

7/10/07

Delgado

COMMUNITY COLLEGE

EMPLOYEE HANDBOOK

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HUMAN RELATIONS AT THE COLLEGE

PROMOTING POSITIVE HUMAN RELATIONS AT THE COLLEGE

Delgado Community College recognizes that members of the College community represent different groups. The College further acknowledges that these differences must be recognized and respected by all who intend to be a party of the College community.

Equal Employment Opportunity Policy

Delgado Community College adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); Sex (Title IX of Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Director of Human Resources at (504) 762-3038.

EMPLOYMENT STANDARDS

PERFORMANCE STANDARDS

Delgado Community College has made a commitment to students and to the community to provide the best service possible. In order to achieve this goal, the College has established certain standards that should help employees meet this commitment. While employed with the College, an employee should follow these guidelines. When an employee fails to meet these guidelines, a supervisor may choose to take disciplinary action. The guidelines should not be construed as complete and the employee should understand that additional standards may be expected.

ATTENDANCE

Work Week

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

Classified and Unclassified Staff Members

Full-time classified and unclassified staff salaries are based on a 40-hour work week and such employees are expected to be productive on College business during this period.

Teaching Faculty Members

Policy information on work hours, course load, office hours, and college obligations for full-time faculty are outlined in the College's [Workload Requirements for Full-Time Faculty](#) policy.

Flexible Time

From time to time it may be in the best interest of the College for an employee to work hours that are different from the established work week. In these instances, flexible time arrangements may be negotiated on a case-by-case basis between the supervisor and the employee.

Absence

There are two categories of absence: planned and unplanned.

A planned absence must be approved in advance. Planned absences occur when an employee takes vacation, jury duty, leave of absence, compensatory time, or other scheduled absences. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A planned absence may be paid or unpaid.

An unplanned absence is usually an absence due to illness, injury, or emergency. In the event of a need for an unplanned absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unplanned absence is excused, unexcused, paid, or unpaid.

If the employee fails to contact his/her supervisor about an unplanned absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor, then the absence is unexcused and therefore unpaid.

When an employee has an unplanned absence for illness or injury that lasts more than three (3) consecutive days, the employee may be required to provide the supervisor with a medical release from the attending physician stating that the employee is fit to resume regular duties. The supervisor can request a doctor's note from the employee at any time.

Excessive Absence

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

PUNCTUALITY

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

An employee is expected to return from lunch or a break in a timely manner. Breaks are given at the discretion of the supervisor and vary by department or area in which an employee works.

Lunch periods should not exceed the normal time allowed nor should forfeiture of breaks or the lunch period be used to arrive late or leave early. Unexcused tardiness from lunch will result in an employee being counseled by his/her supervisor.

TIME AND ATTENDANCE RECORDS

Time and attendance for all Delgado employees will be reported on Bi-Weekly time and Attendance Record forms. Both employee and supervisor will sign this report certifying the correctness of the entries. The Payroll Office will maintain the official copy of all time and attendance records.

CARE

An employee is responsible for taking the greatest care in completing all work accurately. Negligence in the performance of an employee's tasks, dealings with fellow employees, visitors, students or College property displays a blatant disregard for one's work.

REPORTING TO WORK IN AN ACCEPTABLE CONDITION

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

STANDARDS OF CONDUCT

The employees of Delgado Community College should always conduct themselves in a dignified and professional manner and must meet the requirements of the [LCTCS Code of Conduct policy](#). Behavior which is incompatible with the mission and goals of the College will not be tolerated.

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

Theft

Employees should not take the property of other employees, students, visitors, or the College.

Fighting

Fights that take place on the Campus of Delgado Community College will not be tolerated. Self defense is not regarded as a valid excuse for fighting unless it is evident that this is the only way to escape serious physical harm. Fighting includes inciting, provoking, or instigating fights.

Misrepresentation or Falsification of Records

The misuse of employee status or intentional falsification of statements made on the employment application and/or records will not be tolerated. Employees who intentionally misrepresent their attendance on time sheets have committed fraud. Any collaboration by employees to misrepresent or falsify records will be subject to disciplinary action.

Insubordination

An employee is expected to carry out all legitimate or valid orders or requests made by his/her supervisor. An employee who willfully refuses to perform duties as designated by his/her supervisor or who intentionally displays a lack of respect by word or action may be considered insubordinate.

Violations of Law

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

EMPLOYEE CATEGORIES AND BENEFITS

The College employs individuals within employment categories. Each employee is categorized within the Human Resources System (HRS) and given the HRS Code which represents his/her employment category. The employment categories are published in the College's [Human Resources System \(HRS\) Employee Categories](#) policy.

An employee's employee category determines his/her eligibility for benefits as established by the Board of Supervisors for the Louisiana Community and Technical College System, the Louisiana Department of State Civil Service, and the Louisiana Office of Group Benefits. See the Human Resources Office website for more [Employee Benefits](#) information on benefits.

INSURANCE BENEFITS

Eligibility

Except as listed in the section on "Eligibility Exceptions" listed below, an employee who is hired for a period of over 120 days, and works at least 30 hours a week is eligible to apply for medical/health and life insurance for the duration of his/her employment.

Eligibility Exceptions

Adjunct Faculty, Temporary Unclassified Staff who are paid on an hourly basis, and Restricted Classified Appointments are not eligible for insurance benefits. Grant Employees may be eligible for medical/health and life insurance as specified by the College employee category unless otherwise stipulated by the external funding agency.

LEAVE

Leave Guidelines and Policy

With the exception of faculty leave, the following provisions apply to the granting of leave:

- All leave requests must be approved by the employee's supervisor; additional approvals, if required, are discussed under the specific leave category.
- Approved [Leave Requests, Form 2400/001](#), must be attached to the Biweekly Time and Attendance Records covering the period during which an employee was on leave.
- The Accounting Office maintains the official leave record for all Delgado employees.

Leave policies for classified employees is mandated by the Louisiana Department of State Civil Service. Leave for grant employees is mandated by regulations of the granting authority. For unclassified, non-civil service employees, the College has formally adopted the [Louisiana Community and Technical College System \(LCTCS\) Policy II.3.003 Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees](#) as its official policy. Regulations regarding all forms of leave for unclassified faculty and staff (sick leave, annual leave, faculty leave, sabbatical leave,

advanced degree leave, military leave, special/civil/emergency/other leave including bereavement/funeral leave, family medical (FMLA) leave, educational leave, administrative leave, compensatory leave, leave without pay, workmen's compensation leave, leave of absence without pay) as are addressed in LCTCS Policy#II.3.003

RETIREMENT BENEFITS

Retirement benefits and contribution requirements for Delgado employees are mandated by the Teachers' Retirement System of Louisiana and the Louisiana State Employees' Retirement System (LASERS). Except in the cases listed below, generally an employee's employee category determines his/her eligibility for retirement benefits.

PAYROLL INFORMATION

PAYROLL SCHEDULE

[Payroll Schedules](#) are published annually in the current *Operational Guidelines*. The calendars show the payment period, the date time sheets are due, and the date payroll checks are released.

In order to receive a payroll check, new Delgado employees must complete and submit the appropriate forms to the Office of Human Resources. The Office of Human Resources has all forms that must be completed by the new employee and his/her immediate supervisor in order to be paid. These forms include, but are not limited to, state and federal tax forms, general information forms, applications, and employment eligibility forms. It is important that the appropriate forms are completed thoroughly and correctly in order for new employee to be paid properly and in a timely fashion.

In addition, each employee must sign his/her bi-weekly attendance and leave record (scan form) at the end of each pay period in order to be paid.

PAYROLL FREQUENCY

12-Month Classified and Unclassified Staff

12-Month Classified and Unclassified Staff members are paid on a biweekly basis over the fiscal year beginning July 1 and ending June 30.

9-Month Faculty

Members of the faculty are paid on a biweekly basis over their academic term. As a convenience, prior to the start of each academic year, all 9 month faculty members are offered the option to be paid over their appointed academic term **or** over a 12-month period. The latter option is called the "Salary Deferred-Payback" option. If a faculty member chooses this option, his/her actual gross earnings will be reflected on his/her biweekly check stub at the end of the academic term, and a deduction will be taken from his/her check for future payback during the summer months. For additional clarification, see the "Salary Deferred Payback" section which follows.

Adjunct Faculty

Adjunct faculty are paid according to their part-time agreements. They typically are paid on a monthly basis during the semester.

SALARY-DEFERRED PAYBACK

A 9 month faculty member who chooses to be paid over 12 months will have his/her full gross salary reflected on his/her payroll check stub as of the end of his/her 9-, 10-, or 11-month academic term. The payroll check stub will reflect the actual amount **earned** up to each payroll check during the academic year. A miscellaneous deduction will be shown on the check stub which reflects the amount which is being withheld from gross earnings for payback to the faculty member over the off month(s) in the following summer.

With this option, deductions which are calculated as a percentage of gross earnings, like retirement and union dues, will be withheld over 9-month earnings period only, and, therefore, those deductions will not be taken from summer payback checks. All other deductions, such as those made for insurance and credit unions, will be taken on a biweekly basis throughout the summer payback period.

WITHHOLDING TAXES

Federal and State Taxes

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

A faculty member who desires to have his/her part-time contract payroll withholding deducted at his/her Form W-4 rate should send a letter with instructions to the Payroll Office prior to the start of the semester.

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

FICA

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

Medicare Taxes

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

RETIREMENT CONTRIBUTIONS

The percentage contribution of each employee to his/her retirement plan is matched with a certain percentage by the College. Annually, the percentages for the State Retirement Plan, Teachers' Retirement Plan, and the Optional Retirement Plan (ORP) are set by each plan. For more specific information regarding retirement contributions, contact the Office of Human Resources.

PROFESSIONAL DEVELOPMENT

RECOGNITION OF ACADEMIC AND PROFESSIONAL DEVELOPMENT

The College provides the opportunity for employees to continue their professional development throughout their career. This includes recognizing academic study at the undergraduate or graduate level, as well as other job-relevant study such as workshops or seminars.

To encourage such activities the College provides professional leave and travel reimbursements, awards minigrants for worthwhile proposals, considers such activities in faculty promotion criteria, and awards sabbatical leave (with pay) to faculty for the purpose of advanced study, research, or travel for the purposes of study or research. In addition, the College designs opportunities for professional development throughout the academic year.

Additionally, full-time employees may be granted released time to take one work-related 3-hour course at Delgado during assigned working hours if the course does not interfere with job performance. To do so, an employee must complete and have approved a [Request for Released Time to Attend Class Form, Form 1412/001](#). For more information contact Office of Human Resources.

PROFESSIONAL LEAVE AND TRAVEL

Employees can take advantage of professional leave and travel which may be granted for attendance at conferences, workshops, and seminars; however, professional leave and travel must be relevant to the employee's job responsibilities and should accrue benefits to the College. For more specific information, see the College's policy on [Professional Leave and Travel](#).

COLLEGE-SPONSORED WORKSHOPS, SEMINARS & TRAINING

The College's Professional Development Committee designs faculty and staff opportunities for professional development activities during Convocations and throughout the academic year. These include, but are not limited to training workshops, seminars, and teleconferences. For information regarding these opportunities, contact the current [Chair of the Professional Development Committee](#) as published in the current *Operational Guidelines*.

For employment-related topics, the Office of Human Resources schedules training workshops, seminars, and teleconferences through the year. For information regarding these offerings, contact the Office of Human Resources.

PERFORMANCE EVALUATION

PERFORMANCE EVALUATION OF UNCLASSIFIED STAFF

The evaluation process should provide a climate for encouraging each employee to reach his/her maximum potential. The goal of an evaluation is to ensure fairness and equity of performance appraisal through the establishment of mutual trust and open communication.

Implicit in evaluation is the idea that expectations are clearly defined, written, discussed and agreed upon the individual and the supervisor. The ultimate value of evaluation is overall improvement of the individual and the College. The College has adopted the [LCTCS Professional/Administrative Evaluation and Planning Form for Unclassified Employees Form](#) for its annual unclassified evaluation process.

PERFORMANCE EVALUATION OF FACULTY

Student Evaluation of Instruction

All faculty members' (full-time and adjunct) classes are evaluated by the students in accordance with the timeline set forth in the College's [Faculty Evaluation and Improvement of Instruction](#) policy. These evaluations are required and the results figure into the application for [Promotion-in-Rank](#) process.

Supervisor Evaluation of Instruction and/or Other Responsibilities

Each faculty member is evaluated in accordance with the College's [Faculty Evaluation and Improvement of Instruction](#) policy.

PERFORMANCE EVALUATION OF CLASSIFIED STAFF (SERVICE RATINGS)

Annual Service Ratings are conducted on all permanent classified employees as required by the State of Louisiana Civil Service Rules.

CHANGES IN EMPLOYMENT STATUS

FACULTY MOBILITY

Faculty members have the option for applying for a promotion-in-rank in accordance with the College's [Promotion-In-Rank](#) policy.

UNCLASSIFIED STAFF MOBILITY

Unclassified staff members are encouraged to apply for other positions for which they believe they are qualified. The College posts job vacancies in the Office of Human Resources and on its website. Existing employees must apply for other positions through the Office of Human Resources, and they are treated as any other applicant throughout the application and selection process.

CLASSIFIED STAFF MOBILITY

Classified staff members are also encouraged to apply for other positions for which they believe they are qualified. Classified staff must meet the requirements of the position as defined by the Department of Civil Service. They must also have a certifiable score for the position. Existing employees must apply through the Office of Human Resources, and they are treated as any other applicant throughout the application and selection process. The College posts job vacancies in the Office of Human Resources and on its website

SUSPENSION/ TERMINATION

Depending on an employee's classification--classified staff, unclassified staff, tenured faculty, or non-tenured faculty--the College follows specific suspension and termination procedures. These procedures are in accordance with [LCTCS Employment Relationship for All Employees](#) policy and [LCTCS Discipline – For All Employees](#) policy. For specific information regarding the suspension and termination of employees, contact the Office of Human Resources.

STAFF REDUCTION/ FINANCIAL EXIGENCY

The LCTCS Board of Supervisors recognizes circumstances that may indicate a need for staff reduction at the College, such as financial exigency. The Board has outlined specific procedures to follow in case of such a financial emergency in its [Financial Exigency/Reduction of Staff](#) policy. For specific information regarding staff reduction due to emergency circumstances, contact the Office of Human Resources.

RESOLVING CONFLICTS AT THE WORKPLACE

GRIEVANCE PROCEDURES

It is the policy of Delgado Community College to maintain a satisfied and efficient work force. It may be expected, however, that misunderstandings or dissatisfaction may occur in day-to-day relationships between employees or between employees and their supervisors. The College recognizes the right of its employees to express themselves and request solutions concerning disagreements between themselves and their supervisors, without fear of the loss of position or status. The Office of Human Resources is available to any employee, supervisor, or department head for consultation before, during, or following any of the steps of the grievance process.

Quick and equitable resolution of differences is considered most desirable at the level of the employee and his/her immediate supervisor whenever possible. Open communication is encouraged between supervisors and employees in order that differences can be resolved before they become grievances.

Grievance Procedures are handled according to the employee's classified, unclassified or faculty status. [Grievance Procedures](#) by employee status are published on the Human Resources website.

DISCRIMINATION

The College prohibits discrimination against its employees in any form and has established its [Discrimination](#) policy and procedures for employees who believe they have experienced such discrimination to receive due process.

SEXUAL HARASSMENT

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

Delgado Community College will not tolerate sexual harassment of its employees at the workplace. The College has established procedures for employees who believe they have experienced sexual harassment to receive due process. These procedures are outlined in the College's [Sexual Harassment](#) policy.

PERSONS WITH DISABILITIES

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

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

VIOLENCE IN THE WORKPLACE

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

COLLEGE POLICIES

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

Employees can access published policies and procedures on the Delgado homepage – www.dcc.edu. While employees are responsible for adhering to all College policies and procedures published in any form, as a convenience to employees, some pertinent College’s policies are provided as follows.

EMPLOYMENT OUTSIDE THE COLLEGE SETTING

The College recognizes that certain outside employment activities are of benefit to the College, to the State of Louisiana, to the private sector, as well as to the employees themselves. Although the College recognizes the right of employees to engage in outside employment, as required by L.R.S. 42:1123(9), the College has established an [Employment Outside the College Setting](#) policy and procedures, in accordance with LCTCS policy, which require that such outside employment be disclosed and submitted for administrative review and approval.

DRUG-FREE COLLEGE

The College’s [Drug-Free College](#) policy prohibits the abuse of drugs at its facilities. It is unlawful to possess, use, or distribute illicit drugs on Delgado property or at any College-sponsored event, whether or not the event occurs on campus. In addition, Delgado prohibits the use of alcohol on campus, except as allowed for at College-sponsored events with the proper approvals. The College offers referral information to students, faculty, and staff who seek help with substance abuse problems.

SAFETY

To ensure the safety of all, College Police are employed to maintain campus security on the various campuses. Emphasis is given to pro-active and preventative measures through educational activities and the enforcement of parking permit and student identification card policies.

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

HAZARDOUS MATERIAL

All employees responsible for hazardous materials at the College will rigorously enforce safety regulations governing the handling and storage of these materials. For more information regarding the handling of hazardous materials, see the College's [Control of Hazardous Material](#) policy.

EMERGENCY PREPAREDNESS PLAN

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

Upon threat assessment, the Chancellor or his/her designee will activate the Emergency Preparedness Plan. If the emergency condition has affected or has the potential to affect the information systems of the College, the Chancellor or his/her designee will also activate the Office of Information Technology Disaster Recovery Plan. In the event of a potential hurricane threat, the Chancellor or his/her designee will activate the [Delgado Hurricane Emergency Plan](#). All purchases made during a declared emergency will be in accordance with Louisiana Revised Statutes, R.S. 39:1598, *Emergency Procurements*.

SMOKE-FREE BUILDINGS

In response to recent scientific studies on the harmful effects of second-hand smoke and the Louisiana Office Indoor Clear Air Law, Act 1106, effective January, 1993, Delgado Community College became a smoke-free environment. Smoking is permitted only outside of College buildings in accordance with the College's [Smoke-Free Buildings](#) policy.

PARKING AND DRIVING REGULATIONS

Each employee driving or parking motor vehicles, motorcycles, motor scooters or motor bikes on any facility of the College must register these vehicles with Campus Police on his/her campus. Each person operating a vehicle on campus must comply with the driving and parking regulations contained in the College's [Parking and Driving Regulations](#) policy.

USE OF BUILDINGS, EQUIPMENT AND SUPPLIES

Reporting Unclean or Unsafe Conditions

If an employee notices a facility or grounds area which needs cleaning or maintenance, he/she should call Building Services department. If the problem relates to air quality, temperature, or air conditioning (HVAC - heating, ventilation, and air conditioning) or elevators, he or she should call Central Utilities. For an emergency situation (such as any bodily fluids spilled, liquids or gases leaking from units, smoke or electrical fire smells, chemical spills, or any

potentially hazardous conditions) call Campus Police.

Lost or Stolen Property

Whenever any property is lost, stolen, damaged or destroyed, this should be reported to the Department Head and, as appropriate, to Campus Police.

Relocation of Property

Whenever property of the College is to be transferred to another location, the appropriate employee must follow the procedures published in the College's [Management and Control of State Property](#) policy.

College Functions

An employee who wishes to use College facilities (classrooms, conference rooms, auditorium, etc.) for College functions must follow the procedures outlined in the [On Campus Events and Functions](#) policy.

DRIVER SAFETY PROGRAM/ USE OF COLLEGE VEHICLES

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

For information on other College policies, employees should contact their supervisor or go to the Delgado homepage – www.dcc.edu.