



## EMPLOYEE HANDBOOK

In accordance with the Louisiana Community and Technical College System ([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 on the [Delgado Policies](#) webpage and the [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, pertinent College policies are provided as follows:

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Promoting Positive Human Relations  
Equal Access Equal Opportunity Policy

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***For information on other College policies, employees should contact their supervisor or go to the [Delgado Policies Webpage.](#)***



## **Section 1: HUMAN RELATIONS AT THE COLLEGE**

### **DELGADO COMMUNITY COLLEGE MISSION**

Delgado Community College, a comprehensive community college, offers programs through the Associate degree. The College provides a learning-centered environment through face-to-face and distance education to prepare students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership and to be productive and responsible citizens.

### **DELGADO COMMUNITY COLLEGE VISION**

Delgado Community College is a diverse, dynamic, comprehensive community college committed to student success through innovative leadership, to excellence in teaching and learning, and to the cultural enrichment of the community it serves.

### **DELGADO COMMUNITY COLLEGE CORE VALUES**

We, at Delgado Community College, value:

- The worth of each individual
- Lifelong learning and the pursuit of knowledge
- Excellence in teaching in an accessible learning centered environment
- Meeting the needs of a changing workforce
- The cultural diversity of our students, faculty, staff, and administration
- Public trust, and personal and professional integrity and accountability
- Our responsibility to community, state, nation, and world

### **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 ACCESS EQUAL OPPORTUNITY POLICY**

Delgado Community College assures equal opportunity for all persons without regard to race, color, religious or political affiliation, gender identity, sexual orientation, citizenship, national origin, age, disability, marital status or veteran's status, pregnancy, childbirth and related medical conditions, and the sickle cell trait in the admission to, participation in or employment in programs and activities of the College. Anyone with questions or concerns may contact the College's Equal Access Equal Opportunity Officer at (504) 762-3004.



## Section 2: 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

For unclassified, non-civil service employees, which include unclassified staff and faculty, 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 attendance and all forms of leave for unclassified employees are addressed in LCTCS Policy #6.003. Additionally, specific responsibilities for faculty in regard to attendance and absences are outlined in the [Faculty Handbook: Responsibilities of Faculty Regarding Attendance and Leave](#).

Classified (Civil Service) employees are covered by [Louisiana Civil Service rules and regulations including Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave](#).

### 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. Before finalizing any flexible time arrangement for an *unclassified staff* or *classified staff* member, supervisors are recommended to contact the Office of Human Resources to ensure compliance with federal Wage and Hour guidelines.

For full-time *classified staff* and *unclassified staff*, an alternate schedule must still equal 40 hours per week but may have different beginning and ending times from the College's regular service hours. Alternate schedules should be documented in writing, signed by the supervisor and employee and retained for audit compliance. Alternate schedules are not appropriate for all job situations and should not impact the services of the department.

A flexible time arrangement or alternate schedule does not change the normal attendance requirements; employees must be charged leave for time not worked during the normal or alternate work schedule. An alternate schedule is intended for long-term schedules and is not intended to permit swapping hours/days or as a mechanism to adjust for tardiness. Appropriate action may be taken for policy violations.

## Absence

(Note: Regarding absences for *faculty*, see [Faculty Handbook: Responsibilities of Faculty Regarding Attendance and Leave](#), which outlines specific faculty responsibilities for instructor absences from class, unexpected absences, and planned absences.)

There are two categories of absence: planned and unplanned.

A planned absence must be approved in advance by a supervisor. Planned absences occur when an employee takes vacation, jury duty (civil) leave if called to serve, leave of absence, compensatory time, or other scheduled absences. Approval is based upon expected business needs of the department during the time requested for leave. 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 and may be paid or unpaid depending upon the leave time balance available to the employee. 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, for any reason, an employee is unable to report for work as scheduled, it is the employee's responsibility to 1) notify the supervisor of the emergency nature of the absence, at least two hours prior to the time that the employee is expected to be on duty, but no later than the time when he or she is scheduled for duty, or 2) designate someone who will reliably give this notification within the specified time if employee is personally or physically unable to do so. The employee must still make the effort to contact the supervisor as soon as physically able. Appropriate action may be taken for failure to contact the supervisor within this time frame.

If the employee fails to contact the 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 Office of Human Resources with a medical release from the attending licensed physician or practitioner stating that the employee is fit to resume regular duties. The Office of Human Resources may request an attending licensed physician or practitioner'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 absences may be counseled by his/her supervisor and appropriate action may be taken for excessive absences.

Classified employees are subject to the provisions of [Chapter 12 of the Louisiana State Civil Service rules and regulations](#) regarding excessive absences.

### **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 an immediate 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 may result in an employee being counseled by his/her supervisor and appropriate action may be taken.

### **TIME AND ATTENDANCE RECORDS**

Time and attendance for all Delgado employees are reported through Banner web-time entry, with the exception of adjunct faculty, who must provide documentation of time worked to the respective Supervisor/Dean throughout the assignment period. Appropriate action may be taken for failure to accurately report time and attendance.

## **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.

## **STANDARDS FOR REPORTING TO WORK AND APPEARANCE**

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 may be counseled by his/her supervisor and appropriate action may be taken for repeated violations.

It is the policy of Delgado that employee attire during work hours and work-related activities will be appropriate to the duties of the position and the department, to the safety of the employee and other individuals, and to the probability of public contact. Suitable attire is expected on campus and also off campus when representing the College. Employees are expected to be considerate of co-workers with their grooming and personal hygiene in the work place.

The following attire is considered unacceptable employee attire: (1) items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures that are deemed offensive to co-workers or students; (2) items that conflict with the intent of the College's Drug-Free College, Tobacco-Free College, and Weapons on Campus policy; and (3) items that inappropriately expose an employee's body in a manner not suitable for a professional environment.

## **STANDARDS OF CONDUCT**

The employees of Delgado Community College should always conduct themselves in a professional manner and must meet the requirements of the [LCTCS Code of Conduct policy](#). Behavior that 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 Assistant Vice Chancellor for 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 any College record will not be tolerated. Intentional misrepresentation or falsification of any record used to report or record time worked or attendance and any collaboration by employees to misrepresent or falsify any College records will be subject to disciplinary action.

**Insubordination**

An employee is expected to carry out all assigned duties or legitimate 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.





### 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.



## Section 4: PAYROLL INFORMATION

### PAYROLL SCHEDULE

The [Payroll Schedule](#) is published annually in the current *Operational Guidelines*.

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 complete biweekly time entry by the deadline established for each pay period documenting his/her time and attendance 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 members are paid according to the terms of their part-time agreements in accordance with the published adjunct pay schedule for each 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 that 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 that 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.

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.

For any employee wishing to claim exemption from federal withholding taxes or state withholding taxes, a new Form W-4 and/or L-4 must be submitted to the Payroll Office at the beginning of each calendar year declaring the employee's intent to be exempt. If a new form is not received at the beginning of each calendar year, withholding taxes will be resumed at the maximum amount allowed as required by federal and state law.

### **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.



## Section 5: 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

With the support and recommendations of the College's [Faculty and Staff Professional Development Committee](#), the Office of Faculty and Staff Development 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 Office of Faculty and Staff Development.

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](#).



## Section 6: PERFORMANCE EVALUATION

See [Performance Evaluations](#) webpage.

### 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.

#### 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. See the [Classified Employees Performance Evaluation System \(PES\)](#) webpage for more information.



## Section 7: CHANGES IN EMPLOYMENT STATUS

Information regarding available positions is accessible through the [Office of Human Resources webpage](#).

### FACULTY MOBILITY

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

Faculty members may also apply for other positions for which they believe they are qualified and are treated as any other applicant through the application and selection process. The College posts job vacancies online at [Careers at Delgado](#). All applications must be submitted directly through [Careers at Delgado](#).

### 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 online at [Civil Service Job Seekers Service](#). Existing employees must apply online for other positions and are treated as any other applicant throughout the application and selection process. All applications must be submitted directly through [Careers at Delgado](#).

### 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 Louisiana Department of Civil Service. They must also have a certifiable score for the position, as applicable. Existing employees must apply online at [Civil Service Job Seekers Service](#) and are treated as any other applicant throughout the application and selection process.

### 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 the [LCTCS Employment Relationship for All Employees](#) policy and the [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 in Force](#) policy. For specific information regarding staff reduction due to emergency circumstances, contact the Office of Human Resources.



## **Section 8: 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.

### **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.



## CAMPUS SEXUAL MISCONDUCT

In accordance with the College's [Campus Sexual Misconduct Policy \(AD-1732.1\)](#) and the Louisiana Community and Technical College System (LCTCS) [Policy #2.015, Campus Sexual Misconduct](#), the College is committed to having a positive learning and working environment for its students and employees and does not tolerate sexual misconduct of its members. Sexual misconduct 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.

## TITLE IX

Delgado publishes all Title IX information on the Delgado [Title IX Program](#) webpage, which is accessible to all employees and students in compliance with the requirements of the College's [Campus Sexual Misconduct Policy \(AD-1732.1\)](#) and the Louisiana Community and Technical College System (LCTCS) [Policy #2.015, Campus Sexual Misconduct](#).

### *Title IX Non-Discrimination Statement*

As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects third parties, such as visiting student athletes, from sexual harassment or violence in Delgado Community College's programs and activities and protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. Delgado Community College will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX.

### Contacts:

Delgado Community College  
Traci B. Smothers, Title IX  
Coordinator  
615 City Park Avenue  
O'Keefe Administration Building, Pod D-  
04A New Orleans, Louisiana 70119  
Phone: (504) 762-3004  
Email: [tsmoth@dcc.edu](mailto:tsmoth@dcc.edu)

OR

OR

U.S. Department of  
Education Office of  
Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue,  
SW Washington, DC  
20202-1100  
Phone: (800) 421-3481  
Fax (202) 453-6012; TDD (800) 877-  
8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.

Any person who has been impacted by sexual violence (sexual assault, domestic violence, dating violence, stalking) or gender-based misconduct is encouraged to report and seek appropriate resources at <http://www.dcc.edu/title-ix/default.aspx> or contact the College's Title IX Coordinator, Traci B. Smothers, at [tsmoth@dcc.edu](mailto:tsmoth@dcc.edu) or (504)762-3004, to discuss options.

#### *Title IX Definitions*

Delgado defines sexual misconduct in accordance with the definitions set forth in the College's [Campus Sexual Misconduct Policy \(AD-1732.1\)](#) and the [LCTCS Policy #2.015, Campus Sexual Misconduct](#), which are published on the College's [Title IX Definitions](#) webpage.

#### *Title IX Complaint Procedures*

As published on the College's [How to File a Title IX Complaint](#) webpage, Delgado Community College is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. Sexual discrimination and sexual misconduct violates an individual's fundamental rights and personal dignity. Delgado Community College considers sexual misconduct and sexual discrimination in any form to be a serious offense. Anyone who believes there has been an act of discrimination on the basis of sex against any person or group in a program or activity that receives federal financial assistance may file a complaint with the U.S. Department of Education, Office for Civil Rights, under Title IX legislation. The person or organization filing the complaint need not be a victim of the alleged discrimination but may be affected by a general "hostile sexual environment" or may complain on behalf of another person or group.

A complaint can be filed *one of three ways*:

1. Contact Delgado's Title IX Coordinator, Traci B. Smothers, at (504)762-3004 or [tsmoth@dcc.edu](mailto:tsmoth@dcc.edu)
2. Log onto the College's Referral Reporting System at <https://publicdocs.maxient.com/incidentreport.php?DelgadoCC>

3. Contact the Office of Civil Rights Enforcement Office that serves the state in which the alleged discrimination occurred.

Dallas Office for Civil Rights  
 U.S. Department of  
 Education 1999 Bryan  
 Street, Suite 1620  
 Dallas, Texas 75201-  
 6810f Telephone:  
 214-661-9600  
 FAX: 214-661-9587; TDD: 800-  
 877-8339  
 Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

While all sexual discrimination and sexual misconduct complaints must be filed with the Title IX Coordinator, employee-involved complaints will use Human Resources processes to determine the appropriate disciplinary action, or recommendation for disciplinary action, up to and including dismissal, in accordance with applicable laws, rules, and/or applicable Delgado Community College and Louisiana Community and Technical College System (LCTCS) policies. See the College's [Campus Sexual Misconduct Policy \(AD-1732.1\)](#) and the [LCTCS Policy #2.015, Campus Sexual Misconduct](#).

Under Title IX, if an employee chooses to report sexual assault or harassment, the person to whom the employee reports may be required to submit a form, which is used to compute campus crime statistics as mandated by the [Clery Act](#). The form asks for information such as what kind of offense occurred and whether it happened on College property. Employees do not have to provide any details beyond those with which they are comfortable sharing, and employees have no obligation to give the perpetrator's name if they do not want to do so. Employees may or may not be able to report anonymously, depending on the person to whom the employee reports, but in no case will the name of the employee appear in the College's public crime statistics. The employee who reports has a right to access the incident report in the future, which may involve getting a case number for reference.

### *Behavioral Intervention Team Procedures*

Most behaviors that are exhibited can be handled at the time of the incident utilizing existing policies and procedures. However, some incidences may require further documentation and review, or an immediate response. The purpose of the [Behavioral Intervention Team \(B.I.T.\)](#) is to support the existing system in determining whether persons pose a threat to self or others, or intervene early in order to prevent the potential for persons to escalate from initial signs of distress to dysregulation and decompensation. Similar teams are used at various higher education institutions across the country.

### *Title IX Responsible Employees*

Delgado's [Campus Sexual Misconduct Policy \(AD-1732.1\)](#) and the [LCTCS Policy #2.015, Campus Sexual Misconduct](#) define a responsible employee as those employees with the authority to take action and redress sexual violence, and have been given the duty of reporting incidents of sexual misconduct by students and employees to the Title IX Coordinator.

*All Delgado Community College employees are designated as [responsible employees](#), with the exception of those employees who are authorized or required by law to keep information confidential by virtue of their role. Responsible employees have a duty to report incidents of sexual violence or misconduct to the College's Title IX Coordinator or other designated College official.*

Title IX requires reporting from "responsible employees," which include:

1. Those with authority to address and remedy sex and gender-based discrimination and harassment; and/or
2. Those with responsibility to report sexual misconduct to supervisor, Title IX Coordinator, or other designated College official; and/or
3. Those who a student would reasonably believe have such authority or obligation; and/or
4. All supervisors of other employees

Title IX does **not** consider the following as responsible employees because they are authorized or required by law to keep information confidential by virtue of their role:

1. Confidential Advisors
2. Health Personnel
3. Clergy/Pastoral Counselors
4. Licensed Mental Health Counselors

Accordingly, individuals working in the above-described capacities at the College are not designated as responsible employees.

### *Title IX and Bystander Intervention Training*

Delgado holds its employees to a high standard of never being silent and never being passive bystanders. Accordingly, College employees receive training on reporting and disclosure of sexual assault or violence as part of the College's sexual harassment, assault and violence prevention training. The online course fulfills the primary prevention and risk reduction program for current and new faculty and staff as part of the Campus SaVE act on sexual harassment and sexual violence to fulfill Title IX requirements. Through this training, employees also have the opportunity to better understand the impact of Title IX and the Educational Amendments of 1972 on colleges and universities, their employees, and students.

### *Title IX Resources*

The College publishes [Title IX Resources](http://www.dcc.edu/title-ix/resources.aspx) for students and employees on its website at <http://www.dcc.edu/title-ix/resources.aspx>.

### **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.

Furthermore, the College publishes [Anti-Violence Resources](http://www.dcc.edu/title-ix/resources.aspx) for students and employees on its website at <http://www.dcc.edu/title-ix/resources.aspx>.



## 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.*