



Campus Correspondence  
Finance and Administrative Office

*Date:* January 12, 2011  
*To:* Faculty & Staff  
*From:* Donna Whittington  
*Ref:* Policies

Attached are the following RPCC Policies:

- Safety Rules
- Employee Assistance Program
- Early Return-To-Work
- Workplace Violence
- Harassment
- American with Disabilities Act
- Drug and Alcohol-Free Workplace
- Equal Opportunity

Please sign and return this form, indicating that you have received the attachments.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **RULES FOR SAFETY**

The establishment of a set of safety rules does not, by itself, guarantee a low accident rate. Safety rules will help to identify the more serious hazards, assist in focusing the attention of employees and supervisors on these hazards, and provide guidelines for avoiding injury. Safety rules will neither eliminate the need for continuous safety training nor reduce the importance of the employee's role in accident prevention.

The following safety rules shall apply to all employees of RPCC:

- ◆ Smoke only in approved areas.
- ◆ If you smoke, be sure that all cigarettes and matches are extinguished before you leave. Never empty ashtrays in trash cans before checking to see that all cigarettes and matches are out.
- ◆ Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
- ◆ Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- ◆ Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
  
- ◆ Operate equipment only if you are trained and authorized.
- ◆ Inspect the work station for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
- ◆ Immediately report any recognized potentially unsafe condition or another's action to your supervisor.
- ◆ If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
- ◆ Immediately report accidents, potential hazards, and property damage to a supervisor, regardless of the severity.
- ◆ Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.

- ◆ Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
- ◆ Report any smoke, fire, or unusual odors to your supervisor.
- ◆ Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
- ◆ Never attempt to catch a falling object.
- ◆ If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
- ◆ Fasten restraint belts before starting any motor vehicle.
- ◆ Obey all driver safety instructions.
- ◆ Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
- ◆ Know all rules regarding first aid, evacuation routes, and fire department notification.

- ◆ Adhere to rules and procedures specific to Campus operations.
- ◆ Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
- ◆ Walk, do not run! Use the handrail while ascending or descending stairs.
- ◆ Electrical cords present hazards. Do not allow cords to extend across doorways, aisles or other walkways. When removing plugs from receptacles, grasp plug, not cord.
- ◆ Check all electrical cords to ensure that the wires are not frayed and that plugs are secure.
- ◆ A good worker is a safe worker. Be sure you know the safe way to perform any job given to you. If there is any doubt, ask your supervisor.

General Safety Procedures for all office employees of River Parishes Community College are listed below:

- ◆ Before leaving for the day, be sure that all electrical appliances, typewriters, calculators, etc. are turned off.
- ◆ Where stoves, hot plates, and microwaves are used, be sure to check that all units are turned off after usage.
- ◆ Never stand on a chair or stool equipped with coasters to reach objects on high shelves or bookcases. Step stools and ladders are available for this purpose.
- ◆ When using file cabinets, do not open more than one drawer at a time; the added weight can overturn the cabinet. Do not walk away and leave file drawers or desk drawers open where someone can walk into them.
- ◆ Keep your work area clear of objects or debris that could cause someone to trip or fall.
- ◆ When operating copiers or other machines with automatic feeds, be careful of ties, scarves, or other apparel that might become entangled in the machine or appliance.

## **EMPLOYEE ASSISTANCE PROGRAM**

It is the responsibility of the River Parishes Community College (RPCC) to provide every employee access to assistance with stress, family matters, substance abuse, personal and work-related problems that trouble employees. We realize that failure to address these matters may adversely affect the workplace through reduced productivity, increased absenteeism, accidents, errors and employee turnover. Currently, the River Parishes Community College provides this access through the Louisiana Employee Assistance Program. The State of Louisiana Employee Assistance Program is designed to assist and support employees who are experiencing personal problems and may benefit from outside management or professional help.

Each staff member will be provided a handout that provides information on the Louisiana Employee Assistance program. Please take a few minutes to read this information and become familiar with its contents.

The following agency numbers and can also be used to provide additional information that might be helpful:

**Tau Center** - 8080 Margaret Ann Ave., Baton Rouge, LA  
(225) 767-1320

**American Red Cross** - 10201 Mayfair Dr., Baton Rouge, LA  
(225) 926-4533

**Baton Rouge Substance Abuse** - 4615 Government St., Baton Rouge, LA  
(225) 922-0050

**[CPC Meadow Wood Hospital](#)** - 9032 Perkins Rd., Baton Rouge, LA  
(225) 766-8553

### **Gamblers Help Line -**

- National Council on Problem Gambling, Inc.  
National Help Line: **800-522-4700**
- Gamblers Anonymous, National Service Office  
[www.gamblersanonymous.org](http://www.gamblersanonymous.org)

**Legal Information Hotline** - 10935 Perkins Rd., Baton Rouge, LA  
(225) 925-5297

## Early Return-To-Work Policy

### **Purpose**

The health and well being of all employees is of great importance to the River Parishes Community College (RPCC). It is well documented that injuries affect the whole person and that effective rehabilitation and treatment includes keeping physically and mentally active within the restrictions of the particular injury. River Parishes Community College will make every effort to help employees maximize their healing and facilitate their early return to work.

The return to work policy is economically beneficial to RPCC, the state of Louisiana, as well as employees in regaining the economic, health, and emotional benefits of full employment.

### **Policy**

Consistent with the general intent of the Senate Concurrent Resolution 50 of the 1997 Regular Legislative Session, Senate Bill 689 of the 1999 Regular Legislative Session, Office of Risk Management and Civil Service Rules regarding Return-to-Work Policy for employees on Worker's Compensation, RPCC will make reasonable effort to return to the workplace those classified and unclassified employees of RPCC who have sustained job-related injuries or illness, and, as a result, are temporarily prevented from returning to their full former employment. To return an employee to the workplace, RPCC will make reasonable efforts to place the returning employee into a meaningful assignment, which he/she can perform while on light or limited duty on a temporary basis. For injuries or illnesses that occur off the job when the employee returns after an absence of ten or more working days this policy shall apply. If the injury or illness constitutes a disability, Department policies regarding reasonable accommodations may apply. The Americans with Disabilities Act (ADA) Coordinator, Tara LeBlanc is available for general information and assistance to the sections in making determinations on accommodations. Office of Risk Management (ORM) has the responsibility for the administration of claims for medical and disability benefits to employees who are injured on the job and the coordination of the early return-to-work program, including light duty or alternate duty assignments. ORM will work in close cooperation with the Human Resource office and section administrators (or designee). ORM will provide the treating physician with a copy of the job functions and physical requirements identified as the "transitional" duty assignment. Once the treating physician confirms that the employee is capable of performing the "transitional" duty function, the employee may be allowed to return to work on a transitional duty assignment.

The Return-to-Work Program uses a "team" approach. The team must include the RPCC human resource director or designee, safety coordinator, head, program coordinator, the Office of Risk Management representative, and the supervisor of the employee being considered for the Return-to-Work Program. The objective of the "team" is to return the injured employee to productive work as quickly as possible. The return-to-work team will be responsible for reviewing all cases of employees who are off duty as a result of work related injuries, illnesses and diseases, and who are referred by the Office of Risk Management representative as suitable for "transitional"

duties.

The Return-to-Work Team shall identify job functions and physical requirements that can be considered “transitional” duties in the work environment. An effort will be made to place the employee in his/her original work unit, however, if this is not possible, the team will recommend a suitable work area and work schedule. The appointing authority of the work unit in which the “transitional” duty assignment is identified must approve the proposed placement prior to further action being taken. The return-to-work team will review the “transitional” work plan every 30 days to determine if the employee is still in transition based on the physician’s recommendation.

### **Applicability**

To be eligible for the Return-to-Work Program, an employee must be off work as a result of work related injuries, illnesses, or diseases; be receiving Workers’ Compensation; and have the treating physician’s approval to return to transitional/light duty or work. For injuries or illnesses that occur off the job when the employee returns after an absence of ten or more working days this policy shall apply. An employee who refuses to return to “transitional” duty for which they were medically cleared will be reported to the Office of Risk Management for appropriate action.

## **WORKPLACE VIOLENCE**

### **1.01 INTRODUCTION**

- 1.1\_ Employees are the State's most valuable resource and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.
- 1.2 Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an executive order committing the Governor and the State of Louisiana to work toward a violence free workplace for state employees.
- 1.3 The RPCC fully supports this effort and is committed to a violence free workplace.

### **2.0 PURPOSES**

The purposes of this plan are to:

- 2.1 direct implementation of effective security measures and administrative work practices to minimize exposure to conditions that could result in harm to state workers;
- 2.2 promote a positive, respectful and safe work environment that fosters employees' security, safety and health; and
- 2.3 require ongoing analysis of the workforce and each work site for hazard prevention and control.

### **3.0 DEFINITIONS**

#### 3.1 Assault

Assault is an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. (Example: I may have a stick raised and know that I have no intention of striking you, but, based on the circumstances, you have a reasonable apprehension that I plan to strike you.)

#### 3.2 Battery

Battery is the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious liquid or substance to another.



### 3.3 Credible Threat

A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.

### 3.4 Intentional

Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.

### 3.5 Violence

Violence is the commission of an assault or battery or the making of a credible threat.

### 3.6 Workplace

The workplace is any site where an employee is placed for the purpose of completing job assignments.

### 3.7 Workplace violence

Workplace violence is violence that takes place in the workplace.

## **4.0 MANAGEMENT RESPONSIBILITIES**

River Parishes Community College shall comply with federal and state statutes, rules, regulations and or guidelines in making reasonable efforts to:

- 4.1 hire, train, supervise and discipline employees;
- 4.2 intervene in situations of harassment in the workplace where the employer is aware of the harassment;
- 4.3 ensure employees and/or independent contractors are fit for duty, and do not pose unnecessary risks to others;
- 4.4 provide security precautions and other measures to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area;

- 4.5 maintain an adequate level of security
- 4.6 establish and implement a written policy and plan dealing with violence in the workplace;
- 4.7 provide employee training on the agency plan, warning signs of potential for violent behavior, and precautions which may enhance the personal safety of the employee at work;
- 4.8 warn an employee of a credible threat made by another to do harm to that employee;
- 4.9 support the application of sanctions and/or prosecution of offenders, as appropriate;
- 4.10 accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence;
- 4.11 cooperate with law enforcement agencies;
- 4.12 establish a uniform violence reporting system with regular review of submitted reports;
- 4.13 initiate procedures to protect from retaliation on employees who report credible threats; and
- 4.14 keep up-to-date records to evaluate the effectiveness of administrative and work practice changes initiated to prevent workplace violence.

## **5.0 MANAGEMENT COMMITMENT**

- 5.1 At RPCC, management commitment, including the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:
  - 5.1.1 organizational concern for employee emotional and physical safety and health;
  - 5.1.2 commitment to the safety and security of all persons at the workplace;
  - 5.1.3 assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their roles and responsibilities;

- 5.1.4 allocation of authority and resources to all responsible parties;
- 5.1.5 accountability for involved supervisors and employees;
- 5.1.6 debriefing/counseling for employees experiencing or witnessing assaults and other violent incidents;
- 5.1.7 support and implementation of appropriate recommendations from violence prevention committees; and
- 5.1.8 treatment of workplace violence, incidents, complaints and concerns with seriousness, keeping confidential all reports and the identification of parties, except to those who have a legitimate need to know and to the extent required by law.

## **6.0 EMPLOYEE RESPONSIBILITIES**

At the River Parishes Community College:

- 6.1 Employees are required to report to the Safety Coordinator, all threats or incidents of violent behavior in the workplace which they observe or of which they are informed. Examples of inappropriate behavior which shall be reported include:
  - 6.1.1 unwelcome name-calling, obscene language, and other abusive behavior,
  - 6.1.2 intimidation through direct or veiled verbal threats;
  - 6.1.3 physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; and
  - 6.1.4 physically intimidating others including such acts as obscene gestures, “getting in your face,” fist-shaking, throwing any object.
- 6.2 Employee involvement and feedback enable workers to develop and express their own commitment to safety and security and provide useful information to design, implement, and evaluate the program. At the River Parishes Community College, employee involvement includes, but is not limited to:
  - 6.2.1 understanding and complying with the workplace violence prevention program and other safety and security measures;
  - 6.2.2 participating in employee complaint or suggestion procedures covering safety and security concerns;
  - 6.2.3 providing prompt and accurate reporting of violent incidents;

- 6.2.4 cooperating with the safety and security committee that reviews violent incidents and security problems and makes security inspection; and
- 6.2.5 participating in continuing education covering techniques to recognize and abate escalating agitation, assaultive behavior or criminal intent.

## **7.0 WORKPLACE ANALYSIS**

- 7.1 The process of workplace analysis involves a step-by-step, common-sense look at the workplace to find existing or potential hazards for the occurrence of workplace violence. The workplace analysis entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop. The workplace analysis program includes; but is not limited to:
  - 7.1.1 analyzing and tracking records;
  - 7.1.2 monitoring trends;
  - 7.1.3 analyzing incidents; and
  - 7.1.4 analyzing workplace security.
- 7.2 At RPCC, the responsibility for conducting and maintaining workplace analyses is assigned to the Loss Prevention Audit team.
- 7.3 The initial workplace analysis for RPCC is attached.

## **8.0 HAZARD PREVENTION AND CONTROL**

- 8.1 After the completed workplace analysis is reviewed and approved, workplace adaptations, engineering controls, administrative controls, and work practice controls shall be implemented by the Chancellor to prevent or control, to the extent possible, any discovered hazards. If workplace violence does occur, the post-incident response and evaluation section of this policy (Section 9.0) shall be implemented.
- 8.2 Engineering controls and workplace adaptations remove the hazard from the workplace or create a barrier between the worker and the hazard. Examples of engineering controls and workplace adaptations can be found in Attachment 2, "Hazard Prevention and Control."
- 8.3 Administrative and work practice controls affect the way jobs or tasks are performed and, therefore, affect the security of the workplace. Examples of

administrative and work practice controls can also be found in Attachment 2.

- 8.4 At RPCC, the responsibility for hazard prevention and control is assigned to the Safety Coordinator, Tara LeBlanc.

## 9.0 INCIDENT RESPONSE AND EVALUATION

- 9.1 Assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation as necessary, in accordance with existing statutes. At RPCC this assistance is provided through the Critical Incident Stress Debriefing Team.

- 9.2 An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor. The supervisor to whom the incident is reported will immediately notify the Safety Coordinator and Human Resources Coordinator.

- 9.3 Written statements shall be obtained from all involved, including those who witnessed the incident. A statement form which may be used is found in Attachment 3, "Violence Incident Statement." The form is designed to answer the WHO, WHAT, WHEN, WHERE, HOW, and WHY of the incident while the event is still fresh. Concurrent with obtaining the written statements or as soon as possible thereafter, the Safety Coordinator, and the Human Resources Coordinator shall interview all parties to the incident, including victims, subjects and witnesses, and prepare written summaries of the interviews. The summaries shall be the bases on which to determine the facts of the event.

- 9.4 The following actions should be taken in accordance with the severity of the incident:

9.4.1 The situation **is not dangerous**:

- separate employees involved and isolate until they are interviewed and their statements are taken;
- separate witnesses until they are interviewed and their statements are taken; and
- document all actions and statements.

9.4.2 The situation **is dangerous**:

- contact the Police at 9-911;

- order all those presenting the danger to leave the facility immediately (unless this action must be taken by police/security);
- do not attempt to physically remove an individual (leave it to the police/security); and
- document all actions and statements.

9.5 Additional information concerning post incident response and evaluation can be found in Attachment 4, “Incident Response.”

## **10.0 RECORDS**

10.1 Records associated with violence in the workplace need to be kept in a permanent, secure, and confidential manner. It shall be the responsibility of the Safety Loss Prevention Audit team to help evaluate security, methods of hazard control, and identify training needs. The following records are important and shall be maintained in accordance with pertinent statutes as part of the violence prevention program;

10.1.1 reports of work injury, including workers’ compensation injuries, if necessary;

10.1.2 report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;

10.1.3 police reports of incidents occurring in the workplace;

10.1.4 minutes of safety meetings, records of hazards’ analysis, and corrective actions recommended;

10.1.5 violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and

10.1.6 other appropriate reports.

## **11.0 EVALUATION**

11.1 Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. At the RPCC, this evaluation shall be the responsibility of the Loss Prevention Audit Team.

11.2 The evaluation program consists of:

11.2.1 reviewing reports and minutes from staff meetings on safety and security issues;

- 11.2.2 analyzing trends in illness/injury or fatalities caused by violence;
- 11.2.3 measuring improvement based on lowering the frequency and severity of workplace violence;
- 11.2.4 surveying employees before and after making job or workplace changes or installing security measures or new systems to determine their effectiveness;
- 11.2.5 requesting periodic outside review of the workplace for recommendations on improving employee safety; and
- 11.2.6 interviewing employees who experience hostile situations about the medical treatment received (initially, several weeks later, and several months later).

## **12.0 COMMUNICATION**

- 12.1 At RPCC, we recognize that to maintain a safe, healthy and secure workplace, we must have open communication among employees, including all levels of supervision, on these issues. The open communication process includes, but is not limited to:
  - 12.1.1 periodic review of this policy with all employees;
  - 12.1.2 discussions of violence in the workplace during scheduled safety meetings;
  - 12.1.3 posting or distributing information on violence in the workplace; and
  - 12.1.4 procedures to inform supervisors about violence in the workplace, hazards, or threats of violence.
- 12.2 The Safety Loss Prevention Audit team shall provide an appropriate place for employees to discuss security concerns with assurance that necessary confidences will be maintained.

## **13.0 TRAINING AND EDUCATION**

- 13.1 At RPCC,
  - 13.1.1 all employees, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices;

- 13.1.2 training and instruction shall be provided within one year of policy implementation and regularly thereafter, and
- 13.1.3 training shall begin with orientation of new employees within three months of employment and regularly thereafter.
- 13.2 At RPCC, workplace violence training shall be the responsibility of the Loss Prevention Audit team. {NOTE: For assistance, contact the Office of Risk Management, Loss Prevention Unit, in your geographical area. }
- 13.3 General violence in the workplace training and instruction address, but are not limited to, the following areas:
  - 13.3.1 explanation of the violence in the workplace policy as established by RPCC;
  - 13.3.2 measures for reporting any violent acts or threats of violence;
  - 13.3.3 recognition of hazards including associated risk factors;
  - 13.3.4 measures to prevent workplace violence, including procedures for reporting workplace hazards or threats to appropriate supervision;
  - 13.3.5 ways to defuse hostile or threatening situations;
  - 13.3.6 measures to summon others for assistance;
  - 13.3.7 routes to escapes available to employees;
  - 13.3.8 procedures for notification of law enforcement authorities when a criminal act may have occurred;
  - 13.3.9 procedures for obtaining emergency medical care in the event of a violent act upon an employee; and
  - 13.3.10 information on securing post-event trauma counseling for those employees desiring or needing such assistance.

#### **14.0 ADDITIONAL INFORMATION CONCERNING WORKPLACE VIOLENCE**

- 14.1 Attachment 5, “Workplace Violence Checklist,” may be used in identifying present or potential workplace violence problems.
- 14.2 Attachment 6, “Recognizing Inappropriate Behavior,” may be helpful in identifying the types of behavior this policy forbids.
- 14.3 Attachment 7, “Personal Conduct To Minimize Violence,” may be helpful to an individual in understanding what he/she might do to prevent violence.



## **RPCC SEXUAL HARASSMENT POLICY STATEMENT**

Sexual Harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees.

Sexual Harassment may be unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature whereby:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as a basis for decisions affecting the individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or demeaning environment. No employee – either male or female – should be subjected to unsolicited sexual overtures or conduct, either verbal or physical.

The ethical obligation of River Parishes Community College is to provide an environment that is free from sexual harassment. Employees should report cases of alleged harassment to the Human Resources Coordinator and/or file a grievance with the same.

---

Dr. Joe Ben Welch, Chancellor  
River Parishes Community College

Adopted under permission granted to institution in Section XX, Human Relations, P III-19 of the ULS 1998 Policy Manual.

Now subject to review and modification by LCTCS Board of Supervisors.

## HARASSMENT POLICY

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission and state regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of RPCC that unlawful harassment of employees and students is prohibited.

**Harassment** is physical, verbal and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

**Sexual Harassment** is defined by the Equal Employment Opportunity Commission as

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance *or* creating an intimidating, hostile or offensive working environment.

RPCC also applies this definition to the areas of academic advancement, academic standing or academic performance.

Workplace harassment infringes on employees' right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee – male or female – should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically or electronically transmitted. Although this list is not all-inclusive, an example of conduct that is prohibited includes:

- *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*

This policy applies to all employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with RPCC. It is the policy of RPCC that no member of RPCC may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, RPCC may take action to protect its employees and students from harassment, on RPCC property or at RPCC-sponsored events, by individuals who are not students or employees of RPCC.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution's human resource department. He/she also may submit a complaint to the institution's Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the LCTCS Director of Human Resources (225-219-8700).

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary in order to assure an impartial and confidential investigation. RPCC will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee or member of management 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 per the student handbook.

## **AMERICANS WITH DISABILITIES ACT: EMPLOYEES AND STUDENTS**

It is the policy of the River Parishes Community College (RPCC) 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 the LCTCS, and all colleges of the LCTCS, pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state law.

The Rehabilitation Act of 1973 laid the groundwork by requiring employers and institutions to employ and advance in employment “qualified handicapped individuals,” and to make “reasonable accommodations” for these individuals. The ADA changes the “handicapped” terminology to “disabled” and broadens the coverage.

River Parishes Community College prohibits discrimination against qualified persons with disabilities in employment, academic and other programs, public services, transportation, public accommodations and telecommunications. Additionally, River Parishes Community College is committed to promoting an atmosphere to end discrimination against individuals with disabilities, to bring persons with disabilities into the social and economic mainstream and to provide enforceable standards to address discrimination against individuals with disabilities.

The system office and each LCTCS college is responsible for establishing procedures for requesting reasonable accommodation and an ADA grievance procedure.

River Parishes Community College prohibits retaliation against an individual requesting accommodation under the Americans with Disabilities Act.

### **Employees and Applicants for Employment**

River Parishes Community College prohibits discrimination against qualified individuals with disabilities because of the disability in the areas of: hiring, advancement, discharge, compensation, training and other terms and conditions of employment (such as pre-employment testing and selection procedures). LCTCS institutions will provide “reasonable accommodations” to disabled applicants or employees, upon request, unless the accommodation would present an “undue hardship”. The determination of “undue hardship” is a decision that grows out of the ADA Accommodation Assessment process and is made by the designated “Office of Special Programs.” In all cases in which a reasonable accommodation is requested, the RPCC representative receiving the request should contact Human Resources to obtain appropriate guidelines.

## Students and Applicants for Student Status

River Parishes Community College prohibits discrimination on the basis of disability in any academic program or activity associated with RPCC and the institution will integrate students with disabilities into the college community to the fullest extent possible. Qualified applicants for student status with disabilities will not be denied admission or subjected to discrimination in admission or recruitment to RPCC on the basis of their disability. In its recruitment efforts, RPCC and all LCTCS colleges, shall not limit the number of persons with disabilities who may be admitted. All admission criteria and testing will be selected, administered, and evaluated in a manner that is accessible and accurately reflects the applicant's ability rather than an individual's impaired sensory, manual or speaking skills.

Applicants for admission may voluntarily self-identify as a person with a disability in the admissions process and will be routinely provided information on services available to students with disabilities at RPCC. A decision not to self-identify will not result in adverse treatment of the applicant.

In all cases in which a student or applicant for student status requests an accommodation based upon disability, advice and assistance from the designated "Office of Special Programs" should be sought by RPCC or institutional representative receiving the request.

## Public Services

RPCC, and all LCTCS colleges, accommodate and provide programs and services for students and employees. RPCC prohibits discrimination on the basis of disability in any such activity, program or service but will make such activities, programs and services available to persons with disabilities to the fullest extent possible.

It is the responsibility of RPCC's personnel and administrators responsible for activities, programs and services to respond to requests for accommodation by persons with disabilities seeking access to such activities, programs and services. In determining an appropriate response, advice and assistance may be obtained from the designated "Office of Special Programs".

## Telecommunications

RPCC and institutions provide access to the State of Louisiana's TDD relay service so that persons with disabilities who use non-voice terminal devices have opportunities for communications that are equivalent to those provided to individuals able to use voice telephone service.

General questions about such services should be directed to the designated "Office of Special Programs". The "Office of Special Programs" should coordinate requests for such services by students and employees.

The system office and each college of the LCTCS shall have a designated "Office of Special

Programs” to be responsible for:

- developing and administering procedures to provide for compliance with regard to employees and applicants for employment,
- implementing reasonable accommodation procedures,
- serving as a resource for matters involving persons with disabilities,
- coordinating all disability-related support services,
- providing accommodations for enrolled students with documented temporary and permanent disabilities at the college,
- providing information on services for students with disabilities to potential students and their families

## **DRUG AND ALCOHOL-FREE WORKPLACE**

The employees of the state of Louisiana are among the state's most valuable resources, and the physical and mental well-being of these employees is necessary for them to properly carry out their responsibilities. Substance abuse causes serious adverse consequences to users, impacting on their productivity, health and safety, dependents, and co-workers, as well as the general public.

Louisiana has a long-standing commitment to working toward a drug-free workplace. In order to curb the use of illegal drugs by employees of the state of Louisiana, the Louisiana legislature enacted laws which provide for the creation and implementation of drug testing programs for state employees. Further, the Governor issued Executive Order 98-38 providing for the promulgation by executive agencies of written policies mandating drug testing of employees, appointees, prospective employees and prospective appointees, pursuant to Louisiana Revised Statute 49:1 001, et seq.

The River Parishes Community College (RPCC) fully supports these efforts and is committed to a drug-free workplace.

### **APPLICABILITY**

This policy shall apply to all employees of River Parishes Community College and its institutions, including appointees and all other persons having an employment relationship with this agency.

### **DEFINITIONS**

**Controlled Substance** - a drug chemical substance or immediate precursor in Schedules I through V of R.S.40:964 or Section 202 of the (21 U.S.C. 812).

**Designer (Synthetic) Drugs** - Those chemical substances that are made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug that is not explicitly banned by federal law.

**Employee** - unclassified, classified, and student employees, student interns, and any other persons having an employment relationship with the agency, regardless of the appointment type (e.g. full-time, part-time, temporary, etc.).

**Illegal Drug** - any drug which is not legally obtainable or which has not been legally obtained, to include prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes or being used by one other than the person for whom prescribed.

**Reasonable Suspicion** - belief based upon reliable, objective and articulable facts derived from direct observation of specific physical, behavioral, odorous presence, or performance indicators

and being of sufficient importance and quality to lead a prudent person to suspect that an employee is in violation of this policy.

**Safety-sensitive or Security-sensitive position** - a position determined by the appointing authority to contain duties of such a nature that the compelling state interest to keep the incumbent drug-free outweighs the employee's privacy interests. A list of such positions within the system is attached hereto and made a part hereof. The list was determined with consideration of statutory law, jurisprudence, the practices of this agency and the following examples of safety-sensitive and security-sensitive positions.

1. Positions with duties that are required or are authorized to perform the safety inspection of a structure;



2. Positions with duties that are required or are authorized to have access to a prison or incarcerated individual;
3. Positions with duties that are required or are authorized to carry a firearm;
4. Positions with duties that allow access to controlled substances (drugs);
5. Positions with duties that are required or are authorized to inspect, handle, or transport hazardous waste as defined in R.S. 30:2173(2) or hazardous material as defined in R.S. 32:1502(5);
6. Positions with duties that are required or are authorized to exercise any responsibility over power equipment;
7. Positions with duties that require on-the-job instructing or on-the-job supervising of any person to operate or maintain any heavy equipment or machinery; and
8. Positions with duties that require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee.

**Under the Influence** - for the purposes of this policy, a drug, chemical substance or the combination of a drug or chemical substance that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty, in maintaining balance. A determination of influence can be established by a professional opinion or a scientifically valid test.

## EQUAL OPPORTUNITY

It is the policy of River Parishes Community College to assure equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the College operates without regard to race, creed, color, marital status, sexual orientation, religion, sex, national origin, age, mental or physical disability, or veteran's status.

This policy reflects the requirements of Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Title IX of the Educational Amendments of 1972; Section 503/504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans Readjustment Assistance Act of 1974; Louisiana Executive Order 13; the Americans With Disabilities Act of 1990; and the Civil Rights Act 1991.

The mission of the Equal Opportunity policy is to develop and guide institution wide programs and policies that will move RPCC into the future as a model institution by providing equality of opportunity and workplace equity for all members of the campus community. ▼

Deleted: ¶