



EMPLOYEE HANDBOOK

In accordance with the Louisiana Community and Technical College System ([LCTCS Code of Conduct and Conflict of Interest](#)) 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
Power-Based Violence/ Sexual Misconduct (See [Title IX.](#))
Title IX
Americans with Disabilities Act (ADA): Employment/ Public Accessibility
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 (Alcohol and Drug Prevention Program)
Social Media/ External Public Relations
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.](#)