

Mission Statement – Human Resources

Human Resources supports the overall mission and goals of the college by establishing, administering, and effectively communicating policies, rules, and practices that treat individuals with dignity and equity while maintaining compliance with federal, state and local employment and labor laws.

Approved 11/28/06

Access to Personnel Records

Baton Rouge Community College allows access to personnel records under the provisions of federal, state, and local laws including but not limited to the Public Records Act (RS:44:1 et. seq.), the Louisiana Public Records Law and Health Insurance Portability and Accountability Act (HIPAA).

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Americans with Disabilities Act of 1990 Employees and Students

to the college will provide equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, participation in, treatment in or employment in the programs and activities operated and sponsored by the college pursuant to the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and other related federal, state and local laws.

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Code of Conduct

Employees of Baton Rouge Community College are expected to adhere to all federal, state, and local laws and ordinances as governed or prescribed by Title 42:1101 through 1123 of the Louisiana Revised Statutes of 1950, as amended and Section 1115 of the State Code of Ethics. Employees shall also adhere to all college policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities. Violation of the code of conduct may result in disciplinary action, up to and including termination of employment.

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Consensual Relationship

Relationships, inclusive of dating, between administrative and/or supervisory employees under its management and control, and employees or students with whom these individuals have a direct reporting relationship are discouraged.

Consenting parties are required to complete a Consensual Relationship form available in the Office of Human Resources.

Approved 9/15/03

Revised 11/28/06

Dress Code

Employees must wear acceptable work attire during scheduled work hours and work related activities. This is applicable to all administrative, unclassified and classified employees. Faculty is exempt.

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Revised 11/28/06

Drug Free Workplace and Campus

In accordance with the Drug-Free Workplace Act of 1988, and other federal and state laws and regulations, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. College offices and work sites are properties of the college. There is no expectation of privacy with such regard to such offices and work sites. Under appropriate circumstances, and in accordance with the law, the college, in conjunction with law enforcement authorities, reserves the right to conduct unannounced searches and inspection of college facilities and properties, including vehicles.

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Eligibility for Employee Benefits

Based upon employment classification, full-time employees are eligible for benefits provided by the college.

Eligible Full-Time Classifications:

- Unclassified Staff
- Faculty
- Classified Civil Service Staff

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Employment

The Chancellor or his/her designee is authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel issues.

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Equal Opportunity

Employment opportunities are offered by the Baton Rouge Community College without regard to race, gender, religion, national origin, age, disability, or marital status according to Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, the Louisiana Rehabilitation Act of 111973 (Sections 503 and 504), the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. The chancellor of the college is the appointing authority for all personnel actions.

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Grievance

A grievance is an official, internal agency procedure used to resolve employee complaints and other personnel actions. An employee can not grieve a performance evaluation through the formal grievance policy.

Civil Service employees shall follow the grievance procedures established by the Louisiana Department of State Civil Service.

Approved 11/28/06

Harassment

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office of Civil Rights and state regulations (R.S. 23: 301, 312, 332), and therefore, it is the policy of the college that unlawful harassment of employees and student is prohibited. Any individual who believes he/she is the subject of harassment or who has knowledge of harassing behavior must immediately report such conduct to the Office of Human Resources.

Any employee/student who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing.

Harassment includes but is not limited to:

- an employee by another employee
- of a student by an employee
- an employee by a student
- of a student by another student
- a visitor by an employee or student
- a student or employee by a visitor

Examples of conduct that is prohibited includes but is not limited to:

- Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversations
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin or disability
- Any other offensive or abusive physical, visual or verbal conduct

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Holidays

Baton Rouge Community College (BRCC) adopts the provision of R.S. 1:55 which states: “Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed by all of its employees”. Accordingly, the chancellor shall determine which 14 paid holidays will be observed. Additional state holidays that may be declared by the Governor or named in the Civil Service rules will not be observed by BRCC.

For employees on shift assignments or at work during holiday periods, the department head may adjust work schedules or holiday time to provide necessary services. It is intended that the same number of holidays be granted to all eligible employees. If a holiday falls on an employee’s scheduled day off, it will be necessary to provide a “designated holiday” on another day.

Applicable Civil Service rules will be followed for compensating classified employees who are required to work on holidays.

Approved 11/28/06

Leave

Eligible employees shall have access to leave benefits as prescribed by the State of Louisiana, LCTCS Board, and other governing authorities.

Transfer of Leave:

Employees hired with prior state service will have applicable unused leave balances transferred to gaining agency.

Types of Leave:

- **Administrative Leave** - paid or unpaid leave enforced upon an employee for a specific or indefinite period of time when such action is in the best interest of the college.
- **Annual Leave** - accrued leave that is requested by the employee
- **Compensatory Pre-Approved Leave** – pre-approved leave hours granted to and used by eligible employees for work and duties performed in excess of the 40-hour workweek.
- **Family and Medical Leave (FMLA)** – leave granted to eligible employees which enables them to take leave up to twelve work weeks. The employee is required to pay health care premiums as appropriate.
- **Bereavement Leave-Family Member** – leave for the passing of an employee’s spouse, child, stepchild, sister, stepsister, brother, stepbrother, parent, stepparent, mother-in-law, father-in-law, grandparent and grandchild.
- **Leave Without Pay (LWOP)** – the employee is absent from his/her employment without pay.
- **Leave of Absence** – a period of leave or time (paid or unpaid) from work granted by the appointing authority.
- **Military Leave** – leave granted for military duty. Employee must provide a copy of military orders.
- **Sabbatical Leave** – leave granted to eligible full-time faculty for the purpose of professional improvement, or cultural improvement, study and research.
- **Sick Leave** – accrued sick leave granted to an employee for his/her own medical needs.
- **Special, Civil, Emergency and Other Leave** – leave with pay, without loss of annual leave or sick leave, granted by the appointing authority due to official college closings, under stipulated conditions.
- **Unexcused Absence** – an employee is administratively placed on leave without pay as a result of the employee failing to request leave.

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Nepotism

The college shall be in full compliance with the Code of Governmental Ethics on nepotism as stated in Louisiana Revised Statute 42:1119. No interpretation of this section shall at any time conflict with the Code of Governmental of Ethics or any other related statute. A willful violation of this code shall subject individuals to disciplinary action and penalties provided by the aforementioned statute.

Definition of Nepotism:

- The “immediate family” is defined as children, spouse, spouses of the children, siblings and their spouses, parents, and parents of spouse.
- No member of the immediate family of an agency head or department head shall be employed in his/her department.
- No member of the immediate family of a member of the appointing authority shall be employed by the governmental entity.

Approved 11/28/06

Non-Competitive Agreement

Any employee of the College cannot, during the term of his/her employment and for two years after employment as outlined by Louisiana Revised Statute 42:1121, by him/herself or with other parties, organize, plan, and implement any business related activity that would be competitive with any division of BRCC.

Approved 9/15/03

Revised 11/28/06

Outside Employment Disclosure

Outside employment directly undertaken by employees of BRCC with another employer for self-employment (including consulting) must be reported to the Office of Human Resources by completing the Outside Employment Disclosure or Disclaimer Form.

Simultaneous full-time employment between two state agencies is prohibited.

Approved 11/28/06

Performance Evaluation

Annual and mid-year performance review for full-time administrative staff and faculty hired on or before December 31st will be conducted during the applicable fiscal/academic year. An annual performance review must be on file in the Department of Human Resources prior to submitting a recommendation for a salary enhancement.

- Annual performance review:
 - Administrative/Unclassified Staff-completed no later than June 30th.
 - Faculty-completed no later than April 30th.
- Mid-year performance review:
 - Administrative/Unclassified and Faculty-conducted during the month of January and completed no later than January 31st.

Performance reviews for civil service (classified) employees are subject to the regulations of the Louisiana Department of State Civil Service.

Approved 11/28/06

Reduction in Force

Reduction in Force (RIF) is the elimination or reduction of a regular position due to budget constraints, funding restrictions, lack of work, reorganization, closure of a program, or other business reasons resulting in the necessary curtailment of personnel. A reduction in force may be declared by the institution with the approval of the Board of Supervisors.

Approved 11/28/06

Safety in the Workplace

It is the purpose of this policy to ensure the highest standard of safety for all faculty, staff, students and visitors on this campus in accordance with the State of Louisiana Executive Order MJF 97-15 effective March 5, 1997. The college will take all reasonably steps to protect persons from violence. Employees should report to the Office of Human Resources and the Public Safety Department all threats or incidents of violent behavior in the workplace.

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Tuition Reimbursement Program

A full-time (100%) employee, who has been employed at least one continuous year in a full-time, permanent position and with prior approval from his/her supervisor and vice chancellor may register for job-related undergraduate credit courses at Baton Rouge Community College and receive full tuition exemption. Employees may register for up to six (6) hours per semester (fall and spring) and three (3) hours in the summer. All fees are the responsibility of the employee. The employee must meet all prerequisite requirements. To continue participation in this tuition exemption program, employees must maintain good academic standing of a 2.0 Grade Point Average. Classes taken must be outside the employee's scheduled working hours and not during lunch.

Approved 10.30.06

College Identification Badge Policy

All permanent employees (full-time and part-time) are required to visibly wear their college identification badges while on campus. The purpose is to provide a constant and immediate identification of staff and faculty to students, visitors and other employees. The identification system provides:

- Authorized entry into buildings, offices, and parking;
- Assistance with the security of the campus; and,
- Secure transaction of business on campus and participate in institutionally sponsored events and activities held on or off campus.

Procedure:

All employees are required to have a college sanctioned photo identification badge. Badges must be worn in a location that can be easily viewed. The identification badges should be displayed at all times while on campus and whenever conducting official college business. If an identification badge is lost or stolen, it is the responsibility of the employee to report this immediately to his/her supervisor. The employee is responsible for obtaining a new badge. Upon separation from the college, the employee is required to return the identification badge to the Office of Human Resources.

Approved 10/22/07