



## 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:

### [Section 1: Human Relations at the College](#)

Promoting Positive Human Relations  
Equal Access Equal Opportunity Policy

### [Section 2: Employment Standards](#)

Performance Standards  
Attendance  
Punctuality  
Time and Attendance Records  
Care  
Standards of Reporting to Work and Appearance  
Standards of Conduct

### [Section 3: Employee Categories and Benefits](#)

Insurance Benefits Leave  
Leave Guidelines and Policy  
Employee Tuition Exemption/Reduction Program  
Retirement Benefits

### [Section 4: Payroll Information](#)

Payroll Schedule  
Payroll Frequency  
Salary-Deferred Payback  
Withholding Taxes  
FICA  
Retirement Contributions

## **Section 5: Professional Development**

Recognition of Academic and Professional Development  
 Professional Leave and Travel  
 College-Sponsored Workshops, Seminars, and Training

## **Section 6: Performance Evaluation**

Performance Evaluation of Unclassified Staff  
 Performance Evaluation of Faculty  
 Performance Evaluation of Classified Staff

## **Section 7: Changes in Employment Status**

Faculty Mobility  
 Unclassified Staff Mobility  
 Classified Staff Mobility  
 Suspension/ Termination  
 Staff Reduction/ Financial Exigency

## **Section 8: Resolving Conflicts in the Workplace**

Grievance Procedures  
 Discrimination  
 Campus Sexual Misconduct (See [Title IX.](#))  
 Title IX  
 Persons with Disabilities  
 Violence in the Workplace

## **Section 9: Adherence to College and System Policies**

Adherence to College and System Policies  
 Employment Outside the College Setting  
 Drug-Free College (See [Alcohol and Drug Prevention Program.](#))  
 Tobacco-Free College  
 Weapons on Campus  
 Safety  
 Information Technology Security (Proper Usage of Technology Resources, Internet and Email)  
 Hazardous Material  
 Emergency Planning, Response and Recovery  
 Parking and Driving Regulations  
 Use of Buildings, Equipment and Supplies  
 Reporting Unclean or Unsafe Conditions  
 Lost or Stolen Property  
 Relocation of Property College Functions  
 Driver Safety Program/Use of College Vehicles

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