



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM POLICIES AND SAFETY MANUAL ACKNOWLEDGEMENT

My signature below indicates that I have been provided with online access to the Louisiana Community & Technical College System (LCTCS) Safety Manual, with all accompanying attachments.

It also indicates that I understand I am responsible for reading and familiarizing myself with all LCTCS policies; in particular, the Human Resources policies outlined below:

- Policy #6.003 Leave for Unclassified Employees
- Policy #6:011 Harassment, Discrimination and Retaliation
- Policy #6:014 Discipline for All Employees
- Policy #6:015 Grievance for All Employees
- Policy #6:016 Employment Relationship
- Policy #6:018 Outside Employment of LCTCS Employees (with forms)
- Policy #6.022 Equal Opportunity
- Policy #6:023 Americans with Disabilities Act: Employees and Students
- Policy #6:024 Smoke Free Environment
- Policy #6:025 Code of Conduct
- Policy #6:030 Drug Free Workplace
- Policy #6:037 Educational Assistance
- Policy #6:042 Social Media Use
- LCTCS Internal Policy – Transitional Return to Work Plan

All LCTCS policies can be found by accessing the LCTCS website at www.lctcs.edu under the “Policies” tab.

I have also been provided access to required employment-related postings, [here](#).

Employee Name

Date