



NORTHWEST
LOUISIANA TECHNICAL COLLEGE

Employee Handbook

**Mansfield Campus
Minden Campus
Shreveport Campus**

PURPOSE

The purpose of this manual is to increase the understanding of College matters and encourage fair and consistent treatment of employees throughout the Northwest LTC community. The manual is designed to allow revisions, additions, or deletions and it will be reviewed for accuracy on an annual basis. Employees are encouraged to assist in the revision of this document by notifying the Human Resources Department whenever problems are encountered or improvements can be made. As revisions become necessary, Human Resources will notify the holders of this manual of the amended pages.

Northwest Louisiana Technical College believes entirely in the policies and procedures described herein; however, the State College reserves the right to modify or change any and all such plans, policies, and procedures in whole or in part. This document is not intended to cover every contingency and condition that may arise during employment. The information presented in not contractual, nor is it to be construed to constitute a contract between Northwest Louisiana Technical College and any one or all of its employees, nor does it form any part of the terms and conditions of employment of any employees, or create any obligation on the part of the College by reference or otherwise.

All statements referenced in this document have been summarized from current policy and are regarded as the official policies of the College. The College maintains the right to change official policy and procedures in this document as needed and maintains as well the right to implement changes in local campus practices. Any changes to current College or Supervisors for Louisiana Community and Technical Colleges policy or practices supersede the information in this handbook.

USING THE GUIDE IN CONJUNCTION WITH OTHER PUBLICATIONS

**The Employee Handbook is designed to be used in conjunction with the following publications:
Civil Service Guidelines**

The Civil Service Guidelines and the Louisiana Community Technical College Services, Policies, and Procedures provide current information to employees regarding their employment at Northwest LTC.

These publications contain information such as employee categories, employment standards, employee benefits, payroll procedures, performance review, employment status changes, disciplinary actions, as well as other information.

Equal Opportunity Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: The Northwest Louisiana Technical College campuses assure equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

EQUAL OPPORTUNITY POLICY OBJECTIVES

Northwest LTC is firmly committed to a policy of equal opportunity for all its employees and all applicants for employment. It is the policy of the College to comply with all laws related to equal opportunity in all personnel actions that affect employees or persons seeking employment.

We therefore administer:

- Recruiting
- Hiring
- Working conditions
- Benefits
- Compensation
- Company-sponsored training educational assistance upgrades and promotions
- Downgrades and demotions transfers
- Termination of employment layoffs and recalls
- Discipline
- Social and recreational programs and family programs

Without unlawful discrimination on the basis of:

- Race
- Color
- Creed
- Religion
- National Origin
- Citizenship
- Sex
- Marital Status
- Sexual Preference of orientation
- Age
- Physical or Mental disability

It is the responsibility of all employees' in a leadership position to monitor the progress of their organization's efforts to achieve a bias free environment within their workplace. As a State Employer, Northwest LTC is required by federal law and executive orders to develop written Equal Opportunity Policy Statements for minorities and women and for individuals with disabilities, disabled veterans, and veterans of the Vietnam era.

REASONABLE ACCOMMODATION REQUEST

Northwest LTC will provide reasonable accommodations for the physical and/or mental impairments of applicants and employees with disabilities when necessary and appropriate.

If you require some type of accommodation, you should:

- Discuss the situation with your supervisor and/or
- Contact the Department of Human Resources

SELF-IDENTIFICATION PROGRAM

Employees are encouraged to self-identify and make NWLTC aware of their status as an individual with a disability, a special disabled veteran, or a veteran of the Vietnam era. This is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit about your disability or

covered veteran status will be kept confidential, except that (I) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary reasonable accommodations, (II) first aid and safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment, and (III) Government official engaged in enforcing laws administered by the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) or the Americans with Disabilities Act, may be informed. The

information provided will be used only in ways that are consistent with Section 503 of the Rehabilitation Act or Section 402 of the Vietnam Era Veteran's Readjustment Assistant Act.

ABOUT TECHNICAL EDUCATION

Our technical college campuses offer a vast number of classes and programs that teach high demand skills needed to get a job, to cross-train for different positions, or retrain for a new career.

Often times, technical college students participate in real workplace situations, giving them real life experiences. For instance, if a student is interested in becoming an auto mechanic, they will work on engines and auto bodies under the direction of a certified instructor. Or, if they are in a dental or nursing program, part of the instruction will be spent in a clinic.

Through technical education, students are prepared for more than a good paying job. Technical colleges are the beginning of a career pathway for students. Currently, technical college campuses provide workforce training for the State of Louisiana, and have always been a place of access and opportunity for all Louisiana citizens. Their main focus is to provide skilled employees for business and industry that contributes to the overall economic development and workforce needs of the state.

OUR MISSION

Northwest Louisiana Technical College is an institution of higher education established to provide the citizens of northwest Louisiana with opportunities for educational, economic, professional, and personal development. Through a focus on high quality, relevant, career and technical education, the college supports economic growth and community development by educating and training students for entry and advancement in high-wage, high-demand industries.

OUR VISION

Northwest Louisiana Technical College is a valued and integral partner in a prosperous and vital region.

HISTORY of LTC

The Louisiana Community and Technical College System Board of Supervisors constitutionally governs Louisiana's postsecondary technical education system. The Board meets monthly and is comprised of fifteen members appointed by the Governor.

Since the 1930s vocational education has been afforded to the citizens of Louisiana through a system of postsecondary technical education, which also provides technical training to secondary high school students.

- Originally known as "Trade Schools", Louisiana's technical colleges began with the establishment of the first campus in Bogalusa in November of 1930.
- In 1936 a second school came into existence in Shreveport.
- As the result of passing the Vocational Education Act of 1946, the building of technical campuses continued. Between 1950 and 1957, a total of 17 additional schools were constructed, bringing the cumulative total of state-operated post-secondary technical schools to 27.

DEMOGRAPHICS OF NORTHWEST LOUISIANA TECHNICAL COLLEGE

Northwest Louisiana Technical College consists of six parishes in northwest Louisiana: Bienville, Bossier, Caddo, Claiborne, Desoto, and Webster. The district is served by three campuses of the NWLTC: Mansfield, Minden, and the Shreveport Campus.

GENERAL INFORMATION

Preface

Each employee of Northwest Louisiana Technical College is expected to display a sense of professionalism and a feeling of loyalty to the school at all times. The responsibility for developing in students desirable attitudes and character traits, as well as developing their occupational skills and work habits, is incorporated into our mission; therefore, every employee should make an earnest effort to instill in students the lesson that good public relations, loyalty to one's employer, and cooperation with one's coworkers are character traits of the utmost importance in all fields of employment. These lessons are best taught by example.

Support of Administrative Policies

Administrative policies, as in all other organizations, have evolved over a period of time extending back to the establishment of the school. As in all other working situations, some of these policies will at times prove to be inconvenient to an individual employee. However, they are designed and maintained to serve the best interests of the school. Therefore, all employees are expected to give their wholehearted support to all school policies.

Display of Professional Attitudes and Performance Standards

Because of the nature of instruction being offered, techniques, methods, and procedures will differ widely from department to department. One factor, however, remains constant—that of instructional professionalism. All employees are expected to display not only the attitudes and work habits similar to their field but also to be constantly aware of the fact that as employees, they have an obligation to be a credit to the profession of technical education.

NWLTC has made a commitment to students and to the community to provide the best service possible. In order to achieve this goal, the College has established certain standards that should help employees meet this commitment. While employed with the College, an employee should follow these guidelines. When an employee fails to meet these guidelines, a supervisor may choose to take disciplinary action as outlined in this manual. The guidelines should not be construed as complete and, when in conflict, are superseded by federal or state laws such as the State Civil Service and/or Board of Trustee Regulations.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 6.025

Title: Code of Conduct

Authority: Board Action **Original Adoption:** April 10, 2002

Effective Date: April 10, 2002

Last Revision: Initial

Title 42:1101 through 1123 of the Louisiana Revised Statutes of 1950, as amended, prescribe a code of ethics for all state officials and employees. All staff members of the LCTCS must comply with the requirements of the above-referenced code that may be found as Appendix A of this system policy.

In addition to the code of ethics for all state officials and employees, all staff members of the LCTCS shall conduct themselves in a manner that is in the best interest of the LCTCS as follows:

- LCTCS employees shall adhere to all federal, state, and municipal laws and ordinances. Employees 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.
 - Employees shall not conduct private business using system/college staff, equipment, systems, information processing resources (to include, but not limited to, hardware, software, communications networks, physical facilities, personal computers and printers, e-mail and voice mail), supplies or facilities; nor transport or use system/college equipment, systems, supplies or facilities for personal purposes.
 - Employees may not conduct private business with the college or system.
 - Employees may not earn additional compensation for work and/or projects for the college or system, which require the same skills or consist of the same responsibilities inherent in their position with the college or system, unless a separate contract or grant covers this work.
 - Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college or system.
 - Employees of the LCTCS with positions that allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such process by not participating in any discussion or voting on any recommendation related thereto.
 - Employees of the LCTCS shall not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally-related items that result in financial benefit to the employee.
 - Employees of the LCTCS are required to maintain a courteous, professional, objective attitude and appearance in the conduct of his/her job responsibility. No employee's conduct shall impede or disrupt other employees from carrying out their duties.
 - Any LCTCS employee convicted of a felonious act shall immediately inform the college chancellor and/or system office president. College chancellors shall immediately inform the system president of such notification.
- Violation of this code of conduct may result in disciplinary action, up to and including termination of employment.

Unacceptable Standards of Conduct

The employees of Northwest Louisiana Technical College should always conduct themselves in a dignified and professional manner. Behavior that is incompatible with the mission and goals of the College will not be tolerated.

The following is a list of activities that violate accepted norms to such a degree that they may necessitate separation from employment. All cases involving any of these activities will be reviewed by the Chief Human Resources Officer 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 any campus of Northwest Louisiana Technical 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 will not be tolerated. Any employee who intentionally misrepresents his time on a **timesheet** has committed fraud.
- **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. Insubordination may be grounds for immediate dismissal.

▪ **Violations of Law**

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

Cooperation

Statistics show that 75 percent of all employees who lose jobs do so not because they do not possess the necessary skills to perform the job but because they cannot get along with other people. It is imperative that a united front be presented by employees to the student and to the public. This can only be achieved by cooperation among employees. It necessitates a willingness on the part of each employee to look past his/her own personal and departmental interests to the larger and long-lasting interests of the campus and to the Northwest Louisiana Technical College.

Scope of Authority

A multitude of daily problems encompassing discipline, undesirable work habits on the part of students, enforcement of school policy regarding grooming regulations or safety habits, etc., will inevitably be faced by instructors. When such problems present themselves and instructors are unsure of departmental or school policy, they should immediately call the situation to the attention of the administration or to the individual to whom they are responsible. It is most important that the instructor act within prescribed departmental or school policies in order that effective solutions to all complex problems can be achieved.

Accreditation

Northwest Louisiana Technical College is an accredited member of the Council on Occupational Education. To maintain accreditation, our region must continuously review our objectives and procedures in the light of our mission. Employees will be expected to perform various tasks of our continual self-study such as committee duties.

Outside Work

Each employee is required to put in the regular working hours shown on the work schedule. They are also expected to come to work mentally and physically prepared to do a completely creditable job. Some employees have outside businesses or hold part-time jobs during their leisure time. This is not objectionable to the administration as long as the work is not done during working hours, does not interrupt class instruction, does not utilize school supplies or equipment, and does not interfere in any way with an employee's ability to contribute his/her best to this school. This situation has the advantage of keeping employees in touch with the everyday changes in their field. If you do hold another position outside of your Northwest LTC position, you need to see Human Resources to complete an *NWLTC Outside Employment form*.

Use of School Facilities

Under no circumstances should state property, equipment, supplies, or materials be used other than for official technical college business. This technical college is an educational institution,

not a repair or service facility. Work for charitable nonprofit organizations, and other state agencies is sometimes done for the public good; however, in each case, prior approval and arrangements must be made with the Campus Dean. In each of the above cases, the cost of all materials and supplies must be paid for by the assisted organization or agency.

Employee College-Related Business

The College prohibits any employee from performing college-related business directly related to the employee or for any of the employee's family members. This includes, but is not limited to, adding or dropping courses, changing schedules, posting or removing fines, fees, or other fiscal matters. All transactions relating to an employee or his or her family members must be given to the employee's immediate supervisor for approval and completion.

Public Relations

While the school administration is primarily responsible for public relations activities in the community, faculty members must be aware of their responsibility to do their part in carrying out this important phase of the program. Instructors are called upon at times to give presentations of the different areas of training offered at the school to various groups interested in technical education. They are also occasionally expected to assist state agencies and civic organizations with projects requiring specialized services. Instructors are expected to always keep in mind that as a faculty member they represent the school, and it is their duty to promote good public relations between the school and all individuals, groups, and businesses with whom they come in contact. It is the duty of each employee to exhibit to the public an image that will reflect the high quality of training being offered at the technical college.

Student Class Schedules

Class schedules vary by campus and by program.

School Calendar

The Louisiana Community and Technical College System adopted the following policy relative to school calendars. Technical colleges are open a minimum of 238 days per fiscal year, inclusive of semester breaks. Personnel not attending workshops during semester breaks are required to be at their respective schools or on approved leave. This calendar averages 200 instructional days.

Annual, sick, compensatory, or some other type of leave will be charged for any time personnel are not at their respective schools other than those days that are listed on the approved school calendar as being holidays when the school is closed. The school calendar is developed to follow the school's academic year. Copies of this calendar are distributed to staff members as soon as College administration approves them. A calendar showing the holidays and school closures for the school year will be given to all personnel.

Working Hours

The employee must be present, on the job, for every scheduled workday. NWLTC can only operate at optimum efficiency when every employee understands the value of his/her position and accepts this responsibility.

The faculty's normal working hours may vary depending on the campus and program area. Instructors may be required to work flexible schedules when needed. Usually, six hours a day is allotted to instruction. Instructors should utilize the time before and after class in preparation of the next day's instruction, student-teacher conferences, preparation of reports, lesson plans, grading and recording, departmental meetings, craft committee meetings, students' progress reports, arrangement of shop, care of tools, public relations, ordering of supplies, etc. Business and industry visits should also be arranged during this time.

Employee Attendance

Northwest Louisiana Technical College expects students to attend all classes. It naturally follows that school personnel must set an example for the students to follow. When it is necessary to be absent, you will be expected to fill out a form stating the reason for the absence. If the absence is anticipated, the form should be completed and approved by the Campus Dean or Assistant Campus Dean prior to the absence. These forms can be obtained in the Administration Office.

In the case of an unanticipated absence, you should follow the instructions you were given during your orientation session with your supervisor. It is important that someone knows you will not be at school that day, but it is also important that you report your absence to the correct person. The required leave form is to be completed promptly upon your return to work.

All employees must adhere to their department's standard office hours. An employee is considered tardy if he/she is not at his/her workstation, 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.

Time and Attendance Records

Time and attendance for all NWLTC employees will be reported on Attendance and Leave forms or an electronic timesheet. The employee is responsible for documenting their attendance. Both employee and supervisor will sign this report or approve the electronic time record certifying the correctness of the entries. The Human Resources Department will review and verify attendance and leave forms for corrections.

Reporting For 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.

Annual or Sick Leave and Leaving School Premises

Permission to leave the campus for any reason must be obtained from the Campus Dean prior to departure. The department head and school office must be notified when the instructor leaves the campus for any reason. In a one-instructor department, another faculty member or a substitute instructor must be placed in charge, or the students should be dismissed. Whenever a member of the faculty must attend a workshop or school-related activity for any period of time, information regarding the visit must be furnished to the Campus Dean. This information should include the name of the activity or workshop, the location of the activity, and how he/she can be contacted.

Each instructor should have information available concerning class assignments and instructional plans in the event he/she must be absent. Should an instructor find it necessary to be absent from work, the Campus Dean should be notified the morning of the absence prior to the beginning of the workday. Leave shall be taken in increments of ½ hour or more. The Dean shall be consulted for permission to take any anticipated time away from school for annual or sick leave.

For leave without pay or extended leave (over 10 days), Board action is required. For extended sick leave, a doctor's statement must be attached to the extended sick leave request and FMLA may be required. The required form for sick leave is to be filed immediately upon returning to work. The required forms for annual or extended leave should be filed prior to taking leave when possible.

Access to Employment Records

Employees have the right to know what information is contained in their personnel files and to examine those files upon request. The following people are entitled to access the information in their Personnel files:

1. All active employees
2. Employees who are active but not currently working, (e.g., leave of absence, sick leave, etc.)
3. Designated representatives of an employee

Documents that may be viewed include all records that may be considered in determining an employee's qualifications for employment, promotion, transfer, salary increase, disciplinary action, or discharge. Personnel files may be viewed only during working hours and must remain in the Human Resources Department. The employee may remove no part of the file. An employee may make notes concerning or responding to any information contained in their personnel file. No copies of information may be made unless authorized by the Chief Human Resources Officer. A copy charge may apply.

Employment References

The College continually receives requests for information about present or former employees concerning credit, qualifications, and work performance. The Human Resources department will be responsible for the release of any and all data concerning present or former employees. Department heads and supervisors should refer all requests for this information to the Human Resources Department. Department heads and supervisors may respond only as a personal reference for an employee.

Confidentiality

Both law and ethics require the utmost discretion in discussing information about students or employees with anyone not entitled to the information. Employees should give out confidential information only with authorization and only to people authorized to receive it.

Certain educational, medical, and other types of records are subject to specific state and federal laws and regulations. Employees may release these records only when the request is in compliance with legal requirements and College policy. Unauthorized disclosure of legally protected information can result in civil liability or criminal penalties.

The supervisor is responsible for informing employees about specific information regarding this policy as it applies to the individual department.

Employee Work Related Injuries/Accidents

1. Employee should immediately report all work related injuries to their supervisor no matter the severity.
2. The supervisor should immediately have the employee report to the Campus Safety Officer to complete an injury report (DA2000).
3. If employee is requesting medical treatment, Human Resources will provide them with an Authorization letter for treatment.
4. In all cases, the Campus Safety Officer will immediately contact the Chief Human Resources Officer
5. The Campus Safety Officer will send the DA2000 form and a copy of the Authorization letter to the Human Resources department in a timely manner.

If the employee is in need of emergency (life or limb threatening) medical treatment and it is impractical or medically impossible to complete the injury report or obtain an Authorization letter and the employee chooses to receive medical treatment then the employee should inform the treating facility/physician that they are an employee of Northwest Louisiana Technical College and their injury is due to “work related” activity.

If the employee is placed on work restrictions, NWLTC is not obligated to provide alternative.

For work to be considered suitable modified employment, the following conditions must be met:

- The employee must meet the required qualifications for the modified job assignment which the employee will be required to perform,
- The work must be a meaningful and productive part of the department’s operations,
- The work must conform to the medical restrictions set by the medical care provider, and
- The modified job assignment and/or modified work schedule cannot exceed six months.

When determining if proposed modified work is suitable, the Human Resources Department will consult with the injured employee, the Campus Dean, and the medical health care provider. Other individuals may participate on the team as deemed necessary.

The evaluation will be based on, but not limited to, a list of essential duties (based on the job description for which the employee was hired) along with the completed job analysis form for completion by the employee’s physician. The return-to-work team shall identify job functions and physical requirements that can be considered “transitional” duties in this work environment. Every effort will be made to place the employee in his/her original work unit, however, if this is not possible, the team may recommend an alternative work assignment as long as the conditions for return to work outlined above are met. The appropriate administrator of the work unit in which the “transitional” duty assignment is identified must approve the proposed placement prior to further action being taken.

Upon return to work, the return-to-work team will review the “transitional” assignment every 30 days to determine if the employee is still in transition based on the physician’s recommendation. An employee who refuses to return to “transitional” duty for which he or she was medically cleared will be reported to the Office of Risk Management for appropriate action.

Civil Service rules, as outlined below, shall govern personnel actions for classified employees accepting “transitional” duty assignments:

- Employees may be detailed to special duty, with Civil Service approval, for a period not to exceed six months (usual time required for an employee to remain on Workers’ Compensation). No extension of this type of detail shall be authorized.
- The detail to special duty may be lateral or downward. Details to a higher position may also be approved on a case-by-case basis, when justified.
- The employee or their supervisor should immediately contact the HR department that the **above listed protocol was not followed.**

Workers’ Compensation Policy

Northwest Louisiana Technical College provides workers’ compensation benefits to its faculty and staff in accordance with state law. This coverage includes the College’s modified duty program (Return to Work) to encourage employees, who have been released to perform work with limitations to return to work.

This policy is not intended to instruct the procedure applicable to employees who are eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about eligibility under the ADA or FMLA should be directed to the Human Resources Department. This policy only applies to permanent employees of NWLTC who are on leave as a result of work related injuries or illnesses and who are receiving workers’ compensation benefits. (NWLTC Worker’s Compensation Early Return Policy 6.022)

To return an employee to the workplace, NWLTC will make reasonable efforts to place the returning employee into a meaningful assignment, which he/she can perform while on modified duty on a temporary basis. NWLTC cannot guarantee placement and is under no obligation to offer, create, or encumber any specific position for purpose of offering placement. All final decisions regarding placement shall be made by the Human Resources Department. The employee’s base pay cannot be reduced during the detail to special duty.

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- The detail to special duty may be lateral or downward. Details to a higher position may also be approved on a case-by-case basis, when justified.
- The employee or their supervisor should immediately contact the HR department that the **above listed protocol was not followed.**

Family and Medical Leave

Northwest Louisiana Technical College has adopted the provisions of the Family and Medical Leave Act (FMLA) of 1993 for all its employees. The Louisiana Department of Civil Service applies FMLA to all full-time classified employees under General Circular No. 1126 dated October 8, 1993. It is policy of the NWLTC to grant up to 12 weeks of family and medical leave during any 12-month rolling period to eligible employees, in accordance with the Family Medical Leave Act of 1993. The leave is unpaid, and allows an employee to take a maximum of 12 weeks for a qualifying event.

Employees are subject to the qualification of eligibility under the Family and Medical Leave policy. In order to be eligible for FMLA, an employee must meet all of the following conditions:

- **The employee must have worked for the employer 12 months or 52 weeks. For eligibility purposes, the employee must have been on the payroll for 12 months or 52 weeks consecutively.**
- **The employee must have worked at least 1250 hours during the 12-month period immediately before the leave is commenced. Under the Fair Labor Standards Act, “hours worked” consists of active on-duty time where the employee is required to be on the employer’s premises, on duty or at a prescribed work place. Regular and overtime hours worked should be counted to qualifying the 1250 hours.**
- **The employee must work in an office or worksite where 50 or more employees are employed, by the company, or within 75 miles of that office or worksite.**

If an employee is aware that FMLA will be needed, they should contact the Campus Dean and Human Resources immediately to complete the necessary paperwork. (NWLTC Family and Medical Leave Policy 6.013)

Staff/Faculty Evaluation

The administration of Northwest Louisiana Technical College encourages self-evaluation, as well as informal and formal evaluation by the Campus Dean. Since vocational education is voluntary,

one may assume a program and/or instructor can be self-evaluated through class count, student retention, and the number of people on the waiting list for the course. Job placement and follow-up activities are also a barometer for instructional self-evaluation.

In order to emphasize educational excellence, the instructional staff and the Director of Student Services of the school are evaluated by the Dean and/or Assistant Dean on an annual basis. All employees may expect an evaluation prior to the completion of each fiscal year, usually in April or May, for the performance of duties for that year.

Performance Evaluation procedures and salary increases are described in Policy # 6.010 for unclassified personnel.

Civil Service employees are also evaluated annually in accordance with State Civil Service regulations. [Louisiana State Civil Service](#)

NOTE: EMPLOYEES WITH POOR OR NEED IMPROVEMENT RATINGS ARE INELIGIBLE FOR MERIT INCREASES, PROMOTIONS, UPWARD DETAILS AND PERMANENT STATUS.

Grievance and Complaint Procedure

In any organization, dissatisfaction and misunderstanding may arise among employees. Employee problems should be resolved at the lowest possible supervisory level and at the earliest possible opportunity. The grievance procedure is one means of addressing employee complaints. Such a procedure should never be denied an employee; however, it is often beneficial to both the grievant and the agency to try to resolve problems unofficially before resorting to this official complaint forum. This procedure is a method of determining the specific cause for a grievance and finding the best way to handle it. An employee who files a grievance shall not be retaliated against. This procedure applies only to employees currently employed at the pertinent agency.

PES reviews for classified employees are handled through the Civil Service Chapter 10 rules and not through the grievance process. Complaints about letters of warning, reprimand or counseling are handled by written response and not through the grievance process.

If any unclassified or classified employee at Northwest LTC wishes to file a grievance for any reason other than those listed above, the following steps should be followed to ensure the grievance is handled in an appropriate and timely manner.

1. Employee puts grievance in writing to supervisor, copying Human Resources.
 - a. If grievance involves supervisor, it should be put in writing and sent to Campus Dean, copying Human Resources.
 - b. If grievance involves Campus Dean, it should be put in writing to Director, copying Human Resources.
 - c. If grievance involves Director, it should be put in writing to Human Resources, who will forward it to LCTCS Human Resources.

Steps of a grievance procedure

First step

1. All grievances should be presented within 14 calendar days from the date the employee first became aware of, or should have become aware of, the cause of such grievance.
2. The grievant will present the grievance to the immediate supervisor, and if possible, it should be settled at that level.
3. The immediate supervisor must provide a written response to the employee on the complaint within seven (7) calendar days.

Second step

1. If the grievant is not satisfied with the first step response, or if a response is not provided within the prescribed time limit, the grievant may present the grievance in writing to the Campus Dean. This shall occur:
 - a. Within 7 calendar days following the date the employee received the supervisor's response, or
 - b. Within 7 calendar days following the date the supervisor's response was due, if the supervisor fails to respond within the prescribed time limit.
2. The Campus Dean must investigate, afford the grievant an opportunity to present his or her viewpoint, and provide the grievant a written response containing findings and recommendations within 14 calendar days of receipt of the written grievance.

Third step

1. If the grievant is not satisfied with the second step response, or if the second step response is not provided within the prescribed time limit, the grievant may present the grievance to the Director/ Appointing Authority for the agency. This shall occur:
 - c. Within 7 calendar days following the date the employee received the second step response, or
 - d. Within 7 calendar days following the date the second step response was due, if the second step response is not made within the prescribed time limit.

The appointing authority or designee must conduct a hearing, an investigation if deemed appropriate, OR a review of the first and second step responses, and must issue a written decision within 21 calendar days following the date the grievance entered the third step.

Summary disposition of a grievance

At any time after the filing of a written grievance, an appointing authority may dismiss the grievance on any of the following grounds:

1. The action is appealable to the Director of Civil Service or to the Civil Service Commission.
2. The grievant does not work for the agency.
3. The person against whom the grievance is filed does not work for the agency.
4. The grievance has not been made in the required manner or within the prescribed period.
5. A decision on the grievance would be ineffective or moot.
6. The remedy requested cannot be granted.
7. The appointing authority has determined the grievance to be frivolous.
8. The grievance is being used to impede the efficient operation of the agency.
9. The grievant did not appear for the grievance hearing.
10. Other legitimate reasons.

When an appointing authority dismisses a grievance, he or she shall notify the grievant and any supervisor or section head who received the grievance.

All finalized grievance files should be kept in the Human Resources office for record retention.

Campus Security

The following have been adopted to comply with the requirements of the Campus Security Act (PL 101-542):

1. The school relies on the local law enforcement agencies in case of any emergencies.
2. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the administration that will then contact local law enforcement authorities. A report will be written and maintained on file.
3. Records shall also be maintained of any illegal acts that occur during any off campus school-sponsored activities.
4. Each campus in the NWLTC is a drug-free workplace and offers drug and alcohol counseling information to students and staff.

Shreveport Campus Security

For security issues during class time, a Caddo Parish Sheriff's Office Deputy will be on campus. The phone number to reach security is 465-1332. The deputy on campus will respond to all phone calls to this security phone.

Other Campuses in NWLTC

Call 911 in any emergency situation and notify campus administration.

Please refer to the NWLTC Emergency Preparedness Plan for more detailed information.

Parking Areas

Each campus of the NWLTC has a paved parking lot that is available for faculty, students, and visitors. It is important to keep the parking lot free of long-term parked vehicles, boats, and trailers, and farm tractors. Students and staff are advised to use caution to avoid accidents when entering and exiting the parking lot.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2 by a student or non student on school property, at a school-sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school sponsored function.

Tobacco Free Workplace

It is the policy of Northwest Louisiana Technical College that all campuses are tobacco free. (NWLTC Tobacco Free Campus Policy 6.001)

Visitors and Sales Representatives

Visitors, including sales representatives, will not be permitted free access to shops or classrooms. All visitors on campus must report to the Administrative Office before accessing any areas of the campus.

Travel

Reimbursement for travel, meals, and lodging is available for any employee who is sent to another locale more than 30 miles from domicile on school business in accordance with State Travel Regulations; however, prior arrangements must be made with the Campus Dean or Assistant Dean and finance for travel authorization. Necessary forms for reimbursement are available from your finance department representative. Reimbursement will be made in accordance with state travel regulations which can be found at [Louisiana State Travel](#).

PAYROLL INFORMATION

Paperwork

In order to receive a payroll check, NWLTC employees must complete and submit the appropriate forms to the Human Resources Department. A Personnel Action Form, which assigns an employee to a position for a certain period of time, and for the agreed-upon monetary compensation, is completed by a human resource staff member for input into the payroll system.

The Human Resources Department has all forms that must be completed by the 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 the employee to be paid properly.

Frequency

All employees (12-month faculty, adjunct faculty, student workers, full time staff, and part time staff) are paid on a biweekly basis over a 12-month period. Adjunct and part time employees are paid biweekly over the length of their assigned work period.

9-month faculty are also paid on a biweekly basis, but they have the option to be paid over the length of the contract or on a year round basis. This decision is made each contract year and irrevocable until the following contract year.

Schedules

Payroll Schedule calendars are available for all payroll groups prior to the start of each fiscal year. Calendars are prepared for all employees showing payment period and the date the payroll checks will be released.

It is imperative that all paperwork is received in the Human Resources Department on a timely basis in order for employees to be paid on the scheduled payday. If paperwork is incomplete or not received in a timely fashion, the payroll check will be processed with the next regularly scheduled payroll.

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 regulations are calculated based on annual NWLTC 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 IRS regulations.

The College is obligated to send to the Internal Revenue Service a copy of Form W-4 received for an employee when (1) he/she claims more than 10 withholding allowances, or (2) he/she claims exemption from withholding while his/her wages would normally be \$200 or more per week. If you are exempt from withholding, your exemption for the current year expires February 16 of the new year.

Each employee is subject to pay state withholding taxes based on the information provided on your 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 Human Resources Department. State taxes will be withheld at the maximum amount if no Form L-4 is on file.

Check Distribution

Direct deposit of payroll funds is mandatory for employees of Northwest Louisiana Technical College. Direct deposit of net pay is a fast, safe, proven and free service to employees.

The direct deposit hardship exemption requires completion of a Direct Deposit Waiver form and submission of such form to the Human Resources Department. Notification of approval or denial of such a request will be made within seven working days of receipt of the Direct Deposit Waiver form. Hardship exemption considerations will mirror those put in place by the State Division of Administration. Printed payroll checks are mailed to the current address on the payroll system on payday.

The Human Resources Office verifies that time reporting requirements have been met before any pay is dispersed through the payroll system. Employees may view and print their pay stub through LOLA Self Service located on the NWLTC website or my.lctcs.edu. Please notify the Human Resources Department if special accommodations are needed. *(NWLTC Direct Deposit Policy 6.009)*

CAFETERIA PLAN

Section 125 of the Internal Revenue Code defines a "cafeteria plan" as one where participants may choose between taxable and non-taxable compensation elements. Employees have the opportunity to direct the use of "elective contributions," which are not subject to federal income tax or FICA tax if they are used to provide non-taxable benefits.

Contact the Office of Human Resources at 318-371-3035 for a list of qualified benefits that can be part of a Cafeteria Plan.

Separating Employees

"Upon the discharge of any laborer or other employee of any kind whatever, it shall be the duty of the person employing such laborer or other employee to pay the amount then due under terms of employment, whether the employment is by the hour, day, week, or month, on or before the next regular payday or no later than fifteen days following the date of discharge, whichever occurs first."

Holidays

There are fourteen holidays, which are observed every year. The Director of the College determines the holidays and a listing can be acquired from the Human Resources Department.

Overpayments

Overpayments occur when compensation that is not owed to the employee is paid in error. This includes but is not limited to overpayment of wages, leave paid in error, as well as, erroneous refunds of deductions. Unearned payments to employees are prohibited by Article 7, Section 14 of the Louisiana State Constitution which prohibits the donation of public funds. As a result, state agencies are required to make a reasonable effort to recoup overpayments to both active and separated employees. Agencies must also establish internal controls to prevent overpayments. This policy applies to the entire LCTCS and all payroll systems through which employees of the LCTCS are paid. It thereby incorporates the procedures of the Recoupment of Overpayments rule (LAC 4:III.Chapter 7) established by the Office of the Governor, Division of Administration, Office of State Uniform Payroll.

Notification to Employee of Overpayment

- Employees must be notified immediately once an agency determines that an overpayment has been made.
- Written notification must be provided prior to withholding the recoupment from a future payment(s).
- The notification to the employee must include the following:
 1. pay date(s) the overpayment occurred;
 2. amount of the overpayment;
 3. agency plan of action for recoupment;
 4. employee options for reimbursement of overpayment, as appropriate,
 5. reason for overpayment; and
 6. agency procedure by which the proposed recoupment can be disputed.

Recoupment from Active Employees

- The following repayment options should be made available, as applicable:
 1. **direct deposit reversal;**
 2. **one-time deduction from a subsequent paycheck;**
 3. **payment plan; or**
 - a. **recurring deductions can be established according to the procedures established by the payroll system through which the employee is paid, and in any case, shall not exceed 12 months, unless the System President grants an exception;**
 - b. **each payroll system of the LCTCS must establish a designated approver for any recoupment payment plan crossing a calendar year and/or fiscal year.**

4. **personal payment from employee (i.e., check, money order);**
 - a. **agencies paid through LCTCS centralized payroll must establish a designated approver from whom approval must be obtained prior to accepting a check from an active employee.**
- If an employee who has been overpaid is separating from the agency, the amount of the overpayment must be withheld from the employee's final paycheck. If the full amount is not recovered, refer to the agency guidelines outlined in the section of this policy entitled Recoupment from Separated Employees.
- The amount to be recouped in a one-time payment or in recurring payments cannot bring the employee's bi-weekly gross hourly wage amount below the federal minimum wage.

PROFESSIONAL DEVELOPMENT

Occupational Advisory Committees

The School Advisory Council serves to promote rapport between the school and the community. The committee is composed of business representatives from each training area, former trainees, and community leaders. Advisory committees for each individual program area have been established to provide more direct contact between instructors, the school, and the business community. A minimum of two meetings per year is required. 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.

Business and Industry Visits

The instructor should make enough business and industry visits to keep abreast of the needs of industry. These visits should be made during the hours outside of regular class hours or at other times when classes are not being held. A minimum of ten (10) industry visits per year is required. The visits should create goodwill for the school, introduce the instructor to new technological changes, and offer an opportunity to explore the validity of the training offered. When an instructor leaves school to visit business or industry after classes, he/she should indicate the industry or business to be visited by filling in the appropriate section of the time and attendance form in the office.

Industrial visits made by the instructor and students may be scheduled any time during the school day, provided notice of such plans are given to the Assistant Dean and the Dean a week in advance. Such plans must have the approval of the Campus Dean. Instructors are responsible for making arrangements with the business to be visited, so the business or industry can make preparations for the visit.

After each visit to industry, a Business and Industry Form must be completed and submitted to the Administrative Office the next morning. This provides documentation for the visit and for the early sign out on the previous day.

College Courses

Tuition exemption and educational leave is available to most employees in accordance with the *NWLTC Tuition Exemption/Continuing Education Policy 6.005*.

In-Service Training

Statewide training programs (workshops) or conferences are offered in specialized areas of training such as Health Occupations, Welding, Networking, etc. Upon employment, participation in a new-teacher workshops or new-teacher orientation is mandatory.

In-service meetings are generally held as needed and are usually facilitated by a printed agenda detailing major topics. All staff members are encouraged to submit items for discussion prior to the meeting; however, any item of concern may be introduced during the meeting. Instructors are encouraged to maintain an in-service reference file utilizing the printed agenda and notes.

BENEFITS INFORMATION

The following benefits are available to Northwest Louisiana Technical College employees through payroll deduction. See the Human Resources representative to request these benefits or to receive more information.

Health Insurance

Effective January 1, 1973, employees of the State of Louisiana became eligible to enroll in the State of Louisiana Employees Uniform Group Benefits Program. The program is administered by the Louisiana Division of Administration. This plan provides employees with valuable financial assistance to help pay medical costs. The benefits are substantial, and the cost is low because the state is contributing a considerable part of the cost as an extra benefit. This health plan consists of two parts:

- (1) basic benefits and (2) major medical benefits.

The program also contains a Life Insurance Benefit for both the employee and eligible dependents. In addition, there is a provision for Accidental Death and Dismemberment coverage for employees under age 65. For details of benefits and coverage of the program, please see your human resources representative.

If an employee chooses not to enroll in this plan during the first thirty (30) days of employment they can apply later and receive coverage on the date specified by the plan for the employee and dependents.

Changes in employee circumstances considered "life altering" should be reported promptly to Human Resource Management to avoid unnecessary premium charges or lapses in coverage. Some examples of changes include: employee or spouse becomes eligible for Medicare, a new family member is added either by marriage, birth or adoption, change in family status including divorce, death and children reaching majority, etc. This coverage is subject to inclusion in the Office of Group Benefits pre-tax medical premiums plan.

RETIREES: This insurance is eligible to be carried into retirement. The college will continue to pay part of the monthly premium. All employees covered as of December 1, 2001 will be "grand fathered" and the college's portion of the premium will be at a full 75% subsidy. Employees enrolled after that date will be subject to the following schedule of state matching premium subsidy:

- 5-9 years of participation will receive 17.5%
- 10-14 years will receive 35%

- 15-19 years will receive 52.5%
- 20 or more years will receive the full 75%.

Each year during our ANNUAL ENROLLMENT PERIOD (normally October) employees can make changes between plans. Additional information is available in Human Resources or on the Office of Group Benefits website [Office of Group Benefits](#) .

Life Insurance

This is a term life insurance plan underwritten by Prudential Life Insurance Company, with the state paying one-half (½) of the life premium for the employee and/or the retiree. The two plans of life insurance, along with corresponding amounts of dependent life insurance offered under each plan are listed below:

(a) BASIC PLAN:

Employee: \$5,000 Face Amount

*Spouse: \$1,000 Face Amount or \$2,000 Face Amount.

Each Child: \$ 500 Face Amount or \$1,000 Face Amount.

(b) BASIC PLUS SUPPLEMENTAL PLAN

Employee: Schedule to Maximum of \$50,000 Face Amount.

(Based on 1½ X Employee's annual salary)

*Spouse: \$2,000 Face Amount or \$4,000 Face Amount.

Each Child: \$1,000 Face Amount or \$2,000 Face Amount.

* Optional Dependent Life - Employee pays entire premium.

Dental Insurance

Dental insurance is available upon request. Brochures are available in the Human Resources Office to further explain this plan or visit the website at www.pickanydentist.com.

Vision Insurance

Vision insurance is available upon request. Brochures are available in the Human Resources Office to further explain this plan or visit the website at www.pickanydentist.com.

Additional Insurance Coverage

Additional policies regarding accident, cancer, intensive care, heart care, disability are available upon request through various insurance plans. Call the Human Resources Department if you are interested in any of these additional insurance policies.

Deferred Compensation Plan

The State of Louisiana Public Employees Deferred Compensation Plan (the "Plan") was adopted by the Louisiana Deferred Compensation Commission (the commission), effective September 15, 1982. The Plan was established in accordance with R.S. 42:1301-1308, and 74 §457 of the *Internal Revenue Code of 1986*, as amended, for the purpose of providing supplemental retirement income to employees and independent contractors by permitting such individuals to defer a portion of compensation to be invested and distributed in accordance with the terms of the Plan. Additional information can be obtained in the Human Resources Office or by visiting the website at www.louisianadcp.com.

Tax Sheltered Annuities

The federal government allows employees of educational institutions to contribute amounts to a supplemental retirement plan. These contributions are exempt from federal and Louisiana taxes in the year made and taxable in the years in which they are paid back to the employee. The amount an employee can contribute is based on a formula that takes into consideration the amount of gross earnings and previous contributions to retirement plans. An agent with one of these companies will work with you to determine the amount of your maximum deduction. You may contribute any amount up to the maximum. Only one change is allowed in the amount of deduction within a calendar year, however, you may discontinue your TSA by putting your request in writing to Human Resources.

Cafeteria Plan

Section 125 of the Internal Revenue Code established the ability for employees to pay for their life, health, dependent life, catastrophic illness, vision plan, and dental insurance premiums on a pre-tax basis. What this means to the employees is that they can pay less federal and state taxes and less FICA Medicare tax to net a saving in income tax owed.

Employees who choose to become a member of the Cafeteria Plan are obligated to maintain coverage for the plan year except for "life altering" changes which includes adding or deleting a dependent or spouse due to birth, death, marriage and/or divorce. This election can be changed once each year during the April annual enrollment period. Employees are not charged a fee for participation in the premiums only cafeteria plan.

RETIREMENT

Regular unclassified employees, who are eligible for membership, are required to participate in a retirement program. New unclassified employees have sixty (60) days to complete enrollment forms for Teacher's Retirement System of Louisiana.

Regular classified employees are eligible for membership in Louisiana State Employees' Retirement System. A brief description of each program follows.

Teachers' Retirement

Instructors who begin employment prior to the age limit for membership are covered by the Teachers' Retirement System of Louisiana.

Regular unclassified employees of Northwest LTC are eligible for membership in Teachers' Retirement. Features of this plan are twenty (20) year retirement eligibility, tax-sheltering of contributions, survivors' benefits, disability benefits, vesting rights, and a deferred retirement option program.

The Deferred Retirement Option Program (DROP) is an alternative method of retiring. The decision to enter DROP is a personal one that you must make after carefully considering your situation. You can obtain a booklet from Human Resources which will explain the program in detail.

You are eligible for Drop when whichever of the following options occurs first:

1. You have at least 25 years of service at age 55.

2. You have at least 30 years of service at any age.
3. You have at least 20 years of service at age 65 (excluding military service.)
4. You have at least 5 years of service at age 60.

Employees receive a statement of service credit annually, and it is the employee's responsibility to initiate enrollment in DROP at their earliest eligible date. The employee can enter DROP on the day they first become eligible. If you enter within 60 days after first eligibility, you can participate for the 3 full years. Employees who were eligible for DROP on January 1, 1994 have other options available and should contact Human Resources or TRSL for details.

Retirement is optional at age sixty with five (5) years of service or with twenty (20) years of service regardless of age. Faculty members who have forty (40) years credit in TRSL no longer contribute to the system.

Should you not stay until retirement you are eligible for refund, after ninety (90) days refund of all employee contributions to TRSL will be made. You will not receive interest or employer contributions. [Teachers Retirement System of Louisiana](#)

State Retirement (LASERS)

Classified employees of the state who begin employment prior to the age limit set for membership are eligible for membership in the Louisiana State Employee's Retirement System. Brochures are available in the Human Resources Office to further explain this system or visit the Civil Service website at [Louisiana State Civil Service](#).

All regular classified employees of LTC- Greater Northwest Louisiana Region 7 are eligible for membership in Louisiana State Employees' Retirement System. Features of this plan are tax-sheltering of contributions, survivors' benefits, disability benefits, vesting rights, and a deferred retirement option program. Employees make regular contributions (no social security tax is deducted with the exception of Medicare tax).

The Deferred Retirement Option Plan (DROP) is an alternative method of retiring from LASERS. The decision to enter DROP is a personal one that you must make after carefully considering your situation. You can obtain a booklet from Human Resources which will explain the program in detail. You are eligible for DROP when any of the following situations occur:

1. You have 30 years of service at any age.
2. You have 25 years of service and are at least age 55.
3. You have 10 years of service and are at least age 60.

Employees receive a statement of service credit annually, and it is the employee's responsibility to initiate enrollment in DROP. Participation can last 3 years.

All Civil Service employees (excluding emergency and restricted appointments) are automatically members of LASERS and are eligible for regular retirement as follows:

1. 30 years or more service credit at any age.
2. 25 years or more service credit at age 55 or thereafter, or
3. 10 years or more service credit at age 60 or thereafter.

Should a member of LASERS not stay until retirement all employee contributions are refundable after a thirty (30) day waiting period. No interest and no employer contributions will be refunded.

LSU employees with service under the LSU Retirement System (employment prior to January 1, 1979) will have a different formula used for a portion of their retirement benefit. [LASERS Retirement](#)

Alternate Retirement Plans

There are other alternate retirement plans some employees may bring with them to NWLTC, such as LSERS and ORP. If you are a member of a retirement plan that is different than TRSL or LASERS, please notify the Human Resources department immediately. It is imperative that you are enrolled in the correct program when you are hired.

Employment of Retired Personnel

Effective July 1, 2010, TRSL retirees who return to work in a TRSL-covered position will be categorized as either “retired teachers” or “retired members.” Payment of retirement contributions and receipt of retirement benefits are determined by the category to which the return-to-work retiree belongs.

Additional Employer Requirements

Employers must enroll rehired retirees in TRSL within 30 days of re-employment. Any overpayment of benefits resulting from the failure to notify TRSL will be charged to the employer. Employers are also required to file a report by August 15, 2010, to TRSL and the House and Senate retirement committees containing the names, positions, and salaries of each person re-employed as of January 1, 2010. Each calendar year thereafter, the employer must file a report by January 15 to TRSL, and the House and Senate retirement committees containing the names, positions, and salaries of each person re-employed as of January 1 of that year and receiving a TRSL retirement benefit. Please check with Human Resources for assistance prior to hiring a retiree. All actions for retired individuals are subject to applicable personnel and equal employment practices, including the normal review and authorization procedures for academic and unclassified employees.

Return to Work Retirees with LASERS

LASERS has very specific return to work rules also. If you are a LASERS retiree who is returning to work in a LASERS specific position, please notify the Human Resources department immediately.

FAILURE TO NOTIFY HUMAN RESOURCES THAT YOU ARE A RETURN TO WORK RETIREE WITH ANY STATE RETIREMENT SYSTEM COULD RESULT IN THE LOSS OF YOUR RETIREMENT BENEFIT.

Social Security

Employees on temporary appointment, including Civil Service restricted, of less than two (2) years duration will be covered by Social Security rather than a retirement system. [US Social Security](#)

Medicare Tax

All new employees or "rehires" since April 1, 1986 are subject to Medicare tax (01.45%) on all earnings. [US Social Security](#)

Garnishments and Salary Liens

State and federal law requires the NWLTC to collect court garnishments, state and federal tax levies and Chapter 13 bankruptcy agreements. The NWLTC will also collect DHHR child support agreements.

All garnishment and lien information is sent to the LCTCS payroll offices in Baton Rouge processing. LCTCS Human Resources will notify the employee upon receipt of the documents from the issuing court or agency. Deductions will begin on the next payroll after receiving notification from the court or agency. Deductions will continue until the amount of the levy or garnishment is paid, or until a notice is received from the court of agency to discontinue the deductions.

Resignation and Separation Procedure

It is the goal of Northwest Louisiana Technical College to handle without undue hardships to the employee all resignations and separations. Specific responsibilities of the employee and department follow:

Classified Staff

Whenever the services of a permanent or probationary employee are terminated by voluntary resignation, it is appropriate that an employee submit a letter of resignation.

Faculty and Unclassified Staff

Likewise, academic and unclassified employees are required to submit a letter of resignation to their department preferably no later than one month prior to the date of separation.

NOTE: All regular employees must complete an EXIT form with Human Resources prior to receiving their last payment from the NWLTC.

Unemployment Compensation Program

Northwest Louisiana Technical College employees are covered under the Louisiana Employment Security Act for unemployment benefits. No deduction is made from the employee's pay for this purpose. Employees dismissed for justifiable cause will be found to be not eligible for benefits under the Unemployment Compensation Program. Individual claims and benefits are administered by the Louisiana Department of Labor, Employment Security Office, Unemployment Insurance Division. (*NWLTC Unemployment Policy 6.020*)

POLICIES & PROCEDURES

All LCTCS Policies may be found at [Louisiana's Community and Technical College System](#).
All NWLTC Policies may be found at or [Northwest Louisiana Technical College](#)
Please read and familiarize yourself with all policies and procedures.

To keep outdated information to a minimum the Employee Handbook is distributed electronically and we ask that you visit the websites listed above to review all LCTCS and NWLTC policies.

The employee is responsible for reading the handbook, becoming familiar with its contents, and adhering to all of the policies and procedures of the LCTCS and NWLTC, whether set forth in this handbook or elsewhere.

The policies, procedures and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between NWLTC and any of its employees.

After you have reviewed the Employee Handbook, the policies at www.lctcs.edu and www.nwltc.edu, please print the following signature page, sign and return to Human Resources.

Employee Signature Form

All LCTCS Policies may be found at [Louisiana's Community and Technical College System](#).

All NWLTC Policies may be found at [Northwest Louisiana Technical College](#)

I understand that I am responsible for reading the handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of the LCTCS and NWLTC, whether set forth in this handbook or elsewhere.

The policies, procedures and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between NWLTC and any of its employees.

I understand that the information in this handbook represents guidelines only. Northwest Louisiana Technical College reserves the right to modify this handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefits programs.

NAME _____ DATE _____

SIGNATURE _____