



### **Section 3: EMPLOYEE CATEGORIES AND BENEFITS**

See the [Human Resources Office webpage](#) for a full list of employee benefits information.

The College employs individuals within various employment categories. An employee's employment 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.

## **INSURANCE BENEFITS**

### **Eligibility**

All full-time employees are eligible to apply for medical/health and life insurance within the first 30 days of employment. Full-time employment is defined as “when an employee who consistently works 30 or more hours per week on an ongoing, permanent basis.” This generally does not include seasonal, temporary, or adjunct employees who are paid on an hourly basis, except as required under the Look-Back provisions of the Affordable Care Act (ACA). Any seasonal, temporary, or adjunct employee who becomes eligible for benefits based upon the Look-Back provisions of the ACA will be notified by the Office of Human Resources during the Annual Open Enrollment period and may apply for benefits for the following year at that time.

## **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 submitted to the department head for the payroll 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# 6.003 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 #6.003.

## **EMPLOYEE TUITION EXEMPTION/REDUCTION PROGRAM**

The tuition exemption/reduction policy for eligible employees of Delgado Community College and their eligible spouses and dependents is in accordance with the policies of the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS). The tuition exemption/reduction policy applies only to credit courses; it does not apply to non-credit or self-supported courses.

Eligible full-time employees, eligible retired employees, and eligible spouses and dependents of employees who are currently employed, on disability, retired or deceased will be granted a tuition exemption or reduction, as appropriate, for courses taken in accordance with criteria established in the College's [Employee Tuition Exemption/Reduction Program](#) policy.

Eligible full-time employees may be granted released time to take one approved three-hour course during normal working hours in accordance with criteria established in this memorandum. Eligible employees and their eligible dependents and spouses are granted tuition exemption/reduction only; they are not exempted from student-assessed fees, surcharges or any other related expense.

## **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). Generally, an employee's employee category and any past contributions to a state retirement plan determine his or her eligibility for retirement benefits. For more specific information regarding retirement benefits, contact the Office of Human Resources.