



Fletcher

TECHNICAL COMMUNITY

C O L L E G E

EMPLOYEE HANDBOOK

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I. PREFACE

This Employee Handbook has been created to provide all faculty and staff – new and experienced, full-time and adjunct – with a ready-reference manual to L. E. Fletcher Technical Community College (Fletcher) (FTCC) and its policies and procedures. You are encouraged to use this handbook in conjunction with current editions of the Fletcher Technical Community College Catalog & Handbook; the Faculty Handbook, if applicable; Louisiana Community and Technical College Systems (LCTCS) policies available on-line at <http://www.lctcs.edu/policies.html>; and Fletcher Policies available at <http://www.ftcc.edu/policies>.

The Employee Handbook is meant to inform employees of their rights and responsibilities. Information in this publication is subject to change and is superseded by policies adopted by Fletcher, the LCTCS, the Board of Regents, or any applicable state or federal law. Any omission does not release employees of their responsibilities nor shall any error in the manual give the employees any rights, which were inadvertently implied.

Please submit suggestions for corrections, modifications or additions to this handbook any time to the Human Resources Manager. Updates will be revised and published as needed.

Louisiana Community and Technical College System (LCTCS)

The Board of Supervisors of Community and Technical Colleges, created in 1999, serves as the management board of Louisiana's 2-year institutions. The colleges that make up the Louisiana Community and Technical College System (LCTCS) are:

- Baton Rouge Community College, Baton Rouge
- Bossier Parish Community College, Shreveport
- Delgado Community College, New Orleans
- L. E. Fletcher Technical Community College, Houma
- Louisiana Delta Community College, Monroe
- Louisiana Technical College (with 40 campuses)
- Elaine P. Nunez Community College, Chalmette
- River Parishes Community College, Sorrento
- South Louisiana Community College, Lafayette
- SOWELA Technical Community College, Lake Charles

The mission of the Louisiana Community and Technical College System is to prepare Louisiana's citizens for improved quality of life, workforce success, and continued learning.

II. THE COLLEGE

EEO Statement

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY COLLEGE AND IS DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT OR TRAINING. QUALIFIED STUDENTS, APPLICANTS, OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR DISABILITY. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

Title VI of the Civil Rights Act of 1964 guarantees that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Title IX of the Education Amendments of 1972 guarantees that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity.

Section 504 of the Rehabilitation Act of 1973 guarantees that no person in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity.

History of the College

Fletcher Technical Community College was originally established as South Louisiana Trade School by Legislative Act 69, May Session of 1948, House Bill 212. The late Honorable Earl K. Long, then Governor of Louisiana, signed the bill for establishment on June 23, 1948. The school was established for the purpose of providing vocational training for the populace of an area comprised of the following five parishes: Terrebonne, Lafourche, Assumption, St. James, and St. Charles.

The physical plant was located on a seven-acre site on St. Charles Street in Houma, provided by the Terrebonne Parish School Board for the purpose of providing vocational training. Classes were opened in July of 1951 under the directorship of Harrell P. Willis. Full-time day preparatory classes were offered in Office

Occupations, Drafting, Auto Mechanics, Industrial Engines Mechanics, and Carpentry. A full-time related studies program supplemented the instructional programs. Immediate need for and acceptance of the program was evidenced by the fact that a total of 883 trainees were enrolled during the first year of operation.

With the initial success of the trade preparatory program assured, extension classes were established to offer upgrading of skills to those persons already employed. Programs were offered both on-campus and off-campus in Lafourche, Assumption, and St. Charles Parishes to give residents of these areas availability of training.

The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana Campus. In 1999, the name was changed to Louisiana Technical College - L. E. Fletcher Campus to honor a former director.

The Louisiana Board of Regents (BoR), the coordinating board for all public higher education in Louisiana, at its meeting of June 26, 2003 granted approval of the request from the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) to recognize Louisiana Technical College - L. E. Fletcher Campus as a "Technical Community College" within the LCTCS. This action, effective July 1, 2003, required L.E. Fletcher to transition from its association as a campus of the Louisiana Technical College to a separate institution called L. E. Fletcher Technical Community College. Mr. F. Travis Lavigne, Jr., was named to serve as the chancellor of this new organization.

College Mission

Fletcher Technical Community College is an open-admission, two-year public institution of higher education dedicated to offering quality, cost-effective, technical programs and academic courses to the citizens of south Louisiana for the purpose of preparing individuals for immediate employment, career advancement, and future learning.

Core Values

Student Centered / Learning Centered

Quality

Responsiveness

Diversity

Flexibility

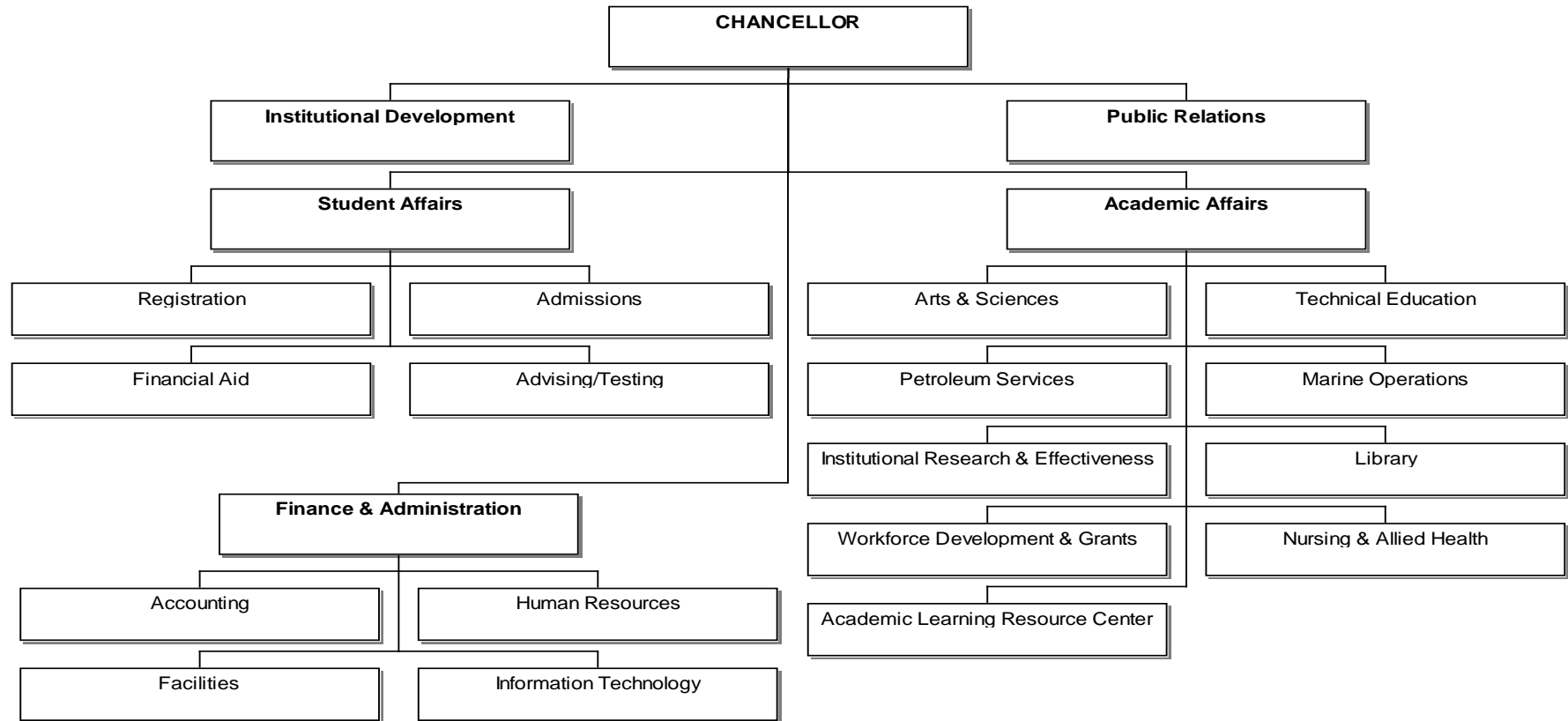
Innovation

Collaboration with internal and external stakeholders

College Vision

Fletcher Technical Community College assures that its programs are responsive to the needs of the citizens, business and industry, and other educational institutions of Louisiana.

Organizational Chart



III. EMPLOYEE CATEGORIES AND BENEFITS

Benefits

Details of all benefits are available in the Human Resources Office. If you have any additional questions, please contact the Human Resources Office.

Group Dependent Health Care and Life

- Health and Life Insurance is effective the first day of the month following 30 days of employment. (for example, if an employee is hired on August 15, he/she is eligible for benefits on October 1)
- Insurance information is provided in the hire packet, which is provided to employees when they are hired.

Fletcher Cafeteria Plan

- Employees have the option of enrolling in a cafeteria plan, which reduces tax liability by sheltering insurance premiums. (Flex Benefit Plan)
- Health Care and/or Dependent Care Reimbursement Accounts (Flexible Spending Accounts) are available under the cafeteria plan.
- A list of voluntary benefit programs (disability, annuities, dental, vision, cancer, etc.) is provided in the hire packet.
- The employee pays 100% of premium for voluntary benefits through payroll deduction.

Retirement

- Classified (Civil Service) employees are members of Louisiana State Employees' Retirement System (LASERS).
- Unclassified (Faculty & Administrative Staff) are members of the Teachers' Retirement System of Louisiana (TRSL).
- All new employees contribute 1.45% to Medicare.

Salary Increases

- Classified employees are eligible for a 4% merit increase after 6 months of employment, and annually thereafter on their established Civil Service anniversary date, provided they have received at least a satisfactory evaluation.
- Unclassified employees are not guaranteed annual salary increases. If funds are available for unclassified salary increases, only those employees who received at least a satisfactory evaluation during the preceding year are eligible. Employees must be employed at least six months prior to receiving a salary increase.

Leave Earnings

- Classified and Unclassified 12 month faculty and staff earn annual and sick leave based on years of service.
- Annual leave may be granted for the purpose of transacting personal business, which includes vacation time.
- Sick leave is granted for the illness of the employee only.

- Annual and sick leave are earned as follows for 12-month employees (Based on an 80 hour pay period):

0 to 3 years of service	3.688 hours each pay period
3 to 5 years of service	4.608 hours each pay period
5 to 10 years of service	5.536 hours each pay period
10 to 15 years of service	6.456 hours each pay period
15 or more	7.384 hours each pay period

- Compensatory time is time worked in excess of the required 40 hours per week. Classified employees earn compensatory time (comp time) based on Civil Service established guidelines and unclassified 12 month employees earn comp time based on LCTCS policy. For more information on earning of comp time, classified employees should review the policy found at <http://www.civilservice.la.gov/progasst/csrules/chapter21/CHAP21.asp> Unclassified 12 month employees should review the policy found at <http://www.lctcs.edu/assets/policies/6.003.pdf>

- Faculty sick leave is earned as follows for 9-month instructional employees:

0 to 3 years of service	3.688 hours each pay period
3 to 5 years of service	4.608 hours each pay period
5 to 10 years of service	5.536 hours each pay period
10 to 15 years of service	6.456 hours each pay period
15 or more	7.384 hours each pay period

Holidays

- Classified and Unclassified 12-month Faculty & Staff receive 14 official paid holidays per calendar year.
- Holidays for 9-month faculty are taken at the same time as student breaks.

La Capitol Federal Credit Union

- Employees are offered the opportunity to become members of the La Capitol Federal Credit Union.

Educational Leave

- Employees are offered the opportunity to take one class per semester without charge to their personal leave at the supervisor's discretion. For more information on educational leave, classified employees should review the policy available at <http://www.civilservice.la.gov/progasst/csrules/Chapter11/CHAP11C.HTM> and unclassified employees should review the LCTCS leave policy available at <http://www.lctcs.edu/assets/policies/6.003.pdf>.

Direct Deposit

- All employees paid through the LCTCS Centralized Payroll will be required to participate in direct deposit.
- For more information, please see the policy on Mandatory Direct Deposit.

- Federal Work Study (FWS) student workers are encouraged to participate but are not required.

Civil Service

Classified Employees have rights and responsibilities that are defined in the State Civil Service policies that are available at <http://www.civilservice.la.gov>.

Employee Categories

Fletcher employs individuals within different categories. An employee's category determines his/her eligibility for benefits as established by the LCTCS Board of Supervisors and/or the Louisiana Department of State Civil Service. Categories of employees hired by Fletcher are as listed below.

12-Month Classified Staff
12-Month Unclassified Administrators/Staff
12-Month Unclassified Faculty
9-Month Unclassified Faculty
Adjunct Faculty
Grant Employees
Student Employees

Employment Relationship

Classified staff

The employee-employer relationship for classified employees is governed by Civil Service Rules. For more information, classified employees should review the policy available at <http://www.civilservice.la.gov/progasst/csrules/CSRULES.asp>.

Unclassified faculty and staff – Employment At Will

Unclassified faculty and staff members serve in their positions at the pleasure or will of the LCTCS Board of Supervisors. At-will employees: All non-classified employees who have accepted employment with FTCC have entered into an “employment-at-will” agreement. Under this agreement, employees are free to resign at any time, with or without cause or reason. Similarly, FTCC may terminate the employment relationship at any time, with or without prior notice. For more information, unclassified employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.016.pdf>.

Extraordinary Qualifications – 6.5g Policy

Civil Service Rule 6.5(g) provides the opportunity for agencies to hire employees at pay rates above the normal minimum of the pay range when filling classified positions with applicants who possess extraordinary qualifications beyond the minimum/preferred qualifications. This rule may be helpful with certain unique positions, or positions that

are difficult to fill including part-time positions, job appointments, and positions with special qualifications beyond the minimum qualifications. For more information, classified employees should review the policy available at http://www.ftcc.edu/assets/docs/PoliciesandProcedures/civil_service.pdf.

Holidays

FTCC 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 established and publish a Holiday Schedule outlining the 14 paid holidays for the calendar year. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by FTCC except as otherwise provided. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.028.pdf>.

Job Descriptions

All employees receive a copy of their official job description upon hire. All job descriptions are kept on file in the Human Resources Office.

Leave

Employees shall not absent themselves from their duties without proper authorization. It is the employees' responsibility to request leave in advance when possible. Employees must obtain the approval of their supervisor for all leave taken. It is the responsibility of the department head or his/her designee to receive and review requests for leave and approve or disapprove such requests in accordance with LCTCS policy, and to ascertain that the department staff keeps accurate leave records on all departmental employees and reports information on leave accrued, leave taken and leave denied. No employee shall approve or maintain records for his/her own leave. For more information, unclassified employees should review the LCTCS policy on Leave available at <http://www.lctcs.edu/assets/policies/6.003.pdf> and classified employees should review the Civil Service policy available at <http://www.civilservice.la.gov/progasst/csrules/Chapter11/CHAP11.asp>.

Tuition Exemption for Employees

A full-time (100%) employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and the chancellor may register for job-related undergraduate or graduate courses at any LCTCS System campus for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption. Employees are responsible for any applicable fees. For more information, employees should review the LCTCS policy on Tuition Exemption for Employees available at <http://www.lctcs.edu/assets/policies/5.004.pdf>.

IV. EMPLOYMENT STANDARDS

Absenteeism

1. Administrators and staff are expected to report for work on time, on a regular basis. Unnecessary absenteeism and lateness are expensive, disruptive, and places an unfair burden on other employees and administrators. Unsatisfactory attendance can also result in disciplinary action, including suspension and termination.
2. If an employee is late or absent for any reason, he/she should telephone or email his/her supervisor as soon as possible. Explain the reason for the absence and when your return to work is expected. The employee must provide all information necessary for the continued performance of all job duties during the absence. The supervisor can approve/disapprove the employees request for leave.

Code of Conduct

The code of conduct policy provides a framework for College employees to identify and resolve issues concerning the ethical and acceptable conduct of individuals at the College. The Employee Code aims to foster and maintain public trust and confidence in the integrity and professionalism of the College. The Code operates in conjunction with law and does not exclude or replace the rights and obligations of any individual under state or federal law. For more information, employees should review the policy available at http://www.ftcc.edu/assets/docs/PoliciesandProcedures/code_conduct.pdf.

Consensual Relationship

FTCC acknowledges its responsibility to provide clear direction to its College employees about the professional risks associated with consensual relationships in which a supervisor/subordinate and/or instructor/student authority chain exists. The definition of “consensual relationship” (exclusive of marriage) includes a mutually agreed upon romantic relationship and/or a relationship involving physical intimacy. Such situations jeopardize the efficiency of any organization as well as the integrity of academic or employment decisions. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.008.pdf>.

Discipline for all Employees

Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem. Discipline is a means to correct substandard employee behavior and performance. The system is dependent upon the employee’s recognition of his/her need to accept and conform to FTCC standards of performance and conduct. For more information unclassified employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.014.pdf> and

classified employees should review the policy available at <http://www.civilservice.la.gov/progasst/csrules/Chapter12/CHAP12.asp>.

Employee Grievance

It is the policy of FTCC to develop and maintain a satisfied and efficient workforce. An employee who is seeking a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences in interpretation of policy is encouraged to discuss the matter with the immediate supervisor before filing a grievance. For more information, employees should review the policy available at <http://www.lctcs.edu/assets/policies/6.015.pdf>.

Employee Evaluation Plans

Annual evaluations provide an opportunity for employees and their supervisors to provide feedback on performance of job duties and to address all aspects of expected job performance.

Unclassified staff

It is the policy of FTCC that a performance evaluation be conducted on each employee of FTCC, including faculty and staff, on an annual basis. For more information, unclassified employees should review the policy available at <http://www.lctcs.edu/assets/policies/6.010.pdf>.

Classified staff

Classified employees are evaluated on their anniversary date which is 6 months after their original hire date. Employees must receive a rating of “meets expectations” or higher to receive an annual merit salary increase. For more information, classified employees should review the policy available at <http://www.civilservice.la.gov/progasst/csrules/Chapter10/CHAP10.asp>.

V. COLLEGE POLICIES AND PROCEDURES

Americans with Disabilities Act (ADA): Employees and Students

It is the policy of FTCC to provide equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, accessibility to, participation in, treatment in or employment in the programs and activities operated and sponsored by FTCC, pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state law. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.023.pdf>.

Communications Policy

In order to strengthen institutional identity, maintain and market a consistent, positive image to the community, as well as meet the requirements of a public institution, a communication policy has been adopted by the college. The policy covers media relations, crisis communications, FOIA and FERPA, publications, copyright and fair use, and community relations. For more information, employees should review the policy available at <http://www.ftcc.edu/assets/docs/PoliciesandProcedures/communications.pdf>.

Computer Resources Use Policy

Fletcher acquires, develops, and maintains computers, computer systems, and networks intended for educational-related purposes. These purposes include direct and indirect support of instruction, research and service missions, administrative functions, student activities, and free exchange of ideas within Fletcher's educational community. Users of the institution's computing resources must comply with Fletcher Technical Community College's rules and policies and with federal and state laws including but not limited to copyright, trademark, Computer Fraud and Abuse Act which prohibits "hacking" and similar activities. FTCC computer resources are the property of FTCC and shall not be used for personal gain. This policy applies to all users of Fletcher's computing resources, whether affiliated with the institution or not, and to all uses of those resources, whether on campus or from a remote location. For more information, employees should review the policy available at <http://www.ftcc.edu/assets/docs/PoliciesandProcedures/it.pdf>.

Donations

FTCC values monetary and equipment donations from individuals and industry. FTCC has developed a policy to handle any donations. For more information, employees should review the policy available at <http://www.ftcc.edu/assets/docs/PoliciesandProcedures/donationspolicy.pdf>.

FTCC has established the Fletcher Technical Community College Foundation. It is a nonprofit, tax-exempt foundation (IRS approved 501 (c) (3) tax-exempt organization)

dedicated to supporting and enhancing FTCC's programs, facilities, and overall mission. The Foundation fosters private financial resources for the college in order to increase students' overall educational experience and to allow the college to respond effectively to workforce development and industry needs. A payroll deduction for employees wishing to donate to the Foundation has been established. For more information on the Foundation please contact the Office of Institutional Development.

Drug-Free Workplace

FTCC is committed to maintaining a drug-free workplace. The illegal use of drugs or alcohol for consumption by employees interferes with the accomplishment of this mission and is prohibited. Various federal and state laws and regulations apply to employees of FTCC 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. Violation of this policy may result in discipline including termination. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.030.pdf>.

Engagement in Political Activity

FTCC fully supports every citizen's right to exercise freedom of expression, as outlined within the Louisiana and Federal Constitutions, inclusive of the freedom of political expression or association. The Board has determined that certain political activity by employees of FTCC may be construed as conflicting with the educational independence of FTCC and thereby impairing the efficient operation of FTCC and employees' ability to provide efficient delivery of educational programs and services. For more information, unclassified employees should review the Engagement in Political Activity Policy available at <http://www.lctcs.edu/assets/policies/6.019.pdf>.

Classified employees are governed by Civil Service policy on political activity. This policy restricts classified employees from participating in political activity but also protects classified employees from being pressured to participate. For more information, classified employees should review the Engagement in Political Activity Policy available at <http://www.civilservice.la.gov/progasst/csrules/Chapter14/CHAP14.HTM>.

Equal Opportunity/Discrimination

Fletcher is committed to the principle of providing the opportunity for learning and development of all qualified individuals without regard to race, sex, sexual orientation, religion, color, national origin, age, disability, marital status, or veteran status for employment with Fletcher, admission to, or participation in the programs and activities which Fletcher sponsors or operates. For more information, employees should review the policy available at <http://www.ftcc.edu/assets/docs/PoliciesandProcedures/Discrimination-equalopportunity.pdf>.

Equipment and Moveable Property Management

FTCC has established procedures to protect and secure college property. Employees may be assigned responsibility for FTCC equipment. Those employees should become familiar with the policy and procedure. For more information, employees should review the policy available at

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/property.pdf>.

Family Members on Campus

This policy and associated procedures outline the College's approach to ensuring that employees, students, and visitors are not unfairly disadvantaged or discriminated against because of their familial and parental responsibilities, while also ensuring that reasonable steps are taken to protect the study and work environment of others at the College, and to protect the College's assets and reputation. In general, family members cannot be on campus for extended periods of time without written approval of the supervisor and the Chancellor or his designee. For more information, employees should review the policy available at

http://www.ftcc.edu/assets/docs/PoliciesandProcedures/family_on_campus.pdf.

Harassment

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights and state regulations (**R.S. 23:301, 312, 332**), and therefore, it is the policy of LCTCS that unlawful harassment of employees and students is prohibited. For more information, employees should review the policy available at <http://www.lctcs.edu/assets/policies/6.011.pdf>.

Mandatory Direct Deposit

Direct deposit of net pay is a fast, safe, proven and free service provided to employees by FTCC. All FTCC employees are required to participate in direct deposit of their paycheck to his/her financial institution. Employees can request a hardship waiver of this requirement pursuant to the policy. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.004.pdf>.

Federal Work Study (FWS) student workers are encouraged to participate but are not required.

Nepotism

In general, no supervisory relationship can exist between family members. FTCC shall be in full compliance with the Code of Government Ethics on nepotism found in Louisiana Revised Statutes 42:1119. The Board may authorize and must approve

employment of persons from the same economic unit or the same immediate family when allowed by law. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.009.pdf>.

Outside Employment

FTCC recognizes that certain outside employment activities are of benefit to the College, to the State of Louisiana and to the private sector as well as to individual employees. Although FTCC recognizes the right of employees to engage in outside employment, outside employment must be disclosed and submitted for administrative review and approval via the procedure established in LCTCS policy 6.018 – Outside Employment. For more information, employees should review the LCTCS policy available at <http://www.lctcs.edu/assets/policies/6.018.pdf>.

Purchasing

The procurement of goods and services for Fletcher is the responsibility of the FTCC Finance Office. The Finance Office has established policies and procedures that govern the procurement process for the College. Each employee should review this policy available at <http://www.ftcc.edu/assets/docs/PoliciesandProcedures/purchasing%20policy.pdf>.

Smoke-Free Environment

Pursuant to LCTCS Policy #II.6.024, smoking is not permitted inside any facility of Fletcher. The evidence regarding the deleterious effects of smoking is overwhelming and irrefutable. We fully realize that this policy will negatively affect those students, faculty, and staff who wish to smoke. However, we respectfully request that you cooperate and observe the NO SMOKING policy within college facilities and within 25 feet of the building entrances.

Since policies established for students apply equally to faculty and staff, the NO SMOKING policy will be observed by all. For more information, employees should review the policy available at <http://www.lctcs.edu/assets/policies/6.024.pdf>.

Special Meals Authorization & Reimbursement Procedures

Employees may request approval to provide refreshments and/or meals for persons that provide service and support to the college. The request must be approved in advance by the Department Head and the Chancellor or his designee. For more information, employees should review the policy available at http://www.ftcc.edu/assets/docs/PoliciesandProcedures/meals_procedure.pdf

Travel Regulations

Fletcher employees who travel on business for FTCC will receive reimbursement according to the state travel guidelines. Employees who travel on College business should become familiar with these guidelines, and the applicable reimbursement rates, before making travel arrangements. A pocket guide to travel is distributed each year to all employees. For more information, employees should review the policy available at <http://www.ftcc.edu/assets/docs/PoliciesandProcedures/travel%20policy.pdf>.

VI. FACILITIES/SAFETY

Emergency Response Plan (ERP)

FTCC has established guidelines and procedures, which have been reviewed by local law enforcement agencies, for handling emergencies on campus. The First Call Interactive Network has been established for communication with faculty, staff, and students concerning emergencies on campus. Students are encouraged to sign up for notification through the First Call System at registration or by contacting the Office of Student Affairs. Faculty and Staff should contact their supervisors for information on signing up for the First Call notification. For details of the ERP, please login to Blackboard.

Drug/Alcohol Free Zone

A "drug-free zone" is an area inclusive of any property used for school purposes by any school, within one thousand feet of any such property, and school buses. It shall be unlawful for any person to cover, remove, deface, alter or destroy any sign or other marking identifying a drug-free zone as provided in this section. To view this policy, login to the Safety Manual on Blackboard.

Firearms-Free Zone

A "firearms-free zone" is an area inclusive of any school campus and within one thousand feet of any such school campus, and within a school bus. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this section. To view this policy, login to the Safety Manual on Blackboard.

Hurricane Emergency Plan

FTCC has established guidelines and procedures for handling preparation, evacuation, and return to campus for hurricanes affecting this area. The First Call Interactive Network has been established for continued communication with faculty, staff, and students. Students are encouraged to sign up for notification through the First Call System at registration or by contacting the Office of Student Affairs. Faculty and Staff should contact their supervisors for information on signing up for the First Call notification. For details of the Hurricane Emergency Plan, please login to Blackboard.

Inclement Weather/School Closures

In the event that the College must be closed during normal hours of operation, the college will issue an official statement from the Chancellor via First Call or public media.

Lost and Found

Lost and found items should be turned in to the Office of Student Affairs or the Business Office.

Parking

Parking is available at all facilities for students, faculty, staff and visitors. The speed limit is 15 miles per hour. Designated blue areas are reserved for Faculty and Staff.

Handicapped parking is provided for those individuals driving vehicles with designated license plates or permits. Parking tags are required for all students, faculty and staff driving and parking on the main campus. Tags must be hung on the rearview mirror.

Security

Pursuant to LCTCS Policy #II.1.008, Fletcher makes every effort to provide a safe and secure learning environment for students, faculty, staff, and visitors to the college. Our safety officers enforce all federal, state, and local laws and all college policies. Security is available at all facilities offering night classes.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. The report is published in the college catalog. For more information, please see the Act available at <http://www.securityoncampus.org/schools/cleryact/text.html>.

Pursuant to the *Campus Sex Crimes Prevention Act*, the Fletcher Safety Department receives and maintains information on sex offenders who are enrolled, employed or volunteering on the campus. For more information, please see the Act available at <http://www.securityoncampus.org/congress/cscpa/index.html>.

VII. INSTITUTIONAL OUTREACH

Community Relations

Fletcher's community relations program is responsible for developing and maintaining relationships with individuals, government, businesses and organizations within the communities served by the college. The purpose of the community relations program at Fletcher is to develop and maintain a relationship with our stakeholders to ensure that educational opportunities are available to all persons served by the college.

Community relations are the responsibility of all staff members.

The Fletcher Advisory Committee in conjunction with the Chancellor shall serve to promote rapport between the College and the community. In addition, each instructional program shall establish a Craft Advisory Committee and minutes of meetings shall be maintained.

The following activities are documented for the purpose of substantiating community relations efforts:

- classes conducted for the benefit of local industry;
- coordinated educational seminars and trips;
- presentations made to the general public and to civic and professional organizations;
- membership in civic and professional groups;
- encouraged volunteerism and involvement in the community.

Committees, Quality Teams and Task Forces

Fletcher values the views, thoughts, and suggestions of our faculty, staff and community members. A number of methods have been established to provide opportunities to gather information from within and outside of the college community. Committees may be college-wide, subcommittees of the Faculty Senate, advisory to designated programs, and may be standing or ad hoc groups. Adjunct faculty, staff and full-time faculty may request to be considered for assignment to a specific college wide committee through application to the appropriate committee chair.

Advisory Committees

The College Advisory Committee serves to promote rapport between the College and the community. The committee is composed of business representatives from each training area, former trainees, and community and civic leaders. The committee is selected by the college. The Advisory Committee members assist in promotion of vocational-technical education and in maintaining good industrial and community relations. They also serve as consultants in an advisory capacity in the development of new programs, advising with specialized or technical knowledge, and promoting the general welfare of the College.

Program Advisory Committees

Program Committees for each individual program area have been established to provide more direct contact among instructors, the College, and the business community. In addition to scheduled meetings, a minimum of twice yearly, individual informal meetings between the instructors and the committee members are held as often as needed to improve or promote the program.

College-Wide Committees

College-wide committees meet regularly to facilitate accomplishment of the committee purposes and goals. College-Wide Committees for Fletcher include the following:

- Academic Affairs Committee
- Executive Committee
- Finance & Administration Committee
- Institutional Planning & Advancement Committee
- Student Affairs Committee

Academic Affairs Committee

The Academic Affairs Committee was established to review and proactively address issues related to academic services of the college and to review and approve academic policies, procedures, and curriculum.

Executive Committee

The Executive Committee was established to provide a routine forum for discussion and review of the issues and matters of the college by the leadership team. The committee will review and proactively address issues related to services of the college and review and approve Institutional policies and procedures.

Finance & Administration Committee

The Finance & Administration Committee was established to review and proactively address issues related to finance and/or administrative services of the College. The committee will review and monitor the College budget.

Institutional Planning & Advancement Committee

The Institutional Planning & Advancement Committee was established to examine and attend to institutional planning and advancement initiatives that support the college's growth. The committee will assist in accreditation efforts by providing support and guidance. The committee will review the institutional planning and advancement initiatives to identify and make recommendations to improve institutional fiscal and facility development and public relations exposure.

Student Affairs Committee

The Student Affairs Committee was established to address the needs associated with student affairs including: Catalog/Handbook publications, Brochure/Flyer development, Recruitment/Retention, Open House, Commencement, and Curriculum. The Student Affairs Office seeks to provide personal, accurate, and timely information through

publications, personal assistance, and service-oriented leadership to FTCC's present and future student body as well as its faculty and staff.

Task Forces

Task forces may be established for short-term projects or policy development. These groups are designed to facilitate the accomplishment of a specific charge and the taskforce is deactivated when the charge has been accomplished.

VIII. APPENDIX A – FORMS
<http://www.ftcc.edu/employeeforms>

Application for Leave Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/leave.pdf>

Authorization for Special Meals Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/ASM16.pdf>

Authorization to Travel Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/ATT.pdf>

Children on Campus Authorization Form

http://www.ftcc.edu/assets/docs/PoliciesandProcedures/family_on_campus.pdf

Discrimination/Harassment Complaint Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/DiscriminationForm.pdf>

Donations Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/donations%20policy.pdf>

Educational Leave Request

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/education.xls>

Grievance Procedure Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/GRIEVANCE.pdf>

Moveable Property Action Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/MPA.pdf>

Request for Compensatory Time Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/comp.pdf>

Travel Reimbursement Form

http://www.ftcc.edu/assets/docs/PoliciesandProcedures/travel_reimbursement.xls

Miscellaneous Check Request Form

http://www.ftcc.edu/assets/docs/PoliciesandProcedures/check_request.xls

Personnel Action Request Form

<http://www.ftcc.edu/assets/docs/PoliciesandProcedures/personnel.doc>