



Employee Handbook

State of Louisiana



**3710 Paris Road
Chalmette, LA 70043
504.278.6488**

**Nunez Community College is accredited by the Commission on
Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097) to award
Associate Degrees and Certificates.**

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Employee Acknowledgement Form

This employee handbook describes important information about Nunez Community College, and I understand that I should either consult my immediate supervisor or the Director of Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Nunez Community College voluntarily. Accordingly, either I or Nunez Community College can terminate the relationship at any time, so long as there is no violation of applicable federal or state law, or any violation of the rules, regulations, or policies of the LCTCS Board of Supervisors or the State of Louisiana.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook can occur. All such changes will be communicated through official notices and I understand that the revised information may supersede, modify, or eliminate existing policies. Only the Chancellor of the College, the Director of Human Resources, or the Director IR/IE and Compliance has the ability to adopt any revisions to policies in the handbook. Furthermore, I acknowledge that this handbook is neither a contract or employment or a legal document.

In accordance with Louisiana RS 42:460, I understand that Nunez Community College is required to recoup overpayment made to active and separated employees.

I have been given instructions for accessing the Employee Handbook on the Nunez Community College website at www.nunez.edu. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's signature

Date

Employee's name, printed or typed

Please read, sign and return this form to Human Resources Office on your scheduled orientation.

Introductory Information

Vision Statement

Educating students. Impacting communities. Transforming lives.

Mission Statement

Nunez Community College is a student-centered institution that delivers relevant and innovative curriculum integrating the arts, sciences, and humanities leading to academic credentials and workforce opportunities. Nunez serves a vital role in the community by engaging with partners to support student success and personal growth

Employment

The Nunez Community College Office of Human Resource adheres to the Louisiana Community and Technical College System (LCTCS) policy number # 6.032 (Policy on Search Committees in Hiring) regarding appointment and employment of faculty and staff.

Nature of Employment

If you are an **unclassified employee or staff**, you are an at-will employee and serve at pleasure of Nunez Community College, the LCTCS Board of Supervisors, and the Chancellor of the College. Employment may be terminated with cause at any time or without cause by the employer upon two weeks' notice. Nunez follows LCTCS procedures for hiring and separating employees.

If you are a **classified employee**, the employee-employer relationship for classified employees is governed by Civil Service Rules. For further information regarding Civil Service, please refer to the Civil Service Rules and Regulations, which are available upon request in the Office of Human Resources, the College Library, or at the Civil Service website at <http://www.civilservice.la.gov/index.asp>.

Regular Faculty appointments are year-to-year teaching contracts which include nine- month faculty appointments only.

Adjunct Faculty appointments are part-time faculty teaching positions on a course-by- course contract limited to one-semester or session duration.

Nunez Student employees are hired under the Federal College Work Study Programs or other Campus Work Study Programs and are paid on an hourly basis; employment may be determined on a semester by semester basis or as part of a financial aid package for an award year.

Your employer is the State of Louisiana through the Board of Supervisors for the Louisiana Community and Technical College System and Nunez Community College.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute obligations of any kind, or a contract of employment between Nunez Community College and any of its employees. The provisions of this handbook have been developed at the discretion of the administration of the College and may be amended or canceled at any time, at Nunez Community College's sole discretion.

These provisions supersede all existing policies and practices at Nunez Community College and may not be amended without the express written approval of the Chancellor of the College. In the rare instance that a Nunez policy or procedure contradicts Civil Service rules and regulations or the policies of the LCTCS, Civil Service rules and LCTCS policies shall prevail.

The Office of Human Resources maintains a bulletin board near the Human Resources Office. Important supplementary information is posted on this bulletin board. Employees are expected to check this bulletin board routinely. If an employee feels any item posted on the bulletin board is particularly important to him/her, he/she may request a copy through Human Resources. Important employment information may also be posted on the College's intranet site, under "Announcements."

Employee Relations

Nunez Community College believes that the work conditions and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Employees are expected to observe the existing chain of command by dealing first with their immediate supervisors.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Nunez Community College amply demonstrates its commitment to employees by responding effectively and in a timely manner to employee concerns.

Nunez Community College encourages *all* supervisors to provide an "Expectations Memo" (see Appendix A) to *all* employees, explaining the day-to-day expectations of your employees. This memo should contain such information as appropriate dress for the department and work duties, how leave requests should be made and how these requests will be handled, any standard greetings to be used on the telephone or with clients, and other information that is deemed important to the business operations of the unit.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions made at Nunez Community College will be based only on merit, qualifications, and abilities. Nunez Community College does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Nunez Community College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the College.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees may raise these concerns and

make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Retaliation by supervisors or co-workers due to a report of discrimination is illegal and will be considered grounds for disciplinary action up to and including termination of employment.

Employment of Relatives

It is the policy of Nunez Community College to employ relatives of current employees where such employment will not create departmental, peer, or subordinate relationships. For purposes of this policy, the term relative shall apply to the following relationships whether they are established by blood, marriage, or other legal actions: Father, Mother, Son, Daughter, Brother, Sister, Husband, Wife, Grandparents, Grandchild and any in-law carrying the same relationships, as well as step-relationships of the same type. See Nepotism Policy 6.009

Outside Employment

The policy of the LCTCS Board of Supervisors and Nunez Community College pertaining to outside employment is as follows: Prior to engaging in part-time employment with another organization, employees must disclose such outside employment using the Outside Employment Form available in the Office of Human Resources and/or the College website, and must seek administrative review and approval.

Due to the potential for unauthorized and unbudgeted overtime expenses, classified employees may not hold **any** employment with **another state agency** as long as they are full-time at Nunez Community College. With appropriate approvals, classified employees may hold an outside position with a non-state entity.

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Nunez Community College. All employees will be judged by the same performance standards and will be subject to Nunez Community College's scheduling demands, including mandatory flex time or overtime, regardless of any existing outside work requirements.

If Nunez Community College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Nunez Community College as they are modified from time to time, the employee will be asked to terminate the outside employment if she or he wishes to remain employed by Nunez Community College.

Outside employment will present a conflict of interest if it has an adverse impact on Nunez Community College. In the event of a conflict of interest, the employee will be asked to resign from his/her outside employment or face termination of employment with Nunez Community College.

Employment Status and Records

Access to Personnel Files

The Office of Human Resources maintains personnel files on each employee. The personnel file includes such information as the employee's job application, resumes, records of training and salary increases, and other employment records.

Personnel files are the property of Nunez Community College and access to the information they contain is restricted. In accordance with the Freedom of Information Act, requests for information should be directed to the Office of Human Resources. Persons making the requests will be responsible for paying the costs associated with producing reports and/or other materials to respond to this request. Employees wishing to restrict access to their directory information (i.e. address and telephone numbers) must request this in writing and renew the request annually.

Employees who wish to review their own file should contact the Office of Human Resources. With at least a three-day advance notice, employees may review their own personnel files in the presence of an individual appointed by Human Resource to maintain the files.

All payroll records are maintained in the Business Affairs Office.

Civil Service Employment Categories

It is the intent of the Office of Human Resources to clarify the definitions of Civil Service employment classifications so that employees understand their employment status and benefits eligibility.

Each classified employee will belong to one of the following employment categories:

Regular Full-Time or Part-Time employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Nunez Community College's full-time / part-time schedule. Generally, they are eligible for the Nunez Community College benefit package, subject to the terms, conditions, and limitations of each benefit program.

Probationary employees are those whose employment performance is being evaluated to determine whether further employment in a specific position is appropriate. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The immediate supervisor uses this period to evaluate employee capabilities, work habits, and overall performance.

All new, rehired, or transferred classified employees work on a probationary basis for at least the first six months after their appointment date. If the immediate supervisor determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended as long as 24 months.

Employees will be provided with written notification of the extension and the duration of extended probationary period. Upon satisfactory completion of the probationary period, employees will enter the "regular" employment classification.

Each unclassified employee will belong to one of the following employment categories:

Temporary employees are hired on an "as needed" basis. Temporary employees may be either full or part-time, but any temporary appointment cannot exceed twelve months. Temporary employees are not entitled to earn sick, annual, or compensatory leave.

Student employees are hired as part-time, unclassified workers. They may work a maximum of 20 hours per week and are not entitled to earn sick, annual, or compensatory leave.

Probationary employees are those whose employment performance is being evaluated to determine whether further employment in a specific position is appropriate. This probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The immediate supervisor uses their period to evaluate employee capabilities, work habits, and overall performance. For unclassified employees, the designated probationary period is six months, but may be extended up to 24 months in the event that the supervisor and/or the employee feels additional time is needed to learn the job and satisfactorily meet expectations.

Twelve-month, full-time employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Nunez Community College's full-time, twelve-month schedule. This type of employee is an at-will employee who serves at the will of the Chancellor of the College and the Board of Supervisors. Administrators and their unclassified support staff usually fall into this category.

Nine-month, full-time employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Nunez Community College's academic year schedule. This type of employee is an at-will employee who serves at the will of the Chancellor of the College and the Board of Supervisors. Full-time faculty usually falls into this category. *All newly hired full-time faculty also work on a probationary period. Their probationary period is their entire first, full academic period.*

Adjunct faculty are those employees who are hired on a temporary "as needed" basis. They normally teach a load of no more than 3 courses per semester and are not entitled to earn sick leave or compensatory leave.

Verification of Employment References

To ensure that individuals who join Nunez Community College are well qualified and have a strong potential to be productive and successful, it is the policy of Nunez Community College to check the employment references of anyone offered a position. Any offer of a position is contingent upon favorable reference checks. In addition, all positions will require background security checks. Any offer of a position for which a background check completed by Nunez Community College is contingent upon a favorable background check.

Nunez Community College will respond to those reference check inquiries that are submitted in writing or by telephone. Responses to such inquiries will confirm dates of employment, and position(s) held. No financial data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Performance information may be released with the appropriate documentation to support it.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the Office of Human Resources of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status changes should be accurate and current at all times. If any personnel data has changed, notify the Office of Human Resources in writing. The employee is responsible for notifying insurance carriers, retirement systems, and other entities of any changes in demographic information.

The Office of Human Resources does not notify these entities on the employee's behalf.

Employment Applications

The Office of Human Resources relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Nunez Community College's exclusion of the individual from further consideration for employment, or if the person has been hired, separation from employment.

Resumes are not a substitute for Employment Applications.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weakness, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals.

Merit based pay adjustment (Civil Service step increases) for classified employees are awarded in accordance with Civil Service rules, regulations, and policies in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented in the performance evaluation.

At the time of hire, each **classified employee** should be given a complete Planning, Performance, and Review form (PPR) that will be used to determine merit increases. The document lists all performance expectations upon which the employee's probationary performance will be measured. In addition, each classified employee will be evaluated annually, using the planning document from the previous rating period. Supervisors who do not complete PPR's for their employees may find that they have lost the right to withhold merit increases for employees that they feel do not deserve them. For copies of the PPR and information on how to use them, please contact the Office of Human Resources.

STEP INCREASES ARE NOT AUTOMATIC. They are initiated by the Office of Human Resources Office upon receipt of the annual PPR document and are then reviewed and approved or disapproved by the immediate supervisor and the chancellor of the College.

The Board of Supervisors for LCTCS policy #6.010 thoroughly outlines the provisions for evaluating performance of all **unclassified employees**. It is the Board's published policy that no employee will be given any sort of salary increase without a current satisfactory annual evaluation on file in the Office of Human Resources. Nunez Community College follows LCTCS policy #6.010 on evaluation and merit increases for unclassified employees.

Bulletin Boards

The Office of Human Resources maintains a bulletin board outside the Office of Human Resources that is restricted for use by the Office of Human Resources. This bulletin board is used to post:

- Current internal job openings
- Affirmative action and EEO statements
- Fair labor laws
- Other employment information as determined to be necessary by the Human Resources Office

Anything placed on this board without permission from the Human Resources Office will be removed and destroyed.

While most employment information is disseminated by email, there are employees without email access, so the Office of Human Resources will often distribute information to all departments to be placed upon other area bulletin boards. All employees are encouraged to peruse the bulletin boards in their respective areas and in the Human Resources area regularly. Information posted on these bulletin boards is considered disseminated to all employees, and it is the responsibility of the employees to keep current of all posted information.

Hiring Above the Minimum for Classified Employees

In accordance with Civil Service Rule 6.5(g), a department in Nunez Community College may choose, with prior approval of the appointing authority (the Chancellor), to pay an employee upon hiring at a rate above the minimum. The appointing authority may request to review all documentation of superior qualifications/credentials before approval is granted.

Any employee who is so paid must have superior qualifications that have been **verified by the supervisor of the department and documented in writing** to be placed in the employee's confidential file in his/her personnel records. Any rate approved by the appointing authority must also have budgetary approval by the chief financial officer before the employee can be offered the position. According to Civil Service regulations, the rate cannot exceed the midpoint of the range for the affected job.

Policy for Optional Pay Adjustment for Classified Civil Service Employees Only

In accordance with Civil Service rule 6.16.2, Nunez Community College will consider granting either additional base pay or lump sum adjustments to employees in the following circumstances: Classified Personnel Only.

- To provide for compensation for additional duties (up to 5% increase)
- To provide for retention of employees deemed essential to the College (up to 7% increase)
- To recruit employees into difficult to recruit for jobs (up to 7% increase)
- To adjust pay differentials between comparable employees (up to 7%)

Rewards and Recognition Policy for Classified Civil Service Employees Only

Nunez Community College has a rewards and recognition policy under Civil Service rule 6.16.1 that allows the College and various departments within the College to recognize employees in the classified and unclassified service for different achievements.
Classified Personnel Only.

Salary adjustments for Classified Personnel Only

In accordance with applicable Civil Service Rules 6.7, 6.8, and 6.8.1, when a classified employee's position is reallocated or corrected up, or when a classified employee is promoted, the following changes to that employee's rate of pay may be made:

- 7% increase for one step up
- 9% to 10.5% increase for two steps up
- 11% to 14% increase for three or more steps up.

Decisions about the amount of the increase will be based upon several factors, including budgetary concerns, salaries of similarly placed employees, and supervisor recommendations.

Email Notification of Handbook Changes

Employees will be notified of revisions, updates, and other changes to this Handbook by use of the campus-wide “All” email. Numbered memoranda documenting the specific change will also be posted on the College’s website and placed upon the Human Resources bulletin board for a period of at least 30 days.

Employment Benefits Program

List of Benefits

Eligible employees at Nunez Community College are provided with a wide range of benefits. A number of the programs cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. The Office of Human Resources can identify the programs for which you are eligible and provide details for these plans. The following is a partial list of benefit programs available to eligible employees:

- Cafeteria plan
- Credit union
- Deferred compensation plan
- Life insurance
- Major medical insurance
- Pension plans
- Supplemental life insurance
- Tax-sheltered annuities
- Witness duty leave

Some benefit programs require contributions in the form of a payroll deduction from the employee. While Nunez Community College does not participate in Social Security, employees hired after March 1986 will have the 1.45% Medicare deduction withheld. These employees may apply for Medicare benefits when they become eligible.

Social Security may be deducted from certain classes of employees (for example, temporary employees). However, regular employees of Nunez Community College do not contribute to Social Security as a result of their employment with Nunez. This may result in a reduction of any Social Security benefits upon retirement due to the Government Pension Offset and the Windfall Elimination Acts of 1983. For more information regarding Social Security, please contact the local Social Security office.

Leave Eligibility

Please refer to Policy No.6.003 regarding all classifications of Leave available

Worker's Compensation Insurance

Nunez Community College provides a comprehensive worker's compensation program at no cost to the employee. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a seven (7) day waiting period.

Employees who sustain a work-related injury or illness should inform their immediate supervisor at once. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Louisiana State Employee's Group Benefit health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- Resignation
- Termination of employment
- Employee's divorce or legal separation
- A dependent child no longer meeting eligibility requirements

Under COBRA, the employee or beneficiary pays the full cost of coverage at Group Benefit's group rates plan plus an administrative fee. The State Employees Group Benefits Program provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Group Benefit's Health insurance plan. This notice contains important information about the employee's rights and obligations. If you have questions regarding Group Benefits, see the Office of Human Resources.

Tuition Assistance offered at Transfer Institutions

Nunez Community College is dedicated to the premise that a well-trained employee is crucial to the continued well-being of the College. The College requires and expects employees to take advantage of opportunities for personal growth and development. The College will pay, as the budget allows, for conferences, seminars, and other training if the training is considered job related.

Definitions:

Full-time Employee: An employee working 40 hours a week or 80 hours in a pay period; or, faculty placed under contract or under a letter of appointment to a permanent position for a period encompassing most or all of the entire academic year (i.e., faculty contracts or appointments of not less than 9 months). A student is not eligible if the individual's primary status is as a student, or the individual works in a student designated position since this is intended as an employment benefit.

Educational Assistance: Financial support for approved job-related educational courses (**maximum 6 credit hours**), professional certifications or licenses, or the acquisition of a degree. Financial support consists of the costs of tuition and applicable mandatory attendance fees.

Program Requirements

Course Criteria: Requests for educational assistance must be for courses that are job related or part of a degree program. All academic courses must be taken at a Louisiana state college or university that is a regionally accredited institution.

Employee Eligibility: Participation is limited to a full-time employee who has been employed at least one year in a full-time permanent position and who receives approval to register for the course(s) from his or her supervisor and chancellor (or president in the case of the board).

Submission of Requests: Employees must request education assistance and receive approval prior to the start of class.

Course Limits: Employees may take up to six credit hours of course work per semester (or the equivalent under other than regular semester systems).

Reimbursement: Nunez will use the following procedures when reimbursing employees upon completion of appropriate courses.

- Employees pay the required tuition and applicable mandatory attendance fees initially and are reimbursed for the costs when the course is completed, and appropriate documentation is submitted.
- The course must be completed satisfactorily with a grade of "C" or better, or "Pass" if a Pass/Fail course, to be eligible for reimbursement.
- The employee must produce documented proof of successful completion of the course before reimbursement.

Employee (Active or Retired), Child or Dependent, and Spouse Tuition Reduction Policy

Nunez Community College recognizes that educating children, dependents and spouses is often a major priority of our employees during their association with the College. Therefore, this policy is adopted to specify the circumstances under which tuition assistance will be provided to the children, dependents, and spouses of current full-time, permanent faculty and staff employees of the College. This policy is mandated by the provisions of the Louisiana Community and Technical College System (LCTCS) Policy #6.039 titled (Active or Retired), Child or Dependent and Spouse Tuition Reduction." And, this policy replaces any previously adopted and published policy regarding this subject.

LCTCS policy #6.037 allows employees to take job-related courses at any College in the LCTCS system tuition free. Any employee who has been employed for at least one year as a full-time employee may register for job-related courses at any LCTCS campus for up to 6 hours per semester and receive a full tuition exemption.

This policy **does not** apply to part-time employees or non-credit courses.

CPTP Courses taken on work time.

Nunez Community College fully supports employees who wish to take courses through the Comprehensive Public Training Program (CPTP). Employees who, with supervisors' permission, enroll in off-campus CPTP courses are allowed to attend these workshops on workdays with no penalty and without the need to use annual or comp leave to attend the course. Time spent in an authorized CPTP workshop is considered regular work time for the employee.

www.doa.louisiana.gov/cptp/cptp.htm

Employees who wish to enroll in the computer based CPTP workshops may do so under the following conditions:

The course work is to be completed during regular work hours using the procedure in place for educational leave (See above).

Employees must request, in advance of signing up for the course, the use of educational leave to take and complete the computer based CPTP workshop module. Employees may use College owned computers and other equipment to take the CPTP computer-based workshop. Employees who wish to take CPTP computer-based workshops at home will do so on their own time. Any computer-based workshop taken at home will **not** be considered work time and no overtime or compensatory leave will be granted to the employee for a computer-based workshop taken at home.

Family and Medical Leave

To comply with the Family and Medical Leave Act of 1993 and the amendments of 2008 (FMLA), Nunez Community College allows eligible employees to take time off from work to fulfill family obligations relating directly to childbirth, adoption or placement of a child or foster child, to care for a child, spouse, or parent with serious health condition, or to take leave when the employee is unable to work because of his or her own serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or that requires continuing treatment by a health care provider.

Employees become eligible for FMLA after having worked at Nunez Community College for at least 12 months and after having physically worked at least 1,250 hours during the previous 12-month period. Eligible employees should make request for FMLA as far in advance as possible. Nunez Community College reserves the right to place an employee on FMLA even if the employee does not request such leave.

Employees requesting FMLA related to the serious health condition of a child, spouse, or parent will be required to submit a health care provider's statement verifying the need for leave to provide care, its beginning and expected ending dates, and the estimated time required. Employees requesting FMLA related to their own serious health conditions will be required to submit certification from their health care provider attesting to the need for FMLA, and the beginning and ending dates of such leave. Employees may bring in a letter from their health care provider, or they may come by the Office of Human Resources for a form for their doctor to complete and sign. All documentation relating to an employee's health, or the health of his or her immediate family, is considered confidential and is kept in a file separate from his or her personnel records.

Eligible employees may request up to a maximum of 12 weeks of FMLA per usage year. In addition, recent amendments to the Act allow a spouse, son, daughter, parent, or next of kin to take up to 26 work weeks (or an additional 14 weeks) of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

Any combination of FMLA may not exceed the maximum limit. FMLA consists of appropriate accrued paid leave and unpaid leave. Nunez Community College requires employees to designate appropriate paid leave as FMLA before taking unpaid FMLA.

Married couples who are both employed by the State of Louisiana in either a classified or unclassified position are restricted to a combined total of 12 weeks leave within a fiscal year for childbirth, adoption, placement of a foster child, or to care for a parent or child with a serious health condition or a combined total of 26 weeks to care for member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

This means that even if the married couples are employed by different agencies within Civil Service, they still only receive a combined total of 12 or 26 weeks, whichever is applicable, per couple. It will be the responsibility of the couple that is dually employed by the State of Louisiana to provide documentation to each agency of the amount of FMLA being used by the couple. Failure to provide such documentation could result in disciplinary action.

During the periods of **unpaid** FMLA, the employee's portion of the cost of health insurance will be paid by Nunez Community College. When the employee returns from FMLA, payment of benefits will resume through payroll deduction.

Once the employee returns to work from approved Family Medical Leave, the employee must repay the College the amount that the College paid for the employee's share of the health insurance while the employee was on unpaid Family Medical Leave.

Benefits accruals, such as annual and sick leave, or holiday benefits, will be suspended during periods of unpaid FMLA and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on FMLA is requested to provide Nunez Community College with advance notice of the date the employee intends to return to work. Any employee who is on FMLA for his or her own serious health condition will also need to provide certification from his or her health care provider that he or she is able to return to work with or without reasonable accommodations. When an employee returns from FMLA, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Nunez Community College will assume that the employee has resigned.

Any specific questions regarding FMLA may be referred to the Office of Human Resources.

Benefits Continuation While on Extended Leave Without Pay

In the event that an employee has exhausted all applicable accrued paid leave and Family Medical Leave and has been approved to take an extended leave of absence without pay, the employee may elect to remain as a member of the Office of Group Benefits for health and life insurance. The employee may also elect to keep all other insurances offered as payroll deductions. However, the College will not be responsible for any portion of the premium and the employee must pay the entire premium (both employer and employee shares) by the 10th of each month with a check made out to LCTCS Payroll.

The employee will be notified by the Office of Human Resources in writing at the time that the exhaustion of leave is noted, and will be given until the last day of the month in which the leave is exhausted to plan for continuation of coverage and payment.

The employee may elect to discontinue health or life insurance. In that instance, if the employee wishes to re-enroll into Group Benefits upon return to work, he/she will be considered a late applicant and will be subject to a pre-existing condition clause in the health insurance coverage.

Pregnancy Related Absences

Women are not penalized in their conditions of employment because they require time away from work for medical problems associated with pregnancy. Such leave requests will be made and evaluated in accordance with medical leave policy outlined in this handbook, and in accordance with all applicable federal and state laws, and the rules, regulations, and policies of the State of Louisiana Civil Service and the Board of Supervisors. Leave taken due to medical conditions caused by pregnancy may be assigned to applicable Family Medical Leave.

Employees Needing Reasonable Accommodations

Nunez Community College fully supports the American with Disabilities Act (ADA) and encourages employees with disabilities or handicapping conditions to continue or begin employment with the College as long as acceptable performance standards are met. The College will make every effort to work with any employee with such a condition, provided that the employee follows the steps for requesting reasonable accommodations. See the Office of Human Resources for the appropriate forms and for more information about ADA accommodations.

It is the employee's responsibility to make the Office of Human Resources aware of the need for an accommodation. The employee is expected to provide suggestions for the accommodation and the College will determine if the requested accommodation can be made without undue hardship to the College. Every effort will be made to provide the accommodation as requested unless it creates an undue hardship for the College.

Return to work after Workers' Compensation or Family Medical Leave

Nunez Community College considers all employees to be our most valuable resource. It is the College's position that employees who have been absent due to illness or injury,

whether occurring on the job or away from the workplace, shall have the right to return to work at Nunez Community College upon the recommendation of their health care providers as long as they are able to perform the essential functions of the job they held prior to their absence or the essential functions of an alternative duty position.

Employees may contact the Office of Human Resources for the procedure to follow to request a return to light or alternative duty.

An employee returning from a medical FMLA leave will be required to present medical certification of fitness for duty.

Restoration may be denied under certain circumstances, including:

1. If it can be shown that the employee would not otherwise have been employed at the time reinstatement is requested (for example, his position was included in a layoff);
2. The employee fails to provide a required fitness for duty certificate to return to work;
3. The employee is no longer qualified for the position because of inability to attend a necessary course, renew a license, etc.; however, the employee should be given a reasonable opportunity to fulfill such conditions upon return to work; or
4. The employee is unable to perform the essential functions of the job because of a physical or mental condition, including the continuation of a serious health condition.

Employee Tuition Waivers offered at Nunez

In accordance with LCTCS Board policy #6.037, Nunez Community College has opted to participate in providing employee tuition waivers for approved job-related courses. These waivers are granted at the discretion of the College and **are not an entitlement for aid**. So that the waiver requests are considered consistently and fairly for all areas of the campus, the following internal policy shall apply:

Employees who wish to apply for the tuition waiver for job related courses will be **required** to apply for federal financial assistance through the Financial Aid Office. If a student is awarded grant aid (such as Pell, STEP, etc.) and/or other types of tuition waivers, that aid will be applied **first** to any bill for tuition and fees.

The employee tuition waiver, *if approved through the following process*, will then be **applied to any remaining tuition balance**.

- The employee will use the Tuition Waiver form available in the Bursar's Office.
- After completing his/her portion of the form, the employee will write a statement that explains how the course is job-related and attach the statement to the form.
- The employee gives the form to his/her supervisor for approval.
- Once the supervisor has approved the course as being job-related, the employee takes the form to the Office of Human Resources for certification that the employee has met time-in-service requirements.
- The employee then takes the form to the Chief Financial Officer for budgetary approval. If approved by the CFO,
- The employee then gets final approval from the Chancellor of the College.

- The form is then turned in to the Bursar's Office who will apply the waiver to the employee's bill. The waiver, if approved, may **only** be used to pay tuition. The waiver may **not** use to pay for any fees or books.

Payroll

Time Keeping

Keeping an accurate record of time worked is the responsibility of every employee and supervisor. Federal and state laws require Nunez Community College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees must accurately record the time they begin and end their work, as well as the beginning and ending of each meal period. They should also record departure from work for personal reasons. Overtime work must always be approved by the Chancellor of the College or his/her designee' before it is performed.

Altering, falsifying, tampering with time records, or recording time on any other employee's time record will result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to confirm and submit via web time entry his/her time records to certify the accuracy of all time recorded. The supervisor will review the time record before approving and submitting it for payroll processing. The supervisor's approval and submission indicate that he/she agrees that the time recorded is accurate.

Payday and Paychecks

In almost all cases, employees are paid biweekly on every other Friday. Each paycheck will include earnings for all worked performed through the end of the previous payroll period.

Employees are required to have their pay directly deposited into their bank or credit union accounts. Employees will receive an itemized statement of wages when direct deposits are made. Exceptions to this requirement may be requested in writing. Final approval for paper checks will be made by the LCTCS centralized payroll office.

Final paychecks at separation of employment will be in the form of paper checks and not direct deposit.

It is imperative that your address be correct in the payroll system so that you do not miss a paper check.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons are routine. Below are some of the most common circumstances under which employment is terminated:

Resignation: voluntary employment termination initiated by an employee

Discharge: involuntary employment termination initiated by the organization

Layoff: involuntary employment termination initiated by the organization for non-disciplinary reasons

Retirement: voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Office of Human Resources may schedule an exit interview at the time of employment termination. The employee may request an exit interview if one is not scheduled by the Office of Human Resources. The workflow process for electronic notification is sent to alert the certain departments of the termination to secure the return of Nunez Community College owned property. This process serves as the college's exit checklist.

Suggestions, complaints, and questions can also be voiced. **All regular employees who separate from the College are required to out-process with the Office of Human Resources.**

Since employment with Nunez Community College is based on mutual consent, both the employee and Nunez Community College have the right to terminate employment with or without cause at any time, so long as there is no violation of applicable state and federal laws, or rules, regulations, and policies of the State of Louisiana Civil Service and the Board of Supervisors. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid in accordance with applicable limitations. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued, and of the terms, conditions, and limitations of such continuance.

Employees are expected to consult with The Office of Human Resources regarding eligibility for continuation or payout of benefits arising from termination. Some benefits, such as sick leave, may be reinstated if the employee returns to eligible state service within the required time limits. Some benefits, such as retirement, may be reinstated if the employee returns to eligible state service and buys back into the retirement system.

Consult the Civil Service Rules and Regulations and the LCTCS rules and policies if you have other questions regarding your employment benefits upon termination of employment.

Pay Advances

It is Unlawful for Nunez Community College to Provide Pay Advances on Unearned Wages to Employees.

Administrative Pay Corrections

The Business Office takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of rate of pay, the employee should promptly bring the discrepancy to the attention of his or her supervisor so that corrections can be made as quickly as possible. In the event that an employee is over paid, he or she will be required to return the overage to the Business Office as soon as the overage is discovered. Under R.S. 42:460, Nunez Community College is required to recoup any overpayment made to an employee. If an employee feels that a recoupment has been made in error, the employee may file an informal dispute using the **Problem Resolution Process** outlined in section VII, part L.

Pay Deductions and Garnishments

Federal and state law requires that Nunez Community College make certain deductions from every employee's compensation. Among these are applicable federal income taxes, FICA, Medicare, and state income taxes.

Nunez Community College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks in order to cover the costs of participation in these programs. Some of these programs' contributions are on pre-tax dollars and thus can defer or lower applicable federal and state income taxes.

Pay garnishments are court ordered pay deductions taken by the LCTCS centralized Payroll Department, usually to help pay off a debt or an obligation. If you have questions concerning why deductions were made from your paycheck or how they were calculated, you may contact the payroll supervisor or the Office of Human Resources.

Work Conditions and Hours

Safety

To assist in providing a safe and healthful work environment for employees, students, and visitors, Nunez Community College has established a workplace safety program. The Safety Officer has responsibility for implementing, administering, monitoring, and evaluating the safety program.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisors, or with another supervisor or manager, or bring them to the attention of the Safety Officer. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Nunez Community College also requires a report to the campus police. Such reports are necessary to comply with laws, and to initiate insurance and worker's compensation benefits procedures. Failures to report an accident to the supervisor could result in a loss of Worker's Compensation.

Nunez Community College does not maintain a campus infirmary. In case of an emergency, the employee is expected to call 911 for an emergency unit for transportation to the nearest medical facility. The employee will be responsible for the cost of the emergency transportation. In the event that the employee is unable to call 911, someone from the College will make that call on his/her behalf. **Please remember that if you are using a College-owned landline telephone, the correct number to call is 911.**

The Health and Natural Sciences Department is an academic unit and is not expected to be the College health provider. A faculty member is not expected to leave class, lab, or clinical in order to provide first aid. The Health and Natural Sciences Department will **not** provide personal care products, equipment or supplies, nor will the department employees provide transportation to a hospital.

Each building has a copy of the Safety Plan, which includes the following:

- Blood borne Pathogen Exposure Control Plan
- Return to Work policy
- First Aid Policy
- Drug Testing Policy

Copies of these policies are also available on the Nunez website.

Work Schedules

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the scheduled days comprising a work week. Registration periods and graduation are times when such a variation could occur, as well as other unusual circumstances.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. In cases where there are no volunteers, mandatory overtime will be allocated. **All overtime work must receive the supervisor's and the Chancellor's (or his designee's) prior authorization. It is expected that any overtime worked that is 2 hours or fewer over the regular 40-hour work week shall be handled as flextime by the supervisor.** Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. See NCC Business Affairs Memo #1.00 Overtime **pay is based upon actual hours worked.** Time off for sick leave, annual leave, or holidays will not be considered hours worked for the purpose of performing overtime calculations.

Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor and the Chancellor of the College may result in disciplinary action, up to and including termination of employment.

Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using College property, employees are expected to exercise care, perform the required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Equipment cannot be moved from the designated area without authorization from the immediate supervisor and the Property Control Manager.

College-owned property cannot be removed from campus without authorization from the Property Control Manager. The campus police have the right to request proof of authorization in the event that they see College-owned property being removed from campus.

Equipment may be utilized for personal use, as long as the use is *de minimus*. *De minimus* means that the usage is kept to a minimum. For example, single sheet faxes or single Xerox copies of personal items, local personal calls on College telephones, and checking personal emails once a day on College computers are examples of *de minimus* use. If an employee is found to be using College equipment for large personal projects, his/her *de minimus* use privileges may be revoked by the College. ***At no time may an employee use College equipment for personal gain or for another outside employer. Employees who abuse this privilege for personal gain or for an outside employer will face disciplinary action, up to and including termination of employment.***

Use of College Owned Computer Equipment

Each employee, including student workers, is required to read, sign, and adhere to the Nunez Information Security Policy. This policy addresses the appropriate use of College-owned computer equipment, including computers, fax machines, and printers. Employees in violation of the Information Security Policy will face disciplinary action, up to and including termination of employment. If you have questions about the policy, a copy of it can be found on the Nunez website.

Smoking

In keeping with Nunez Community College's intent to provide a safe and healthful work

environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, students, and visitors.

Smoking is permitted only outside of the building, 25 feet beyond any doorway.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, equipment failures, hurricanes, floods, or earthquakes can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. The Chancellor of the College is the **only** official authorized to close Nunez Community College during emergency conditions.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. For payroll purposes, a category of paid leave will be assigned for time taken during the closure period. The leave will be **non-accrued leave**, so that no employee will be charged for any accrued sick or annual leave. See Section IV for categories of accrued and non-accrued leave. Essential employees may be asked to report for work during such closures.

Business Travel Expenses

Nunez Community College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Chief Financial Officer and the Chancellor of the College and must utilize the Travel Request Form.

Employees whose travel plans have been approved should make all travel arrangements through the College's travel coordinator.

Employees traveling by car must have completed the Safe Driving Course before the travel expenses will be reimbursed. For budgetary purposes, it is expected that employees attending the same event will carpool, to the extent possible.

Nunez Community College is the origination point (labeled "official domicile" on the TRAVEL EXPENSE ACCOUNT FORM, DHH T/E) for any reimbursement for mileage.

Employees are expected to contact the Business Office for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues. Failure to comply with State Travel Regulations may result in denial of reimbursement of expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Fire Alarms and Bomb Threats

Nunez Community College takes fire alarms and bomb threats very seriously. In the event of such an emergency, an alarm will sound throughout all buildings, alerting all employees, students, and visitors to the emergency. Everyone must exit the building in an orderly and timely manner. Exit routes are posted in every area of the College. Employees are expected to familiarize themselves with these routes so that they may assist students and visitors in exiting the building quickly, efficiently, and safely. Employees are expected to remain in an area designated to be safe by the appropriate authorities until an all-clear signal is given from the facilities department. At that time, all employees are expected to return to their workstations.

No one is to re-enter the building until an all-clear signal is given by the facilities designee.

Use of College Facilities

Employees are welcome to invite guest speakers for their classes or to make presentations to employees, students, and visitors. Notice should be given in advance to the Vice Chancellor for Academic Affairs for faculty or from Chancellor or his designee' for non-academic personnel before an invitation is issued to the guest speaker. The Chancellor retains the right to refuse to grant permission for an invitation to any speaker.

In addition, Nunez Community College takes its role as a community college to mean that College facilities may be available for use by civic organizations, with advance approval of no less than two weeks by the Chancellor of the College and the Director of Facilities. Such requests must meet all rules and regulations governing the use of public facilities as stated by the LCTCS Board of Supervisors. These rules and regulations are available from the Facilities Department.

Use of College Vehicles

Use of Nunez Community College-owned vehicle may be granted with prior approval by the Chancellor of the College and the Director of Facilities. Such use will be allowed in pursuit of College activities and will only be driven by licensed drivers who have attended the College sponsored Safe Driving Course. If you have not yet taken the Safe Driving Course, and you anticipate using the College owned vehicle at any point in your employment at Nunez Community College, contact the instructor for information about the scheduling of this course.

Emergency Evacuation Procedures

Emergency Evacuation Procedures

During life-threatening conditions, the campus may need to be evacuated for the safety of students, faculty, staff, and administration. The Chancellor will call the LCTCS office, first, to notify them of the decision to close or evacuate. Upon notification of the LCTCS, the Chancellor will call for evacuation, and he/she will notify key personnel to inform them of the type of emergency and what actions are necessary. Naturally, if the event

requires immediate action (bomb, chemical spill, etc.), the Chancellor will evacuate the campus and notify the LCTCS as soon as possible.

The following procedures are in place for notification:

1. Weather closing - the Chancellor and his/her designee will notify the Director of Communications, who will in turn notify the public. The Chancellor's Office will notify key personnel in each department who are responsible for notifying any of their personnel still on campus.
2. Civil Evacuation – Civil Evacuations are called by the Parish President and Parish procedures will be followed by the College administration, as dictated by the Chancellor's Office.
3. Threats/Violence – Key personnel will make decisions to evacuate buildings or sections of the campus under threat in conjunction with law enforcement on campus and within the Parish.

In all cases, closings will be reported to the public/student body through an official television, radio station, and website. The designated media for Nunez Community College are WWL TV (channel 4) and www.wwltv.com. In addition, information will be available on the Nunez website www.nunez.edu, as long as these methods are available. If none of these methods are available, students, faculty, and staff should log on to www.nunezonline.net. The reopening of the facility will be reported in a timely manner through the same methods.

Securing Equipment

The administration of Nunez Community College values the lives of their students, faculty, and staff above the preservation of property; however, whenever possible the following procedures should be followed to secure equipment across the campus:

1. Electronic equipment (PCs, printers, etc.) should be covered with plastic bags, drop cloths, or tarps.
2. Essential College data (that affects each department on a daily basis) that resides on a local (interdepartmental drive) should be backed up and properly secured.
3. All electronic equipment should be moved to desk height (including surge protectors).
4. All equipment should be moved away from exterior windows or doors.
5. All equipment should be completely turned off and unplugged before being covered.
6. All questions regarding procedures 1 – 5 should be directed to the IT department at 504.278.6279.
7. Heavy equipment and outside objects should be secured by their primary operators under the direction of the Director and/or Coordinator of Facilities.

Employee Conduct and Discipline Actions

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Nunez Community College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Rev 2020

When an employee is signed in, the State of Louisiana is compensating the employee for his/her time. Employees are expected to conduct themselves accordingly. This means that when the employee is signed in, the needs of Nunez Community College should be given top priority. Employees are expected to conduct themselves in a manner which facilitates other employees who are attempting to carry out their duties. Under no circumstances should an employee's conduct impede or disrupt other employees from carrying out their duties.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are *examples* of infractions of rules of conduct that may result in disciplinary action, up to and including termination employment:

- Working under the influence of alcohol or illegal drugs
- Threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Nunez Community College owned property
- Insubordination, malicious gossip, or other disrespectful conduct
- Multiple complaints or frivolous grievances found to be without merit after investigation
- Violation of health or safety rules
- Smoking in prohibited places
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism, tardiness, or any absence without notice
- Violation of personnel policies
- Unsatisfactory Performance

The following are examples of infractions of rules of conduct for which there is zero tolerance. **The first offense will result in termination of employment.**

- Theft
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Nunez Community College owned vehicles or equipment.
- Fighting or other violent acts in the workplace
- Overt insubordination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.

Violence Free Workplace Policy

Employees are the State's most valuable resource and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.

An employee expects to perform his/her assigned duties in an atmosphere completely free of threats and assaults. It is the purpose of this policy to ensure the highest standard of

safety for all faculty, staff, students and visitors on this campus. Nunez Community College will take all reasonable available steps to protect all such persons from violence.

At Nunez Community College, employees are to report to the Office of Human Resources or the Campus Police, or both where applicable, all threats or incidents of violent behavior in the workplace which they observe or of which they are informed. Examples of inappropriate behavior which shall be reported include:

- An employee or visitor who may be in possession of a firearm or other dangerous weapon in the workplace;
- Intimidation through verbal threats;
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; and
- Physically intimidating others including such acts as obscene gestures, “getting in your face”, fist-shaking, and throwing any object.

Incident Response and Evaluation

Assistance for victimized employees and employees who may be affected by witnessing a workplace-violence incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation, as necessary, in accordance with existing policies. The employee will be responsible for costs incurred.

An employee who has been threatened or assaulted by another at the workplace should immediately report the situation to his/her supervisor. The supervisor to whom the incident is reported will immediately notify the campus police through the Facilities department.

In an emergency situation, reporting may be made immediately to the campus security officers without reporting first to the supervisor.

Written statements shall be obtained by the campus police from all involved, including those who witnessed the incident. The statement should answer the “who, what, when, where, how and why” of the incident while the event is still mentally fresh. The written statements should include names of all parties of the incident, including victims, subjects and witnesses.

Campus Sex Crimes Prevention Act

In accordance with CSCPA, names of any registered ex-offenders employed by Nunez Community College can be found at <http://www.lsp.org/socpr/default.html>

Drug and Alcohol Use

It is Nunez Community College’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Nunez Community College's premises, and while conducting business-related activities of Nunez Community College, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively, and if it is used in a safe manner that does not endanger other individual in the workplace.

On special occasions, alcoholic beverages may be permitted at College-sanctioned functions. On these occasions, consumption of alcoholic beverages is permitted in moderation and in accordance with federal, state, and local laws. Approval to serve and consume alcohol at Nunez sponsored programs must be requested and approved by the Chancellor's Council two weeks prior to the event. Employees are cautioned not to operate a vehicle while under the influence of alcohol.

Violations of this policy may lead to disciplinary actions and may cause the employee to be required to participate in a substance abuse rehabilitation or treatment program, and any costs associated with the program will be borne by the employee. Such violations may also have legal consequences.

Nunez Community College may test employees for drug and alcohol usage under certain circumstances. In accordance with LCTCS policy, newly hired employees or employees promoted or transferred into safety or security positions may be given a pre-employment drug test. Employees involved in accidents on College property or while operating College equipment may be required to submit to drug testing. Drug testing will not be made randomly.

Any employee convicted of a criminal drug violation in the workplace may face disciplinary action, up to and including termination of employment. Nunez Community College reserves the right to require that an employee receive counseling or other treatment in the event that a problem with drugs or alcohol becomes apparent, with or without a criminal drug violation in the workplace.

So that Nunez Community College is compliant with the Drug-Free Workplace Act of 1988, any grant-funded employee who is convicted of a criminal drug violation in the workplace will be reported to the granting agency within 10 days of the notice of conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisors or the Office of Human Resources without fear of reprisal.

Unlawful Harassment

Nunez Community College is committed to providing a work environment that is free of discrimination and unlawful harassment. Overt and covert actions, words, jokes, comments, or perceptions of such based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly

prohibited.

Any employee who wants to report an incident of unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable, or if the employee believes that it would be inappropriate to contact that person, the employee should immediately contact the Title IX Coordinator. Employees can raise concerns and make reports without fear of reprisal. This procedure is outlined in more detail in LCTCS policy #6.011.

Any supervisor or administrator who becomes aware of possible sexual or other unlawful harassment should promptly advise the Title IX Coordinator or Campus Police, and Office of Human Resources. The matter will be handled in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Attendance and Punctuality

To maintain a safe and productive work environment, and to successfully fulfill its mission, Nunez Community College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Nunez Community College. In the rare instances when employees cannot avoid being late to work, or are unable to work as scheduled, they should notify their supervisors as soon as possible, preferably in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment, in accordance with applicable LCTCS policies for unclassified employees, and Civil Service Rule 12.6 (a) for classified employees.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that Nunez Community College wishes to present to students and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. This pertains to all employees, including student workers. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their control. Employees must return all Nunez Community College property immediately upon request or upon termination of employment.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Nunez Community College. Nunez Community College requests at least two week's written resignation notice from all employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for the resignation and the effect of the resignation on benefits. If the Office of Human Resources does not schedule an exit interview, the employee may request one.

Solicitation

While Nunez Community College is sympathetic to the needs and interests of employees outside the workplace, Nunez Community College does not encourage solicitation of such things as charity drives, Girl Scout cookies, collections for flowers for deaths or marriages, or other such similar events. While such solicitation is not against Nunez Community College's policy, employees are encouraged to conduct such solicitation in a manner that does not coerce or intimidate subordinates into contributing. Acceptable methods include, with prior permission from the Chancellor of the College and your supervisor, making announcements in staff meetings and posting a notice on the community bulletin boards.

Nunez Community College feels that person-to-person solicitation should be avoided in order to prevent the appearance of coercion.

Sales by Campus Organizations

Nunez Community College allows campus organizations to conduct fundraising activities on campus within certain guidelines.

- College organizations, both student and non-student, are permitted to conduct fund- raising activities on campus, subject to the provisions of this policy.
- Approval for sales activities must be given in advance of the sale. Approvals must be obtained from the faculty advisor of the organization, the president of the organization, and the Vice Chancellor for Student Affairs for student organizations or the Director of Administrative Services for non-student organizations.
- Non-commercial sales activities which are occasional, non-continuous, and specific in purpose may be approved for designated areas on campus. Regular, recurring activities may be approved with special consideration by the Vice Chancellor for Student Affairs or the Director of Administrative Services.
- Sales conducted by campus organizations must be for the benefit of the campus organization to be considered non-commercial activity. Provisions for proceeds from the sale must be included in the request for approval to conduct the sale and must be expended in accordance with applicable College fiscal policies, and state and local laws.
- The location and time of any sales activity must receive prior approval from the Director of Facilities.
- Sales in which proceeds result in personal gain to individuals are considered commercial activity and are not governed under this policy. (See Part J above for the college's policy on solicitation)
- A representative of the organization must be present at all times during the sales

activity involving an outside vendor.

- Verbal solicitation of sales is strictly prohibited. Sales shall be conducted only at the prompting of the buyer. Harassment of passers-by will not be tolerated.
- Salespersons may not engage in misrepresentation of fraudulent trade practices or any other activities that are illegal or in violation of College policy.
- Vendors sponsored by the organization are required to abide by College policies. Salespersons, the vending company, and the sponsoring organization involved will be held responsible if College policy is violated. Such violations may result in both the campus organization and the company losing the privilege of conducting future sales on campus.
- Sales activities will be limited in regard to time, place, and manner of the proposed activity by the authorizing officials. Violation of any of these pre-approved agreements may result in permission for the sale being revoked.
- Recognized College organizations may be subject to state, parish, and city sales tax. **▲ certified accounting of the funds collected shall be filed with the Chief Financial Officer within 10 days after each sales event.** Organizations conducting non-recurring fund-raising activities, such as bake sales and garage sales, may apply for a fund-raising exemption through the Department of Revenue. This exemption, if granted by the Department of Revenue, allows the organization to forgo the collection of sales tax for the single fund-raising activity. Forms are available through the Business Affairs Office and must be sent to the Department of Revenue three to four weeks in advance of the activity.
- Each organization shall have a written policy that details the method of accounting for any funds raised through sales activities. This policy shall be available upon request to any person wishing to view it.
- No organization may use the Nunez Community College name or logo in any sales activity without prior approval by the Office of Institutional Advancement.
- Outside vendors may advertise only on approved bulletin boards. Outside advertisement of the event is prohibited.
- Student organizations must deposit the funds raised on the same day as the sale or the next business day if the sale extends past normal business hours.
- The application for sales on campus may be obtained from the Business Affairs Office.

Progressive Discipline

The purpose of this policy is to state Nunez Community College's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Nunez Community College's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following steps: Verbal warning, written warning, suspension with or without pay, reduction of pay, demotion, or termination of employment.

Any action will depend upon the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that these steps will *normally* be followed:

1. A first offense may call for a verbal warning
2. A next offense may be followed by a written warning
3. Another offense may lead to a suspension
4. And still another offense may lead to termination of employment.

All steps in this process should be documented by the supervisor and kept in his/her counseling files.

Nunez Community College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment without going through the usual progressive discipline steps. *The severity of the offense and the appropriate discipline should be determined by the supervisor using sound and fair administrative judgment.*

While it is impossible to list every type of behavior that may be deemed a serious offense, the “Employee Conduct and Work Rules” policy (Section VII, Part A) includes examples that may result in immediate suspension or termination of employment.

By using progressive discipline, Nunez Community College hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the organization.

Problem Resolution

Nunez Community College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from immediate supervisors and the administration.

Nunez Community College strives to ensure fair and honest treatment of all employees. Supervisors, administrators, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concerns through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Office of Human Resources in a reasonable, business-like manner, or for using the problem resolution process.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. *The employee may discontinue the procedure at any step with a request in writing to cease the process.*

1. The employee presents the problem to his/her immediate supervisor as soon as possible after the incident occurs. If the immediate supervisor is unavailable, or if the employee believes that the supervisor is not the appropriate person to contact, the employee may present the problem to the Director of Human Resources. If the problem is presented to the Director of Human Resources, he/she may refer the issue to another more appropriate administrator (i.e., the supervisor's supervisor) or he/she may work to resolve the issue using this process.
2. The supervisor, Director of Human Resources, or other appropriate administrator discusses the issue with the affected employee and may consult with appropriate management, *when necessary*. The administrator should document all discussions held with the affected employee, administrators, and any others that may impact decisions.
3. The supervisor, Director of Human Resources, or other appropriate administrator responds to the problem with an informal agreement negotiated between the affected employee and any other impacted employee.
4. *All* employees, including supervisors, the affected employee, and any other impacted employee are reminded that retaliation of any kind against an individual for initiating or participating in the "Problem Resolution" process is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and administration develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

Formal Grievance Procedures

A grievance is a complaint involving the work situation including, but not limited to, salary, working conditions, a lack of policy, a policy or practice that is improper or unfair, a deviation from or a misrepresentation of or misapplication of a practice or policy, or any otherwise improper application of the rules and regulations of the Civil Service or LCTCS.

The employee is expected to attempt to first solve the problem informally, using the steps in "Problem Resolution" as listed above. However, if the problem is not resolved, then the following steps should be taken.

1. The employee initiates the formal complaint by explaining in writing his/her interpretation of the events, and ***the steps that he/she has already taken to resolve this problem***. A grievance committee will ***not*** be convened if the employee has not first attempted to resolve the issue informally, except under extraordinary circumstances. In addition, the employee must also explain in writing what he/she considers to be the acceptable outcome of the complaint.
2. This formal written complaint should be forwarded to the Office of Human Resources; the Director of Human Resources will verify that an effort to resolve the issue informally been made. If such an effort has not been made, the employee will be directed to the "Problem Resolution" steps above, except in extraordinary circumstances.

3. The complaint will be forwarded to the Vice Chancellor for Academic Affairs, or the Chancellor's designee, who will act as a deputy for the Chancellor of the College. The VCAA will call an ad hoc committee equally comprised of faculty, staff, and administrators to read the complaint. This committee will make a recommendation for action to the Chancellor within 10 working days. In order to determine the proper course of action, the committee may call upon the complainant, the person against whom the complaint is being made, and any witnesses they deem important to the complaint.
4. The Chancellor has the authority to actively accept the recommendations of the committee in writing, to present alternative solutions, or to take no action on the recommendations. In the event that the Chancellor takes no action within 30 working days, the recommendations of the committee will stand.
5. If the employee making the complaint is still not satisfied with the action recommended by the committee and/or taken by the Chancellor of the College, he or she may file another grievance with the LCTCS Board of Supervisors and/or Civil Service, using the appropriate grievance procedures. The rules and regulations of the Board of Supervisors and Civil Service are available in the library, on the respective websites, or in the Office of Human Resources.

Miscellaneous

Life-threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Nunez Community College supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Nunez Community College will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially and in accordance with the HIPPA. The Office of Human Resources will take every precaution to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone, *including the affected employee*, inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illness are encouraged to contact the Office of Human Resources or the ADA Coordinator for information and referral to appropriate services and resources. Procedures for requesting reasonable accommodations are available in the Office of Human Resources.

Exceptions to Policy

In general, there will be no exceptions to the policies outlined in this handbook. However,

because all circumstances and situations cannot be foreseen, Nunez Community College has established the following guidelines for considering requests for exceptions:

A request for exception to policy should be submitted by an employee through that employee's supervisor to the Chancellor of the College. The Chancellor will follow these guidelines for considering requests for exceptions:

- If the exception is in the best interests of the State of Louisiana or Nunez Community College, or
- It is an emergency threatening life or property, or
- Other unique or extraordinary circumstances beyond the reasonable control of the employee.

In all cases, requests for exception to policy will be considered on a case-by-case basis. No prior approval is needed in cases of life-threatening emergencies. However, the employee's supervisor must be informed at the earliest opportunity.

Employment Concerns Related to Faculty

If you have questions concerning faculty responsibilities which are not addressed in this or previous sections, please refer to the Faculty Handbook.

Leave Policies Relating Only to Faculty

Because nine-month unclassified faculty members do not earn annual leave, they are not charged leave when the school is closed for breaks between semesters or for other College approved holidays. Such times are considered rest and rehabilitation times for nine-month faculty, as well as times that can be used to attend personal concerns.

Sick leave is accrued by faculty at the rate shown in the chart in Section IV, part B. Sick leave with pay should be requested *in advance* of the absence by any faculty who is suffering with a disability which prevents him/her from performing usual duties and responsibilities, or who require medical, dental, or optical consultation. The appropriate dean may approve or deny the requested sick leave based upon the instructional needs of the students and the College.

Faculty members are allowed to request the use of two days per academic year of their accrued sick leave as personal leave days. The use of sick leave for personnel leave days should be negotiated *in advance of its use* to prevent a negative impact upon students and the delivery of classes and services. Supervisors have the authority to request that the use of sick leave for personnel days be planned around times that would least impact students.

Please refer to Section IV, Part B for other information regarding the granting and use of Sick Leave.

One-time Supplement for Advanced Degree Attainment

It is the intent of Nunez Community College to encourage all employees to continue their educational pursuits. Please refer to Policy No.6.042 for more information

regarding Nunez Community College's policy on educational attainment for all employees.

In addition to this policy, all unclassified employees have an added benefit to encourage them to pursue higher degrees. Faculty who complete hours toward a terminal degree may also earn a salary increment to supplement.

Please note: Each salary supplement is granted once at each level. Salary supplement will be awarded at the beginning of the next academic semester following receipt of the official transcripts, the dean's recommendation, and approvals from the CFO and Chancellor.

Schedules

The work week for all full-time faculty members and staff is 40 hours. For full-time faculty members, a minimum of 25 hours per week will be posted to indicate lecture, lab, and office hours. The remaining 15 hours will be used to fulfill other College obligations such as recruiting, curriculum development, and committee work. In certain circumstances, the curriculum in a particular program may require more hours spent in lecture, lab or clinical hours with the student and fewer hours spent fulfilling other College obligations. In any event, all faculty members are expected to devote at least 40 hours per week to Nunez Community College and the students we serve.

Faculty members are expected to adhere to their posted office hours. In addition, certain circumstances may necessitate variations in starting and ending times. Registration, examination times, and emergencies are examples of when such a variation could occur, as well as other unusual circumstances. When such circumstances occur, faculty members may be expected to be on campus for the entire 40 hours per week, or as needed to fulfill College requirements.

Every effort will be made to let faculty members know in advance when their schedules may change for that week.

In addition, a work week does not necessarily comprise Monday through Friday. There may be circumstances (i.e., registration) when faculty may be expected to be on campus days other than Monday through Friday.

Faculty members are required to attend graduation, unless given written permission to miss the ceremony in writing from the Chancellor. The Chancellor of the College is the only person who may give any employee permission to miss the graduation ceremony.

Each major semester of the academic year, two in-service days will be scheduled for faculty. These days are regular paid workdays for faculty and attendance is mandatory. Only faculty members with written permission from the Chancellor may miss these in-service days. If a faculty member fails to attend work during an in-service day and has not gotten permission from the Chancellor to miss the in-service, the faculty member will be placed **on leave without pay for the entire eight-hour day.**

Faculty members are required to carry out their duties in a professional, ethical, and collegial manner that enhances the purpose of Nunez Community College as expressed in the Mission Statement.

Promotions

Faculty members who are eligible to apply for promotion are notified in the Spring Semester of each academic year by the Chancellor's Office and are invited at that time to apply for promotion. Upon notification, the faculty member is given a copy of the complete policy containing the promotion criteria. The "Promotion Policy and Procedures" are available in the Faculty Handbook

Appendix A

EXPECTATIONS MEMO

To: All Employees of Nunez Community College

RE: Expectations of all employees

Every employee of Nunez is a valued member of our team, and our goal is to serve the students, faculty, staff, and community of Nunez Community College. With that in mind, there are certain expectations for your behavioral choices while you are at work. Unless there is a compelling and legitimate reason that you cannot meet these expectations, they are **mandatory** for all employees. Of course, in emergency situations involving life or limb, other behavioral choices may be appropriate. However, for our day-by-day operations of the college, these are the expectations for all employees.

Time and Attendance

Nunez expects all employees to be at their workstations and ready to perform the duties of their jobs at the beginning of their workday. For most employees that means 8:00 am. For those with a different schedule, the workday begins at the time established by the appropriate schedule. This means that visiting with others, making coffee, running errands, etc. should take place before the beginning of the established workday.

Any employee who finds that they cannot be at his/her workstation due to unforeseen circumstances is expected to telephone or otherwise notify their immediate supervisor or another approved supervisor within 15 minutes of the start of the day, if at all possible. Any employee who comes in late, after having notified the appropriate supervisor of the unforeseen circumstance, will be expected to make up any time missed that same day or apply for leave. It is up to the supervisor to determine if the leave should be unpaid or paid annual or compensatory leave.

The college expects each employee to request the use of annual or compensatory leave at least five days in advance. This allows the supervisor to redistribute work as needed and make decisions about the operational needs of the unit. Supervisor should make every effort to approve annual leave requests made at least five days in advance; however, upon rare occasions, college needs may dictate that supervisor's deny annual leave.

Dress

All employees are to be dressed appropriately to greet the public and maintain a business appearance at all times. No employee, including student workers, are to wear items of clothing that are revealing or that contain language that is offensive to others. If your underwear shows when you sit or stand, or if your pants fall down when you do not hold them up by hand, you will be required to change into more appropriate business attire. Time away from work to go home and change will **not** count as time worked. All supervisors have the right to determine what is considered appropriate attire.

Telephone greetings

Employees of the college are expected to answer the telephone by stating the Department and your name.

All employees will identify themselves by name to every caller.

Personal use of computers and telephones

Each employee is expected to limit personal use of College owned computers and telephones to minimum usage. This means making personal local calls, checking personal email accounts, etc. are to be kept to a minimum while on duty. On lunch and other breaks, it is acceptable to use College owned computers to browse the internet or play games such as solitaire. It is **never acceptable** to access sites that are considered pornographic or which may result in a monetary charge to the College.

Gossip and extraneous conversation

Gossip can be hurtful to an individual and cause morale problems in any department. Employees are expected to refrain from repeating gossip while on duty and while on breaks here at the College. In addition, protracted conversations while on duty prevent you and others from completing work assignments. While no one expects you to sit in silence, prolonged conversations that are not work related are expected to be held while on breaks, not while on duty.

These expectations are intended to help the college run more smoothly and to treat all employees fairly and equitably. If you find you need to discuss any of these expectations with HR in private, please feel free to do so.

Your signature below indicates that you have been given these behavioral expectations from HR and that you understand the expectations for your behavior while you are employed in Nunez Community College.

Employee signature

Employee printed name

Date