

Northshore Technical Community College

**Florida Parishes Branch Campus
Hammond Area Branch Campus
Lacombe Campus
Sullivan Main Campus**



Personnel Handbook
(Revised November 2016)

**1710 Sullivan Drive
Bogalusa, LA 70427**

985-732-6640

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EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI, Title XI, and Section 504 of the Rehabilitation Act of 1973, the Northshore Technical Community College upholds the following policy:

NTCC is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or disability. All students have equal rights to counseling and training.

The following person has been designated to handle inquiries regarding these non-discrimination policies:

Northshore Technical Community College Title IX Coordinator

Christy Montgomery

Phone: 985-732-6640 ext. 139

Email: christymontgomery@northshorecollege.edu

HISTORY OF LOUISIANA'S POST SECONDARY TECHNICAL EDUCATIONAL SYSTEM

Since the 1930's, vocational education has been afforded to the citizens of Louisiana through a system of post secondary technical education, which also provides technical training to secondary high school students. Acts 208 and 209 of 1973 expanded the existing post secondary education system from thirty-three (33) to fifty-three (53) technical institutions and provided for a coordinated and comprehensive statewide system of career education. An initial \$100 million in capital outlay investment in Louisiana's technical training opportunities has established Louisiana as a national leader in workforce preparation through post secondary technical education in up-to-date facilities.

MISSION OF THE LOUISIANA TECHNICAL COLLEGE SYSTEM

The Technical College System consists of eight regions throughout the State. The mission of this system is workforce development. Louisiana's human and business resources demand an educated and technically competent workforce. The system provides relevant technical and academic education needed to assist individuals in making informed and meaningful occupational choices. Its purpose is to train, retrain, cross-train, and continually upgrade the state's workforce to the end that individuals are employable at both entry and advanced levels. Its focus is employer friendly and economy driven to enhance personal development, increase economic opportunity, and contribute to the state, national, and international communities.

MISSION OF NORTSHORE TECHNICAL COMMUNITY COLLEGE

Northshore Technical Community College is committed to providing quality workforce training and transfer opportunities by awarding associate degrees, technical diplomas and certificates to students seeking a competitive edge in today's global economy.

HISTORY OF FLORIDA PARISHES CAMPUS

Northshore Technical Community College– Florida Parishes Branch Campus was established in 1952 by the State Legislature to offer vocational training to the students of

this geographic area. In 1990, the Board of Elementary and Secondary Education renamed all vocational schools to describe their function more accurately. This school became Florida Parishes Technical Institute. In the early 1990s, Quick Start funds were used to train employees for furniture manufacturing and the institute became involved in Tech Prep and articulation activities with area high schools and the local university.

In 1995, the agency for accreditation affiliation for all the technical institutes became the Council on Occupational Education (COE), the successor organization of the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools (COE/SACS).

Also in 1995, all institutes that were still on a four-day week were changed back to a five-day week, and all institutes were renamed Louisiana Technical College this campus designated as Florida Parishes Campus. The colleges began offering Associate of Applied Technology Degrees in the Office Occupations programs with other programs to follow as curriculums were developed.

Act 506 of the 2005 Regular Legislative Session proposed a reorganization of the Louisiana Technical College. LCTCS adopted the 21st Century Model for the Delivery of Technical Education effective July 1, 2006. The reorganization consists of nine Regional Technical Education Centers. Florida Parishes Campus was placed in LTC Region 9. LTC Region 9 consisted of four campuses: Sullivan Main Campus – Bogalusa, LA, Hammond Area Branch Campus – Hammond, LA, and the Florida Parishes Branch Campus – Greenburg, LA.

As part of an on-going effort to align the efforts of LCTCS institutions with the shifting needs of the state and the communities they serve, a few structural and name changes that have been formally approved by the LCTCS Board of Supervisors. Louisiana Technical College- Region 9 was renamed Northshore Technical College effective March 10, 2010. In addition, the college was restructured to consist of three campuses: Sullivan Main Campus – Bogalusa, LA, Hammond Area Branch Campus – Hammond, LA, and Florida Parishes Branch Campus – Greensburg, LA. Ascension Branch Campus was restructured with River Parishes Community College. In 2011, state lawmakers voted to expand the mission of Northshore Technical from workforce training and certification-based school to a full-fledged community college.

HISTORY OF HAMMOND AREA CAMPUS

The Northshore Technical College – Hammond Area Branch Campus is a public institution that operates under the laws of the State of Louisiana and under the direction of the Board of Supervisors of the Louisiana Community and Technical College System.

The Hammond Associate of Commerce initiated the inception of a vocational school in the City of Hammond in April 1962. In October 1962 the State Bond and Building Commission allocated moneys, Act 112 of 1960, to the State Board of Education for the purchase of a building and for structural changes within the building. The State Board of Education purchased the former building in June 1963. Building renovations began in June 1963 and were completed in June 1964.

In August 1964, William D. Allen was appointed director of the newly created Hammond Area Vocational School by the State Board of Education. In September 1964 temporary office space for the director and staff was provided by the City of Hammond on a rent-free basis.

The first classes opened were Automotive Technology and Office Occupations in October 1965. During the following month, the Practical Nursing course began its first class. The first Practical Nursing class of 18 students graduated in January 1967 at Reimer's Memorial Auditorium. In December 1965 the Drafting Technology course was started.

Between July 1966 and January 1967, the rest of the building was renovated to prepare for the inception of the Electronics Technology and Welding courses.

The Electronics Technology course was initiated in March 1970 followed by the opening of Welding in March 1971. Hammond Area Vocational School beginning February 1966 offered a number of off-campus courses. These off-campus courses were offered through the Disruptive Education course in coordination with the vocational school and local businesses and organizations. The Distributive Education course was discontinued in 1972.

A new regional concept of career education was established in Louisiana with Hammond Area Vocational School located in Region 2. Also, the State Board of Education was restructured; and the Board of Elementary and Secondary Education had jurisdiction over vocational education in the state.

In 1973 Acts No. 208 and No. 209 appropriated funds for land and construction of the present facility located at 111 Pride Drive, Hammond, LA 70401.

In 1975 Act 786 increased the amount of funds appropriated by Acts 208 and 209 in order that these funds (diminished by inflation) would be sufficient to complete the project.

In 1976 William D. Allen retired and Thomas C. Spangler was appointed director by the Board of Elementary and Secondary Education.

Appliance Repair, Auto Body Repair, Nursing Assistant, Radio/TV (added to Electronics course), Related Instruction/Special Needs, and the Guidance Program were added when the vocational school moved into its new facility in April 1978. In 1979 Small Engines Mechanics and Mine Safety (since phased out) were added. Electricity (evening school only) began in 1981.

In 1976 William D. Allen retired and Thomas C. Spangler was appointed director by the Board of Elementary and Secondary Education.

Because of depressed economic conditions in the state in the 1980's, all vocational schools experienced severe budget cuts in operating expenses. This school closed

Drafting and Special Needs in 1986. Special Needs was reopened in 1987 and was closed again in 1988. Auto Body was also closed in 1988.

Continued budget cuts to vocational schools resulted in the loss of several clerical staff positions, one maintenance staff position, and several instructor positions in multiple-instructor departments.

In an attempt to save on operating expenses (utilities, etc.) and allow students more weekend hours to work, in 1987 the school changed from a 5-day 40-hour workweek to a 4-day 40-hour workweek. Full time for students was 30 hours a week spread over 4 days (4 days x 7.5 hours/day) instead of 5 days (5 days x 6 hours/day).

In 1987 Thomas C. Spangler, Director, retired; and Francis N. Bickham was appointed director in September 1987.

Another course, Outdoor Power Equipment Technology (Small Engine Mechanics), was closed in 1990. Carl D. Perkins federal funds allowed for purchase of equipment to keep remaining courses current and effective.

In February 1990 the Board of Elementary and Secondary Education renamed all state vocational schools so that their names more clearly described their functions. The new name for Hammond Area Vocational School was Hammond Area Technical Institute.

From 1990 through 1992, the technical institutes throughout the State operated on minimal funding due to the lack of State funds. QuickStart funds were made available to the system for training employees for new and expanding industries. This institute used these funds first in 1992 when it trained twenty-four (24) employees for General Dynamics and continued training for two additional new industries.

The Department of Commerce and Industry became involved with the technical institutes in 1992 to assist in encouraging industry to come into the state using the technical institutes as prospective training areas for employees.

This institute entered into an articulation agreement with Southeastern Louisiana University and the Tangipahoa Parish School Board on September 23, 1993, to strengthen our position with these agencies. In addition, the institute began working with the College of Basic Studies at Southeastern Louisiana University and the Tangipahoa Parish School System to establish the School-to-Work Program and Goals 2000 concept being promoted by the United States Department of Education.

The institute entered into a multi-parish consortium with the Pinelands Tech Prep Program operated under the jurisdiction of the Sullivan Technical Institute located in Bogalusa, Louisiana. This program promotes technical training for high school students in order that they are better prepared to enter employment after acquiring technical training.

During 1995 the technical institutes were placed under a special division of the Department of Education, and all institutions became technical colleges. The workweek

was changed back to a 5-day 40-hour week. A majority of the colleges began offering Associate of Applied Technology Degrees in the Office Occupations courses. This college began enrolling students in the Office Systems Technology and Accounting Technology Associate Degree courses in November 1995 using the curricula approved by the governing board. All clock hours in Office Occupations were converted to semester credit hours, and the Office Occupations department began operating on a quarter system.

In addition, in July 1995 the Technical College System continued its accreditation affiliation with the Council on Occupational Education (COE), the successor organization of the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools (COEI/SACS).

In November 1995 the Electronics Technology course was converted to Computer Technology.

In February 1996 the first Associate of Applied Technology Degree in Office Systems Technology was awarded to Ms. Jennifer Barnes.

Mr. Francis N. Bickham retired as director January 31, 2000. Mrs. Jimmey B. Foster became the interim director February 1, 2000. Mrs. Foster retired as Campus Dean January 2, 2002, and Mr. William S. Wainwright became Campus Dean January 7, 2002.

The Chief Administrative Officer for the school is its Campus Dean. Mr. Wayne Meaux, Assistant Chancellor of Baton Rouge Northshore District II, appointed Mr. William Wainwright Acting Dean of the Hammond Area Campus on January 7, 2002. On May 9, 2002, Dean Wainwright was approved to this position on a permanent basis by the Board of Supervisors. In January 2004, Dr. Wainwright was detailed to the position of District Dean of Workforce Development for the Greater Capital Area District II, and Mrs. Sharon G. Hornsby became Interim Campus Dean of the Hammond Area Campus as well as maintaining her Campus Dean duties at Florida Parishes Campus. Due to growth experienced at both campuses, it became apparent that each campus would require a full-time Campus Dean. Therefore, on May 26, 2008, Mr. Mack Jackson III became Campus Dean for the Hammond Area Campus.

Act 506 of the 2005 Regular Legislative Session proposed a reorganization of the Louisiana Technical College. LCTCS adopted the 21st Century Model for the Delivery of Technical Education effective July 1, 2006. The reorganization consists of nine Regional Technical Education Centers. The Hammond Area Campus was placed in LTC Region 9. LTC Region 9 consisted of four campuses: Sullivan Main Campus – Bogalusa, LA, Hammond Area Branch Campus – Hammond, LA, Florida Parishes Branch Campus – Greenburg, LA, and Ascension Branch Campus – Sorrento, LA.

As part of an on-going effort to align the efforts of LCTCS institutions with the shifting needs of the state and the communities they serve, a few structural and name changes that have been formally approved by the LCTCS Board of Supervisors. Louisiana Technical College- Region 9 was renamed Northshore Technical College effective March 10, 2010. In addition, the college was restructured to consist of three campuses: Sullivan Main Campus – Bogalusa, LA, Hammond Area Branch Campus – Hammond, LA, and Florida

Parishes Branch Campus – Greensburg, LA. Ascension Branch Campus was restructured with River Parishes Community College. In 2011, state lawmakers voted to expand the mission of Northshore Technical from workforce training and certification-based school to a full-fledged community college.

HISTORY OF THE LACOMBE CAMPUS

The Northshore Technical Community College – Lacombe Campus is set to open in January 2017. It will be a public institution operating under the Louisiana State Board of Elementary and Secondary Education. The school will be located in the center of St. Tammany, the Lacombe campus will be conveniently accessible from destinations across the parish. With over 30,000 square foot of building space planned, the campus will feature a heavy focus on science, technology, engineering, and math (STEM).

53 acres was donated by the Weyerhaeuser Real Estate Development Company for the construction of the new facility. The construction is being financed through \$9 million in state bonds and 12.6 acres contributed by St. Tammany Parish government which equates to \$1.8 million. In addition, FEMA grant money in amount of \$4.7 million received because of the destruction by Hurricane Katrina of the original college campus which operated in Slidell, LA.

HISTORY OF THE SULLIVAN CAMPUS

The Northshore Technical Community College – Sullivan Main Campus is a public institution operating under the Louisiana State Board of Elementary and Secondary Education. The school was founded as the Sullivan Memorial Trade School in 1930, and it was the first school of its kind in Louisiana.

The original school was built on Mississippi Avenue in Bogalusa, Louisiana with funds contributed by school children and citizens of the city in memory of the city’s first mayor, William H. Sullivan. The late Commissioner of Education, J.P. Starns suggested that a memorial to Sullivan be established in the form of a “manual arts training” center. Initial capital requirements were quickly exceeded, and the training center became a reality.

The committee that in 1929 laid the ground-work for the training center consisted of Clyde S. Moss, chairman; H.B. White, vice-chairman; Mayor E.R. Cassidy, treasurer; H.C. Richardson; and D.T. Cushing. Records from committee meetings indicate that Sullivan, himself, had proposed the trade school a short time before his death in 1929.

By 1957, the school had completely out-grown its cramped quarters. State Representative Douglas Shows of Bogalusa introduced legislation to build a new school on an independent campus. The measure passed the legislature, but then Governor Earl Long vetoed the measure.

In 1959, Senator B.B. “Sixty” Rayburn of Bogalusa obtained \$50,000 for “extensive repairs” and additions to the original structure. Rayburn and State Representative

Lawrence Sheridan made another attempt to build a new campus in 1960; asking for \$500,000 for “construction and equipment.” Though the bill passed, it was not until 1966 that funds were appropriated for the construction.

The current facility was built between 1970 and 1972 by W. Hayward Creel of Bogalusa. The campus, consisting of 85,000 square feet of air conditioned space, is located on Sullivan Drive at a site donated by the Crown Zellerbach Corporation. The current buildings and facilities are worth in excess of \$5 million, and the students have been responsible for nearly \$275,000 of improvements and additions – proof of their learning by doing.

In 1930, only one course was offered at Sullivan – a woodworking class under M.M. Hughes. A short time later, auto mechanics was added, with William Zeringue as instructor. A practical nursing program that has graduated nearly 900 students since its inception in 1957 was begun by Zula Roche Malley.

With the advent of high technology jobs in America in the 1970’s and 1980’s, came the demand for a higher skilled workforce. To address this need, the Sullivan Campus introduced challenging training curricula in such areas as computer maintenance electronics, computer programming, biomedical equipment electronics, and word processing.

In 1984, Sullivan’s computer maintenance electronics program was nationally highlighted by the American Vocational Association at its annual meeting. National acknowledgement also came from former President Reagan who recognized the school in 1987 for the work of its General Advisory Committee “in strengthening the nation’s vocational-technical education programs.”

Today, the Northshore Technical Community College – Sullivan Campus offers over 16 challenging programs in high-demand occupational fields. Another 2 programs are offered through a branch campus at the Washington Correctional Institute.

The school was the first vocational/technical center to be accredited by the Southern Association of Colleges and Schools in 1970. Since 1970, the Sullivan Campus has continuously maintained its accreditation by the Southern Association of Colleges and Schools and its successor, the Council on Occupational Education.

Throughout its history, the Sullivan Campus has been fortunate in having outstanding leadership and direction. The first director was H.C. Givens. He was followed by E.B. Flaherty, H.P. Volentine, Stacy C. Thigpen, Paul Bourgeois, and M.J. Murphy. The current Dean is William S. Wainwright, Ph.D. Dr. Wainwright also serves as NTCC Chancellor.

The Northshore Technical Community College – Sullivan Campus has played a pivotal role in training and education in Louisiana. It was the first public technical school in a system that has grown to include 40 campuses. In 1971, a branch of the Sullivan Campus was established in Slidell, Louisiana. This school became an independent campus in the technical college system in 1974.

In 1988, the Sullivan Campus was officially incorporated into the Louisiana Technical College by State Constitutional Amendment. The Louisiana Technical College is presently governed by a fifteen-member Board of Supervisors as created by Section 7 of Act 170.

During its 75-year history, the Louisiana Technical College has been innovative not only in post-secondary technical education, but in workforce development and secondary education, as well. In the late 1990's the campus initiated one of the first distance learning programs of its kind with Chevron through Chevron's Gulf of Mexico Business Unit. This program focused on distance learning in basic electronics. Other important industry initiatives included training in pulp and paper technology, fiberglass technology, and telephone/telephony as well as, apprentice training in residential, and commercial wiring.

More recently, the Sullivan Campus has provided management, leadership, productivity and customer service training to Louisiana companies through its educational partnership with Achieve Global.

A leader in secondary and post-secondary education reform in the southeast region of the state, the Sullivan Campus, has served as fiscal and administrative agent for the Pinelands Tech Prep Consortium since 1991. Students in the consortium of schools are afforded early career planning, applied academics, enrollment in secondary career academics, creative block scheduling, exposure to school-based enterprises, articulated post-secondary curricula, and job shadowing and work-based learning opportunities, just to name a few of the many changes that have taken place. As a result of these Tech Prep and School-to-Work efforts, students in the region are provided comprehensive career preparation in addition to college preparation.

In 2000, the campus implemented its first YouthBuild Bogalusa project. Supported by Federal grants from the Department of Housing and Urban Development, the Department of Labor, and by local contributions, this program helps high risk out-of-school youth reclaim their lives by helping them obtain their GEDs, develop technical skills and develop those life and employability skills necessary for them to become self-sufficient productive citizens.

House Bill 505, which became ACT 506 of the 2005 Regular Legislative Session, required reorganization of the Louisiana Technical College (LTC). The ACT outlines a study for the reorganization plan and establishes a March 2006 deadline for its implementation. Because of the System's strong commitment to technical education and the important role that it plays in building a strong economic for the State, at the July 13, 2005 meeting of the Board, Kathy Sellers Johnson, Chair of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors, formally appointed the LTC Ad-Hoc Committee. The LTC Ad-Hoc Committee was established to review and evaluate the organizational structure of the Louisiana Technical College (LTC). In accordance with Legislative Act 506, LTC Region 9 emerged June 1, 2006 under the direction of Chancellor William S. Wainwright who also served as Dean of the Sullivan

Main Campus and supervised campus administrators at the Ascension, Florida Parishes, and Hammond Area Branch Campuses.

As part of an on-going effort to align the efforts of LCTCS institutions with the shifting needs of the state and the communities they serve, a few structural and name changes that have been formally approved by the LCTCS Board of Supervisors. Louisiana Technical College- Region 9 was renamed Northshore Technical College effective March 10, 2010. In addition, the college was restructured to consist of three campuses: Sullivan Main Campus – Bogalusa, LA, Hammond Area Branch Campus – Hammond, LA, and Florida Parishes Branch Campus – Greensburg, LA. Ascension Branch Campus was restructured with River Parishes Community College. In 2011, state lawmakers voted to expand the mission of Northshore Technical from workforce training and certification-based school to a full-fledged community college.

OBJECTIVES OF THE COLLEGE

Northshore Technical Community College accomplishes its basic function and strives to attain its major concepts through achievement of the following primary objectives:

1. To provide students with educational experiences this will help them to be responsible, self-directing individuals.
2. To present programs that conveys occupational-related information to enable individuals to develop occupational skills, positive attitudes, and effective safety habits.
3. To provide a learning-work environment which encourages the practice of effective safety habits.
4. To maintain relationships with area business and industrial communities for mutual growth by exploring together needs, methods, and technology.

GOVERNING BOARD

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) is the clearly defined, legally constituted governing board for the college. The LCTCS Board was established in the state constitution after a vote of the citizens of the state. Senate Bill Number 1, a joint resolution, and Senate Bill Number 2 of the First Extraordinary Session of 1998, which called for the amendments to the state constitution, set the effective date for the Board as July 1, 1999, and also list the changes which were made to the constitution and the Revised Statutes (RS) in order to set up the Board. LCTCS is composed of two divisions, the vocational-technical division and the Community College division. The powers and duties of the LCTCS Board are established in the Louisiana constitution in Chapter 8, Section 7.1. The LCTCS Board operates under the Board of Regents, which oversees all public postsecondary education. The Board of Regents for Higher Education is established by the Louisiana constitution in Chapter 8, Section 5.

The LCTCS Board is composed of fifteen (15) members appointed by the Governor plus two (2) additional student members. The current members of the LCTCS Board can be found at the website: <http://www.lctcs.state.la.us>.

ADVISORY COUNCIL

There are many facets involved in the successful operation of a technical college, which cannot be accomplished by the administrative staff alone, nor can they be delegated to one specific individual. A general Advisory Council is organized for NTCC.

The Advisory Council exists for the purpose of maintaining contact with community and industrial leaders who serve the college in various ways. This council is composed of a cross-section of business and professional leaders. The most current listing of these members can be obtained from the Administrative Office at the main campus.

The council members assist in the promotion of technical education and in maintaining good industrial and community relations. In addition, the members serve as consultants in:

- Approval of mission.
- Approval of strategic plan.
- The development of new programs.
- Community surveys.
- Acquisition of funds.
- Establishment of special classes to meet industrial and business needs.
- Advising in situations where specialized or technical knowledge is needed.
- Promoting the general welfare of the college.

OCCUPATIONAL ADVISORY COMMITTEES

Occupational Advisory Committees are composed of several individuals who are closely associated with business or industrial activities related to each department's special area of training. The intent and purpose of the committees is to lend professional and expert advice on how their department can best meet the needs of business and industry in the area. The members serve in a consultant capacity advising on the initiation of new programs, curriculum revision, updating present programs, and possibly phasing out existing programs which are no longer needed in a particular area. Occupational Advisory Committee Minutes of Meetings are kept in each department area as well as the Administrative Office at each campus.

SERVICE AREA OF NTCC

Northshore Technical Community College is composed of four (4) college campuses consisting of rural and suburban population encompassing much diversification in the ideas, traditions, values, skills, and arts. NTCC campuses serve residents of St. Helena, Tangipahoa, St. Tammany, Washington, and surrounding parishes.

ACCREDITATION

Northshore Technical Community College is accredited by the Accrediting Commission of the Council on Occupational Education (COE). Address of the COE:

Gary Puckett, Executive Director
Council on Occupational Education

41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
PH: (770) 396-3898 or (800) 917-2081
FX: (770) 396-3790
Website: www.council.org

EMPLOYMENT STANDARDS

PERFORMANCE STANDARDS

It is the policy of Northshore Technical Community College to adhere to the Louisiana Community Technical College System (LCTCS) policy regarding Code of Conduct and to provide a framework for College employees to identify and resolve issues concerning the ethical and acceptable conduct of individuals at the College. The Employee Code aims to foster and maintain public trust and confidence in the integrity and professionalism of the College by ensuring that College employees:

- Maintain appropriate standards of conduct,
- Develop those skills necessary for the efficient performance of their duties,
- Maintain fairness in decision making,
- Maintain and enhance the reputation of the College,
- Adhere to appropriate ethical standards.

The personal and professional behavior of College employees should conform to the standards that reasonably could be expected of persons in similar positions. This includes:

- a commitment by employees to professional standards in teaching, administration and community involvement;
- a commitment to the ethics principles for public officials, as defined in Louisiana Revised Statutes;
- the promotion of the rights of employees and students within the College;
- conduct which is professional and which has regard to the College's interests and policies;
- a commitment that academic employees will be available to ensure that the academic needs of students are met;
- the promotion of an environment that supports the pursuit of knowledge and truth.

The Code operates in conjunction with law and does not exclude or replace the rights and obligations of any individual under state or federal law.

R.S. 42:1115 establishes restrictions on the acceptance of gifts by employees from individuals seeking to conduct business with the College. Louisiana Community and Technical College system (LCTCS) policy 6.025 establishes a code of conduct for all employees of institutions governed by the LCTCS.

This Code of Conduct ("the Code") applies to all faculty and staff employees of the College whether full time or part time, permanent or temporary.; In addition, individuals who are granted access to College facilities or who are engaged in providing services to

the College, such as contractors and consultants, are also expected to comply with applicable provisions of the Code.

Respect for Individuals All College employees are expected to treat others fairly, honestly and responsively, and with proper regard for their rights and obligations.

College employees must:

- promote a high standard of respect for all students, employees and the general community;
- treat other employees and students with respect, courtesy and fairness;
- be responsive and prompt in dealing with other employees, students and the general community;
- when supervising employees, create a fair and just working environment;
- observe procedural fairness when engaged in decision-making;
- not engage in discriminatory conduct on grounds such as gender, sex, race, disability, cultural background, religion, age or political conviction;
- not engage in behaviors which may reasonably be perceived as harassment, bullying or intimidation;
- have respect for cultural differences; and
- respect the privacy of others in the collection, use and access of personal information while performing College duties or activities.

Conflicts of Interest Employees must avoid situations in which their private interests, whether monetary, personal or otherwise, might reasonably be thought to create an actual or perceived conflict of interest with their duties to the College. Employees must recognize, declare and manage potential or perceived conflicts of interest.

ACCREDITATION

Northshore Technical Community College campuses are accredited members of the Council on Occupational Education. To maintain accreditation, the faculty and staff must continuously review the objectives and procedures in light of the College's mission. Employees are expected to participate in the duties and responsibilities related to a continual self-study of the College.

ATTENDANCE

Work Week

The employee must be present, on the job, for every scheduled workday. Northshore Technical Community College can only operate at optimum efficiency when every employee understands the value of his/her position and accepts this responsibility. Unnecessary absenteeism and lateness is expensive, disruptive, and places an unfair burden on other employees and administrators. Unsatisfactory attendance will also result in disciplinary action, including suspension and termination.

Administrative Office Hours

Office hours for NTCC campuses:

Florida Parishes	7:30 a.m. to 4:00 p.m. M-F
Hammond Area	7:30 a.m. to 4:00 p.m. M-F
Sullivan	7:00 a.m. to 4:00 p.m. M-F

Work Schedule

All employees, classified and unclassified, shall maintain a work schedule approved by campus administration. Instructors will utilize the time before and after classes in preparation for the next day's instruction and/or other duties essential to the daily operation of the College and their respective programs.

Flexible Time

From time to time it may be in the best interest of the College for an employee to work hours that are different from the established work week. In these instances, flexible time arrangements may be negotiated on a case-by-case basis between the supervisor and the employee.

Absence

There are three categories of absence: planned, unplanned, and tardiness. Dependable and prompt attendance is an essential function of every staff position at the NTCC. The efficiency of the entire work group is impaired if every individual is not present when expected. Planned absences such as vacations should be scheduled in advance. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum.

A planned absence must be approved in advance. Planned absences occur when an employee takes vacation, jury duty, leave of absence, compensatory time, or other scheduled absences. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A planned absence may be paid or unpaid, approved or disapproved. Any employee not reporting to work when a request for annual or compensatory leave has been denied will be considered on unauthorized leave without pay and will be subject to disciplinary action.

An unplanned absence is usually an absence due to illness, injury, or emergency. In the event of a need for an unplanned absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unplanned absence is excused or unexcused. If the employee fails to contact his/her supervisor for unplanned absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor, then the absence is unexcused/unauthorized and therefore unpaid and recorded as leave without pay. No annual or sick leave will be accrued by any employee while on leave without pay. Approval/disapproval of unplanned absence must be documented in writing by the supervisor.

Tardiness can be a planned or unplanned circumstance. An employee should notify his/her supervisor as soon as possible of any anticipated tardiness. If unforeseen circumstances cause tardiness of 30 minutes or more, an employee should call the supervisor immediately. Employees who are late should make arrangements with the supervisor to make up time lost as a result of the tardiness within the same work week or will be expected to use annual leave or report the lost time as leave without pay (LWOP).

When an employee has an unplanned absence for illness or injury that lasts more than three (3) consecutive days, the human resources department should be notified by the supervisor immediately. The campus timekeeper should also notify the human resources department. The employee may be required to provide the human resources department with a medical release from the attending physician (Form: HR-005) stating that the employee is fit to resume regular duties after any absence from work for up to 5 consecutive work days.

Excessive Absence

Unplanned absences can occur with such frequency as to become unacceptable. An employee who has excessive unplanned excused absences will be counseled by his/her supervisor, and an employee who has an unplanned unexcused absence will be counseled by the supervisor immediately upon returning to work.

PUNCTUALITY

All employees must adhere to their department's standard office hours. An employee is considered tardy if he/she is not at his/her work station, ready to work, by the scheduled time, if an employee is aware that he/she is going to be tardy (i.e., oversleeping) then a call to the supervisor is necessary.

An employee is expected to return from lunch or a break in a timely manner. Breaks are given at the discretion of the supervisor and vary by department or area in which an employee works.

Lunch periods should not exceed the normal time allowed nor should forfeiture of breaks or the lunch period be used to arrive late or leave early. Unexcused tardiness from lunch will result in an employee being counseled by his/her supervisor.

TIME AND ATTENDANCE RECORDS

Time and attendance for all NTCC employees will be reported on a bi-weekly web-based time and attendance record form. Both employee and supervisor will electronically sign this report certifying the correctness of the entries. The campuses will maintain the official copy of all time and attendance records.

The following guidelines are to be followed with regard to Time and Attendance:

1. Web-based timesheets must be completed, accurate, and submitted electronically to one's approver by the deadline established by the supervisor. Accurately completed leave slips must be submitted to campus timekeeper by close of business on the Thursday prior to the pay period end date.
2. Leave slips should be completed immediately upon return to work if unanticipated leave is taken. If leave is taken at the end of a pay period, Supervisor must complete leave slip. Employees will sign upon return to work.
3. The Supervisor must sign all leave slips before they are turned in to the campus timekeeper. Unsigned leave slips will not be processed in the payroll system.
4. All leave slips for leave taken during the pay period must be turned in to the timekeeper no later than the last day of the pay period.
5. If you are away from campus on school business, please indicate your location and work hours on your timesheet. You must complete a travel authorization

- form and have it approved **ANY** time you are away from campus on school business.
6. Any variation from standard work hours will require prior approval of the Supervisor with notification provided to the timekeeper.

CALENDARS

Northshore Technical Community College operates under the approved NTCC Academic Calendar.

Student Academic Calendar:

1. A campus must schedule a minimum of 75 school days each Fall and Spring semester – 45 MWF’s (50 minutes) and 30 TTH’s (75 minutes) – to meet COE requirements for Associate Degrees.
2. Campuses may exercise the option to select additional student holidays in addition to the “declared holidays”; however, the additional closure dates must balance with the 45 MWF’s and 30 TTH’s rule.
3. Enrollment census will be the 14th day of each semester. Any student who enrolls after the 14th days of the semester will be counted in the end-of-semester census.
4. The Summer session may be broken into multiple sessions; however, the appropriate number of class hours per course must be met for each semester.
5. Intersession may be scheduled between semesters if desired. The students in these intersessions will be counted in the following semester’s 14th day count.

Faculty/Administrative:

Workdays for all employees will correspond with the approved NTCC Academic Calendar.

For the latest calendar in effect, please request copies from the Administrative Office, or access a copy through the NTCC website.

CARE

An employee is responsible for taking the greatest care in completing all work accurately. Negligence in the performance of an employee's tasks, dealings with fellow employees, visitors, students or College property displays a blatant disregard for one's work.

REPORTING TO WORK IN AN ACCEPTABLE CONDITION

The employee must report to work in an acceptable condition. All employees should report to work well-groomed and dressed appropriately for their department. All employees should show a willingness and ability to perform their job duties in an alert manner. An employee who does not report to work in an acceptable manner will be counseled by his/her supervisor.

STANDARDS OF CONDUCT

The employees of Northshore Technical Community College should always conduct themselves in a dignified and professional manner and must meet the requirements of the LCTCS Code of Conduct policy. Behavior which is incompatible with the mission and

goals of the College will not be tolerated.

The following is a list of activities that violate accepted norms to such a degree that they may necessitate separation from employment. All cases involving any of these activities will be reviewed by the Director of Human Resources on an individual basis to determine what action will be taken.

THEFT

Employees should not take the property of other employees, students, visitors, or the College.

FIGHTING

Fights that take place on the Campus of Northshore Technical Community College will not be tolerated. Self-defense is not regarded as a valid excuse for fighting unless it is evident that this is the only way to escape serious physical harm. Fighting includes inciting, provoking, or instigating fights.

MISREPRESENTATION OR FALSIFICATION OF RECORDS

The misuse of employee status or intentional falsification of statements made on the employment application and/or records will not be tolerated. Employees who intentionally misrepresent their attendance on time sheets have committed fraud. Any collaboration by employees to misrepresent or falsify records will be subject to disciplinary action.

INSUBORDINATION

An employee is expected to carry out all legitimate or valid orders or requests made by his/her supervisor. An employee who willfully refuses to perform duties as designated by his/her supervisor or who intentionally displays a lack of respect by word or action may be considered insubordinate.

VIOLATIONS OF LAW

Any on-campus violations of criminal statutes of the city, state, parish or federal government will not be tolerated.

ATTITUDE

Because of the varied nature of instruction being offered, techniques, methods, and procedures will differ; however, professional attitude and conduct must remain constant and be a credit to technical education at all NTCC campuses.

AUTHORITY

Instructors have the authority and are expected to deal professionally with the problems that may arise daily in the realm of student discipline, enforcement of College policy, procedures, and safety measures. When instructors are unsure of department or College policy, they should seek clarification and assistance from the administration. Situations related to the area of guidance that cannot be handled effectively in the department should be referred to the Office of Student Affairs. The instructor may refer the student or work jointly with the Office of Student Affairs for special counseling. It is imperative that the instructor act within prescribed department or College policies in order that effective solutions to problems are achieved.

COMMITTEES

- Various Staff committees are maintained to handle particular situations in connection with the College.
- Assignments to these committees are made based on specific abilities and interests.
- Each staff member is expected to contribute to the work done by these committees.

OCCUPATIONAL ADVISORY COMMITTEES

Advisory committees for each individual program have been established to provide more direct contact between instructors, the College, and the business and industry community. In addition to scheduled meetings, individual informal meetings between instructors and the committee members are held as often as needed to improve or promote the program.

PROGRAMS REQUIRING PROFESSIONAL LICENSES

Instructors who are required to hold professional licenses to practice in Louisiana must have these licenses inspected annually by appropriate campus administration.

EMPLOYEE CATEGORIES AND BENEFITS

The College employs individuals within employment categories. Each employee is categorized within the Human Resources System. The categories include (1) Unclassified Full-time (2) Classified Full-time (3) 12 month faculty (4) 9-month faculty (5) Part-Time Adjunct Faculty (6) Part-Time, Regular Staff

An employee's employee category determines his/her eligibility for benefits as established by the Board of Supervisors for the Louisiana Community and Technical College System, the Louisiana Department of State Civil Service, and the Louisiana Office of Group Benefits.

LEAVE

Leave policies for classified employees is mandated by the Louisiana Department of State Civil Service. Leave for grant employees are mandated by regulations of the granting authority. For unclassified, non-civil service employees, the College has formally adopted the Louisiana Community and Technical College System (LCTCS) Policy II.3.003 Leave Record Establishment and Regulations for all Unclassified, Non-Civil Service Employees as its official policy. Regulations regarding all forms of leave for unclassified faculty and staff (sick leave, annual leave, faculty leave, sabbatical leave, advanced degree leave, military leave, special/civil/emergency/other leave including bereavement/funeral leave, family medical (FMLA) leave, educational leave, administrative leave, compensatory leave, leave without pay, workmen's compensation leave, leave of absence without pay) as are addressed in LCTCS Policy#II.3.003

INSURANCE

The Office of Group Benefits provides hospital and life insurance for employees and their dependents at state group rates. Numerous coverage options are now available. Details of the state plan, enrollment and claim forms, and coverage options are housed with NTCC Human Resources.

RETIREMENT BENEFITS

Retirement benefits and contribution requirements for NTCC employees are mandated by the Teachers' Retirement System of Louisiana and the Louisiana State Employees' Retirement System (LASERS). Employees who begin employment prior to the age limit set for acceptance within each system are eligible for membership.

CREDIT UNION

All faculty and staff are eligible to join and enjoy the multitude of services offered as a member of a credit union. Information and application forms for membership may be obtained through NTCC Human Resources.

PAYROLL INFORMATION

PAYROLL SCHEDULE

Pay Schedules are published annually at LCTCS. The calendar shows the payment period and the date payroll checks are released.

In order to receive a payroll check, new NTCC employees must complete and submit the appropriate forms to the Office of Human Resources. The Office of Human Resources has all forms that must be completed by the new employee and his/her immediate supervisor in order to be paid. These forms include, but are not limited to, state and federal tax forms, general information forms, applications, and employment eligibility forms. It is important that the appropriate forms are completed thoroughly and correctly in order for new employee to be paid properly and in a timely fashion.

In addition, each employee must sign his/her bi-weekly timesheet at the end of each pay period in order to be paid.

WITHHOLDING TAXES

Federal and State Taxes

Each employee is subject to pay federal withholding taxes based on the information provided on the Form W-4. Federal tax withholdings are taken in accordance with the most recent Internal Revenue Service Circular and are calculated based on annual earnings. It is important that all employees complete a Form W-4 in order to be paid properly. If a Form W-4 is not on file for an employee, the maximum tax deduction will be made from the employee's payroll check based on the Circular.

Each employee is subject to pay state withholding taxes based on the information provided on the employee's Form L-4. The Form L-4 indicates the number of withholding exemptions and credits claimed. State tax withholding is taken in accordance with the most recently completed Form L-4 on file in the Office of Human Resources. State taxes will be withheld at the maximum amount allowed if no Form L-4 is on file.

FICA

If an employee is subject to contribute to the FICA (Federal Insurance

Compensation Act) system, which is the combined *current* social security tax rate and the *current* Medicare tax rate, the employee must pay the current percentage of his/her gross taxable wage base up to the *current* salary level established by Congress.

Medicare Taxes

Employees who qualify for a state retirement plan must pay Medicare taxes. There is no limit on the wages subject to the Medicare tax, and, therefore, all covered wages are subject to the *current* Medicare tax rate.

RETIREMENT CONTRIBUTIONS

The percentage contribution of each employee to his/her retirement plan is matched with a certain percentage by the College. Annually, the percentages for the State Retirement Plan, Teachers' Retirement Plan, and the Optional Retirement Plan (ORP) are set by each plan. For more specific information regarding retirement contributions, contact the Office of Human Resources.

PERFORMANCE EVALUATION

PERFORMANCE EVALUATION OF UNCLASSIFIED STAFF

Evaluation of all staff members will be performed annually by appropriate campus administration with assistance of department heads in supervisory positions. The evaluation process should provide a climate for encouraging each employee to reach his/her maximum potential. The goal of an evaluation is to ensure fairness and equity of performance appraisal through the establishment of mutual trust and open communication.

Implicit in evaluation is the idea that expectations are clearly defined, written, discussed and agreed upon the individual and the supervisor. The ultimate value of evaluation is overall improvement of the individual and the College. The College has adopted the LCTCS Professional/Administrative Evaluation and Planning Form for Unclassified Employees Form for its annual unclassified evaluation process.

PERFORMANCE EVALUATION OF FACULTY

The formal evaluation process is composed of three parts:

- a. Self-Evaluation
- b. Evaluation by immediate supervisor or department head
- c. Evaluation by appropriate administrative personnel.

After all evaluation instruments have been completed, a meeting is held with the employee, the department head or immediate supervisor when applicable, and appropriate campus administration to review the evaluation.

A rating of Needs Improvement for the overall evaluation is used if the employee has met some requirements but there are areas where he/she needs improvement to meet requirements of the position, or where performance fluctuates between satisfactory and unsatisfactory. An overall rating of Needs Improvement requires that a Performance Improvement Plan be established for the employee with a follow-up performance evaluation required 90 days from the date of the Needs Improvement performance rating.

Evaluation of all faculty members will be performed at the end of each term by students in each instructor's class. Appropriate campus administration will supervise the student evaluations and discuss them with the instructors.

PERFORMANCE EVALUATION OF CLASSIFIED STAFF (SERVICE RATINGS)

Annual Service Ratings are conducted on all permanent classified employees as required by the State of Louisiana Civil Service Rules.

CHANGES IN EMPLOYMENT STATUS

UNCLASSIFIED STAFF MOBILITY

Unclassified staff members are encouraged to apply for other positions for which they believe they are qualified. The College posts job vacancies in the Office of Human Resources and on its website. Existing employees must apply for other positions through the Office of Human Resources, and they are treated as any other applicant throughout the application and selection process.

CLASSIFIED STAFF MOBILITY

Classified staff members are also encouraged to apply for other positions for which they believe they are qualified. Classified staff must meet the requirements of the position as defined by the Department of Civil Service. They must also have a certifiable score for the position. Existing employees must apply through the Office of Human Resources, and they are treated as any other applicant throughout the application and selection process. The College posts job vacancies in the Office of Human Resources and on its website.

SUSPENSION/ TERMINATION

Depending on an employee's classification--classified staff, unclassified staff, tenured faculty, or non-tenured faculty--the College follows specific suspension and termination procedures. These procedures are in accordance with LCTCS Employment Relationship for All Employees policy and LCTCS Discipline – for All Employees policy. For specific information regarding the suspension and termination of employees, contact the Office of Human Resources.

STAFF REDUCTION/ FINANCIAL EXIGENCY

The LCTCS Board of Supervisors recognizes circumstances that may indicate a need for staff reduction at the College, such as financial exigency. The Board has outlined specific procedures to follow in case of such a financial emergency in its Financial Exigency/Reduction of Staff policy. For specific information regarding staff reduction due to emergency circumstances, contact the Office of Human Resources.

RESOLVING CONFLICTS AT THE WORKPLACE

GRIEVANCE PROCEDURES

It is the policy of Northshore Technical Community College to maintain a satisfied and efficient work force. It may be expected, however, that misunderstandings or

dissatisfaction may occur in day-to-day relationships between employees or between employees and their supervisors. The College recognizes the right of its employees to express themselves and request solutions concerning disagreements between themselves and their supervisors, without fear of the loss of position or status. The Office of Human Resources is available to any employee, supervisor, or department head for consultation before, during, or following any of the steps of the grievance process.

Quick and equitable resolution of differences is considered most desirable at the level of the employee and his/her immediate supervisor whenever possible. Open communication is encouraged between supervisors and employees in order that differences can be resolved before they become grievances.

Grievance Procedures are handled according to the employee's classified, unclassified or faculty status.

SEXUAL HARASSMENT

The College is committed to having a positive learning and working environment for its students and employees and does not tolerate sexual harassment of its members. Sexual harassment is a form of discrimination that is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Elementary/Secondary Education Act of 1972.

Northshore Technical Community College will not tolerate sexual harassment of its employees at the workplace. The College has established procedures for employees who believe they have experienced sexual harassment to receive due process. These procedures are outlined in the College's Sexual Harassment policy.

PERSONS WITH DISABILITIES

In accordance with Section 504 of the Rehabilitation Act of 1973 as amended in 1992, and the Americans with Disabilities Act of 1990, it is the general policy of Northshore Technical Community College to assure equal opportunity for all qualified persons in admission or participation in, or employment in the activities which the College operates.

The College maintains that regulations that prohibit exclusion and discrimination on the basis of disability may necessitate different or special treatment of persons with disabilities. Services and benefits should be equally as effective or equivalent to those provided to others. Services and benefits to persons with disabilities must be in the most integrated setting appropriate to the persons' needs in order to be non-discriminatory. For more information see the College's ADA policy.

VIOLENCE IN THE WORKPLACE

Employees are Northshore Technical Community College's most valuable resource and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation that he/she will be able to perform assigned duties in an atmosphere free of threats and assaults. Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an executive order committing the Governor and Northshore Technical Community College to work toward a violence-free workplace for all employees, students and visitors. Northshore

Technical Community College fully supports this effort and is committed to a violence-free workplace. See the College's Violence in the Workplace policy for more specific information.

COLLEGE POLICIES

In accordance with the LCTCS Code of Conduct policy, employees shall adhere to all federal, state, and municipal laws and ordinances. They shall also adhere to all college and system policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over College activities.

Administrative policies are promulgated to serve the best interest of the students and staff. These policies are a combination of policies from the LCTCS Board of Supervisors, NTCC, and the administration of each campus. Each employee is expected to consistently and uniformly support all College policies. It is imperative that a united front be presented to the students and the public. Each employee must put aside personal as well as departmental interests and consider that which is beneficial to the total operation of the institution.

REFERRAL STATEMENT PERTAINING TO NEW POLICIES ISSUED BY LCTCS

The Louisiana Community and Technical College System revises its policies as needed and maintains the most current revision on its website. Northshore Technical Community College is part of this System and also maintains its own policies on its website.

Due to this constant change, please refer to the following websites for current policies:

LCTCS policies: <http://www.lctcs.edu/policies.html>.

Click on links to departmental sections:

Academic	Student Services	eLearning	Facilities
Finance	Human Resources	Information Technology	

NTCC Website policies:

<http://www.northshorecollege.edu/index.cfm?md=pagebuilder&tmp=home&nid=83&pid=123&pid=183>

Click on links to departmental sections:

Academics	Students	Facilities and Property
Finance and Budget	Human Resources	Information Technology

All faculty and staff are requested to review these policies periodically.

While employees are responsible for adhering to all College policies and procedures published in any form, as a convenience to employees, some pertinent College's policies are provided as follows.

EMPLOYMENT OUTSIDE THE COLLEGE SETTING

The College recognizes that certain outside employment activities are of benefit to the College, to the State of Louisiana, to the private sector, as well as to the employees themselves. Although the College recognizes the right of employees to engage in outside employment, as required by L.R.S. 42:1123(9), LCTCS policy, Outside Employment , requires that such outside employment be disclosed and submitted for administrative review and approval.

DRUG-FREE COLLEGE

The College's Drug-Free College policy prohibits the abuse of drugs at its facilities. It is unlawful to possess, use, or distribute illicit drugs on NTCC property or at any College-sponsored event, whether or not the event occurs on campus. In addition, NTCC prohibits the use of alcohol on campus, except as allowed for at College-sponsored events with the proper approvals. The College offers referral information to students, faculty, and staff who seek help with substance abuse problems.

SAFETY

NTCC's Safety program is designed to support and reinforce each operating unit's safety efforts.

All employees are expected to follow established College safety procedures--including faculty members, who have direct responsibility for the personal safety and health of their students. Any hazardous conditions or equipment in the classroom as well as any safety precautions to be followed must be explained orally and covered in written handouts to the students. For more information see the NTCC Safety Manual.

HAZARDOUS MATERIAL

All employees responsible for hazardous materials at the College will rigorously enforce safety regulations governing the handling and storage of these materials.

EMERGENCY PREPAREDNESS PLAN

Northshore Technical Community College has a Emergency Preparedness Plan to minimize injury to personnel, students, visitors and/or neighbors and damage to facilities, equipment and records in the event of an emergency. An emergency condition may be weather-related (e.g., hurricanes, storms, extensive flooding, etc.) or may be any condition that can cause extensive damage to facilities or loss of life (e.g., bomb threat, workplace violence, fire, etc.).

SMOKE-FREE BUILDINGS

In response to recent scientific studies on the harmful effects of second-hand smoke and the Louisiana Office Indoor Clear Air Law, Act 1106, effective January, 1993, Northshore Technical Community College became a smoke-free environment. Smoking is permitted only outside of College buildings in accordance with the College's Smoke-Free policy.

PARKING AND DRIVING REGULATIONS

Each employee driving or parking motor vehicles, motorcycles, motor scooters or motor bikes on any facility of the College must register these vehicles with Campus Police on his/her campus. Each person operating a vehicle on campus must comply with the

driving and parking regulations of the campus. NTCC is not responsible for any theft or damage to vehicles parked on campus grounds.

USE OF BUILDINGS, EQUIPMENT AND SUPPLIES

REQUISITIONING

Supplies and equipment are requisitioned upon an assessment of need as determined by the instructor in consultation with the department head and campus administration.

Please refer to NTCC Purchasing Policy for complete details.

MAINTENANCE

Proper maintenance of all equipment and economic use of supplies is one of prime consideration in industry and is considered doubly important for technical college instructors.

Instructors are to exercise preventative measures to avoid costly and time-wasting repairs. All equipment or other items requiring repair should be reported to the department head and/or campus administration. An Equipment Repair form must be completed.

Maintaining adequate supplies is necessary in order to prevent interruption of instruction. Department heads and instructors must maintain an inventory of all supplies assigned to their respective department.

LOST OR STOLEN PROPERTY

Whenever any property is lost, stolen, damaged or destroyed, this should be reported to the Department Head and, as appropriate, to Campus Police. In the event that College property or funds are stolen or misappropriated, the Campus Head/Dean/Site Manager shall abide by the FIN 017 Misappropriation of Assets Notification Policy.

RELOCATION OF PROPERTY

State-owned property may not be moved from one property location to another without prior approval of the Property Control Manager. A Transfer and/or Disposition of Property form must be submitted to the Property Control Manager.

DRIVER SAFETY PROGRAM/ USE OF COLLEGE VEHICLES

Employees are Northshore Technical Community College's most valuable resource and their safety and security are essential to carrying out their responsibilities. The Driver Safety Program is designed to protect the health and welfare of employees, reduce the number and severity of accidents and thereby minimize the financial impact on the college and the state. The program is implemented in accordance with the State of Louisiana Office of Risk Management Driver Safety Program, Louisiana Division of Administration General Travel Regulations, and Louisiana Revised Statute 39:362, *Policies for Fleet Vehicles; Purchases of Vehicles; Specifications; Exceptions*, and Louisiana Administrative Code Title 34, Part XI, *Government Contracts, Procurement, and Property Control*.

DEFENSIVE DRIVING REQUIREMENTS

Faculty and staff members must be scheduled for a Defensive Driving Course every three years. This a state policy reviewed annually for compliance by the Office of Risk Management through the Annual Safety Audit. For additional information, please contact the Defensive Driving Coordinator at your campus.

PERSONAL USE

College supplies and equipment should not be used for personal gain. College equipment should not be removed from the premises for personal reasons.

Telephone

Employees are expected to keep personal telephone calls to an absolute minimum.

Instructors should take care of training and related business, such as phone calls, either before school, after school, or during scheduled breaks. However, if instructors are expecting important training related business calls that will require immediate response during scheduled classes, they must inform the Administrative Office. Otherwise, the caller will be directed to the instructor's voice mailbox.

INVENTORY- GENERAL

Instructors and department heads are responsible for maintaining inventory control over equipment and supplies assigned to their program and department. Equipment and supplies are furnished to the College by the State. These items are to be used for training purposes, and for the upkeep, repair or maintenance of the College. Unauthorized use of equipment, tools, and supplies is prohibited.

Anytime an employee of the college is made aware of or concludes that property is stolen/missing, he/she shall immediately complete the Notification of Stolen/Missing Property form. This form is to be submitted to the campus Property Control Manager, who will in turn notify campus administration of the missing/stolen property. Break-ins or unauthorized entries into the facilities should also be reported immediately. In the event that College property or funds are stolen or misappropriated, the Campus Head/Dean/Site Manager shall abide by the FIN 017 Misappropriation of Assets Notification Policy.

TRAVEL

Faculty and Staff should comply with the NTCC Travel Policy when on travel and requesting travel reimbursements.

PUBLIC INFORMATION AND COMMUNITY RELATIONS PLAN

NTCC actively endeavors to enhance public awareness of career and workforce development through qualified and dedicated professionals and to consistently respond to workforce needs through provision of qualified employees to support business and industry needs in the regional service area.

Objectives:

1. To inform, inspire, and recruit prospective students through

communication and cooperation between the College and the community.

2. To inform citizens within the service area of the opportunities available in technical education.
3. To maintain a positive working relationship with business/industry, government, and private organizations.

Functions:

1. Campus administration is responsible for the organization, implementation, and evaluation of the Public Information and Community Relations Program. This includes conducting and documenting bi-annual Advisory Council meetings, coordinating services between WIA and GED offices and this facility, reviewing department Occupational Advisory Committee meeting minutes and other department activities, informing local newspapers, radio, and television stations of current events and programming, reviewing placement and follow-up records, reviewing feedback from business and industry, other educational institutions, and public and private community organizations.
2. The Office of Student Affairs is responsible for attending and participating at local school career planning events.
3. The Office of Student Affairs is responsible for supplying the Chamber of Commerce, the Employment Security Office, schools, and individuals with current brochures and publications, arranging and conducting tours of the school for interested groups and/or individuals.
4. Each department coordinator is responsible for updating individual program brochures and services offered, conducting and documenting bi-annual departmental Occupational Advisory Committee meetings, planning and documenting types and amounts of public information and community relations activities for the department.
5. Each faculty and staff member is responsible for maintaining interaction with business and industry relating to their department, assisting with informing and recruiting students via formal and informal contacts, documenting participation in community activities and involvement of community representatives in classroom activities.
6. Campus administration, Office of Student Affairs, and department coordinators are responsible for effectively involving student volunteers in local business fairs and other community-sponsored activities.
7. Clerical and supportive services staff are responsible for greeting and assisting all students, prospective students, and the general public in a professional and courteous manner as they enter out institution. Clerical and supportive services staff are also responsible for the accurate dissemination of information for all parties interested in NTCC Campuses.

