

Cold Weather Brings Special Safety Concerns

The recent cold fronts moving through our area are reminders of several winter safety issues.

ICE: Be sure to remove ice and frost off all vehicle windows. When driving, pay extra attention to bridges and overpasses which may freeze before other roadways. When walking, be especially careful, especially on exposed areas where ice may accumulate.

SPACE HEATERS: Do not keep flammable or combustible materials near

space heaters and always turn heaters off before leaving work.

COLD INJURIES: Dress in layers. Wear appropriate gloves. Stay dry. Be mindful of ears and toes



LSUS disseminates emergency announcements such as weather closures on *Beacon*. Log on to MyLSUS/Compass to register for *Beacon*

From the Safety Guy..... LSUS Safety Questions and Answers



Q: My professor told me I should sign up for Beacon. What is Beacon?

A: LSUS Emergency Beacon is an emergency notification system which alerts LSUS faculty, staff, and students of emergency situations such as inclement weather, critical incidents, or campus closures. You may receive emergency alerts via e-mail or text message or both by signing up at <https://alertregistration.com/lsus/> You may opt out of this free service at any time.

Q: One of my students tripped entering my classroom. She said her knee was bruised but did not hurt and she would go to her doctor later if it started bothering her. What should I do?

A: All accidents or incidents, regardless of how severe should **immediately** be reported to the campus police. This is LSUS policy.

Q: Where can I find information about my safety responsibilities in the LSUS Safety Program?

A: The LSUS Safety Program is outlined in 17 LSUS Policy Statements found on the LSUS website at <http://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements> Safety responsibilities are located in LSUS Policy Statement 6.01.00 (General Safety)

- 2012 Safety Committee**
- Dr. Kui Chen
 - Rebecca Chiles
 - Dr. Laura McLemore
 - Tulin Melancon
 - Don Bloxom
 - Aaron Suckle
 - Safety Guy

Of Interest.....

The University of Chicago [UC] has suspended research in a lab after a scientist developed a skin infection from the same kind of bacteria being studied there.

The scientist was hospitalized late last month [August 2011] and had surgery to remove the infected tissue but has been released.

The incident happened 2 years after another UC scientist studying a weakened strain of plague contracted the disease and died. The university says the cases are drastically different.

The new case involves a germ called *Bacillus cereus* that can cause food poisoning. The university says it isn't clear how the scientist got infected, but it has been disinfecting the lab as a precaution, and has contacted public health authorities.

No one else has gotten sick.

Section B: Human Resources - A New Feature

Because The Safety Guy and Director of Human Resource Management have an excellent working relationship, it only makes sense to include relevant HR information in the Safety Newsletter. Each edition will feature HR topics of interest with the intent of helping guide employees through what can be a sometimes bureaucratic administrative jungle. Suggestions for HR topics are most welcome and can be made to any member of the HR staff in Room 109 of the Administration Building

The ABCs of Hiring Student Workers, Graduate Assistants, and Adjunct Faculty

General Tips:

1. Do not allow work to begin until HR receives all required documentation.
2. Make sure documentation is complete.
3. Call HR prior to hiring international students
4. When in doubt, call HR @797-5279



Student Workers

1. Hiring Manager should determine if the student should be paid from federal work study or departmental (budget) funds.
2. Complete appropriate appointment form. Make sure hourly rate, estimated total earnings, & budget account info is accurate.
3. Sign appointment form and route for signature. When all signatures are obtained, the completed form should be sent to HR.
4. For initial appointments, students must bring two acceptable forms of ID to HR and complete I-9 Form on the FIRST day of employment.
5. **Students may begin working once HR has received the appointment and approved the I-9.**
6. Full-time students are eligible to work up to 20 hours per week.
7. Pay dates: 5th and 20th of each month unless the 5th or 20th falls on a weekend or holiday, then it is the business day before then.

Graduate Assistants

1. Hiring manager should work with the Office of Graduate Studies to initiate Graduate Assistantship (GA) paperwork.
2. Complete the graduate assistantship form. Make sure that hourly rate, estimated total earnings and budget account information is accurate.
3. Sign the Grad Assistantship form and route for signature (*Department, Graduate Studies, Admissions, HR*).
4. For initial appointments, GA's must bring two acceptable forms of ID to HR and complete I-9 Form on the FIRST day of employment.
5. **Graduate Assistants may begin working once HR has received the paperwork and approved the I-9.**
6. Graduate Assistants are eligible to work up to 20 hours per week.
7. Pay dates: 5th and 20th of each month unless the 5th or 20th falls on a weekend or holiday, then it is the business day before then.

Adjunct Faculty

1. Department Chair should initiate the adjunct offer letter. Offer letters should include semester dates (provided by Academic Affairs), course, number of hours, total compensation and account number.
2. Offer Letters should be routed for signature (*Dept., Dean, Provost, Business Affairs, HR, Chancellor*).
3. Offer letters will be returned to the department after obtaining the Chancellor's signature.
4. Department Chair or Admin should then obtain adjunct signatures.
5. Signed offer letters with adjunct signatures should be sent to Academic Affairs (original) and HR (copy). It is recommended that the department retain a copy as well.
6. **New Adjuncts should report to Human Resources on or before the FIRST day of work to complete an I-9 and a payroll packet.**
All Teachers' Retirement Retirees MUST be cleared through the Office of Human Resources prior to hiring them as some appointments may adversely affect their TRSL retirement benefits.

What is an "I-9"?

The Employment Eligibility Verification Form, known as the I-9, is required by federal law to be completed by all employers on employees hired after 11/6/1986. Employees may **not** begin working until they have completed Section 1 of this form. This is why it is critical that all new employees such as student workers, GAs, and adjunct faculty come to HR and complete this form PRIOR to beginning employment.

The law requires each employee to produce documentation that establishes both identity and employment authorization. Typical identity documents include Drivers License, military ID, or school ID with photograph. Typical work authorization documents are a birth certificate or social security card. A US passport is sufficient documentation for both identity and authorization to work.

International students have special requirements and must not begin work until approval from HR.

Need to Change Your 2012 Withholding???

- Complete Form W-4 to change federal withholding
- Complete Form L-4 to change state withholding
- Forms available on HR website at:



- www.lsus.edu/hr
- Turn completed forms in to HR

403b and 457 Contribution Limits for 2012

403b Plans:

\$17,000 per year (\$22,500 if over 50)

457 Plans:

\$17,000 per year (\$22,500 if over 50)

Note: New salary reduction form required for changes



Direct Deposit to Become Mandatory

Effective 1/1/2012, disbursements (including compensation and reimbursements) for all regular LSUS employees will be made electronically by direct deposit into a financial institution. Any regular faculty or staff member who has not established direct deposit should do so. Direct Deposit forms are on the HR web site or may be obtained from HR. Completed forms should be turned into HR no later than 12/22/2011.

The purpose of this change is to reduce operating costs to the university.



.....from the Safety Guy!!!

2012 New Years resolution...

BE SAFE!!!!