owners, directors, majority shareholders, or affiliates of the outside employer. Additional information about such contracts may be required by the LCTCS upon request. In all such instances, the department head/dean shall forward the report to the employee's administrative superior who will make a complete disclosure of these facts to the campus head or his/her designee up through the Chancellor and notification by the Chancellor to the system President.

5) **Approval Levels**

Certain types of outside employment require approval of a Chancellor and/or the President as follows:

A. **Approval by a Chancellor.** Under the Louisiana Code of Governmental Ethics, certain outside employment requires review and approval by a Chancellor and may be approved only for academic, administrative and professional employees.

a. Outside employment which requires approval by a Chancellor includes:

- 1) Outside employment with an individual or entity currently doing or actively seeking to do business with the employee's unit at the LCTCS or under circumstances in which the employee is collaborating with, or on special assignment to, a unit within the LCTCS with which the entity is doing or is actively seeking to do business.
- 2) Outside employment involving teaching which will result in LCTCS credit for the student, which will be conducted on LCTCS time or which will utilize LCTCS property or services.
- 3) Outside employment which ordinarily would be performed as part of the public service aspect of the LCTCS insofar as that employee's job duties and responsibilities are concerned.
- 4) Outside employment yielding results that advance a theory or practice in the employee's field.
- 5) Outside employment activity which could be accomplished more appropriately by a contract through the LCTCS. This activity shall be the subject of an LCTCS contract unless it is not feasible or practical to do so.

- 6) Outside employment activity for an individual or entity that has substantial economic interests which may be materially affected by the way in which the employee performs his or her duties and responsibilities as an LCTCS employee.
- b. If such proposed outside employment is with a third party that is contracting with or is seeking to contract with the LCTCS, the employee must remove himself or herself from any relationship in which he/she would:
- 1) Approve payments by the LCTCS to the third party pursuant to any contract between the LCTCS and the third party.
 - 2) Evaluate any work performed by the LCTCS pursuant to a contract between the LCTCS and the third party.
 - 3) Negotiate and/or approve any subsequent contracts between the LCTCS and the third party.
 - 4) Approve the purchase of LCTCS equipment pursuant to the contract with the third party in an amount in excess of \$2,000.00.

The above actions must be carried out by the employee's immediate supervisor and that approving supervisor's next immediate supervisor.

- c. Outside employment requiring the approval of a Chancellor also requires a written agreement between the employee and the outside entity which shall contain the following explicit information:
- 1) General technical area of endeavor.
 - 2) Specific employment or consulting activities.
 - 3) Duration of employment agreement.
 - 4) Estimated time in hours per week or days per month required for the employment.
 - 5) Employee's compensation rate and method of payment.
 - 6) Statement that agreement is between employee and outside entity, that employee is not acting as an agent of the LCTCS bears no liability in the relationship.
 - 7) Statement that the use of the LCTCS name in connection with the employment activities shall be only upon written authorization of the LCTCS.
 - 8) Statement that the rights of any intellectual property, i.e., inventions, materials subject to copyright, etc. resulting from the employment activity, to the extent that

they would vest in the employee in the absence of any other agreement, will be assigned to the LCTCS.

- d. The outside entity and the employee shall negotiate and draft an agreement meeting all of the requirements herein. If the contract involves consulting with respect to research or technology, the appropriate LCTCS office primarily responsible for licensing and transfer of technology should be consulted during the negotiating process. If the contract involves trade secrets and commercial or financial information obtained from the outside employer pertaining to research or to the commercialization of technology, such information may be removed from the agreement before its submission for administrative review.
 - e. For such agreements, a Chancellor must certify to the following prior to the execution of any contract approved pursuant to this policy:
 - 1) the outside employment activities are not within the employee's duties and responsibilities to the LCTCS for which the employee is being compensated by the LCTCS.
 - 2) The outside employment activities do not conflict, delay or in any manner interfere with instructional, scholarly and/or other services which the employee is obligated to perform for the LCTCS.
 - 3) The consulting activities to be performed are within the academic or professional discipline of the employee or are related to the area of expertise in which the employee is employed by the LCTCS.
 - f. Following approval and execution, the appropriate Chancellor shall receive a copy of the executed agreement. Copies of approval forms, certifications and the executed agreement shall be kept in a permanent file by the Chancellor or his designee until at least three years beyond the expiration of the agreement.
- 6) **Approval by the President.** The following types of outside employment require review and approval by the President in addition to Chancellor approval:
- a. Outside employment involving public policy.
 - b. Outside employment of a Chancellor.
 - c. Outside employment or contracts by employees for professional, personal, consulting and social services with a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.
- 7) **Approval by Chancellor or Designated Administrative Officer.** All other outside employment may be approved through normal administrative channels by the Chancellor or an administrative officer designated by the Chancellor. If the outside employment involves employees from more than one department or college, or if it involves an employee holding

joint appointments, action by the appropriate administrative officers of the affected department or college is required.

- 8) ~~No full-time member of the faculty or staff shall engage in such outside employment (or continue such employment if already so engaged) without the written approval of the department head and dean. In the event that either the department head or the dean believes that such outside employment involves, or may involve, a matter of public interest or interfere with duties to the institution, the matter shall be referred through the appropriate channels to the Chancellor for recommendation to the system President for approval.~~
- 8) Employment or contractual relationships, which are considered to be in violation of the Louisiana Code of Governmental Ethics, shall not be approved. All employees, both full – time and parttime are reminded that they are subject to the Ethics Code.
- 9) It is the responsibility of the employee to provide notification to the outside employer that he/she accepts such employment as an individual and not, in any manner, as a representative of the institution or the LCTCS. It is required that employee do this by including with any oral testimony or written reports a statement to the effect that the views expressed are those of the employee and do not necessarily reflect the views of the institution or the LCTCS. In no case may the individual concerned use the name of the LCTCS or his/her LCTCS affiliation, title or address officially or in any other way in support of any position he/she may take. Biographical data, including a statement of employment by the Board of Supervisors of the LCTCS, may be included as introductory material to written reports or orally in the case of expert witness statements, but may not be incorporated into the body of the written report.
- 10) The institution recognizes the fact that a person qualifies as an expert because of his/her training and experience. Therefore, biographical data, including a statement of employment by the institution and the LCTCS, may be included as introductory material to written reports (but not incorporated in the body of the written report) by the outside employer, or orally in the case of expert witness, by way of establishing the writer/speaker as a qualified expert.
- 11) Institutional resources shall not be used for personal gain. No employee, laboratory, service or equipment of the institution and/or LCTCS is to be used without administrative authorization in connection with outside employment of LCTCS employees.
- 12) The provisions of paragraphs 1-11 shall apply to all employees hired by the LCTCS on or after November 14, 2001. The provisions of paragraphs 1-11 shall apply from November 14, 2001 forward to all LCTCS employees in active status as of November 14, 2001.

Reporting Procedures: Each year the Chancellor of each LCTCS institution and the Chief of Staff of the LCTCS system office shall submit a report to the President of outside employment of all full time employees of the institution.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.019

Title: SEEKING AND HOLDING PUBLIC OFFICE

Authority: Board Action

Original Adoption: 12/12/01

Effective Date: 12/12/01

Last Revision: Initial

Unclassified LCTCS Employees

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

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

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

Classified LCTCS Employees

Article 10, Section 9 of the Louisiana State Constitution, Civil Service Rules 14.1(e), (f), and (g) and Civil Service General Circular No. 1449 govern the permissible and prohibited political activities of all classified state employees.

Existing Public Office Holders

The provisions of this policy and the LCTCS system policy on Outside Employment shall not apply to any employee in the LCTCS who holds public office on the effective date of the adoption of this policy.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.020

Title: LTC - REDUCTION IN FORCE

Authority: Board Action

Original Adoption: 4/10/02

Effective Date: 4/10/02

Last Revision: Initial

When conditions such as program changes, program closures, insufficient funds, or other just causes require a reduction in force (“*RIF*”), as approved by the Board of Supervisors of the Louisiana Community and Technical College System (“the *Board*”), the procedures outlined in this policy shall be implemented.

1. Layoff Avoidance Measures.

The purpose of layoff avoidance is to provide temporary mechanisms to help delay or avoid layoffs. The Chancellor of the Louisiana Technical College and the Assistant Chancellors should determine the most appropriate measure(s) that applies to the work situation, keeping in mind both the efficiency of campus operations and employee morale. When layoff avoidance measures are considered, specific questions concerning consequences should be directed to the applicable retirement and insurance program. These include the state retirement system and the state employee group benefits program.

The following two layoff avoidance measures may be used:

- a. When the Chancellor determines that it is necessary to reduce the work hours of employees under his jurisdiction in order to avoid a layoff, he may do so, subject to the following provisions:
 - (1) Any reduction in work hours must receive approval of the President of the LCTCS, no later than fourteen (14) calendar days after the effective date, based on a written request and justification from the Chancellor. This justification shall include the reasons for the reduction, the number of work hours reduced for each employee, the proposed effective dates and periods of time involved, and the program area(s), if the request or any part thereof is not approved by the President then the employees included in the plan or portion of the plan not approved, must be paid for all hours reduced between the proposed effective date and date of the President’s determination. In all cases of disapproval by the President, his decision shall be subject to the Board’s ratification, at its next regularly scheduled meeting.

- (2) Authority of such pay reductions shall not exceed one twelve consecutive month period.
 - (3) The number of work hours reduced for an employee shall not exceed sixteen (16) hours per bi-weekly payroll period.
 - (4) An employee so reduced in work hours shall be subject to the same leave and overtime provisions as apply to employees on regular part-time status. Any hours worked over the employees' reduced work week shall be compensated with non-payable compensatory time, except for those hours which exceed a forty hour workweek.
 - (5) An employee shall be restored to the same number of hours he worked at the end of the period of work hour reduction or upon an intervening personnel transaction which ends the period of work hour reduction for that employee.
- b. When the Chancellor determines that it is necessary to furlough employees without pay under his jurisdiction in order to avoid a layoff, he may do so, subject to the following provisions:
- (1) Any furlough without pay must receive approval of the President, no later than fourteen calendar days after the effective date, based on a written request and justification from the Chancellor. This justification shall include reasons for the furlough, the total hours and days of furlough for each employee, the proposed dates and periods of time involved, and the program area(s) affected. If the request or any part thereof is not approved by the President, then the employees included in the plan or portion of the plan not approved, must be paid for all hours furloughed between the proposed effective date and date of the President's determination. In all cases of disapproval by the President, his decision shall be subject to the Board's ratification, at its next regularly scheduled meeting.
 - (2) An employee shall not be furloughed for more than one academic term in any twelve calendar month period without approval of the Board.

2. **Procedures for Reduction in Force.**

a. **Notification and Authority for Reduction in Force**

- (1) If the Reduction in Force (*RIF*) involves campus deans, the Chancellor shall submit a formal written plan to the President for the proposed reduction in force.

- (2) If the RIF involves other unclassified employees within the Technical College (i.e. administrative, support or instructional personnel), the Chancellor shall submit a formal written plan to the President for the proposed RIF.
- (3) The plan(s) shall be submitted at least two (2) calendar weeks prior to the effective date of the layoff. With justification, the Chancellor may waive the two-week advance notice for a lesser reasonable time, but such notice shall always be prior to the effective date of the layoff. The plan(s) shall include, but not necessarily be limited to the following:
 - (a) Reasons(s) why the reduction in force is being proposed.
 - (b) Reduction in Force avoidance measure(s) used, or statement of why none was used.
 - (c) Proposed effective date of the Reduction in Force.
 - (d) The affected Campus.
 - (e) The position(s), the number of positions, the area(s) of certification, and reasons(s) why each position was selected for the Reduction in Force.
 - (f) Names and positions of employees, if any, who require exemption from layoff and the extenuating reasons for exemption.
- b. Once the plan is approved by the Board it shall be made generally available to employees in the affected campus(es).
- c. Offers of displacement to occupied positions for which the employee qualifies shall be made by the Chancellor or designee in the following manner and order:
 - (1) Personnel may only displace (bump) another employee within the campus where s/he is employed.
 - (2) An offer, if available, must be first to the same level, then next lower level position available with a minimum reduction in pay range.
 - (3) The affected employee must be certified for the position offered. All areas of certification must be listed on an employee's certificate prior to the Board approval of the RIF plan.
 - (4) An affected employee cannot displace another employee in a position at a higher level than that held by the affected employee at the time s/he is impacted by a layoff action.
 - (5) Permanent unclassified employee(s) within the position(s) affected by the reduction in force whose two (2) most recent evaluations

were unsatisfactory shall be laid off before any permanent employee within the affected position(s) with satisfactory evaluations.

- (6) Within each affected certified area, layoff shall be according to total years of full-time employment in the Louisiana Technical College, regardless of funding source, those with the least service shall be laid off first.
 - (7) Preference in making offers shall be given by total years of full-time employment in the Louisiana Technical College, regardless of funding source, with first preference being given to those employees with the most time accrued.
 - (8) Vacancies may be offered in lieu of occupied positions.
 - (9) Offers to displaced employees may cease when the first available offer listed above is accepted or declined by that employee.
 - (10) If the employee declines or if no offers are available, the employee is subject to layoff.
- d. There shall be at least ten (10) calendar days between the last displacement offer, or layoff notification if there is no offer to make, and the effective date of layoff.
 - e. Nothing in this policy shall prevent the Chancellor or his designee from issuing a general request for volunteers for the Reduction in Force. Such volunteers shall be reported as such on the personnel action and shall be entitled to the same protection and rights granted employees under the RIF policy.
 - f. Employees on any form of leave or temporary transfers shall be subject to the same reduction in force policies as other employees.

3. Notification of Layoff

If after taking all practical measures to avoid the layoff of any employee, and it becomes necessary to layoff an employee, the Chancellor shall inform the employee in writing of the proposed action.

There shall be at least five (5) calendar days between notification to employees whose positions are proposed for abolishment and approval of the RIF plan by the Board. The employee has the right to a hearing in accordance with the grievance procedure established by the Board for unclassified employees of the LCTCS. The grievance shall be limited to the issue of whether the reduction in force policies were followed.

4. Reporting Requirements After Layoff

The Chancellor shall report to the Board in writing within fifteen (15) calendar days from the effective date of the layoff, all personnel actions taken relative to the layoff. The report shall include the names and most current mailing address

on file of all employees affected by the layoff, the nature of personnel actions taken, including offers made, accepted, or declined.

5. Reemployment Rights

If an unclassified employee is terminated from employment because of a RIF, that person shall have the first option to be reemployed if the discontinued position or its equivalent is reinstated at his/her former campus/resource center within three (3) years from the effective date of the RIF.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # II.3.021

Title: LTC – TENURE RIGHTS/REMOVAL POLICY

Authority: Board Action

Original Adoption: 4/10/02

Effective Date: 4/10/02

Last Revision: Initial

**LTC POLICY FOR REMOVAL OF EMPLOYEES WHO TRANSFERRED TO THE
LCTCS FROM BESE, WITH TENURED STATUS**

The following policy, adopted in accordance with the provisions of La. R.S. 17:542, shall only apply to employees of the Louisiana Technical College (“LTC”) who were engaged in the performance of the postsecondary vocational-technical school functions of the State Board of Elementary and Secondary Education (“BESE”) and the State Department of Education (“Department of Education”), prior to July 1, 1999, and who acquired tenure status, prior to July 1, 1999. The Board adopts the following policy to ensure that the referenced employees retain all property interests and due process interests acquired by them prior to their transfer to the jurisdiction of the Louisiana Community and Technical College System (“LCTCS”).

DEFINITIONS:

As used in this policy, the below listed words and phrases shall have the following meaning:

“The Board” shall refer to the Board of Supervisors of the Louisiana Community and Technical College System.

“Permanent employee” or “employee” shall refer to former employees of BESE and/or the Department of Education who acquired tenure under the laws of the State of Louisiana and the policies of BESE, prior to July 1, 1999.

CAUSE FOR REMOVAL:

A permanent employee shall not be removed from a position of employment except upon a Determination, by the personnel committee of the Board, that the employee is guilty of the following:

1. Willful neglect of his/her duties;
2. Incompetency in the performance of his/her duties;
3. Dishonesty in the performance of his/her duties; or

4. Being a member of or having contributed to any group, organization, movement or corporation that is by law or injunction prohibited from operating in the State of Louisiana.

To meet the obligation placed upon it herein, the personnel committee is hereby authorized to establish a standing "LTC Tenure Hearing Subcommittee" for the purpose of conducting hearings on charges of removal and for the purpose of making recommendations, in writing, to the personnel committee for its final

Determination. The Chair of the personnel committee shall be the presiding officer of the LTC Tenure Hearing Subcommittee. A final Determination that an employee is guilty of any of the above listed charges must receive the vote of a majority of the members of the full personnel committee.

PROCEDURE FOR REMOVAL:

A. To effect the removal of a permanent employee, the Chancellor of the LTC shall, initially, furnish the employee with written and signed charges for removal from employment, in person or at the employees last known address. The written and signed charges shall state the cause(s) for removal and shall provide notice of the Chancellor's intent to recommend to the Board that the employee be removed from employment with the LTC. The notice shall additionally provide the bases of the charges against the employee with sufficient specificity to permit him/her to present a defense against the claims; shall inform the employee of his right to appear at a hearing before the personnel committee of the Board, or a subcommittee thereof, to defend against the charges, with witnesses in his behalf and with counsel of his/her selection; shall inform the employee of his/her right to designate whether the hearing is to be private or public; and shall, when possible, inform the employee of the date, time and place of the hearing. An updated copy of this Board policy should be attached to all written and signed charges for removal and notice of recommendations for removal issued hereunder.

In no event shall an employee be subject to a hearing on charges of removal without prior notice, nor shall an employee be provided with written and signed charges and notice of recommendation for removal in less than thirty (30) days in advance of the scheduled hearing.

B. If the Chancellor determines that the best interest of the LTC is served by removing the employee from his/her employment duties following notice of the charge of removal, he may, after receiving the approval of the President of the Louisiana Community and Technical College System ("the President") and notification to the Board, place the employee on leave, with or without pay, pending the resolution of the matter by the personnel committee.

- C. At least thirty (30) days in advance of the date of the hearing, the Chancellor shall furnish the President and the Chairman of the Board with the following:
1. A copy of the written charges.
 2. A list of the names and last known addresses of all witnesses the personnel committee may or will use at the hearing.
 3. A copy of all documents the personnel committee will or may introduce during the course of the hearing.

The Chairman of the Board shall immediately forward the information provided in accordance with this Paragraph to the Chair of the personnel committee for action thereon. All information provided for use in the hearing shall be maintained as confidential documents, throughout the chain of custody, to insure the integrity of the hearing process; provided that, nothing contained herein shall be used to deny the employee access to information customarily available through discovery under the rules applicable to civil matters in the courts of this State.

- D. At least fifteen (15) days in advance of the date of the hearing, the employee shall furnish to the Chancellor the following:
1. A list of the names and addresses of all witnesses the employee may or will use at the hearing.
 2. A copy of all documents the employee will or may introduce during the course of the hearing.

The Chancellor shall immediately forward the information provided in accordance with this Paragraph to the Chair of the personnel committee for action thereon. All information provided for use in the hearing shall be maintained as confidential documents, throughout the chain of custody, to insure the integrity of the hearing process; provided that, nothing contained herein shall be used to deny the employee access to information customarily available through discovery under the rules applicable to civil matters in the courts of this State.

- E. For the purpose of conducting the hearings authorized under this policy, the personnel committee, or a subcommittee thereof, shall have the power to administer oaths and affirmations and the power to issue subpoenas in the name of the State of Louisiana to compel the attendance of witnesses and the production of documentary evidence. All subpoenas issued in accordance with this policy shall be served by the sheriff or any deputy of the parish to which the same is directed; and such sheriff or deputy shall not be entitled to a fee for serving such subpoenas.
- F. In the event that any person fails to obey a subpoena issued under this policy, any district court of this state within the jurisdiction of which the hearing is held or within the jurisdiction of which the said person is found or resides, upon application by the Board or its representatives, shall have the power to compel such person to appear before the committee and to give testimony or produce evidence as ordered. Any failure to obey such an order of the court may be punished by the court issuing the same as a contempt thereof.

- G.** The LTC Tenure Hearing Subcommittee may admit and give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs. The subcommittee may exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence. Objections to evidentiary offers may be made and shall be noted in the record. All evidence, including records and documents in the possession of the LTC of which it desires to avail itself, shall be offered and made a part of the record, and all such documentary evidence may be received in the form of copies or excerpts.
- H.** In order to insure that an employee who is the subject of a tenure removal hearing has a fair opportunity to present all evidence and witnesses in his defense, the LTC Tenure Hearing Subcommittee is authorized to schedule hearings in the location of the employee's primary work station.

REMOVAL:

If a permanent employee is found guilty by the personnel committee, after a due and legal hearing as provided herein, on charges, as directed herein, the employee shall be ordered removed from employment with the LTC or otherwise disciplined by the personnel committee, effective the date of the determination.

The personnel committee shall submit its determination and order to the Board for ratification at its next regularly scheduled meeting. The Board shall ratify or reject the final determination of the personnel committee. In no event shall the employee be entitled to a full rehearing before the Board.

APPEAL OF DETERMINATION:

The employee may, not more than one year from the date of the personnel committee's Determination, petition a court of competent jurisdiction for a full hearing to review the action of the personnel committee, and the court shall have jurisdiction to affirm or reverse the action of the personnel committee in the matter. If the Determination of the personnel committee is reversed by the court and the employee is ordered reinstated and restored to duty, the employee shall be entitled to full pay for any loss of time or salary he may have sustained by reason of the action of the personnel committee.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM
Policy # II.3.022

Title: EQUAL OPPORTUNITY

Authority: Board Action

Original Adoption: 4/10/02

Effective Date: 4/10/02

Last Revision: Initial

The LCTCS is committed to the principle of providing the opportunity for learning and development of all qualified individuals without regard to race, sex, religion, color, national origin, age, disability, marital status, or veteran status for employment with LCTCS, admission to, or participation in the programs and activities which the LCTCS and any LCTCS college sponsors or operates.

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

The LCTCS and each of the LCTCS colleges will ensure that the following will be implemented at all levels of administration:

- Recruit, hire, place, train and promote in all job classifications without regard to non-merit factors, such as race, color, age, religion, sex, national origin, disability veteran status, or any other factor protected by law, except where there is a bonafide occupational qualification.
- Identify and use existing talent and potential through upgrading and promotion of present employees. All promotions will be based only on valid equal employment promotional requirements.
- Base decisions on employment so as to further the principles of equal employment opportunity.
- Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, recall from layoffs, education, tuition assistance, and social and recreation programs be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status or any other non-merit factor.

All LCTCS personnel with responsibility for recruitment, appointment, placement, evaluation, transferring or any other aspect of personnel management are charged with the responsibility of seeing that this policy is successfully implemented by giving it full support through active cooperation and example. All such persons shall be evaluated on the basis of their equal employment efforts and results in addition to the usual standards of performance. Persons who fail to adhere to the Equal Employment Opportunity policy are subject to administrative disciplinary actions. The system office and each of the LCTCS colleges will periodically review its personnel actions to ensure compliance with this policy.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM
Policy # II.3.023

Title: AMERICANS with DISABILITIES ACT:
EMPLOYEES AND STUDENTS

Authority: Board Action

Original Adoption: 4/10/02

Effective Date: 4/10/02

Last Revision: Initial

It is the policy of the LCTCS to provide equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, accessibility to, participation in, treatment in or employment in the programs and activities operated and sponsored by the LCTCS, and all colleges of the LCTCS, pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state law.

The Rehabilitation Act of 1973 laid the groundwork by requiring employers and institutions to employ and advance in employment “qualified handicapped individuals,” and to make “reasonable accommodations” for these individuals. The ADA changes the “handicapped” terminology to “disabled” and broadens the coverage.

The LCTCS prohibits discrimination against qualified persons with disabilities in employment, academic and other programs, public services, transportation, public accommodations and telecommunications. Additionally, the LCTCS is committed to promoting an atmosphere to end discrimination against individuals with disabilities, to bring persons with disabilities into the social and economic mainstream and to provide enforceable standards to address discrimination against individuals with disabilities.

The system office and each LCTCS college is responsible for establishing procedures for requesting reasonable accommodation and an ADA grievance procedure.

The LCTCS prohibits retaliation against an individual requesting accommodation under the Americans with Disabilities Act.

Employees and Applicants for Employment

LCTCS prohibits discrimination against qualified individuals with disabilities because of the disability in the areas of: hiring, advancement, discharge, compensation, training and other terms and conditions of employment (such as pre-employment testing and selection procedures). LCTCS institutions will provide “reasonable accommodations” to disabled applicants or employees, upon request, unless the accommodation would present an “undue hardship”. The determination of “undue hardship” is a decision that grows out of the ADA

Accommodation Assessment process and is made by the designated “Office of Special Programs.” The system or the and each college will have a designated “Office of Special Programs” which may stand alone or such duties may be made a part of an existing department.

In all cases in which a reasonable accommodation is requested, the LCTCS representative receiving the request should contact Human Resources to obtain appropriate guidelines.

Students and Applicants for Student Status

LCTCS prohibits discrimination on the basis of disability in any academic program or activity associated with the LCTCS and the institution will integrate students with disabilities into the college community to the fullest extent possible. Qualified applicants for student status with disabilities will not be denied admission or subjected to discrimination in admission or recruitment to the LCTCS college on the basis of their disability. In its recruitment efforts, the LCTCS, and all LCTCS colleges, shall not limit the number of persons with disabilities who may be admitted. All admission criteria and testing will be selected, administered, and evaluated in a manner that is accessible and accurately reflects the applicant’s ability rather than an individual’s impaired sensory, manual or speaking skills.

Applicants for admission may voluntarily self-identify as a person with a disability in the admissions process and will be routinely provided information on services available to students with disabilities at the LCTCS. A decision not to self-identify will not result in adverse treatment of the applicant.

In all cases in which a student or applicant for student status requests an accommodation based upon disability, advice and assistance from the designated “Office of Special Programs” should be sought by the LCTCS or institutional representative receiving the request.

Public Services

The LCTCS, and all LCTCS colleges, accommodate and provide programs and services for students and employees. The LCTCS prohibits discrimination on the basis of disability in any such activity, program or service but will make such activities, programs and services available to persons with disabilities to the fullest extent possible.

It is the responsibility of LCTCS personnel and administrators responsible for activities, programs and services to respond to requests for accommodation by persons with disabilities seeking access to such activities, programs and services. In determining an appropriate response, advice and assistance may be obtained from the designated “Office of Special Programs”.

Telecommunications

The LCTCS and institutions provide access to the State of Louisiana’s TDD relay service

so that persons with disabilities who use non-voice terminal devices have opportunities for communications that are equivalent to those provided to individuals able to use voice telephone service.

General questions about such services should be directed to the designated “Office of Special Programs”. The “Office of Special Programs” should coordinate requests for such services by students and employees.

The system office and each college of the LCTCS shall have a designated “Office of Special Programs” to be responsible for:

- developing and administering procedures to provide for compliance with regard to employees and applicants for employment,
- implementing reasonable accommodation procedures,
- serving as a resource for matters involving persons with disabilities,
- coordinating all disability-related support services,
- providing accommodations for enrolled students with documented temporary and permanent disabilities at the college,
- providing information on services for students with disabilities to potential students and their families

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM

Policy # II.3.024

Title: SMOKE-FREE ENVIRONMENT

Authority: Board Action

Original Adoption: 4/10/02

Effective Date: 4/10/02

Last Revision: Initial

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking both to smokers and to non-smokers who are exposed to second-hand tobacco smoke. The purpose of this policy is to set forth rules to create a smoke-free environment within LCTCS facilities.

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

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

PROFESSIONAL DEVELOPMENT

Industrial Visits

The instructor should make enough industrial 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 industry visits per year is required.

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 indicate the industry or business to be visited by filling in the appropriate section of the time and attendance form in the office.

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

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

College Courses

College courses in vocational education are offered through correspondence, extension, and night classes at several state universities.

Tuition exemption applications are available in the Administrative Office for those courses that qualify. Tuition exemption is available on a first-come, first-served basis for college courses required to meet VTIE certification requirements. (See Policy II.2.004.)

Extension classes in vocational education are conducted on a scheduled basis by geographic areas for a sufficient number of applicants.

In-Service Training

Statewide training programs (workshops) or conferences are offered in specialized areas of training such as Health Occupations, Welding, Networking, etc. Upon employment, participation in a new-teacher workshops or new-teacher orientation is mandatory.

In-service meetings are generally held 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.

BENEFITS INFORMATION

The following benefits are available to Young Memorial employees through payroll deduction. See the Human Resources representative in the Administrative Office to request these benefits or to receive more information regarding these benefits.

Employee Medical Insurance

Effective January 1, 1973, employees of the State of Louisiana became eligible to enroll in the State of Louisiana Employees Uniform Group Benefits Program. The program is administered by the Louisiana Division of Administration.

This plan provides employees with valuable financial assistance to help pay medical costs. The benefits are substantial, and the cost is low because the state is contributing a considerable part of the cost as an extra benefit.

This health plan consists of two parts: (1) basic benefits and (2) major medical benefits.

The program also contains a Life Insurance Benefit for both the employee and eligible dependents. In addition, there is a provision for Accidental Death and Dismemberment coverage for employees under age 65.

For details of benefits and coverage of the program, the Division of Administration has printed a booklet, State Employees Group Benefits Program. Copies of this booklet are kept in the Administrative Office. Information can also be obtained from www.groupbenefits.org.

Dental Insurance

Dental insurance is available upon request. Brochures are available in the Administrative Office to further explain this plan or visit the website at www.louisianadentalplan.com.

Additional Insurance Coverage

Additional policies regarding accident, cancer, intensive care, heart care, disability are available upon request through various insurance plans. See the Human Resources representative in the Administrative Office if you are interested in any of these additional insurance policies.

Flexible Spending Account

The State has implemented Flexible Spending Accounts to help employees reduce taxes and increase spendable income. Information is available in the Administrative Office or visit the website at www.fbmc-benefits.com.

Deferred Compensation Plan

The State of Louisiana Public Employees Deferred Compensation Plan (the "Plan") was adopted by the Louisiana Deferred Compensation Commission (the commission), effective September 15, 1982. The Plan was established in accordance with R.S. 42:1301-1308, and

§457 of the *Internal Revenue Code of 1986*, as amended, for the purpose of providing supplemental retirement income to employees and independent contractors by permitting such individuals to defer a portion of compensation to be invested and distributed in accordance with the terms of the Plan. Additional information can be obtained in the Administrative Office or by visiting the website at www.louisianadcp.com.

Worker's Compensation

This policy pays to employees injured in the course of employment amounts prescribed by Louisiana Worker's Compensation Law. This includes all medical expenses incurred and weekly benefits for the period the employee is unable to perform services because of a job-related injury. There is no deductible for this coverage.

Credit Union

All employees of Young Memorial are eligible to join the La Capitol Federal Credit Union. An employee can join when employed; he/she will be eligible to apply for a loan.

Deposits in the credit union and payments on loans are deducted from the employee's payroll. All members' accounts are insured by an agency of the Federal Government. Credit Union booklets are available from the school's Administrative Services Assistant/Secretary or visit the website at www.lacapfcu.org.

Teacher Retirement

Instructors who begin employment prior to the age limit for membership are covered by the Teacher Retirement System of Louisiana. Brochures are available in the Administrative Office to further explain this system or visit the website at www.trsl.state.la.us.

State Retirement

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

Prepaid Legal

A comprehensive legal service plan is available that protects your legal rights and provides employees and families peace of mind and security. For a description of the plan, visit the website at www.prepaidlegal.com.

CAMPUS DEAN

ACCOUNTABILITY:	District IV Assistant Chancellor
SUPERVISES:	All college personnel, i.e., administrative, instructional , clerical, support
POSITION QUALIFICATIONS:	Meets at least the minimum requirements as stated in Bulletin 746, Part B

JOB SUMMARY:

To administer the campus within the Technical College System Policies and Guidelines, as administered by the Louisiana Community and Technical College System, to assume fiscal responsibility for the college and to provide instructional management techniques that enhance a positive organizational environment conducive to teaching and learning and to promote the purposes, goals and mission of the technical college system.

PROFESSIONAL DUTIES AND RESPONSIBILITIES:

1. Recommends to the Assistant Chancellor policy changes, budget changes, personnel changes, program consolidations, program closures, and new programs
2. Develops long-range plans for modernization and expansion of technical college education for submission to the Louisiana Community and Technical College Board
3. Implements the policies and guidelines approved by the Louisiana Community and Technical College Board
4. Organizes local Technical College Advisory Council meetings
5. Visits departments, classrooms, and shops and observes the general operation
6. Receives and reviews on an appropriate periodic basis, program enrollment and placements
7. Receives, reviews, and recommends all campus contracts for submission to the District Office
8. Receives, reviews, and processes recommendations for employment of prospective classified personnel
9. Prepares and signs BA-7's and FACS 255's for submission to the District Office

for approval by the LCTCS Board

10. Reviews and analyzes monthly financial reports
11. Prepares and submits FACS 145 (Warrants), to assure adequate monthly appropriation to support operations of the region. Receives, approves, and submits reimbursement requests, i.e., 8(g), Carl Perkins
12. Receives and reviews Technical College's calendar for submission to the District Office
13. Plans improvements to campus facilities and property
14. Annually reviews the certification of campus personnel
15. Oversees annual property inventory for College
16. Annually receives and reviews safety procedures and keeps plan on file for campus
17. Verifies that appropriate accounting procedures and practices are utilized by the College to insure fiscal responsibility and compliance with all state and federal regulations
18. Becomes knowledgeable of local, state, and federal programs that will provide funding for instructional programs and/or the operation of the campus
19. Coordinates development of articulation efforts with secondary schools, postsecondary technical colleges, and other appropriate institutions
20. Maintains a professional appearance
21. Projects a professional attitude to faculty, staff, and students
22. Conducts all campus affairs within acceptable standards of honesty and integrity, i.e., recruiting and advertising activities, practices, and materials are accurate
23. Insures adequate space and appropriate modern equipment for all programs
24. Creates public awareness of vocational technical education through community relations programs
25. Cooperates with other agencies to promote vocational technical education
26. Prepares campus budget estimates, capital outlay requests, and operating budget according to LCTCS Policies and Procedures
27. Conducts fire and disaster drills as required by the State Fire Marshall or other state agencies
28. Provides for appropriate guidance services to students for program and course selection, financial assistance, and placement within vocational-technical

programs

29. Ensures all administrative, supervisory, and instructional personnel possess postsecondary education credentials and proper certification appropriate to their area of responsibility
30. Adheres to all relevant LCTCS policies
31. Follows appropriate accounting procedures and practices in order to insure fiscal responsibility and compliance with all state regulations
32. Maintains the Student Information Record System as mandated by LCTCS
33. Maintains and utilizes advisory councils and craft committees
34. Submits all required reports in a timely manner
35. Provides for student admissions in accordance with LCTCS policy
36. Implements purchasing procedures in compliance with State Purchasing regulations
37. Provides for security, maintenance, and inventory of all equipment in accordance with state and federal property control regulations
38. Provides for maintenance and appropriate appearance of all campus physical facilities and property to include preventative maintenance and major repair schedules
39. Establishes and maintains a safety plan and provides for routine inspection of plant and equipment to insure safety and structural integrity
40. Supervises annual follow-up on former students
41. Secures and maintains accreditation by appropriate accreditation agencies
42. Adheres to all laws pertaining to disclosure of student records
43. Ensures the evaluation process is continuous during the period of employment of each staff member with at least an annual written formal evaluation and review
44. Delegates responsibility as necessary
45. Secures and implements instructional programs that provide for basic skill training
46. Secures and implements instructional programs that provide for training and retraining of personnel through extension programs
47. Secures and implements instructional programs that provide for customized training to satisfy the demands of a global economy

48. Implements curriculum approved by LCTCS
49. Demonstrates and encourages professional growth and improvement
50. Provides programs for staff development and inservice training
51. Provides opportunities for industrial and business visits by appropriate personnel
52. Completes a program outcome assessment for those programs that fall below the completion rate requirement, and the assessment includes the utilization of data on placement rates and job performance of students who complete programs
53. Provides and implements appropriate procedures for handling complaints/grievances of staff which are consistent with the policies of the institution's governing board
54. Ensures the budget provides sufficient distribution of funds and revenues for major categories such as administration, instructional programs, plant maintenance, equipment, instructional supplies, custodial services, and security services
55. Ensures a comprehensive safety and security plan is in effect to respond to real, threatened, or impending danger and the plan is regularly evaluated
56. Ensures all emergency procedures are in written form and are provided to instructors, administrators, and support personnel
57. Provides, publishes, and implements appropriate grievance policies for considering complaints from students
58. Ensures there is a plan for working with business and industry or with professional, civic, educational, or other organizations
59. Performs any other management duties and responsibilities assigned by the Assistant Chancellor

The Dean also ensures that all instructors follow the job description items listed below:

1. Utilizes the current state-approved curriculum
2. Develops clearly stated course objectives
3. Evaluates student completion rate to ensure at least the required number of enrollees complete the program
4. Evaluates student placement rate to ensure the required number of completers are placed
5. Provides training in the competencies essential to success in the occupation

including attitudes, job knowledge, and skills

6. Organizes instruction in classrooms, shops, and laboratories as evidenced by course outlines, lesson plans, competency tests, and instructional materials such as textbooks, instruction sheets, and audio visuals
7. Provides sufficient practice with equipment in order to develop skill proficiency
8. Ensures the objectives and content of the program are kept up to date
9. Utilizes a craft committee to ensure that desirable, relevant, and current practices of the occupation are being taught. The committee is composed of at least three members external to the institution, meets at least twice a year, and keeps minutes to document committee activities
10. Maintains individual student progress data and ensures this is a part of the student's permanent record
11. Maintains current standard reference books, periodicals, and manuals of a business, professional, technical, and industrial nature to facilitate the educational program objectives
12. Maintains a healthful, safe, and secure classroom/lab environment
13. Posts emergency evacuation routes in case of natural or other disasters
14. Request adequate equipment and supplies to support the program
15. Ensures all instructional equipment and supplies meet safety standards
16. Ensures tests and other means of assessing the achievement aptitudes of students are sufficiently accurate
17. Analyzes the follow-up of completers and employers to obtain information about program effectiveness and relevance
18. Evaluates placement and follow-up data in order to improve the quality of the program where needed
19. Participates in local business and industry activities
20. Guides students in selection and performance of appropriate activities
21. Controls the storage, maintenance, and use of materials and property to prevent loss or abuse
22. Establishes and maintains standards of pupil conduct to provide an orderly, safe and productive environment in an activity-type of classroom with many potential hazards
23. Maintains contacts with industry to keep informed of new innovations and job

requirements that may be reflected in the curriculum in order to develop marketable skills as required by prospective employer

24. Participates in curriculum development programs
25. Advises the Dean/Assistant Dean on the department's budgetary needs, where no department head is available
26. Assists in job placement
27. Performs additional duties as assigned by the Dean and/or Assistant Dean of this campus
28. For programs requiring a licensure exam, a 70% pass rate is maintained for program completers

PHYSICAL REQUIREMENTS:

S-Sedentary Work - Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body.

Limited vision needed (either distant objects or written documents): The work cannot be done by a nonsighted or legally blind person but could be done by a person with limited vision.

Limited hearing needed. Requires the ability to hear sounds or engage in spoken conversation.

ASSISTANT DEAN

ACCOUNTABILITY:	Campus Dean
SUPERVISES:	All college personnel, i.e., administrative, instructional, clerical, support
POSITION QUALIFICATIONS:	Meets at least the minimum requirements as stated in Bulletin 746, Part B

JOB SUMMARY:

To assist in the administration of the campus within the Technical College System Policies and Guidelines, as administered by the Louisiana Community and Technical College System, to assist in the fiscal responsibility for the college and to assist in providing instructional management techniques that enhance a positive organizational environment conducive to teaching and learning and to assist in promoting the purposes, goals and mission of the technical college system.

PROFESSIONAL DUTIES AND RESPONSIBILITIES:

1. Assists the Dean in implementing purchasing procedures in compliance with State Purchasing Law
2. Assists the Dean in maintaining inventory of all equipment
3. Assists the Dean in routine inspection of plant, equipment, and grounds
4. Assists the Dean in making regular safety inspections
5. Assists the Dean in conducting fire and disaster drills as required by State Fire Marshall
6. Assists the Dean in providing proper guidance to students for program selection and placement within vocational programs
7. Assists the Dean in providing student guidance and counseling services
8. Assists the Dean in developing and implementing a high school relations program
9. Assists the Dean in securing and implementing instructional programs that meet the training needs of the areas served by the school
10. Assists the Dean in providing space and equipment adequate for the vocational programs taught
11. Assists the Dean in implementing curriculum approved by LCTCS

12. Assists the Dean in creating community awareness through public informational service
13. Assists the Dean by providing help to all instructors and demonstrating proven instructional techniques
14. Assists the Dean in evaluation of instructors
15. Serves as Chairman of the Campus Student Grievance committee
16. Serves as the Associate Degree Coordinator
17. Maintains program growth and development by arranging for in-service workshops
18. Negotiates Articulation Agreements between business, industry, government, and education
19. Serves the campus as the Inventory Control Manager
20. Progresses in a timely manner toward completing certification requirements
21. Performs any other duties and responsibilities assigned by the Technical College Dean

PHYSICAL REQUIREMENTS:

M-Medium Work - Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

Limited vision needed (either distant objects or written documents): The work cannot be done by a non-sighted or legally blind person but could be done by a person with limited vision.

Limited hearing needed. Requires the ability to hear sounds or engage in spoken conversation.

STUDENT PERSONNEL SERVICES OFFICER

ACCOUNTABILITY:	Dean/Assistant Dean
SUPERVISES:	Guidance, Financial Aid, and TANF Aides
POSITION QUALIFICATIONS:	Meets at least the minimum requirements as stated in Bulletin 746, Part B

JOB SUMMARY:

To provide services which will enable students to reach their optimum potentials in life

PROFESSIONAL DUTIES AND RESPONSIBILITIES:

1. Ensures the campus catalog and other publications accurately describe the occupational programs offered by the campus and contain sufficient information to assist prospective students in selecting and planning their programs, and are available to the public
2. Ensures a variety of educational materials are available, organized, and maintained to help fulfill the campus' purpose and support the educational programs
3. Ensures financial aid programs utilizing public and/or private funds are capably administered and accurately documented
4. Ensures student financial aid is processed efficiently and meets all local, state, and/or federal regulations
5. Ensures the institution's refund policy is published in the catalog and is uniformly administered
6. Ensures the preservation and security of student records
7. Ensures the implementation and coordination of placement services
8. Maintains placement records on each completer and non-completer as a means of measuring the success of the institution in achieving its mission
9. Responsible for the coordination of all follow-up activities
10. Plans an appropriate school-wide Student Personnel Services program in cooperation with the total school staff
11. Provides individual counseling to assist students in career planning

12. Provides individual counseling for students in order to facilitate personal, social, and educational growth and development
13. Provides for individual and group activities including information-giving sessions with students and/or other school populations
14. Provides student appraisal and test interpretation
15. Assists students in the evaluation of their aptitudes, abilities, interests, and achievements in order for them to formulate appropriate vocational and educational plans
16. Coordinates the administration of all educational and psychological testing conducted on the campus
17. Maintains an up-to-date student record system of test and admission data, termination and placement information
18. Maintains appropriate and current information for students on educational careers and other resource information
19. Develops and implements a high school relations program
20. Assists applicants and students with program selection
21. Assists students and instructors with job placement
22. Supervises the preparation and processing of financial aid applications, if applicable
23. Coordinates financial aid payments with other agencies (i.e., Vocational Rehabilitation, VA, GED, and etc.)..
24. Supervises the preparation and processing of financial aid applications
25. Provides individual counseling to assist students in assessing their need for financial aid
26. Maintains financial aid student record system
27. Maintains appropriate and current information for students on financial aid and other resource information
28. Develops and implements for informing applicants about the availability of financial aid
29. Plans an appropriate school-wide financial aid program for students

30. Compiles research in areas of financial aid received by students when necessary
31. Executes all state and federal guidelines for student financial aid
32. Develops curriculum, promotional materials, and newsletters
33. Attends Career Day at area high schools
34. Serves as liaison with business/industry/labor
35. Serves as liaison with civic and government organizations
36. Serves as liaison between secondary and postsecondary institutions
37. Assists with recruitment of students for this campus by speaking to classes requesting such services, and issuing scholarship letters to high schools
38. Assists with placement of completers and leavers of this campus
39. Coordinates and attends Career Day activities at local high schools
40. Serves the campus as the ADA coordinator
41. Serves as a member of the Campus Student Grievance Committee
42. Maintains an orientation program for all students entering school for the first time
43. Conducts follow-up studies on all school leavers
44. Completes and submits quarterly and annual reports to appropriate reporting agencies
45. Performs any other duties and responsibilities assigned by the Dean or Assistant Dean

PHYSICAL REQUIREMENTS

M-Medium Work - Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

Limited vision needed (either distant objects or written documents): The work cannot be done by a nonsighted or legally blind person but could be done by a person with limited vision.

Limited hearing needed. Requires the ability to hear sounds or engage in spoken conversation.

INSTRUCTOR

ACCOUNTABILITY:	Dean/Assistant Dean/Department Head
SUPERVISES:	Teacher Aides as appropriate/assigned
POSITION QUALIFICATIONS:	Meets at least the minimum requirements as stated in Bulletin 746, Part B

JOB SUMMARY:

To provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in your specified field or to provide supplemental training for persons previously or currently employed in your specified field.

See individual job description in Administrative Office for specific job duties to prepare trainees.

Emphasize safe and efficient work practices, basic occupational skills, and employability skills.

PROFESSIONAL DUTIES AND RESPONSIBILITIES:

1. Teaches occupational skills and knowledge to provide students with the competence to be an economic asset to the employer
2. Utilizes the current state-approved curriculum
3. Develops clearly stated course objectives
4. Evaluates student completion rate to ensure required number of enrollees complete the program
5. Evaluates student placement rate to ensure required number of completers are placed
6. Provides training in the competencies essential to success in the occupation including attitudes, job knowledge, and skills
7. Organizes instruction in classrooms, shops, and laboratories as evidenced by course outlines, lesson plans, competency tests, and instructional materials such as textbooks, instruction sheets, and audio visuals
8. Provides sufficient practice with equipment in order to develop skill proficiency
9. Ensures the objectives and content of the program are kept up to date
10. Evaluates student performance
11. Utilizes a craft committee to ensure that desirable, relevant, and current practices of the occupation are being taught. The committee is composed of at least three members

external to the institution, meets at least twice per year, and keeps minutes to document committee activities

12. Maintains individual student progress data and ensures this is a part of the student's permanent record
13. Selects and requisitions books, instructional aids, equipment, tools, materials, supplies, and parts as required, working under established budget and procedures
14. Maintains a healthful, safe, and secure classroom/lab environment and provides safety instruction to students
15. Posts emergency evacuation routes in case of natural or other disasters
16. Requests adequate equipment and supplies to support the program
17. Ensures all instructional equipment and supplies meet safety standards
18. Ensures tests and other means of assessing the achievement aptitudes of students are sufficiently accurate
19. Analyzes the follow-up of completers and employers to obtain information about program effectiveness and relevance
20. Evaluates placement and follow-up data in order to improve the quality of the program where needed
21. Maintains a professional appearance
22. Projects a professional attitude to the students
23. Promotes safety by being in assigned department/shop/classroom at all times during instructional hours
24. Sets an example by being on time for work and in assigned space at the beginning of each class period
25. Limits personal phone calls to dedicated breaks
26. Limits office visits to official business at designated breaks
27. Participates in local business and industry activities
28. Guides students in selection and performance of appropriate activities
29. Controls the storage, maintenance, and use of materials and property to prevent loss or abuse
30. Establishes and maintains standards of pupil conduct to provide an orderly, safe, and productive environment in an activity-type of classroom with many potential hazards

31. Maintains contacts with industry to keep informed of new innovations and job requirements that must be reflected in the curriculum in order to develop marketable skills as required by prospective employers
32. Participates in curriculum and other development programs
33. Advises the Dean/Assistant Dean on the department's budgetary needs where no department head is available
34. Assists in job placement
35. Performs any other duties assigned by the Dean, Assistant Dean, and/or Department Head

PHYSICAL REQUIREMENTS:

See individual job description for physical requirements of your particular discipline

ACCOUNTANT 2

ACCOUNTABILITY:

Campus Dean

SUPERVISES:

Accounting Specialist 2

POSITION QUALIFICATIONS:

A baccalaureate degree with twenty-four semester hours in accounting plus one year of professional level experience in accounting or financial auditing

JOB SUMMARY:

This is professional accounting work of an administrative nature. Receives administrative supervision from the Campus Dean. Serves as the chief accountant at Young Memorial Campus. Directs and coordinates all accounting operations for the campus. Directly supervises one Accounting Specialist 2 at the campus level. This position analyzes fiscal information obtained from district/campus records and Peoplesoft reports, thereby enabling to advise the Campus Dean and/or represent them at fiscal meetings. Work is performed independently in accordance with accepted accounting principles and established state and federal policies and procedures.

PROFESSIONAL DUTIES AND RESPONSIBILITIES:

1. Primarily responsible for preparation of revenue and expenditure analysis reports, annual budget request, cost allocation reporting, and the annual financial report for LTC-Young Memorial Campus and the review/correction of the Acadiana District
2. Analyze data, extract and manipulate information in the preparation of the operating budget, cost allocation reporting and schedules for LTC-Young Memorial Campus
3. Participate in the compilation of manuals for Policies & Procedures Manual
4. Review requests for purchases for LTC-Young Memorial Campus
5. Oversee invoicing and billing for LTC-Young Memorial Campus
6. Monitor funds received, funds disbursed by sources, deposit of funds, issuance of refunds, and classification of revenue as to source of funding and expenditures as to their nature for LTC-Young Memorial Campus
7. Preparation of requests for reimbursements for Carl Perkins, TANF, Incumbent Worker for LTC-Young Memorial Campus
8. Reconcile monthly bank statements

9. Supervise the preparation of required adjusting entries
10. Communicate with public and private accountants; state, federal, and independent auditors; banks; and program or management personnel including senior analyst from the State Treasurer's Office and Office of Statewide Reporting and Accounting Policy for the purpose of providing information and technical assistance needed to resolve problems
11. Any additional responsibilities assigned by the Campus Dean not listed above

ADMINISTRATIVE SERVICES ASSISTANT/SECRETARY

ACCOUNTABILITY: Dean/Assistant Dean

POSITION QUALIFICATIONS: Ability to type at least 40 words per minute plus four years of clerical experience, three years of which must have been at the journeyman level

JOB SUMMARY:

To serve as assistant and confidential secretary to an executive or administrator for a major organization and to be responsible for all minor administrative matters.

JOB DISTINCTIONS:

Differs from Administrative Specialist by the presence of secretarial tasks in addition to responsibility for limited administrative functions.

EXAMPLES OF WORK:

1. Relieves administrator of all minor administrative matters and serves as confidential secretary
2. Analyzes and prepares detailed reports on any phase of organizational activity, including recommendations for revising procedures to improve operation
3. Prepares routine memoranda for the administrator informing staff of administrative decisions and matters of policy
4. Performs administrative support activities such as maintaining files and central records, printing and duplicating services, security, purchasing of supplies and equipment, and preparing of payroll or personnel records
5. Collects and supervises the collection and preparation of data into reports
6. Prepares correspondence relative to administrative activities
7. Performs a variety of administrative tasks such as organizing appointment calendar, screening visitors and telephone calls by answering or referring routine questions, and making travel arrangements
8. Schedules conferences and meetings and takes or transcribes minutes of meetings

9. Types correspondence on reports, forms, contracts, manuals, bulletins, hearings, and other important documents; may operate a word processor
10. Acts as administrative liaison between administrator and staff
11. May operate or supervise operation of computer terminals relating to data entry, inquiry, and reports
12. Maintains frequent contact for administrator with public and private officials and professionals
13. Coordinates activity of other clerical personnel
14. Edits correspondence and reports for administrator's review
15. Maintains personnel records
16. Searches employee files and furnishes information to authorized persons

SECRETARY 2

ACCOUNTABILITY: **Campus Dean/Assistant Dean**

SUPERVISION: **Not Applicable**

POSITION QUALIFICATIONS: **Ability to type at least 40 words per minute plus three years of experience in which clerical work was a major duty**

JOB SUMMARY:

To provide secretarial support for a mid-level manager and, in some cases, subordinate staff of that individual.

JOB DISTINCTIONS:

Differs from Secretary 1 by the responsibility for handling differing situations, problems, and deviations according to general instructions, priorities, duties, policies, and program goals for a mid-level manager who is accountable to a higher-level official for specific programs within a department.

Differs from Administrative Secretary by the lack of exercise of greater judgment and initiative to determine the approach or action to take in nonroutine situations for an administrator or upper-level manager.

EXAMPLES OF WORK:

1. Screens telephone calls, visitors, and incoming correspondence
2. Responds to requests for information concerning office procedures and determines which requests should be handled by the supervisor or appropriate staff member
3. Composes and types routine correspondence independently
4. Schedules appointments without prior clearance
5. Makes arrangements for conferences and meetings and assembles established background materials as directed
6. May attend meetings and record and report on proceedings
7. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's standards and procedures

8. Ensures the proper clearance has been obtained when necessary
9. May have lead worker responsibility over clerical personnel and student worker
10. May perform administrative functions such as payroll preparation, travel reports, supply requisitions, etc
11. Collects data from files or staff for routine inquiries, office program(s), or periodic reports
12. Refers nonroutine requests to supervisor or appropriate staff
13. Relates requirements and procedures to subordinate staff for supervisor
14. Prepares internal forms and forward to proper person for processing
15. Operates word processing equipment

ACCOUNTING SPECIALIST 2

ACCOUNTABILITY: Dean/Assistant Dean
General from higher level fiscal or supervisory personnel.

POSITION QUALIFICATIONS: Four years of experience in bookkeeping, accounting, payroll, statistical or other numerical computation duties.

JOB SUMMARY:

To provide limited support of accounting functions, i.e., cash or revenue management, funds disbursement, cost accounting, expenditure control, budgeting, grants management, program analysis, accounts receivable or accounts payable.

JOB DISTINCTIONS:

Differs from Accountant 1 and Accounting Supervisor 1 in that the position is paraprofessional (i.e., limited preparation and analysis of financial statements).

Differs from Accounting Specialist 1 in that the duties are more complex in nature.

EXAMPLES OF WORK:

1. Reviews and approves records of financial transactions relative to collections, refunds, accounts payable and accounts receivable to ensure accuracy and completeness of calculations, legitimacy of transactions and proper authorization
2. Responsible for posting and journalizing for complex accounts (e.g., grants, contracts and revenue), large or sensitive accounts, and/or a greater variety of accounts
3. Confers with the general public, patients, vendors, and employees to obtain information and answer questions on more complex matters
4. Verifies calculations to balance receipts and to determine taxes, discounts, deductions, and additional charges
5. May assist in setting up accounts and bookkeeping procedures for new programs and activities
6. Performs accounts payable and accounts receivable functions
7. Prepares purchase orders for the campuses

8. Communicates with vendors on merchandise ordered and received
9. Maintains appropriate records for the operation of the campus bookstore
10. Performs any other duties assigned by the Campus Dean/Assistant Dean

CLERK CHIEF 2

ACCOUNTABILITY:	Dean/Assistant Dean
SUPERVISION:	Broad review from higher level clerical or other personnel.
POSITION QUALIFICATIONS:	Three years of experience in which clerical work was a major duty.

JOB SUMMARY:

To perform clerical tasks of large scope.

JOB DISTINCTIONS:

Differs from a Clerk Chief 1 by responsibility of one of the following:

1. Exercises direct line supervision over low-level employees (GS-03 and GS-04)
2. Exercises functional supervision over 3 or 4 functions or programs performed by several clerical employees
3. Performs tasks classified as medium or high in scope 75 percent of the time
4. Services provided are for 60 to 90 total employees in a unit(s)
5. Reports to a professional supervisor or manager

EXAMPLES OF WORK:

1. Prepares special reports and tabulations according to general directions
2. Assembles data from various sources and compiles or tabulates into final format
3. Edits a variety of material and data for completeness, accuracy, and adherence to agency standards
4. Prepares various reports i.e. COE, Carl Perkins, and IPEDS
5. Prepares daily deposits for the collection of tuition
6. Maintains cost records on automotive equipment
7. Collects and processes tuition for student

8. Provides routine interpretation of agency policies and procedure
9. Utilize enrollment database to maintain file of student records. (Data Entry)
10. May use various office equipment such as typewriter, computer, fax, and/or copier
11. Performs any other duties assigned by the Campus Dean/Assistant Dean

CLERK CHIEF 1

ACCOUNTABILITY: Dean/Assistant Dean
Broad review from higher level clerical or other personnel.

POSITION QUALIFICATIONS: Three years of experience in which clerical work was a major duty.

JOB SUMMARY

To perform clerical tasks of large scope.

JOB DISTINCTIONS:

Differs from Clerk 4 by responsibility for one of the following:

1. Exercises direct line supervision over one low-level clerical employee (GS-03 or GS-04).
2. Exercises functional supervision over employees in 3 or 4 clerical functions or is solely responsible for these functions.
3. Seventy-five percent of examples of work are classified as medium.
4. Services provided are for 30 to 60 employees in unit(s).
5. Reports to a professional or high-level clerical or administrative services employee (GS-11 or above).

Differs from Clerk Chief 2 by the scope and complexity of duties.

EXAMPLES OF WORK:

1. Provides a variety of information and answers questions regarding the specific functions or operations of specialized areas of assignment such as personnel, payroll, purchasing, etc.
2. Prepares special reports and tabulations according to general directions
3. Assembles data from various sources and compiles or tabulates into final format

4. Edits a variety of material and data for completeness, accuracy, and adherence to agency standards
5. Keeps records of leave and nontaxable wages
6. May prepare and distribute pay checks
7. Compiles information and records to prepare purchase orders for procurement of material
8. May compare prices and specifications
9. Maintains time and attendance records for all employees
10. Keeps records of leave and nontaxable wages
11. Processes and maintains related records such as fuel, repair, and depreciation costs
12. Sorts and routes mail to proper divisions and composes correspondence not requiring attention of the administrator
13. Recommends purchase of new equipment as operation of present equipment becomes uneconomical
14. Provides routine interpretation of agency policies and procedures
15. May plan and coordinate training of staff
16. May use computer terminal to enter or retrieve information
17. May use various office equipment (typewriter, computer, fax, copier, etc.)
18. May perform incidental typing of labels, memoranda, letters, etc
19. Performs any other duties assigned by the Campus Dean/Assistant Dean

MAINTENANCE REPAIRER MASTER

SUPERVISES:	Direct over a variety of journeyman jobs.
ACCOUNTABILITY:	Dean/Assistant Dean General from maintenance supervisor or other agency official of higher grade.
POSITION QUALIFICATIONS:	Four years of experience, two years of which must have been at the skilled or journeyman level, in the building construction trades, building maintenance or in the repair or maintenance of mechanical equipment general.

JOB SUMMARY:

Perform advanced journeyman level work in two or more of the following trades: Heating, Ventilation, Air Conditioning, Plumbing, Machinist, and Welding; to independently maintain, service or to maintain, repair and install a variety of building machinery and stationary equipment using journeyman skills in several trades areas.

JOB DISTINCTIONS:

Differs from other Maintenance Repairer jobs by its function as a leadworker and/or performance at the advanced journeyman level in HVAC, Plumbing, Machinist, and Welding trades.

EXAMPLES OF WORK:

1. Inspects and approves the work of contractual employees
2. Provides guidance for subordinates as directed
3. Surveys assigned jobs and insures that sufficient and proper materials and tools are on hand to complete each day's work
4. Serves as a leaderworker and assists in the training of subordinate maintenance personnel
5. Troubleshoots malfunctions, determining the cause of equipment breakdown and the extent of repair for different types of equipment
6. Estimates cost of building equipment and maintenance repairs

7. Requisitions supplies and equipment for jobs
8. Requisitions materials as needed
9. Coordinates with other crafts when assistance is required

MINIMUM QUALIFICATIONS:

Three years of experience or training in building construction or maintenance or in the repair or maintenance of mechanical equipment.

MAINTENANCE REPAIRER 2

ACCOUNTABILITY:

Dean/Assistant Dean

POSITION QUALIFICATIONS: **Two years of experience or training in the building construction trades, general building maintenance, or in the repair or maintenance of mechanical equipment.**

JOB SUMMARY

To repair and maintain buildings, facilities, navigational locks, equipment and appliances or to perform general maintenance functions facilities.

JOB DISTINCTIONS:

Differs from Maintenance Repairer 1 because of the expanded scope of journeyman repair work that includes installation of plumbing and electrical fixtures, and equipment repairs.

Differs from other maintenance jobs by the broad spectrum of trades functions and by the absence of specialized tasks.

EXAMPLES OF WORK:

1. Makes general repairs to buildings, interiors, exteriors, furniture, fixtures, air conditioning/heating systems and other mechanical and related fields such as plumbing, carpentry and electrical
2. Maintains and makes general repairs to a variety of motorized equipment including tune-ups, replacement and adjustment of worn or damaged parts, (carburetors, generators, alternators, starters, pumps, brake linings/pads, etc.) and limited disassembly of major components (engines, transmissions, final drives, etc.) to determine the extent of damage and repairs necessary
3. Makes minor repairs to navigational locks such as replacing hydraulic hoses
4. Makes limited repairs to appliances, replaces parts and makes adjustments, etc
5. Starts, operates, and checks for safety and maintenance of a wide variety of handheld equipment, motorized vehicles, tractors, etc

6. Performs general road maintenance tasks
7. Performs any other duties assigned by the Campus Dean/Assistant Dean

Maintenance Repairer 1

ACCOUNTABILITY:

Assistant Dean

SUPERVISES:

Not Applicable

POSITION QUALIFICATIONS:

Meets at least the minimum requirements as stated in the Louisiana Civil Service Manual.

JOB SUMMARY:

To make minor repairs to buildings, facilities, grounds and equipment/appliances.

PROFESSIONAL DUTIES AND RESPONSIBILITIES

1. Make minor repairs to the interior/exterior of the building and facilities and maintain furniture and equipment employing basic skills in the plumbing, carpentry, electrical, mechanical, and related field
2. Maintain and make minor repairs to small lawn mowers, including lubricant levels
3. Clean and replace filters on air conditioning and heat units
4. Performs minor maintenance on all assigned equipment
5. Performs other duties and assignments as directed by the Assistant Dean

APPENDIX

[Compensatory Request Form](#)

[Evaluation Form](#)

[Industry Visit Form](#)

[Leave Form](#)

[Official Employee Time Sheet](#)

[Requisition Form](#)

[Travel Authorization](#)

[Travel Reimbursement Form](#)