

## FOREWORD

The purpose of this manual is to increase the understanding of College matters and encourage fair and consistent treatment of employees throughout the BPCC 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 Office of Human Resources whenever problems are encountered or improvements can be made. As revisions become necessary, the Office of Human Resources will notify the holders of this manual of the amended pages.

Bossier Parish Community College believes wholeheartedly 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 Bossier Parish Community 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.***

The College, which includes all offices under its jurisdiction, reaffirms its policy for Equal Employment Opportunity (EEO) not to discriminate against or exclude from participation in any benefits or activities, any person, either an employee or a member of the student body, on the basis of race, color, religion, gender, age, national origin, disability, veteran's status, political belief or affiliation, or any other non-merit factor in any employment practice, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Executive Order 11246; Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; and the Americans with Disabilities Act of 1990.

## USING THE GUIDE IN CONJUNCTION WITH OTHER PUBLICATIONS

*The Human Resource Manual* 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* provides current information to employees regarding their employment at BPCC. 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.

### **Faculty Handbook**

*The Faculty Handbook* serves as a resource to faculty regarding the teaching process.

### **Bossier Parish Community College Catalog**

*The Bossier Parish Community College Catalog* is the premiere academic publication of the College and is published annually.

## **Bossier Parish Community College Mission Statement**

The mission of Bossier Parish Community College is to promote attainment of educational goals within the community and strengthen the regional economy. This mission is accomplished through the innovative delivery of quality courses and programs that provide sound academic education, broad vocational and career training, continuing education, and varied community services. The College provides a wholesome, ethical, and intellectually stimulating environment in which students develop their academic and vocational skills to compete in a technological society.

### **To achieve its mission of instruction and service, Bossier Parish Community College is committed to:**

- Offering associate degree programs, one-and two-year occupational certificate programs, and specialized career training.
- Delivering education and training/retraining through technical programs, workforce development, community education, and non-credit courses to serve citizen, business, and industry needs.
- Providing opportunity to earn academic college credits for articulation to other institutions of higher learning.
- Providing developmental studies and remedial programs that enable students to acquire basic skills.
- Utilizing a comprehensive program of student services.