



## Section 9: ADHERENCE TO COLLEGE AND SYSTEM POLICIES

### ADHERENCE TO COLLEGE AND SYSTEM POLICIES

In accordance with the LCTCS [Code of Conduct](#) policy, Delgado employees are responsible for adhering to all College and System policies and procedures in any form. Formal College and System policies and procedures are published as follows:

- [Delgado Policies Webpage](#)
- [LCTCS Policies Webpage](#)

Delgado employees must also adhere to the guidelines and rules of all regulating agencies or entities having jurisdiction over College and System activities, as well as all federal, state, and municipal laws and ordinances. As a convenience to employees, some pertinent College 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), and in accordance with [LCTCS Policy #6.018](#), the College requires employees to [annually disclose](#) outside employment for review and approval on an annual basis.

### DRUG-FREE COLLEGE

The College's [Drug-Free College policy](#) and [Drug-Free Schools and Community Statement](#) prohibit 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. Information for employees is available on the Delgado [Employee Alcohol and Drug Prevention Program](#) webpage.

## TOBACCO-FREE COLLEGE

In response to recent scientific studies on the harmful effects of second-hand smoke and recent state legislation, Delgado Community College has become a tobacco-free workplace in accordance with the College's [Tobacco-Free College Policy](#). Smoking on campus is in violation of Louisiana Revised Statutes 40:1300.251-263 and is not permitted.

## 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 PLANNING, RESPONSE AND RECOVERY

Delgado Community College has a published [Emergency Planning, Response and Recovery 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*.

## **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.

## **INFORMATION TECHNOLOGY SECURITY (Proper Usage of Technology Resources, Internet, and Email)**

Each employee is responsible for adhering to the requirements as outlined in the College's [Information Technology Security policy](#) to ensure the safety and integrity of information maintained on Delgado's computerized information systems through technology resources.

## **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 Policies](#) webpage.*