

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>EMPLOYMENT PROCESS</b>
<b>EFFECTIVE DATE:</b>	February 15, 2005* <i>(*Procedural Update 6/21/16; 12/16/14; LCTCS Bylaws Update 5-11-09)</i>
<b>CANCELLATION:</b>	none
<b>OFFICE:</b>	Human Resources (HR)

**POLICY STATEMENT**

The Office of Human Resources is responsible for the employment process for all employees of Delgado Community College. In accordance with Article IV, Section 2B of the [Louisiana Community and Technical College System \(LCTCS\) Board of Supervisors Bylaws](#), the Chancellor approves classified and unclassified appointments at the College, with the exception of positions at the vice chancellor level and above, which require the approval of the LCTCS Board of Supervisors. All classified appointments are subject to the applicable requirements of [Louisiana Civil Service Rule, Chapter 23: Appointments](#).

Each individual who applies for employment at Delgado Community College must meet the established requirements of the position and must provide documentation of the required credentials before an official offer of employment may be extended by the Office of Human Resources. All teaching faculty members must meet or exceed the professional and educational requirements of the Southern Association of Colleges and Schools, Commission on Colleges, and must provide the College the required academic credentials in accordance with the College's policy on [Professional and Educational Requirements for Faculty](#). In addition, all employees must complete the appropriate orientation process and submit all required employment paperwork to the Office of Human Resources. It is also the expectation of the College that proper separation and checkout procedures are enforced when separating employees.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish the employment process at Delgado Community College.

## 2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees of Delgado Community College.

## 3. **Responsibilities**

- A. The individual being offered employment is responsible for submitting the necessary academic, professional, and employment documentation required for the position. Failure to do so may result in not receiving a paycheck or the benefits to which he/she may be entitled in a timely manner. (Faculty members must submit documentation of the credentials in accordance with the College's policy on [Professional and Educational Requirements for Faculty](#).)
- B. The **Dean** of the hiring division/department (for faculty employment) *OR* the **Supervisor** (for staff employment) ensures all required application documentation is submitted prior to an official offer of employment being extended by the Office of Human Resources.

Upon each employee's separation from the College, the Dean (for faculty) *OR* the Supervisor (for staff) is accountable for properly following and enforcing separation and checkout procedures in accordance with [Delgado Human Resources Processes](#). Negligence in separating employees is unacceptable and may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on supervisor's evaluation, [disciplinary procedures](#) up to and including termination, and/or reimbursement to the College, as applicable.

- C. The **Office of the Vice Chancellor for Academic Affairs** is responsible for the academic credentials verification process (receipt of official academic transcripts, etc.) of all faculty members in accordance with the College's policy on [Professional and Educational Requirements for Faculty](#).
- D. The **Office of Human Resources**:
- (1) extends the official offer of employment to the individual following submission of all required application documentation and completion of all applicable hiring procedures in accordance with the [Delgado Human Resources Processes](#), the College's [Record Searches for Employment Purposes](#) policy, [LCTCS Policy #6.032 Search Committees in Hiring](#), and [Civil Service Rule, Chapter 23: Appointments](#);

- (2) provides for new employee orientation sessions and the opportunity for completion of all required employment documentation;
- (3) finalizes all employee separations in accordance with [Delgado Human Resources Processes](#); and
- (4) maintains the official personnel file for all employees of Delgado Community College.

*Policy Reference:*

Delgado Policy and Procedures Memorandum, [Professional and Educational Requirements for Faculty](#)

Delgado Policy and Procedures Memorandum, [Record Searches for Employment Purposes LCTCS Bylaws, Article IV, Section 2B](#)

[LCTCS Policy #6.032 Search Committees in Hiring](#)

[Louisiana Civil Service Rules, Chapter 23: Appointments](#)

*Review Process:*

Academic Affairs Council 3/25/04

Business and Administrative Affairs Council 8/11/04; 11/23/04

College Council 2/15/05

*Updates:*

LCTCS Bylaws Update Approved by Vice Chancellor for Business and Administrative Affairs  
5/11/09

Procedural Update Approved by Vice Chancellor for Business and Administrative Affairs/  
Assistant Vice Chancellor for Human Resources 12/16/14

Procedural Update Approved by Vice Chancellor for Business and Administrative Affairs/  
Assistant Vice Chancellor for Human Resources 6/21/16

*Distribution:*

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