

EMPLOYMENT STANDARDS

Performance Standards

BPCC 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 The guidelines should not be construed as complete and, when in conflict, are superseded by federal or state laws such as the State Civil Service and/or Board of Trustee Regulations.

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.

Work Week

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

Classified and Unclassified Staff Members

Full-time classified and unclassified staff salaries are based on a 40-hour work week and such employees are expected to be productive on College business during this period.

Teaching Faculty Members

Faculty members are to be accountable for a 40-hour work week. Faculty are required to be available on campus for a minimum of 25 hours per week over a 4- to 6-day week for instructional responsibilities and meeting with students. The teaching responsibility consists of 15 credit hours (or the equivalent thereof) per week possibly in a combination of day and evening classes.

Office hours, which are designated for the availability of faculty to students and are exclusive of other activities in other locations, should be consistent with the times of the teaching schedule and must be posted within the first week of class. A faculty member's teaching hours and office hours must total at least 25 hours per week, with no fewer than

10 office hours under any circumstances. These 25 hours are exclusive of any additional hours for any contractual obligations such as overload or extra contract courses. Faculty on released time must contribute a proportional amount of a 40-hour week in return for a percentage release from instructional responsibilities. See the current *Faculty Handbook* for more specific information for faculty.

Absence

There are two categories of absence: scheduled and unscheduled.

A scheduled absence must be approved in advance. Scheduled absences occur when an employee takes vacation, jury duty, leaves of absence, compensatory time, or other scheduled absences. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A scheduled absence may be paid or unpaid.

An unscheduled absence is usually an absence due to illness, injury, or emergency. In the event of a need for an unscheduled absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unscheduled absence is excused, unexcused, paid, or unpaid.

If the employee fails to contact his/her supervisor about an unscheduled absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor, then the absence is unexcused and therefore unpaid.

When an employee has an unplanned absence for illness or injury that lasts more than five (5) consecutive days, the employee will be required to provide the supervisor with a medical release from the attending physician stating that the employee is fit to resume regular duties. **The supervisor can request a doctor's note from the employee at any time.**

Excessive Absence

Unplanned absences can occur with such frequency as to become unacceptable. An employee who has excessive unplanned, excused or unexcused absences will be counseled by his/her supervisor.

Unscheduled Absence

When, after the employee has been given written notice that his attendance requires improvement and a copy of Civil Service Rule 12.6(a)2, an employee has seven or more unscheduled absences during any consecutive twenty-six week period. The employee shall also be given written notice each time he incurs a sixth unscheduled absence during a consecutive twenty-six week period. An unscheduled absence occurs when an employee is absent from work without having obtained approved leave prior to the absence. Approval of leave, after the fact, to cover an unscheduled absence shall not

prevent the absence from being considered unscheduled. A continuous absence for the same reason is one unscheduled absence, regardless of its duration.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM

Policy # 1.038

Title: Rights, Duties and Responsibilities of the Academic Staff

Authority: Board Action

Original Adoption: September 10, 2003

Effective Date: September 10, 2003

Last Revision: Initial

-
- A. Academic Freedom. The Louisiana Community and Technical College System is committed to the principle of academic freedom. The principle acknowledges the right of a teacher to explore fully within the field of his/her subject as he/she believes to represent the truth. The principle also includes the right of a member of the academic staff of the System to exercise in speaking, writing, and action outside the System the ordinary rights of the American citizen, but it does not decrease the responsibility and accountability which the member of the academic staff bears to the system, the state, and the nation.

Among the many implicit responsibilities which must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

- B. Duties of Academic Staff. Each member of the academic staff is expected to be devoted to the accomplishment of the purposes for which the System exists: instruction, workforce and economic development, and public service. Those members of the academic staff who comprise the faculty of the System are charged to determine the educational policy of the System through deliberative action in their respective units and divisions.
- C. Responsibilities of Academic Staff. It is a basic principle that every member of the academic staff, of whatever rank, shall be held responsible for competent and effective performance of his/her duties.

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 BPCC employees will be reported on Attendance and Leave forms. The employee is responsible for documenting their attendance. Both employee and supervisor will sign this report certifying the correctness of the entries. The Office of Human Resources will review and verify attendance and leave forms for corrections.

The Payroll Office will maintain the official copy of all time and attendance records.

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.

Unacceptable Standards of Conduct

The employees of Bossier Parish Community 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 Director of Human Resources 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 Bossier Parish 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 will not be tolerated. Any employee who intentionally misrepresents his time on a time sheet 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.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEMPolicy # 6.025**Title: CODE OF CONDUCT**

Authority: Board Action Original Adoption: 4/10/02

Effective Date: 4/10/02

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.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM POLICY ON INTERNAL AND EXTERNAL COMMUNICATIONS

Board Approved October 9, 2002 – Supersedes all other prior system policies

The intent of this policy is to establish guidelines to govern official LCTCS and LCTCS colleges' publications, communication with mass media, electronic and online publications, and public service radio and television programs, which reflect on the role, scope and mission of Louisiana's community and technical colleges.

To ensure that specific wording throughout this policy is understood, the definition section has been provided.

GENERAL DEFINITIONS

- **Custodian** – public official or head of any public body having custody or control of a public record, or a representative specifically authorized by him to respond to requests to inspect any such public records. (per Louisiana Revised Statutes 44.1)
- **Requestor** – person requesting information of the institution.
- **Public Information** – All books, records, writings, accounts, letters and letter books, maps, drawings, photographs, cards, tapes, recordings, memoranda, and papers, and all copies, duplicates, photographs, including microfilm, or other reproductions thereof, or any other documentary materials, regardless of physical form or characteristics, including information contained in electronic data processing equipment, having been used, being in use, or prepared, possessed, or retained for use in the conduct, transaction, or performance of any business, transaction, work, duty, or function which was conducted, transacted, or performed by or under the authority of the constitution or laws of this state, or by or under the authority of any ordinance, regulation, mandate, or order of any public body or concerning the receipt or payment of any money received or paid by or under the authority of the constitution or the laws of this state (per Louisiana Revised Statutes 44:1)
- **Information that is not public** – Any documentary material of a security feature of a public body's electronic data processing system, information technology system, telecommunications network, or electronic security system, including hardware or software security, password, or security procedure, process, configuration, software, and code is not a "public record". (per Louisiana Revised Statutes 44:1)
- **Active Use** – document requested is being used by staff to perform a task that is essential to the daily operation of the institution. (i.e., a policy manual being used to draft new policy or a report being used to draft a document.)
- **“Dramatic changes”** – changes that are striking in appearance or effect (i.e. major alterations to approved logo such as name or emblem change, which do not include color changes, size changes or usage.)

CENTRALIZATION OF NEWS EFFORTS

In an effort to provide accurate and timely information to the mass media, it is essential that the LCTCS colleges and System Office maintain a centralized news effort so that media will receive an organized flow of information that is consistent in style, quality, and content. It is the responsibility of each of the LCTCS colleges to develop an internal system to accommodate media requests. Within the LCTC System Office, the planning, research, writing, and distribution of news items, statements, public service announcements, feature articles, and other informational materials (including photographs) released to the media is centralized in and coordinated by the Office of External Affairs, with the approval of the President (who serves as custodian of System Office records).

The intent of this policy is not to handicap or restrict faculty or staff employed by the System from expressing their opinions or providing information to media representatives regarding their research and/or areas of expertise. It does apply, however, to questions regarding System policy, which should be referred to the Office of the President, which will work with the Office of External Affairs for response.

In instances of direct media contact, faculty and staff members may ask to call the reporter back and contact the Office of External Affairs for advice and counsel before consenting to interviews, particularly on sensitive questions. Employees should always state that their views given are personal opinions and not necessarily those of their colleagues, the College where they are employed, or the System Office.

In an emergency, crisis, or controversy, the President of the System may designate a spokesperson for the System. In that event, all calls from media regarding that particular situation will be referred to the spokesperson through the Office of External Affairs.

In all circumstances that may have an impact upon System policy, the President and the Office of External Affairs will be consulted.

REQUESTS FOR INFORMATION

The President serves as custodian of System Office records, documents, writings, letters, memoranda, or other written, typed, copied, electronic or developed materials possessed, assembled by the System Office. Likewise the Chancellor of each LCTCS college is designated the custodian of all records maintained by the college.

- If there is a request for information at an LCTCS college or the System Office, this request should be directed to the appropriate custodian (the Chancellor or President), or his/her designee(s) immediately upon receipt. The custodian or his/her designee will forward the request to the appropriate individual(s).
- The System requires individuals that have a desire to examine or receive copies of information to provide a written request, which includes the documents requested. This will assist staff in responding specifically to the request, i.e., providing the requested information for examination or for copies, if applicable, in a timely manner.

- The CEO of the particular institution or his/her designee(s) shall make a determination as to whether or not the information requested is public information. If found to be public information, the document(s) will be released immediately.
- If the requested document(s) is not public information, the requestor will be informed by the responsible party (in writing) and such information will not be released (specific guidelines outlined in the section “Determining whether information is public information.”)

Determining whether information is public information

- In instances where the responsible party is unable to ascertain whether or not the information requested is public information, the institution’s CEO or his/her designee shall seek an opinion from legal counsel on the status of the information.
- The custodian or his/her designee shall within three (3) days (excluding Saturdays, Sundays and legal holidays) of the receipt of the request notify the requesting party of the determination and the reasons therefore.
- If the information is deemed public in nature, it will be immediately released for examination or for duplication (if applicable).

(Information in this section derived from Louisiana Revised Statutes 44.32 D).

Availability of Records

- If the information requested is not immediately available because it is in active use (as defined in the definition section), the custodian or his/her designee(s) will “certify” this in writing to the requestor, and shall fix a day and hour within three (3) working days not including Saturdays, Sundays, and legal holidays, when the information can be examined and/or copies can be provided (per Louisiana Revised Statutes 44.33 B).
- If any record applied for by any authorized person is not in the custody or control of the custodian or his/her designee, the custodian or his/her designee shall certify this in writing to the requestor and shall in the certificate state in detail to the best of his/her knowledge and belief, the reason for the absence of the record from his custody or control, its location, what person then has custody of the record and the manner and method in which, and the exact time at which it was taken from his custody or control. He/she shall include in the certificate ample and detailed answers to inquiries of the requestor which may facilitate the exercise of the right granted by RS 44:34 (per Louisiana Revised Statutes 44:34)

Duty to permit examination; prevention of alteration; payment for overtime; copies provided; fees

- The custodian shall present any public record to any person of the age of majority who so requests. The custodian shall make no inquiry of any person who applies for a public record, except an inquiry as to the age and identification of the person and may require the person to sign a register and shall not review, examine or scrutinize any copy, photograph, or memoranda in the possession of any such person; and shall

- extend to the person all reasonable comfort and facility for the full exercise of the right granted by RS 44:32; provided that nothing herein contained shall prevent the custodian from maintaining such vigilance as is required to prevent alteration of any record while it is being examined; and provided further, that examinations of records under the authority of this Section must be conducted during regular office or working hours, unless the custodian shall authorize examination of records in other than regular office or working hours. In this event the persons designated to represent the custodian during such examination shall be entitled to reasonable compensation to be paid to them by the public body having custody of such record, out of funds provided in advance by the person examining such record in other than regular office or working hours. (per Louisiana Revised Statutes 44:32 A)
- If any record contains material which is not a public record, the custodian may separate the nonpublic record and make the public records available for examination. (per Louisiana Revised Statutes 44:32B)
 - No fee shall be charged to any person to examine or review any public records, except as provided in RS 44:32, and no fee shall be charged for examination or review to determine if a record is subject to disclosure, except as may be determined by a court of competent jurisdiction.
 - For all public records of state agencies, it shall be the duty of the custodian of such records to provide copies to the requestor. If copies of information are requested, the copies will be provided at fees established by the Commissioner of Administration (per Louisiana Revised Statutes 39:241). (Louisiana Revised Statutes 44:32 2)

PUBLICATIONS

It is the responsibility of the individual LCTCS colleges to establish specific guidelines for the printed matter produced in their Offices of Public Relations. To ensure that printed matter developed on behalf of the LCTC System Office for public distribution accurately reflects the goals and image of the LCTCS, it is desirable that uniform practices be followed in planning, editing, designing, purchasing, and producing such materials. Therefore, supervision and production of System promotional publications is coordinated by the Office of External Affairs, and must be approved by the System's chief public information officer to ensure that they contribute to and reflect favorably on the System.

LOGOS

In an effort to ensure that LCTCS logos are consistent with the vision of the System, new designs for any LCTCS college or the System Office logo or dramatic changes to existing logos must be submitted to the LCTCS President for approval. Dramatic changes are defined under the definition section of this policy.

SYSTEM SEAL

Use of the LCTCS seal is governed by the LCTCS Board of Supervisors. Documents where the seal may be used are (1) diplomas and certificates evidencing completion of degree requirements from an LCTCS college, and (2) all contracts and documents that require the

signature of the president of the LCTC System involving purchasing, selling, or leasing of land or facilities of the Board of Supervisors, if such documents require a seal.

Other uses of the LCTCS seal will be determined by the System's chief public information officer.

LETTERHEAD

New designs or changes to existing LCTCS college letterhead shall be submitted to and approved by the college chancellor or his/her designee. Any college that alters its letterhead, shall forward a draft of the letterhead to the System Office as a "for your information (FYI)" item. However, if the logo on the letterhead is altered dramatically and was not pre-approved, the logo should be sent forward to the System President for review and approval, prior to adopting the newly designed letterhead.

LCTCS letterhead shall not be used for non-LCTCS purposes.

PHOTOGRAPHY AND FILE FOOTAGE

Prior to taking photographs, it is suggested that all LCTCS colleges and the System Office have persons being photographed sign release forms so that photographs can be used for a variety of college promotional purposes (i.e., posters, event schedules, calendars, or general marketing practices.) to ensure that photographed subjects do not pursue legal action in regards to use of the property. The LCTCS encourages the mass media to use photographs released by the System or file footage gathered in System colleges only for illustration of LCTCS-related news or feature stories.

ELECTRONIC MEDIA

To ensure that public service radio and television commercials and programs promoting the LCTCS colleges and all recruiting and promotional radio and television products about the LCTCS colleges effectively and uniformly reflect the goals and image of the LCTCS, all such electronic media presentations shall be approved by the college chancellor or his/her designee. The President of the LCTCS or his/her designee shall approve promotional communications developed on behalf of the System Office.

TELEPHONE/E-MAIL/VOICE MAIL/INTERNET USAGE

All electronic and telephonic communication systems and all communication and information transmitted by, received from, or stored in LCTCS systems are property of the LCTCS, and as such are intended to be used for business purposes only.

- All telephonic/e-mail/voice mail/internet records are considered LCTCS records and should always ensure that the business information contained in these messages is accurate, appropriate and lawful.
- While the LCTCS does not intend to regularly review employee telephone/e-mail/voice mail/internet records, employees have no right or expectation of privacy in utilizing these systems. LCTCS and/or the State of Louisiana own the telephone, computer and software making up these systems and permits employees to use them in the performance of their duties for the LCTCS. Such records are to be treated like LCTCS paper files, with the expectation that anything in them is available for review by authorized representatives of the LCTCS.
- Abuse of telephone/e-mail/voice mail/internet systems, through improper personal use, or use in violation of the law or policies of the LCTCS, will result in disciplinary action, up to and including termination of employment.

SOLICITATIONS, DISTRIBUTIONS, AND USE OF BULLETIN BOARDS

- LCTCS employees may not solicit other employees during working time, nor may LCTCS employees distribute non-work-related literature in work areas at any time.
- Persons not employed by LCTCS may not solicit LCTCS employees for any purpose on LCTCS premises.

LCTCS staff bulletin boards should generally be maintained for posting of business-related information and announcements. The System Office and each college shall develop an operating policy for posting of information on staff bulletin boards. All posted information must have authorization from the area identified in the operating policy.

Policy – Postings on BPCCC Employee Bulletin Board

BPCCC Employee Bulletin Boards located in the break rooms, break common areas, or employee lounges are for business related information and announcements only.

Any postings on BPCCC Employee Bulletin Boards must be approved through the Office of Human Resources. The posting must have an approval and removal date on it.

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM**

Policy # II.3.030

Title: DRUG FREE WORKPLACE

Authority: Board Action

Original Adoption: 03/12/03

Effective Date: 03/12/03

Last Revision: Initial

Louisiana Community & Technical College System (LCTCS) is committed to maintaining a drug free workplace. The illegal use of drugs or alcohol for consumption within the system office and colleges of the LCTCS interferes with the accomplishment of this mission. It is understood that alcohol may be used in laboratory situations and should not be misused for other purposes. Various federal and state laws and regulations apply to employees of the LCTCS including Federal Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Acts Amendments of 1989 (Public Law 101-226), and Revised Statutes of the State of Louisiana.

Definitions:

LCTCS – Any property, college campus or leased site.

Drug free workplace – a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the federal Drug Free Workplace Act of 1988.

Controlled substance – a controlled substance in schedules I through V of Louisiana R.S. 40:964 or Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

Conviction – finding of guilt (including a “no contest” plea) or the imposition of sentences, or both, by any judicial body having the responsibility to determine violations of the federal or state criminal drug statutes.

Misuse of alcohol – any possession, consumption or other use of an alcoholic beverage in violation of this policy.

Safety-sensitive or Security-sensitive positions: Positions with duties that may: 1) require or authorize safety inspection of structure; 2) require or authorize access to a prison or an incarcerated individual; 3) require or authorize carrying a firearm; 4) allow access to controlled substances (drugs); 5) require or authorize inspecting, handling, or transporting hazardous waste as defined in R.S. 30:2173(2) or hazardous materials as defined in R.S. 32:1502(5); 6) require or authorize any responsibility over power plant equipment; 7) require instructing or supervising any person to operate or maintain, or that may require or authorize

operating or maintaining, any heavy equipment or machinery; and 8) require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee.

Sample – urine, blood, saliva, or hair

General Policy

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on LCTCS property in addition to any location from which an individual conducts LCTCS business while such business is being conducted. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, will be subject to LCTCS disciplinary action up to and including termination of employment.

Alcohol misuse is prohibited extending to 1) use of alcohol on the job; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual's blood system while on the job.

The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. LCTCS reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, LCTCS reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

Drug Tests/Screens

LCTCS reserves the right to require drug screening for pre-employment, re-employment or reinstatement. **Drug testing/screening is performed for any or all of the following classes of drugs: marijuana, opioids, cocaine, amphetamines, and phencyclidine.** Employees in safety-sensitive and security-sensitive positions may be subject to random/unannounced drug testing. All employees are subject to being tested for drugs under the following circumstances:

1. **Commercial Driver's License Requirement:** Each employee who is required to obtain a commercial driver's license (CDL) must be tested for drugs, alcohol, or controlled substances in accordance with the provisions of the Omnibus Transportation Employee Testing Act of 1991.
2. **Post-Accident/Incident:** Following an accident that occurs during the course and scope of an employee's employment that a) involves circumstances leading to a reasonable suspicion of the employee's drug use, b) results in a fatality, c) results in or causes the release of hazardous waste or materials, or d) involves an on-the-job injury or potentially serious accident, injury, or incident in which safety precautions were violated, equipment or property was damaged, or unusually careless acts were performed.

3. **Rehabilitative:** Required as a part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement. Note: Rehabilitation is not required to be offered. The LCTCS reserves the right to ensure that any substance abuse treatment program or facility chosen by an employee to seek rehabilitation meets accreditation or certification to conduct such rehabilitation.

4. **Random Drug Testing:** LCTCS reserves the right to use random drug testing for those employees in safety-sensitive and security-sensitive positions where any form of substance abuse may affect the operation of the department through unsafe work behavior/performance or error in judgment, or where substance abuse could jeopardize the safety and well-being of employees, other personnel, or the general public.

5. Rights of the Employee

A. Any employee, confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.

B. LCTCS may, but is not required to, afford an employee whose drug test is certified positive by the medical review officer the opportunity to undergo rehabilitation without termination of employment.

6. **Procurement of Drug Testing Services:** Employee drug testing services shall be procured through the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws.

7. **Expectation of Privacy:** Employees are hereby notified that LCTCS offices and work sites are the property of the LCTCS and there is no expectation of privacy with regard to LCTCS offices and work sites. Under appropriate circumstances and in accordance with the law, the LCTCS, in conjunction with law enforcement authorities, reserves the right to conduct unannounced searches and inspection of LCTCS facilities and properties, including state-owned vehicles.

8. **Employer Notification Requirements:** The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervision within five (5) days of conviction of any criminal drug statutes when such offense occurred in the workplace, while on official business, during work hours, or when in on-call duty status. Federal law requires that LCTCS report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received. Employees whose jobs require driving, are required to notify their immediate supervisor if their driving privileges are suspended or revoked. If reasonable accommodation cannot be made, employees who operate LCTCS vehicles on a regular and recurring basis may be forced to utilize accrued leave or be placed in leave without pay status during the period of suspension of driving privileges. Employees returning to work after such suspension shall be required to provide proof of restoration of driving privileges.

9. Employee Notification: The LCTCS will notify all employees at least once each year of its policies and procedures governing the illegal use of alcoholic beverages and drugs and through appropriate media, make employees aware of the dangers of abusive or illegal use of alcohol or drugs.

All new employees will receive a copy of this policy and will be required to sign that the policy has been received. As a condition of employment, all LCTCS employees must comply with this policy. This signed form will be retained in the employee's personnel file.

10. Posting Requirement: In accordance with provisions of Act 1027 (1990 Regular Session), drug free zone posters will be posted on a bulletin board and/or other prominent location(s) in each campus of each of the LCTCS institutions.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE
SYSTEM

Policy # II.3.024

Title: SMOKE-FREE ENVIRONMENT

Authority: Board Action

Original Adoption: 4/10/02

Effective Date: 4/10/02

Last Revision: Initial

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking both to smokers and to non-smokers who are exposed to second-hand tobacco smoke. The purpose of this policy is to set forth rules to create a smoke-free environment within LCTCS facilities.

It is the policy of the Louisiana Community and Technical College System to provide its students, faculty, staff and other members of the system community with a tobacco smoke free environment within its vehicles and facilities; however, the LCTCS does not otherwise prohibit the smoking of tobacco by its students and employees and does not discriminate against tobacco smokers in employment or conditions of employment (R.S. 40:1300.24 and R.S. 23:966).

Therefore, smoking is prohibited within all LCTCS facilities and vehicles, outside of designated smoking areas, if such are provided. It is recommended that designated smoking areas be outside of LCTCS facilities and that they be located 25 feet or more beyond any doorway.