

Louisiana State University In Shreveport



Employee Handbook

For Faculty and Staff

Revised: Fall 2008

TABLE OF CONTENTS

INTRODUCTION

HISTORY

MISSION

SECTION 1.0 - ADMINISTRATION

- 1.1 Louisiana Board of Regents
- 1.2 The LSU System
- 1.3 Board of Supervisors of Louisiana State University System
- 1.4 President of the University System
- 1.5 LSUS Administrative Staff
- 1.6 LSUS Foundation, Inc.
- 1.7 Administrative Committees

SECTION 2.0 - FACULTY

- 2.1 Faculty Directory
- 2.2 Faculty Council / Senate
- 2.3 Bylaws

SECTION 3.0 - STAFF

- 3.1 Staff Directory
- 3.2 Staff Senate
- 3.3 Performance Planning and Review (PPR)
- 3.4 Outstanding Service Awards

SECTION 4.0 – LIBRARY

- 4.1 Mission and Objectives
- 4.2 Collections
- 4.3 Special Collections
- 4.4 Services
- 4.5 Loan Policies
- 4.6 Hours

SECTION 5.0 – INSTRUCTION AND RESEARCH

- 5.1 Academic Freedom
- 5.2 Teaching Load
- 5.3 Periods of Appointment
- 5.4 Registration
- 5.5 Commencement Exercises
- 5.6 Classroom Rosters
- 5.7 Grading System
- 5.8 Examinations and Other Written Work
- 5.9 Course Syllabi
- 5.10 Research Training and Service Grants
- 5.11 Office Hours
- 5.12 Faculty Leave
- 5.13 Instruction in Summer Session
- 5.14 Part-time Faculty

SECTION 6.0 – STUDENT RELATED POLICIES

- 6.1 Code of Student Conduct
- 6.2 Appeals Procedure
- 6.3 Policy on Students with Disabilities
- 6.4 Other Policies

SECTION 7.0 – PERSONNEL POLICIES

- 7.1 Affirmative Action / Equal Opportunity
- 7.2 At-Will Employment
- 7.3 Drug and Alcohol Free Campus
- 7.4 Grievance Procedures – Classified
- 7.5 Grievance Procedures – Faculty
- 7.6 Nepotism
- 7.7 Outside Employment
- 7.8 Personal Data Changes
- 7.9 Political Activity – Classified
- 7.10 Political Activity – Unclassified
- 7.11 Promotion and Transfer Policy – Classified
- 7.12 Promotion and Transfer Policy – Unclassified
- 7.13 Resignation and Separation Procedure
- 7.14 Sexual Harassment
- 7.15 Solicitation
- 7.16 Tenure

SECTION 8.0 – PAYROLL

- 8.1 Overtime, Overtime Compensation, & Compensatory Time – Exempt/Non-Exempt Staff
- 8.2 Unemployment Compensation Program
- 8.3 Payroll Dates
- 8.4 Payroll Certification and Time Sheets

SECTION 9.0 - EMPLOYEE BENEFITS

- 9.1 Health Insurance
- 9.2 Vision and Dental Insurance
- 9.3 Flexible Spending Accounts
- 9.4 Other Insurances

SECTION 10.0 - LEAVE

- 10.1 Overview
- 10.2 Personal Leave – Academic Nine-Month Faculty Only
- 10.3 Annual Leave – Academic Twelve-Month and Unclassified Staff
- 10.4 Annual Leave – Classified Staff
- 10.5 Sick Leave – Academic and Unclassified Staff
- 10.6 Sick Leave – Classified Staff
- 10.7 Civil, Emergency or Special Leave - Classified, Unclassified and Faculty
- 10.8 Educational Leave and Programs — Nonacademic Employees
- 10.9 Family Medical Leave Act (FMLA)
- 10.10 Funeral Leave
- 10.11 Military Leave
- 10.12 Sabbatical Leave

SECTION 11.0 – RETIREMENT

- 11.1 Retirement for Unclassified and Academic Employees – Teachers' Retirement System of Louisiana (TRSL) or Optional Retirement Plan (ORP) through TRSL
- 11.2 Retirement for Classified Employees – Louisiana State Employees Retirement System
- 11.3 Maintaining or Changing Membership
- 11.4 Social Security
- 11.5 Medicare Tax
- 11.6 Employment of Retired Personnel
- 11.7 Supplemental Retirement Plans

SECTION 12.0 – PRIVACY

- 12.1 Public vs. Private (Confidential Information)
- 12.2 Health Insurance Portability and Accountability Act (HIPAA)
- 12.3 Family Education Rights and Privacy Act (FERPA)
- 12.4 References / Employment Verifications

SECTION 13.0 – CAMPUS SERVICES / POLICIES

- 13.1 Bookstore
- 13.2 Continuing Education Programs
- 13.3 Field Trips and Student Travel Insurance
- 13.4 Facilities and Premises
- 13.5 Facility Services
- 13.6 Key Policy
- 13.7 Purchasing
- 13.8 Credit Union
- 13.9 Health and Physical Education Building
- 13.10 Identification Cards
- 13.11 Lost and Found
- 13.12 Parking, Fines and Violations
- 13.13 Posting of Announcements on Walls, Doors and in Elevators
- 13.14 Tobacco Usage Policy
- 13.15 University Police
- 13.16 Food Services

SECTION 14.0 – SAFETY AND RISK MANAGEMENT

- 14.1 Overview
- 14.2 Authorized Driver Program
- 14.3 Blood-Borne Pathogens
- 14.4 Emergency Evacuation Procedure
- 14.5 First Aid
- 14.6 On the Job Accident Procedure
- 14.7 Tornado Warning
- 14.8 Safety Meetings
- 14.9 Violence in the Workplace
- 14.10 Workers' Compensation Program
- 14.11 Return to Work on Workers' Compensation
- 14.12 Emergency Warning Beacon

Introduction

Welcome to Louisiana State University in Shreveport. As a campus, we recognize that our employees are our greatest asset. This handbook is designed to provide you, an employee of LSUS, the resources needed so you may understand the privileges, policies, and procedures that govern your employment at LSUS.

The Department of Human Resource Management is the facilitator of this document. We seek to ensure that all employees are able to easily find pertinent information to allow them to properly perform their function within the University and fully understand the benefits and privileges offered by LSUS.

LSUS is a state agency and is part of the LSU system. There are several groups of employees at LSUS. Administrators and professional employees, referred to as "unclassified," and faculty are governed by the employment guidelines found in the By-laws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural Mechanical College. All other employees are referred to as "classified" and are governed by the rules and regulations of the Louisiana Department of Civil Service. The Appointing Authority for classified employees at LSUS, as defined by the Civil Service Rules, is the Chancellor, with delegated Authority to the Vice Chancellor of Business Affairs and the Director of Human Resource Management.

There are several sources of information used to compile this handbook. They include the [By-laws and Regulations of the LSU Board of Supervisors](#), *Permanent Memoranda* (PM's) issued by the Office of the President of the LSU System, Louisiana Department of Civil Service Rules, and LSUS Policy Statements. The Board of Regents also has a manual, *Policies and Procedures*, which is comparable to the System *Permanent Memoranda* and campus *Policy Statements*. When at all possible, links will be provided to source documentation to ensure consistency and accuracy.

LSUS is an accredited University of the Southern Association of Colleges and Schools (SACS) and subscribes to the [Principles of Accreditation: Foundations for Quality Enhancement \(2007 copyright\)](#).

An annual review of this handbook shall be conducted by the Human Resource Management Department of LSUS in order to ensure accuracy. This document is designed to be viewed online, with various links to other sources of information. Please report any broken links or missing information to the Human Resources Department at human_resources@lsus.edu or (318) 797-5279.

History

Louisiana State University in Shreveport originated with Act 41 of the 1964 Louisiana Legislature, which authorized the establishment of a two-year commuter college in Shreveport. On February 6, 1965, the LSU Board of Supervisors formally established Louisiana State University in Shreveport as a division of the Louisiana State University and Agricultural and Mechanical College System. The campus is a 200-acre tract located on Highway 1 in south Shreveport.

LSUS began its first session on September 21, 1967, offering basic freshman courses and extending the advantages of a great University system to the residents of northwest Louisiana. Sophomore courses were added in 1968.

Following approval by the Coordinating Council for Higher Education, Act 66 of the Louisiana Legislature authorized baccalaureate degree-granting status. Subsequent approval by the LSU Board of Supervisors resulted in the decision to add junior-level courses in 1973 and senior-level courses in 1974. The first class was graduated in 1975. The University was first accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1975. Many baccalaureate degrees have since become available in the Colleges of Business Administration, Education and Human Development, Liberal Arts, and Sciences. The Master of Education degree program began in 1978, the Master of Business Administration degree program in 1979, the Specialist in School Psychology degree program in 1982, the Master of Arts in Liberal Arts degree program in 1983, the Master of Science in Systems Technology degree program in 1988, the Master of Science in Human Services Administration in 1999, the Master of Science in Counseling Psychology in 2001, the Master of Health Administration in 2003, the Master of Public Health in 2008 and the Master of Science in Kinesiology and Wellness in 2008 . Continuing education programs are offered, as are seminars and workshops in specialized fields.

Mission

LSUS Role, Scope & Mission Statement Proposed for Master Plan 2008*

Louisiana State University in Shreveport (LSUS) is a major educational and economic development resource for the Shreveport-Bossier metropolitan area and the Ark-La-Tex region. The University focuses its academic programs, educational outreach and research on improving lives and enhancing economic development. LSUS' community of scholars is known for developing strategic academic alliances that address the personnel and advancement needs of the region and state.

As a regional comprehensive public institution, LSUS offers courses and degree programs at the undergraduate and graduate level. Its extensive undergraduate programs include bachelor's degrees in business administration, education, computer and information science, liberal arts and science, mathematics, social, physical, and biological sciences, psychology, and visual and performing arts. Focused on a quality student learning experience, the faculty expertly aligns classroom education with practical knowledge produced by experiential learning.

To complement its broad array of undergraduate majors and to further advance the state and nation's ever changing workforce and professional needs, LSUS offers master's degree programs that meld traditional academic disciplines, including computer and information systems, education, liberal arts, psychology, business, human services administration, health administration, and public health. Such important academic relationships facilitate inquiry and discovery in today's interconnected world.

The administration and faculty of LSUS are exceptionally attuned to the economic and societal needs of the Shreveport-Bossier Metropolitan area and work closely with multi-parish groups, providing insights and analysis from significant university assets such as The Center for Business and Economic Research, Red River Public Radio, the LSUS Red River Watershed Management Institute, the 200,000-volume Noel Collection, a world-class resource for scholars, and the Professional Development Schools, which offer educational outreach in partnership with area schools.

In addition, LSUS has a close working relationship with the City of Shreveport in meeting the comprehensive educational and research requirements of the United States Air Force at Barksdale Air Force Base (BAFB) as part of the U.S. Defense Department's increasingly important cyberspace initiatives. Demand for Information Technology and Computer Science professionals in the Shreveport-Bossier Metropolitan area has been vigorous for a decade, surpassing the local supply of trained personnel. That demand has been exacerbated by the need for cyber security workers at BAFB, including qualified university graduates at the associate, baccalaureate, master's, and doctoral levels.

LSUS has built a Bioinformatics research group in conjunction with LSU Health Sciences Center Shreveport that has garnered international acclaim. The resulting strategic alliance between LSUS and LSUHSCS capitalizes on a broad range of intellectual capital in the Ark-La-Tex by encouraging collaborations among health care professionals, scientists, researchers, faculty and students. Pending approval by the Board of Regents, LSUS will expand achievements produced by these strategic alliances and collectively, with the LSUHSCS and Louisiana Tech University, offer a cooperative Doctoral degree in Bioinformatics and Computational Biology.

LSUS is categorized as an SREB Four-Year 4 institution, as a Carnegie Master's College and University I, and as a COC/SACS Level IV institution. The university will offer a wide range of baccalaureate programs and will be committed to graduate education through the master's and selected doctoral degrees.

*Approved by the LSU Board of Supervisors on April 25, 2008

SECTION 1.0 - ADMINISTRATION

1.1 Louisiana Board of Regents

The Louisiana Board of Regents has planning, coordinating, program, and budgetary responsibilities for all public higher education. A full listing of the current board of regents can be found at: <http://www.regents.state.la.us/>.

1.2 Board of Supervisors of Louisiana State University System

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College serves as the management board for the Louisiana State University System. The Board is composed of 16 members who serve overlapping terms of six years. Two members are appointed from each congressional district and one member from the state at large. As provided by the Louisiana Constitution, the Board also has a student member who serves a one-year term. A full listing of the current Board of Supervisors can be found at: <http://www.lsusystem.lsu.edu/boardofsupermembers.html>.

1.3 The LSU System

The Louisiana State University System is a multi campus, multipurpose system of higher education, accredited by the Southern Association of Colleges and Schools, encompassing all Louisiana, and exerting a major influence on the economic, social, and cultural life of its citizens.

Law and tradition have assigned the University System a three-fold purpose: developing citizens to their highest level of intellectual and professional capacities through resident instruction; enriching instruction and establishing new frontiers of knowledge through research and scholarship; and providing all Louisianans with information that is useful in advancing the state's economy and culture through extension services.

The LSU System is composed of nine major administrative units, each headed by a chancellor, located throughout the state. Four of these—LSU A&M, the University of New Orleans, LSU at Alexandria, and LSUS—provide undergraduate and graduate instruction. A two-year campus is located in Eunice. The LSU Law Center, located on the LSU A&M campus, is a separate division of the LSU System. The LSU Agricultural Center, with headquarters on LSU A&M campus, administers a system of agricultural experiment stations and the Cooperative Extension Service throughout Louisiana. Two LSU Health Sciences Centers, in New Orleans and in Shreveport, train physicians and scientists in health care disciplines. The LSU System also oversees all the State Hospitals. The Pennington Biomedical Research Center promotes healthier lives through research and education in nutrition and preventive medicine.

More information about the LSU System can be found at: <http://www.lsusystem.lsu.edu>.

1.4 President of the University System

The president is the principal executive officer of the System—housed on the LSU A&M campus—and is responsible for the execution of the administrative and educational policies of the Board of Supervisors. The current president is Dr. John V. Lombardi. More information about the president can be found at: <http://www.lsusystem.lsu.edu/lsusystempresident.html>.

1.5 LSUS Administrative Staff

A. Chancellor

As administrative head of the campus, is responsible to the Board of Supervisors, through the President, for the execution of all laws relating to LSUS, and all resolutions, policies, rules, and regulations adopted by the Board of Supervisors, and all policies, rules, regulations, directives, and memoranda issued by the President of the University System. Makes all appointments, promotions, transfers, suspensions, and dismissals of academic and unclassified personnel, subject to the approval of the President and confirmation by the Board. Is the Appointing Authority to approve classified personnel actions.

Formulates educational and administrative policies for LSUS within its assigned functions and programs. Also delegates such duties and responsibilities as deemed proper, and may establish by appointment such committees as deemed desirable from among academic and nonacademic personnel.

Is responsible to the President for the LSUS budget. Prepares a budget for the entire campus and approves expenditures under the campus budget approved by the President and Board of Supervisors. Keeps the President informed about the operation and welfare of LSUS.

The Chancellor's Office website can be found at: <http://www.lsus.edu/co/>

B. Provost and Vice Chancellor for Academic Affairs

As chief academic officer of the University, is responsible for leadership in the primary programs of undergraduate and graduate academic instruction, research, and public service. Selects and supervises the Deans of the colleges, the Dean of Graduate Studies, the Dean of the Division of Continuing Education, and the Dean of Noel Memorial Library. Gives leadership in the development of new curricula and programs and in quality assurance and evaluation of programs. Ensures that all programs are maintained at a high level of quality performance and oversees faculty personnel matters--including recruitment, selection, recognition, and reward (tenure, salary, promotion), and professional development activities designed to enhance faculty morale and quality.

Ensures responsible allocation of all physical and financial resources necessary for academic programs and services and also ensures responsible stewardship of resources to meet campus, System, and state regulations and laws. Maintain a constructive liaison with chief academic officers on other LSU campuses, state colleges, and University campuses, and also with System and Regents academic officers.

Promote the development, execution, and revision of immediate and short-range goals and plans for each academic program unit. Ensures the readiness of each academic program in meeting requirements of specialized/professional accreditation reviews, regional accreditation review (SACS), and Board of Regents/LSU System programs reviews. Participates in and represents the University in regional and national organizations whose programs and activities offer opportunity to advance the academic welfare and quality of LSUS. Acts for the Chancellor in his absence and represents the University at his request

The Provost's website can be found at: <http://www.lsus.edu/acadaffairs/>

Associate Vice Chancellor and Dean of Graduate Studies: Represents the Provost/Vice Chancellor as needed in his/her absence; coordinates academic program reviews, accreditation self studies, and similar matters. Works with Deans, chairs, and faculty in the development of new programs. Coordinates articulation agreements with other colleges and universities; coordinates Academic Awards Convocation activities, faculty evaluation and administrators' evaluation. Also, serves as the Executive Officer for the Graduate Faculty and Chair of the Graduate Council; coordinates graduate faculty, personnel and programs; develops strategic long-range planning for graduate programs, and implements appropriate administrative policies;

assists the Graduate Council, graduate faculty, colleges, and departments in the review, evaluation, and revision of graduate policies and procedures; oversees graduate admissions and student records; and represents the University on state and federal graduate education committees.

Associate Vice Chancellor for Academic Services: Reporting to the Provost, the Associate Vice Chancellor for Academic Services serves as an advisor to the Provost and assists in managing the academic programs and services of the University. The Associate Vice Chancellor for Academic Services focuses on long-range planning for Academic Affairs, as well as LSUS as a whole. In conjunction with the campus leaders of the areas that report to the Provost, the Associate Vice Chancellor for Academic Services leads the strategic planning and assessment efforts for the University, and oversees all institutional research and assessment activities.

Associate Vice Chancellor for Sponsored Research: Develops planning, policy, and procedures for management and budgeting of all sponsored and contract research carried out by faculty; becomes familiar with state, federal, and private agencies that sponsor research in various disciplines and works with the colleges and faculty members to develop campus-wide awareness of the availability of such funds; works with Director of University Relations to secure local and other funding for faculty research projects; provides support to faculty in development of budgets for grant applications and contracts, and helps them write effective proposals; plans and conducts grant workshops, seminars, and conferences to further faculty development.

Director of Institutional Effectiveness: Responsible to the Provost and Vice Chancellor for Academic Affairs for maintaining a longitudinal information base in support of University institutional effectiveness, institutional research, assessment, and strategic and operational planning. Works with the Vice Chancellors for Business Affairs, Student Affairs, and Development to ensure the adequacy and accuracy of the database. Participates in planning committees and advisory groups as a consultant in planning and budgeting efforts and through collection and dissemination of benchmarking data. Identifies sources of information, both internal and external, to enhance analyses; analyzes, summarizes, and presents data on the past, current, and projected status of the University and presents results to appropriate key University personnel in order to implement continuous improvement of educational programs and services for students, employees, and the community.

Implements policy and procedures for instructor and course evaluation, summary analyses and dissemination of results; coordinates the administration of the state student opinion survey; designs and implements internal studies concerning students, personnel, programs, services, facilities, equipment, and fiscal resources; and provides support to accreditation and self-study processes. Serves as a clearing house for all external reporting: federal IPEDS, Regents, and System reporting, including facilities, personnel, and various student data systems, annual reports and surveys. Develops and maintains LSUS Data Profiles and responds to ad hoc data and information requests.

Dean of Noel Memorial Library: Responsible to the Provost and Vice Chancellor for Academic Affairs for implementing the mission of the library: to actively participate in the educational program of LSUS by collecting, organizing, making readily available, and assisting in the usage of materials by students, faculty, and staff; selects library materials to support curricula and research needs.

Dean of Continuing Education and Public Service: Responsible to the Provost and Vice Chancellor for Academic Affairs for the development, administration and coordination of special educational activities, which may be credit or non-credit, and include conferences and institutes, short courses and workshops, international study, mass media instruction, off-campus educational programs, and other continuing education and public service programs. Coordinates the Barksdale Air Force Base Center for LSUS, Pioneer Heritage Center, and LSU System Continuing Education Programs offered in Northwest Louisiana. Maintains data for Continuing Education Units (CEU) for all participants attending public service and continuing education

programs. Reserves certain facilities and grounds in keeping with Policy Statement 1. 05.02. Is responsible for budgeting and recruitment of continuing education faculty and planning for the unit.

College Deans: Are responsible to the Vice Chancellor for Academic Affairs for the academic, personnel, and financial needs of their respective units and are the chief executives of those units. Collectively, along with the Dean of Graduate Studies, the Dean of Continuing Education and Public Service, and the Dean of the Library, constitute the Council of Deans and meet at the call of the Vice Chancellor for Academic Affairs. Advise the Vice Chancellor on the administration of academic affairs. Works with departments to develop courses, curricula, and schedules, to verify degree checkout, and to identify personnel, facilities, and accreditation-related needs; works with the Vice Chancellor for Academic Affairs in budgeting and managing funds; provides leadership to the faculty of the colleges through participation in professional activities, research and publications, public service, and resources development. Provides support to faculty and staff in development activities. Reviews all personnel decisions from their college and represents the interests of their college to the rest of the University and the community. Also, performs additional assignments as members of the Council of Deans.

Department Chairs: Responsible to their respective Deans, formulates and implements departmental plans and policies with the advice and assistance of department members. Meets with department members to interpret University policies, disseminate information, and provide direction. Works to improve courses, curricula, and instruction in the department; encourages the professional growth of department members; writes recommendations for leave, appointments, reappointments, non-reappointments, salary levels, promotions, and tenure of faculty and other departmental personnel. Advises students on academic requirements, employment possibilities and advanced study; reviews requirements of other University curricula that involve departmental courses. Manages department budgets, teaching assignments, class schedules, file of course syllabi, course outlines, representative examinations, departmental offices, student workers, equipment, and facilities. In administrative roles, holds office at the pleasure of the Board of Supervisors.

C. Vice Chancellor for Business Affairs

As the chief financial officer, is responsible to the Chancellor for budget planning, operation of University information technology services, maintaining and controlling budgetary balances in all accounts, payroll for all employees, purchasing of all materials and services, collecting and disposing of fees and other charges to students, managing auxiliary enterprises, and maintenance of personnel records and reports. In addition, is responsible for the operation and maintenance of the physical plant and campus security. Serves as ex-officio member of the Athletic Council. Also serves as CFO for the LSU Foundation and ex-officio board member.

The Vice Chancellor for Business Affairs' website can be found here:

<http://www.lsus.edu/busaffairs/>

Chief Information Officer and Director of Information Technology: Responsible to the Vice Chancellor for Business Affairs for coordinating and directing all information technology services, including directing information technology services personnel and managing the operation of all computer equipment and facilities. Reviews, evaluates, and makes recommendations on all policies related to information technology services; establishes procedures and priorities for the effective operation and utilization of computer equipment and facilities. Develops the operating budget for current operational needs and establishes a priority schedule for the development of new services. Works with administrators, faculty, staff, students, and an advisory committee to evaluate and improve current services and to implement new services and systems.

Accounting Services Director: Responsible to the Vice Chancellor for Business Affairs for planning and directing accounting functions in accordance with University, state and federal fiscal regulations. Responsible for planning and maintaining payroll and budget functions, accounts receivable, accounts payable, income accounts, travel, grants, contracts, and prepares the

annual financial report. Works closely with University Information technology services personnel to provide required statistical reports and maintain current financial files. Interaction with all levels of staff throughout the University regarding financial services is required.

Human Resource Management Director: Responsible to the Vice Chancellor for Business Affairs for personnel functions; maintains personnel records, works with deans, directors, and chairs on the appointment of all employees, interprets Civil Service regulations for classified personnel; counsels University employees regarding insurance coverage and retirement and is responsible for unemployment and worker's compensation programs. Serves as Risk Management Officer for the campus, with responsibilities for the safety program and risk management compliance.

Facility Services Director: Is responsible to the Vice Chancellor for Business Affairs for the maintenance and repair of the physical plant and grounds; supervises operation of the central utility plant and all maintenance and repair personnel; maintains contact with custodial service personnel and inspects their work; plans and supervises alterations and repairs performed by LSUS personnel and by contractors and advises campus administrators on construction work being performed on campus.

Purchasing Director: Responsible to the Vice Chancellor for Business Affairs for the procurement of materials, supplies, equipment, and services. Acts as the University's agent for contracts, leases, and agreements and is responsible for solicitation of bids and making of awards and contracts for merchandise, services, and public works projects on campus.

University Police Director: Reports to the Vice Chancellor for Business Affairs for the operation of the University Police Department. Oversees the 24-hour, 7-days a week security of the campus; responsible for carrying out the campus safety program in accordance with federal, state, and local laws and regulations; and is responsible to keep LSUS police officers trained in current methods of law enforcement.

Bookstore Director: Responsible to the Vice Chancellor for Business Affairs for the overall operations of the bookstore, printing, general service store and other auxiliaries as they are developed. The Director is responsible for the acquisition of supplies and goods used in each the bookstore, maintaining adequate inventory and planning for services to be provided, and seeing that all purchases are made in accordance with the policies as set by the University, the LSU System, and the State of Louisiana.

Food Services Director: Responsible to the Vice Chancellor for Business Affairs for the overall operations of food services and on-campus vending. The Director is responsible for the acquisition of supplies and goods used in each auxiliary enterprise, maintaining adequate inventory and planning for services to be provided, and seeing that all purchases are made in accordance with the policies as set by the University, the LSU System, and the State of Louisiana.

Director of Athletics: Reports to the Vice Chancellor for Business Affairs for the intercollegiate athletics head coaches, sports information staff and departmental secretaries. Formulates and administers plans and operating budgets for all athletics units; supervises all athletics personnel functions including recruitment, selection, development and supervision of coaches and other support personnel; ensures compliance with all federal, state, system, University, athletic association and conference laws, policies and regulations; facilitates communication and coordination with University academic and administrative departments and with the Athletic Council; develops and maintains lines of communication and public relations with the faculty, staff, alumni, media and other community groups; trains coaches and staff in state and University policies; secures appropriate insurance and athletic training services; cultivates and secures sources of private financial support for the athletics program; and serves as an ad hoc member on the LSUS Athletic Council.

D. Vice Chancellor for Student Affairs

Responsible to the Chancellor for the development and administration of all student services and programs including student development, student activities, intramural sports and recreation, counseling and guidance, testing; student financial aid and scholarships, high school relations; student recruitment and student orientation, admissions and records, career planning and placement; and student discipline. Responsible for the planning, budgeting, implementation, and evaluation of student life programs and services.

The Vice Chancellor for Student Affairs' website can be found here:
<http://www.lsus.edu/studentaffairs/>

Dean of Students: Responsible to the Vice Chancellor for Student Affairs for judicial programs, ombudsman services, policy development, division research, student handbook, crisis response and the collective operations of student activities and the University Center.

Registrar and Dean of Enrollment Services: Responsible to the Vice Chancellor for Student Affairs for student recruitment programs and publications, evaluating applications of students and certifying their admission, planning and carrying out student registration, maintaining student records and making them available to the public and other offices of the University on request, making periodic reports of academic progress to students and appropriate campus officers, developing and maintaining class schedules and course offerings, and coordinating commencement activities.

Director of Career Planning and Placement: Responsible to the Vice Chancellor for Student Affairs for providing instruction and information on career planning, employment opportunities, and job search techniques; maintains a career library, student credential files, and job listings; facilitates student/alumnus contact with employers through marketing Career Center services, soliciting job notifications, scheduling on-campus interviews, and referring students to employers. Makes available to faculty, administrators, students, and alumni information on employer reactions to the career preparation of graduates, follow-up data on alumni, materials on the employment of specific academic majors, forecasts of hiring trends, and advice on incorporating career information into academic advising.

Director of Financial Aid: Responsible to the Vice Chancellor for Student Affairs for the administration of all financial aid and scholarship programs. Works with the committee on Student Financial Aid and Scholarships to establish scholarship programs, select scholarship recipients, consider student appeals and recommend policies and guidelines for the administration of financial aid and scholarship programs.

Director of Housing: Responsible to the Vice Chancellor for Student Affairs for the administration of the University's student housing complex. Supervises all student contact concerning on-campus housing, including recruitment, application processing, lease approval, and all business operations, including facility maintenance.

Director of Student Development and Counseling Services: Responsible to the Vice Chancellor for Student Affairs for the administration of all services including personal, educational, and career counseling. Coordinates the orientation program for new students; plans and implements workshops and seminars for students and staff; serves as consultant to faculty and staff, trains counseling interns and practicum students on counseling intervention; coordinates national testing programs and performs needs assessment and evaluation of all counseling services. Counsels students on housing needs and makes available information on off-campus housing, including data on students and others in the community who want to share housing. Provides counsel and assistance to students with disabilities and special instructional needs. Coordinates programs for minority students and counsels these students on special needs.

Director of Student Activities: Responsible to the Vice Chancellor for Student Affairs for the planning, promotion, and implementation of co-curricular recreational, cultural, social, and service

programs for students, faculty, and staff. Supervises the University intramural sports program; coordinates University and community use of the University Center; and supervises the Student Organization Council, Student Activities Board, Interfraternity Council, and the Panhellenic Council.

E. Vice Chancellor for Development

As chief development officer, is responsible for the development and implementation of programs to improve relations with such external groups as the LSUS Foundation, Inc., and the Executive Advisory Board. Develops a program of planned giving for the University which includes a coordinated program of alumni and deferred, corporate, individual, and foundation giving; assists the Chancellor, faculty, and staff in developing an endowment plan and outlining major operational and capital goals for planned giving. Establishes and maintains a liaison capacity with LSU System and LSU Foundation officials. Also serves as the Executive Director of the LSUS Foundation.

The Vice Chancellor for Development's website can be found here: <http://www.lsus.edu/dev/>

Associate Vice Chancellor for University Development: Responsible to the Vice Chancellor for Development for the administration of all University non-grant fund-raising, including identification and cultivation of donors, solicitations, gift acknowledgment, and stewardship. Directs and supports all activities associated with the LSUS Foundation, including board support, volunteer management, campaigns, special events, major giving, planned giving, endowment development, and serves as liaison with University departments. Directs donor research, supervises the maintenance of all fundraising records, and the compilation and reporting of fundraising statistics. Works with individual colleges and provides optimal involvement of faculty, staff, alumni, and friends of the University in the development program. Prepares publications relevant to fundraising activities and represents the University on community boards and University committees.

Director of Media and Public Relations: Responsible to the Vice Chancellor for Development for organizing and directing a campus news bureau. Assists and cooperates with the media to ensure optimum use of information about LSUS; writes, edits, and disseminates news releases; and responsible for public relations planning for the University, publishing an on-campus newsletter and calendar, and consulting for other University publications.

Note: *Newsworthy events about LSUS, its faculty, and its students such as research, organized field trips, awards, attendance at professional society meetings, fellowships, grants, and talks to civic or business organizations should be brought to the attention of Media and Public Relations beforehand when at all possible. Timely news stories to the local press and other media will be released as appropriate. The name and phone extension of the person should be included. In all cases, spelling of names, proper first names or initials, and the correct title or position which that person holds, should be double-checked. Material submitted must be signed and dated.*

Director of Alumni Services: Responsible to the Vice Chancellor for Development for developing and cultivating relationships between the University and its graduates/former students. Manages the Office of Alumni Services and serves as Executive Director of the LSUS Alumni Association. Responsible for the recruitment and training of alumni volunteers; organizes and oversees alumni committees and special events; updates the alumni database; writes copy for news articles and alumni/University publications; serves as primary liaison with LSUS alumni; maintains the alumni website; and provides administrative support for the Alumni Association Board of Directors and committees.

Director of University Development: Supervises the computer system needs for the Office of University Development web site management. Identifies, recruits, trains, and supervises volunteer leadership as required to carry out annual fund programs. Plans, implements, and supervises planned giving and major donor programs for the university. Assists in conducting donor research, donor record management, and prospective donor lists. Assists in developing

support materials including solicitation letters, brochures, gift receipts, and reminders to implement all elements of planned giving, major donor solicitation, and annual fund campaigns.

Director of Annual Support and Advancement Services: Responsible to the Vice Chancellor for Development for generating annual contributions from alumni and friends of the University. Conducts prospect identification research, and cultivation and solicitation activities. Responsible for determining and meeting computer system needs for the Development Division, including systems related database management, gift processing, and revenue report generation.

Red River Radio General Manager: Responsible to the Vice Chancellor for Development for the operation and management of the University's four FM public radio stations, KDAQ in Shreveport, KLSA in Alexandria, KBSA in El Dorado, AR, and KLDN in Lufkin, TX. Responsible for all station operational details; arranges the coordination of program schedules, coordinates private giving for the station, and acts as a liaison with National Public Radio, the Corporation for Public Broadcasting, Louisiana Public Broadcasting, Public Radio International, and American Public Media.

1.6 LSUS Foundation, Inc.

A non-profit body established to benefit the University through private fund-raising efforts. Composed of members (individual and/or corporate) who donate at least \$1,000 per year to the University; \$500 if under age 40; or \$1,500 or more to individual and/or corporate scholarships. The Foundation is governed by a board composed of sixteen voting members with staggered terms of expiration and eight non-voting members.

Ex officio (non-voting) members:

- LSU System President
- LSUS Chancellor
- Vice Chancellor for Development
- Vice Chancellor for Business Affairs
- President--LSUS Alumni Board
- LSU Board of Supervisors Member (4th Congressional District)
- LSU Board of Supervisors Member (4th Congressional District)

For more information on the LSUS Foundation, contact the Development Office online at <http://www.lsus.edu/dev/>.

1.7 Administrative Committees

A. Academic Council

Reports to the Provost and Vice Chancellor for Academic Affairs. Is responsible for providing a forum for discussion of issues related to academic matters; advises the Provost and Vice Chancellor for Academic Affairs on program, policy, salary, and budgetary issues affecting Academics. The Academic Council shall meet at the call of the Provost and Vice Chancellor for Academic Affairs.

Members:

Provost and Vice Chancellor for Academic Affairs, Chair
Associate Vice Chancellor for Academic Affairs
Associate Vice Chancellor for Sponsored Research
Faculty Senate President
Deans
Chairs

B. Chancellor's Advisory Committee

Reports to the Chancellor of LSUS. Advises the Chancellor on program, policy, personnel, and budget issues affecting the general welfare of the University; provides a forum for discussion of issues related to strategic planning, budget priorities, the budget needs of various colleges and units, and salary administration. The Chancellor's Advisory Committee shall meet at the call of the Chancellor.

Members:

Chancellor, Chair
Vice Chancellors
Representative from the Deans' Council
Associate Vice Chancellor for Development
Director of Media and Public Relations
Chair of Council of Department Chairs
Faculty Senate President
Staff Senate President
SGA President

C. Admissions Review Committee

Reports to and are appointed by the Vice Chancellor for Student Affairs. Reviews applications for admission, readmission, registration, or pre-registration to the University of persons who have been convicted of crimes or who have been committed to correctional, penal or training institutions; makes recommendations for the disposition of such applications to the Registrar and Admissions Director.

Members:

Registrar and Admissions Director
Admissions Chair
Director of Student Development and Counseling Center
Faculty Member, three-year rotation
Department Chair, three-year rotation

D. Awards and Recognition Committee

Reports to the Associate Vice Chancellor for Academic Affairs. Members are elected by LSUS faculty for three-year staggered terms. Responsible for the Academic Awards Convocation, which presents to the student body and faculty those students whose academic achievements have earned them departmental or community recognition; the Outstanding Faculty Performance Awards; and nominations for honorary degrees.

Members:

Faculty, College of Business Administration
Faculty, College of Education and Human Development
Faculty, College of Liberal Arts
Faculty, College of Sciences
Faculty, Noel Memorial Library
Student (Appointed by the SGA for a one-year term)

Ex officio:

Associate Vice Chancellor for Academic Affairs

E. Commencement Committee

Reports to the Vice Chancellor for Student Affairs. Members are nominated by Deans and appointed by the Vice Chancellor for Student Affairs for three-year staggered terms. Serves in an advisory capacity in the planning and implementation of graduation ceremonies.

Members:

Registrar and Admissions Director, Chair
Faculty, one from each college
Two graduating seniors (appointed by the SGA for one-year term)

F. Distance Learning Council

Reports to the Vice Chancellor for Academic Affairs. Members are appointed by the Provost & Vice Chancellor for Academic Affairs. Provides guidelines for the successful management of the delivery of academic credit through a variety of technologies and formats.

Members:

Director, Teaching, Learning, and Technology Center (TLTC), Chair
Representative, College of Business Administration
Representative, College of Education and Human Development
Representative, College of Liberal Arts
Representative, College of Sciences
Representative, Noel Memorial Library
Representative, Information Technology Services

G. Educational Assessment Committee

Reports to the Vice Chancellor for Academic Affairs. Coordinates testing procedures for the assessment of General Education; responsible for scheduling, ordering, administering, scoring, and interpreting the results of tests; and makes recommendations concerning General Education based on the analysis of results.

Members:

Director, Institutional Effectiveness, Chair
Department of English Chair
Department of Mathematics Chair
Representative, College of Business Administration
Representative, College of Education and Human Development
Representative, College of Liberal Arts
Representative, College of Science

Ex officio:

Associate Vice Chancellor for Academic Affairs

H. General Education Advisory Committee

Reports to the Provost and Vice Chancellor for Academic Affairs. Advises the Provost and Vice Chancellor on all aspects of the general education program.

Members:

Faculty, College of Business Administration
Faculty, College of Education and Human Development
Faculty, College of Liberal Arts
Faculty, College of Sciences
Faculty, Noel Memorial Library
Faculty, Faculty Senate member
Chair, Courses and Curricula Committee
Director, Institutional Effectiveness
Associate Vice Chancellor for Academic Affairs

I. General Studies Advisory Committee

Reports to the Dean of Liberal Arts and advises on all aspects of the General Studies degree program. Representatives are named by Deans to serve three-year staggered terms.

Members:

General Studies Coordinator, Chair
Faculty, College of Business Administration
Faculty, College of Education and Human Development
Faculty, College of Sciences
Faculty, College of Liberal Arts

Ex officio:

Dean, College of Education and Human Development
Dean, College of Sciences
Dean, College of Liberal Arts
Dean, College of Business Administration

J. Health Science Advisory Committee

Reports to the Dean of Sciences. Develops and conducts evaluation procedures for LSUS applicants to the LSUS health science program and prepares letters of recommendation for successful applicants.

Members:

Pre-medical Adviser, Chair
Dean, College of Sciences
Director, Biochemical Science Program
Chair, Biological Sciences
Chair, Chemistry/Physics
Pre-nursing Adviser

K. Incident Management Team

Reports to the Chancellor of LSUS. Reacts to any incident (tornado, storm, fire) that threatens or harms the campus. Works directly with the local Office of Emergency Preparedness (OEP), the LSU System, and the Board of Regents.

Members:

Chancellor, Chair
Vice Chancellor for Business Affairs
Vice Chancellor for Development
Vice Chancellor for Student Affairs
Vice Chancellor for Academic Affairs
Facility Services Director

Chief Information Officer
Director, Media and Public Relations
Dean of Students
President, Faculty Senate
University Police Director

L. Institutional Review Board

Reports to the Provost. Members are appointed by the Provost for staggered three-year terms and are charged with protecting the rights of clinical human and animal research subjects as determined by the Department of Health, Department of Education, Department of Welfare, and the U. S. Department of Agriculture.

Members:

Faculty, College of Education and Human Development
Faculty, College of Liberal Arts
Faculty, College of Sciences
Faculty, College of Business Administration
Member, Medical Center

Ex officio:

Associate Vice Chancellor for Academic Affairs, Chair

M. Parking and Traffic Committee

Reports to the Vice Chancellor for Business Affairs. Responsible for recommending rules, regulations, and fees for parking and traffic safety on campus, also rules on traffic violation appeals.

Members:

Director of Human Resources, Chair
Faculty Member (appointed by Faculty Senate)
Faculty Member (appointed by Faculty Senate)
Staff Member (appointed by Staff Senate)
Staff Member (appointed by Staff Senate)
Student (appointed by SGA)
Student (appointed by SGA)

Ex officio:

University Police Director

N. Safety Committee

Reports to the Vice Chancellor for Business Affairs and advises on all matters relating to campus safety. Reviews all aspects of the safety program, including problem identification, correction, accident prevention, and suggested changes; reviews all safety inspection and accident reports; acts as a liaison with campus departments to promote an understanding of safety program goals; reviews the proper and safe usage of radioisotopes and sources of ionizing radiation on the campus; and reviews and authorizes applications for isotope use. *Note: Faculty representatives rotated by the Provost.*

Members:

Loss Prevention Coordinator (chair)
Chair of Chemistry and Physics, or designee
Chair of Kinesiology and Health Science or HPE Building Manager
Director, Human Resource Management
Director, Facility Services
Director, University Police
Director, University Center

O. Student Financial Aid and Scholarship Committee

Reports to the Vice Chancellor for Student Affairs. Members are nominated by the Deans and appointed by the Vice Chancellor for Student Affairs. Faculty members serve three-year terms staggered to allow one member to rotate off each year. Advises on matters concerning policies and procedures and the philosophy for the administration of student financial aid and scholarship programs; advises the Director of Financial Aid regarding guidelines established to administer these programs; rules on student appeals regarding student financial aid and scholarship matters; and selects recipients for scholarships. Chair of Committee elected by members.

Members:

Admissions and Student Recruitment Assistant Director
Faculty, College of Business Administration
Faculty, College of Liberal Arts
Faculty, College of Education and Human Development
Faculty, College of Sciences
Student (Appointed by the SGA for one-year term)

Ex officio:

Student Financial Aid Director
Advisor (votes only if a quorum is needed)

P. PreK-16 Council

Reports to the Provost. Faculty members are appointed by the Dean for three-year staggered terms. Advises the Education and Human Development Dean and faculty on matters relating to teacher education.

Members:

Dean, College of Education and Human Development, Chair
Dean, College of Liberal Arts or Sciences
Chair, College of Education
Graduates of Programs-Elementary, Secondary, KHS,
MED, Specialist of School Psychology
Member of the Business Community
Parent of School Age Child
Parish School Representatives-Caddo, Bossier, Desoto, Red River, Webster

Q. Technology Fee Committee

Reports to the LSUS Chancellor. Responsibility for making recommendations to the Chancellor regarding expenditures associated with the student technology fee.

Members:

Chief Information Officer, Chair
Associate Vice Chancellor for Academic Affairs
Faculty, College of Business Administration
Faculty, College of Education and Human Development
Faculty, College of Liberal Arts
Faculty, College of Science
SGA President
SGA Vice President
Students (4 undergraduate, 1 graduate)

R. University Planning Committee

Reports to the LSUS Chancellor. Responsible for coordinating and overseeing the LSUS planning and evaluation process; coordinates with all groups charged with the planning and evaluation process. The committee's major goal is to ensure that faculty, staff, students, and constituent groups have the opportunity to be involved in charting the course of LSUS and in evaluating the progress in meeting the goals and objectives as set forth by administrative units.

Members:

Vice Chancellor for Academic Affairs
Vice Chancellor for Business Affairs
Vice Chancellor for Student Affairs
Vice Chancellor for Development
Deans' Council Representative
Faculty Senate President
Staff Senate President
SGA President
Two representatives, College of Sciences
Two representatives, College of Business Administration
Two representatives, College of Liberal Arts
Two representatives, College of Education and Human Development
One representative, Noel Memorial Library
Director, Institutional Effectiveness

S. Crisis Communications Team

The Crisis Communications Team is responsible for coordinating and delivering messaging to faculty, staff, students and the community during a campus crisis. The team's primary goal is to quickly and accurately deliver up-to-date information regarding the safety and well-being of the university community.

Members

Director, Media and Public Relations
Dean of Students
Chief Information Officer

T. Athletic Council

The Athletic Council is responsible for recommending the scope of the intercollegiate athletic program, assuring student athletes are provided adequate opportunity to successfully pursue their academic programs and advise the Chancellor on the selection of the Athletic Director and provide input on the selection of the head coaches. The Council also serves to review the budget, schedule, awards, and scholarships based on recommendation by the Athletic Department. Further, the Council provides a supervisory role for the Athletic Conferences. Members shall be appointed by the Chancellor.

Members

Provost and Vice Chancellor for Academic Affairs
Member, Administrative Staff
Faculty Athletic Representative, Chair
Four Faculty Members
President, Student Government Association
Member of Alumni Association, appointed by the Alumni Association

Ex officio:

Vice Chancellor, Business Affairs
Director of Intercollegiate Athletics

SECTION 2.0 - FACULTY

2.1 Faculty Directory

An online, searchable faculty directory can be found at: <http://www.lsus.edu/directory/>.

Each academic department also maintains an online listing of faculty and staff which can be found at: <http://www.lsus.edu/academics/colleges.htm>.

2.2 Faculty Council/Senate

Policies governing the operation of the Faculty Council are found in the [By-laws and Regulations of the Board of Supervisors](#) and in the file of minutes of the meetings of the LSUS Faculty Council. The major points are discussed in the remainder of this section.

The Faculty Council consists of all full-time members of the academic staff participating in the resident instructional program, those of corresponding rank, and members of the Administration holding faculty rank. Administrative officers, Deans, and chairs of departments may hold faculty appointments concurrently with administrative appointments. Administrative appointments are held at the pleasure of the Board of Supervisors. The Faculty Council meets at least two times each academic year, normally at the call of the Chancellor.

The Faculty Council through the Faculty Senate has coordinating responsibility in matters involving the establishment of curricula, the fixing of standards of instruction, and generally the formulation of the educational policy of LSUS in matters affecting more than a single division or department. All functions and responsibilities of the Faculty Senate must stay within the [By-laws and Regulations of the Board of Supervisors](#).

Members of the Faculty Council are elected to serve specific terms on the Senate committees. Each committee serves from the beginning of the fall semester through the end of the following summer term. The chair is elected by the members of the new committee from among those members who have served on the committee at least one year previously. Student members serve one-year terms on some committees. The number of students on these committees is fixed and they serve as non-voting, advisory members, except when the committee serves in an appeal or grievance function. Student members are nominated by the Faculty Senate Executive Committee from recommendations made by the Student Government Association, faculty, and administration, and must be in good standing scholastically. The SGA President is permitted to attend and should be notified of all meetings of committees on which students are members.

Members of the Faculty Senate committees serve as representatives of their colleges. At-large members particularly serve those faculty not attached to a represented college. In this role they are expected to seek opinions from and disseminate information to their faculty colleagues during the deliberations of the committee. The composition of all Faculty Senate Committees should include at least one faculty member from each academic college. The composition or membership of a Faculty Senate Committee, including members, may not be changed without approval of the Senate, except as provided in the functions of the Faculty Senate Executive Committee. However, any Faculty Senate committee may choose, without further approval, additional faculty members and students to assist it, but these additional faculty and students are not voting members.

2.3 Bylaws

Bylaws of the Faculty Council can be found at:

http://www.lsus.edu/facultyhandbook/faculty_council_bylaws.asp

The Constitution of the Faculty Senate/Council can be found at:

<http://www.lsus.edu/facultysenate/constitution.php>

The Bylaws of the Faculty Senate can be found at:

<http://www.lsus.edu/facultysenate/bylaws.php>

SECTION 3.0 - STAFF

3.1 Staff Directory

An online, searchable staff directory can be found at: <http://www.lsus.edu/directory/>. Staff listings are also available on each department's home page, which can be found at: <http://www.lsus.edu/facultystaff/> . Staff working in academic departments can be found at the department's page at: <http://www.lsus.edu/academics/colleges.htm>.

3.2 Staff Senate

The Staff Senate is made up of duly elected representatives from the staff of the University. To this end, the Staff Senate shall:

- Provide the LSUS staff with a forum for expressing views on matters relating to their well-being.
- Promote and protect the welfare of the LSUS staff to the extent that the Staff Senate policies are consistent with State Civil Service regulations, University Board of Supervisors By-laws and Regulations, University Policy Statements, and System permanent memoranda (PM), and compliments and support the academic mission of the University.
- Review policies proposed or previously adopted by others that may affect the welfare of the staff and then make recommendations to the Chancellor.
- Promote the effective exchange of information between LSUS staff, administration, and faculty.
- Propose and maintain programs to enhance the personal and professional well-being of the staff, as well as encourage vocational and educational development.

Staff Senators are elected for three-year terms in accordance with EEO categories.

All staff is encouraged to participate in Staff Senate committees. You can find more information about the Staff Senate at www.lsus.edu/staffsenate

3.3 Performance Planning and Review (PPR)

A. Unclassified

Each department shall determine the manner in which to review and plan for unclassified employees. It is strongly recommended that each unclassified employee is reviewed by his/her supervisor on an annual basis.

B. Classified

All classified employees at LSU are to receive both a planning session and a performance review as follows:

- *New employees* are to have a planning session within 30 days of their employment date outlining departmental expectations. Subsequently, a Performance Rating is given to the employee no later than 6 months from their employment date, which then becomes the employees "anniversary date" for all future merit increases.
- *All employees* are to receive:

Planning Session: on or within 30 days after their anniversary date, upon appointment to a new position, upon major changes to job duties, or upon the appointment of a new supervisor.

Review Session: on or within the 60 days prior to their anniversary date or immediately prior to promotion or change in supervisor.

Ratings that can be given are: Outstanding, Exceeds Requirements, Meets Requirements, Needs Improvement, or Poor.

An employee whose official overall rating is "Needs Improvement" or "Poor" shall be re-rated. The re-rating shall be due 6 months after the employee's anniversary date. The re-rating may be given up to 60 calendar days prior to or on the re-rating due date. Employees with "Poor" or "Needs Improvement" ratings are ineligible for merit increases, promotion, upward details, and permanent status. Employees who are rated or re-rated as "Meets Requirements" or better may be considered for a merit increase, promotion, upward detail, or permanent status as of the date of the official rating or re-rating

An employee cannot prevent a planning session, rating, or re-rating from becoming official by refusing to sign the performance planning and review form. If an employee refuses to sign any part of the form, the rating supervisor shall note on the form that the employee refused to sign, and the date of the Planning or Performance Rating session.

It is essential that performance ratings are done in a timely manner. The Department of Human Resource Management will provide guidance in order to ensure reviews are conducted in such fashion.

Appeals of ratings are to be done by the reviewing officer, which is designated as the Vice Chancellor for the employee's division unless directly supervised by a Vice Chancellor, in which case the reviewing officer is the Appointing Authority.

Civil Service Rules governing Performance Planning and Review can be found in Chapter 10 at <http://www.dscs.state.la.us/>. The documentation to be used in the PPR process can be found at: <http://www.lsus.edu/hr/forms.php?cat=State%20Forms>.

3.4 Outstanding Service Awards

The purpose of the Outstanding Service Award is to recognize and encourage staff performance and to encourage development of classified and unclassified staff members in their respective area of endeavor. Funds for these awards are provided by the LSUS Foundation. Six staff awards, three for unclassified employees and three for classified employees are awarded annually. This award is a one time payment. It does not become a permanent part of the salary base of the recipient and is determined independently of regular salary decisions.

Outstanding Service Awards are governed by Policy Statement 1.15.02, which can be found at:
http://www.lsus.edu/facultystaff/policieshb/pdf_files/1.15.02.pdf

SECTION 4.0 - LIBRARY

4.1 Mission and Objectives

The Noel Memorial Library is concerned with the intellectual and cultural growth and development of the University community. The mission of the Library is to participate actively in the educational program of LSUS by collecting, organizing, making readily available, and assisting in the use of materials by students, faculty and staff.

The objectives of the Library are:

- To support the curriculum with adequate materials in subjects taught by the University. This involves providing in print and/or electronic format: (1) required reading for courses, (2) supplementary reading for courses, (3) a core collection of reference materials, and (4) an adequate collection of journals
- To assist library patrons and teach library research skills.
- To acquire, preserve, organize for research, and assist in the use of historical manuscripts and records that reflect the development of Northwest Louisiana.
- To acquire, preserve, organize, and assist in the use of research materials that contribute to the role of the James Smith Noel Collection.

4.2 Collections

A. Main

Open stacks containing over 250,000 items are organized according to Library of Congress Classification. Access to the LSUS collection is through the Library's online catalog.

B. Documents

The Library is a select depository of the United States Government Publications Office. Federal Documents are shelved in open stacks according to Superintendent of Documents Classification. Federal documents owned by LSUS are listed in the Library's online catalog.

The Library is also a depository for Louisiana State Documents. Items are shelved in open stacks according to Louisiana State Documents Classification. The "Public Documents" catalog in the reference area provides access to this collection.

C. Reference

The Reference Collection includes a core of basic encyclopedias, dictionaries, almanacs, directories, bibliographies, handbooks, and yearbooks. Indexes and abstracts covering all subjects in the University curricula are available in print and electronic format.

4.3 Special Collections

A. Archives and Special Collections

Archival records and historical manuscripts are housed in a closed-stack, non-circulating collection. Emphasis is on preserving, organizing, and making available primary source materials relating to or originating in Northwest Louisiana.

B. James Smith Noel Collection

A private collection of 200,000 volumes on permanent loan to the University. This is a closed stack, non-circulating collection with materials organized in 128 broad subject areas.

4.4 Services

A. Reserve

Materials may be placed on closed reserve for use in the Library or on limited circulation for varying periods. Faculty members should discuss their particular reserve needs with members of the circulation staff in advance of giving an assignment requiring the use of the materials. All items placed on reserve must comply with U.S. Copyright Laws and Regulations.

B. Interlibrary Loan

Faculty and staff may request materials from other libraries in accordance with the terms of the National Interlibrary Loan Code.

C. Internet

Internet access is available at computers located in the Reference area of the Library. The Library web site can be accessed at <http://www.lsus.edu/library>.

D. LOUIS: The Louisiana Library Network

LSUS is a member of LOUIS, a statewide consortium providing computer access to numerous electronic indexes, databases, full-text journals, and library catalogs.

E. Instruction

Reference librarians provide instructional sessions for classes in the use of subject-specific research materials and in the development of University-level information skills.

4.5 Loan Policies

A. Books

Faculty members are permitted to borrow circulating books for a period of one year. Adjuncts are permitted to borrow circulating books for one semester. All circulating books are subject to recall if the items are requested by other users. Staff may borrow books for 3 weeks according to the web page.

B. Periodicals

Periodicals do not circulate.

C. Identification

The LSUS identification card must be presented when borrowing Library materials.

4.6 Hours

Library hours vary in conjunction with the University schedule of classes. Operating hours are posted at the entrances of the Library, or can be obtained by phoning the Library at (318) 797-5069.

SECTION 5.0 – INSTRUCTION AND RESEARCH

5.1 Academic Freedom

The University System is committed to the principle of academic freedom. This principle acknowledges the right of a teacher to explore fully within the field of assignment and to give, in the classroom and elsewhere, such exposition of the subject as the teacher believes to represent the truth. This principle includes the right of a member of the academic staff of the University System to exercise in speaking, writing, and action, outside the University, the ordinary rights of a citizen. It does not decrease the responsibility which the member of the academic staff bears to the University System, the state, and the nation. When a member of the academic staff is not officially designated to represent the University System, the staff member must indicate clearly that he or she is speaking as an individual citizen.

Among the many implicit responsibilities that must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

5.2 Teaching Load

The normal minimum teaching load is 12 faculty hours or equivalent. Each lecture hour is counted as one faculty hour and each laboratory clock hour is counted as two-thirds of one faculty hour.

In research or seminar courses, the assignment of faculty hours will be made by the appropriate Dean in cooperation with the department chair. Adequate justification must exist in each case based on such factors as number of formal meetings, the amount of individualized instruction or supervision, the number of students, grading practices, and the number of research reports or papers required. The time and work required for one faculty hour for this type of teaching responsibility should correspond to that for one faculty hour of lecture.

Chairships and certain other administrative assignments are the basis of a reduction in teaching load. Other reductions, such as research, training, or service grants, are permitted with the expectation that externally funded salary support will be provided equal to the accompanying reduction of expectations for service or instruction. In all cases a reduction in teaching load is made by the Vice Chancellor for Academic Affairs acting on a fully justified request from the Dean.

Under certain conditions and with the recommendations of the chair and the Dean involved, the Vice Chancellor for Academic Affairs will consider and sometimes agree to grant an overload for extra compensation. The compensation will normally be on a par with that paid to part-time persons of similar service and academic credentials. Among the conditions will be the consideration of whether such a load is in keeping with the University's mission; that is, the University assumes and expects not only that a faculty member is a worthy and competent teacher, but also that the faculty member is doing the research and service conventionally expected in a senior University.

5.3 Periods of Appointment

Academic year appointments start with the “semester begins” date for the fall semester. New and continuing faculty are on duty from that date forward. Spring term appointees also begin on the “semester begins” date of that semester. Each semester ends with Commencement for that period. Summer terms extend from the “semester begins” date through the date for turning in grades.

5.4 Registration

Full-time and part-time faculty may be assigned specific responsibilities and instructions during registration periods. A faculty adviser is responsible for seeing that each advisee is scheduled for courses that will fulfill general and specific degree requirements and which are of the number, type, and level commensurate with the ability and academic status of the student. Advising instructions are detailed in the manual on advising.

5.5 Commencement

Faculty members are expected to participate in each Commencement ceremony.

5.6 Classroom Roster

Only students whose names appear on the official roster may attend class. Instructors must not allow students to attend classes, unless they have been officially added to a roster on which they did not appear originally. Students must be sent to the Registrar's Office immediately if their name does not appear on a roster.

5.7 Grading System

The University uses the letter system of grades, with "A" representing excellent work, "B" good work, "C" average performance, "D" barely passing, and "F" failure. Advanced standing examinations, some courses, and certain elective courses in some curricula are recorded as "P" pass, or "NC" no credit. Additionally, an "I" grade is given in those cases where a student because of circumstances beyond his/her control, has not completed all of the required work (including final examination). The "I" grade regulations are published in the catalog, which should be consulted for details. A grade of "I" will be converted to an "F" unless the student completes the requirements for removal of an "I" within 60 days from the end of the semester in which it was received. If the student's circumstances preclude removal of the "I" grade by that time, the student or the instructor may petition the student's Dean for an extension of one regular semester.

Any course may be dropped in accordance with the dates indicated in the Academic Calendar. No record is maintained of courses dropped during the first three weeks of the semester (1 ½ weeks of a summer term). During the next seven weeks of the semester, a "W" (withdrawal) is assigned for courses dropped. During the final five weeks of the semester, no withdrawal is permitted except as authorized by the student's Dean in unusual circumstances. In this case a "W" will be assigned for the course work.

A student may resign at any time before the final date for resigning (see the Academic Calendar). A grade of "F" is recorded for each course not completed and from which a student does not resign by the official date for that semester. No record is maintained of courses carried when a student resigns during the first 15 class days of the semester (1 ½ weeks of a summer term). During the next seven weeks (summer, 3 ½ weeks), a "W" (withdrawal) is assigned for course work when a student resigns. During the final five weeks (summer 2 ½ weeks), no resignation is permitted, except as authorized by the student's Dean in unusual circumstances. In this case, a "W" would be assigned for the course work.

After a grade has been turned in to Admissions and Records by an instructor, it can be changed only upon certification of error by the instructor. The error must be explained in detail, and the certification must be approved by the instructor's department chair, Dean, and the Vice Chancellor for Academic Affairs.

5.8 Examinations and Other Written Work

The University requires that a grade be given to each student in each course at the close of the semester. To this end it is also required that examinations be given, and it is presumed that enough additional written work (tests, homework, and/or reports) will be required to permit a reasonably valid assessment of the student's performance in the course. This written work is also desirable so that the student may have a basis for estimating his or her standing in the course. In order that these assignments may have real merit, for the latter purpose especially, it is expected that all written work will be graded and promptly returned to the student. If the faculty member, or the department, prefers to retain the written work, this is permitted. However, the student must be made aware of course grades and must be given an opportunity to examine the graded work.

Students may need to know their grades at any point during the semester, especially near the deadline for dropping a course. (See the academic calendar in the catalog.) It is expected that each instructor will have given sufficient examinations and other work to permit the assigning of a valid grade after at least the first month of a regular semester.

Final examinations are required in all courses and are given in accordance with the schedule published in the bulletin. Variations from this schedule are allowed only by specific permission from the Dean of the student's college. Take-home final examinations, if approved by the instructor's chair, should not impose undue burden on the student who must prepare for other final examinations at the same time. Instructors may not waive final examinations. A student having three or more final examinations scheduled for the same day may request permission from his/her Dean to take only two examinations on that day. Faculty members are asked to retain final exams at least one year after given.

5.9 Course Syllabi

Faculty members are to file with their chairs copies of their course syllabi every semester. Students should be apprised early in the course of the instructors' expectations through syllabi or similar means.

5.10 Research Training and Service Grants

Although the primary mission of LSUS is instruction, and therefore the principal responsibility of its faculty is teaching, the University does support and encourage research and service. The faculty is encouraged to seek funding sources from granting agencies. To that end, the Office of Sponsored Research assists in processing all grants and contracts to both public and private agencies. That office will maintain complete and current records of all proposals, as well as assist the departments in locating appropriate agencies and expediting proposals and applications. LSU System policies concerning copyright on grants and patents are available in the Office of Sponsored Research.

Funds from grants are permitted to buy-out faculty time during the academic year with the expectation that the externally funded salary support will equal the accompanying reduction of expectations for instructions, scholarship, or service. Management of grants (i.e., serving as the project director) is considered a normal responsibility of faculty and extra compensation is not appropriate. Grant funds may be used for summer salary at the same rate of pay as during the academic year. Therefore, the maximum possible summer support is 3/9's of the academic year salary.

Procedures for processing grant and contract proposals to federal and non-federal agencies is the subject of PS 2 03.02.

This policy may be found here: <http://www.lsus.edu/facultystaff/policieshb/policystatements/>

5.11 Office Hours

Being available for consultation with students is a major part of a teacher's responsibilities. It is therefore expected that each full-time faculty member will post a schedule showing a reasonable number of office hours (at least ten per week are required) when he or she will be available to students. The hours should be chosen to encourage students to take advantage of the opportunity, and faculty members should also stress their willingness to make special appointments for students who are unable to meet during posted office hours. Part-time faculty will post office hours of 2 ½ hours for each three-hour credit course. Faculty members with approved reduction in teaching loads and administrators who are teaching less than full loads will adjust office hours accordingly and/or make arrangements through departmental administrative assistants so that students have sufficient access to their instructor.

5.12 Faculty Leave

Faculty are employed as professionals and do not report work hours. Faculty are deemed to be fulfilling their responsibilities if they meet their classes and hold office hours as scheduled, maintain a satisfactory level of scholarly activity appropriate to their discipline, fulfill their service obligations, and show satisfactory and timely progress toward completion of any related assignments (e.g., grading student exams on a timely basis). Faculty are expected to schedule all discretionary personal activities (e.g., personal business, medical checkups, vacations) at times that do not interfere with university assignments.

The University is required to certify that ALL absences are approved.

Faculty are expected to meet every class as scheduled and hold at least the required minimum number of office hours per week. Acceptable reasons for missing a class include other professional activities (e.g., presenting a conference paper), personal illness, or personal leave (two days maximum per year). If a faculty member is unable to meet a scheduled class for any reason (including personal leave), he/she should provide assistance in arranging for adequate coverage of the class. Whenever a faculty member misses scheduled classes or office hours, appropriate leave (sick leave, personal leave, or leave without pay) must be taken.

5.13 Instruction in Summer Session

Instruction of classes is available to faculty members as circumstances permit. Instruction in summer terms is not guaranteed, however, even though faculty members may be tentatively assigned to certain courses/sections. Decisions are made only after budget and enrollment matters are clarified in the first days of the summer session.

5.14 Part-Time Faculty

The Commission on Colleges of the Southern Association of Colleges and School in [Principles of Accreditation: Foundations for Quality Enhancement \(2004 copyright\)](#) states the following principle for the use of part-time faculty:

(3.7.2) The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenure status.

Beyond this standard, LSUS holds that there is no substitute for enthusiastic instructors who provide an atmosphere of caring and commitment. Part-time faculty are recruited, hired, and reviewed with these qualities in mind.

The department chair assumes the primary responsibility for coordination, oversight, and support of part-time instructional activity. The department chair should be consulted by part-time faculty members on all instructional needs.

As with full-time faculty members, part-time faculty is reviewed by department chairs on a regular basis of at least once a year. These reviews are opportunities for constructive suggestions for the improvement of the University/professional service of the faculty member.

Part-time faculty meets with their departments according to the policies of the individual department.

SECTION 6.0 – STUDENT RELATED POLICIES

6.1 Code of Student Conduct

Each student is given a copy of the [Student Handbook](#) which contains the policies and procedures for the code of student conduct. Special note should be taken of the section dealing with academic dishonesty.

6.2 Appeals Procedure

Academic and Non-Disciplinary Appeals

The appeals procedure for academic and related matters is guided by two broad principles: first, the preservation of academic integrity of the University, wherein the administration and faculty work to assure equitable, consistent, and informed decisions that apply to all students; and, second, the fair treatment of the individual student and the assurance to the student that in his or her individual case, circumstances are properly evaluated. The appeals procedures for students with regard to final grades assigned in courses and for admissions, re-admissions, degree requirements, and reevaluation of transfer credits are handled in several different ways, depending upon the nature of the appeal. In all cases, the ultimate appeal on campus is to the Chancellor. Such an appeal should be made only for the most severe of cases and only after the usual processes have been exhausted. Bona fide clerical errors are corrected in a manner other than by the appeals procedure, as understood here.

- A. APPEALS OF FINAL GRADES ASSIGNED IN COURSES RESTRICTIONS:** The formal appeal of a final grade must be initiated by the student within 30 days after the beginning of the next regular semester (i.e., fall or spring exclusive of summer); appeals must be based clearly on alleged prejudice, bad faith, capricious action, or similar reasons. A low grade in itself is not the basis of an appeal, nor is the alleged difficulty of a course or test; if an administrative officer (Department Chair, Dean, Vice Chancellor for Academic Affairs) is the faculty member who assigned the grade which is appealed, that officer shall excuse himself or herself from the appellate process after Step A. This individual's place in the procedure will be assumed by a faculty member appointed ad hoc by the Vice Chancellor for Academic Affairs or the LSUS Chancellor, as appropriate.

A student who has a question about a final grade must discuss the matter with the faculty member before initiating an appeal. The formal appeal process begins when the student presents to the faculty member a completed, signed, and dated Student Appeal Form, available in all departmental offices. The Student Appeal Form must include a copy of all pertinent documentation. The faculty member who is asked to reconsider a final grade must respond in writing within three working days, regardless of the outcome. Clerical errors must be corrected as soon as possible by appropriate action.

If the student and faculty member do not resolve the matter, and the student wishes to pursue the appeal, the student will request that the faculty member forward the Student Appeal Form to the department chair in which the course was taught. Within three working days after the faculty member's written response, the student will make a written request to the chair of the department in which the course was taught, requesting a meeting of the chair, the faculty member, and the student. This request will clearly state the purpose of the meeting, the faculty member's name, and the area(s) of disagreement. The chair will confer with the student and the faculty member in an effort to reach agreement. If an agreement is reached, the statement of agreement will be initialed by all three.

If an agreement is not reached and the student wishes to appeal further, he or she should request that the chair forward all documents to the Dean of the college in which the course is offered. Within three working days of the meeting with the chair, the student must submit a written appeal to the Dean of the college, summarizing the point(s) of disagreement with the chair. Upon receiving the appeal, the Dean must, within three working days, forward copies to the chair and faculty member concerned, who may reply, within three working days, with individually written statements supporting their previous actions.

Copies of all written replies must be forwarded to the student. When replies from the chair and faculty member have been received, the Dean will meet, within three working days, with the student, faculty member, and chair in an effort to reach an agreement.

If the agreement is not satisfactory to the student, faculty member, or the chair, the Dean will refer the appeal to an ad hoc committee, which is appointed by the Dean of the college. The ad hoc committee will be composed of three faculty members (no more than two from the same department) and two students, all of which will be voting members. The Dean will designate a chair for the committee, but should make no prejudicial statements to the committee or the chair. The committee will hold a hearing with the department chair, faculty member, and student. After deliberation, the committee will make its recommendation in writing to the Dean of the college. Within 30 calendar days after receiving the student's appeal, the Dean must make a written decision, listing the reasons supporting the decision. Copies must be given to all parties, to the Vice Chancellor for Academic Affairs, and to the student's Dean.

If any party to the appeal believes that a serious procedural error in the appeal occurred, or that there was an abuse of discretionary authority in reaching the decision, a written petition for review may be filed with the Vice Chancellor for Academic Affairs. This petition, which must be filed within five working days after receiving the Dean's decision, must contain a complete statement of the alleged serious procedural error or examples of abuse of discretionary authority and also must contain reasons for the relief requested. The petition must be accompanied by copies of all documents produced in the appeal. Copies should be sent to all parties to the appeal and to the student's Dean. The Vice Chancellor for Academic Affairs will decide, within ten working days after receiving the petition, whether further action should be taken. In reaching this decision, the Vice Chancellor may ask parties to the appeal to make a written reply to the request for a review; or these parties, on their own, may make a written reply. If the decision is reached that a review is not justified, the student and all other parties, including the student's Dean, will be notified. If the Vice Chancellor for Academic Affairs decides to respond favorably to the petition for review, a formal meeting will be held with all parties. Based on discussions at this meeting, as well as on all written materials furnished, the Vice Chancellor for Academic Affairs will reject or affirm the decision already made. Once a decision is reached, the Vice Chancellor for Academic Affairs will notify all parties and the student's Dean of the decision. If, at any stage in the process, a decision requires change in an official University record, the faculty member must comply with all University regulations and procedures necessary to accomplish the change. The decision of the Vice Chancellor for Academic Affairs shall conclude the matter.

B. APPEALS FOR ADMISSIONS, CREDITS AND DEGREE REQUIREMENTS:

University regulations and usual operating procedures determine such things as a student's admissibility to the University, re-admission after scholastic suspension, probationary status, evaluation of credits earned in other institutions, and completion of degree requirements. It is, for example, the function of the academic department to determine whether a given course at another institution is comparable to a course at LSUS; it is the function of the Dean of the college in which the student is enrolled to determine how credits accepted at LSUS from another institution are to be applied towards graduation; it is the function of the proper administrators, by interpreting established policies, to determine in a given instance whether a student is admissible or re-admissible to the University. Only when a student believes that he or she has not been properly or fairly treated in one of these matters, or that an error of interpretation has been made, should a student initiate an appeal on one of these matters.

Admission, Re-admission, and Transfer Credits: Each appeal must be made in writing to the student's academic Dean. The appeal should contain new information or explanations of previous information which could result in a new decision. Upon receiving a written appeal, the Dean will meet with the student in an effort to explain University regulations. If the student accepts the interpretation the matter goes no further. If the student wishes to appeal the matter further, the Dean sends a copy of the student's appeal, a report of the meeting with the student, an analysis of the circumstances, and a recommendation to the Admissions and Standards Committee. In executive session, the committee will reach a decision and provide a recommendation. This recommendation is sent to the Dean for final action, subject to the right of the Chancellor to review the case.

Credits and Degree Requirements: If the matter involves credit or other matters necessary for graduation, the case must be appealed to the student's academic Dean no later than the semester prior to the semester at the end of which the student desires to graduate. The student cannot be assured that a case arising during the semester of the student's intended commencement will be resolved in time to allow the student to participate in commencement at the end of the semester. Upon receiving a written appeal, the Vice Chancellor will meet with the student in an effort to explain relevant University regulations. If the student accepts the interpretation, the matter goes no further. If the student wishes to appeal the matter further, the Vice Chancellor sends a copy of the student's appeal, a report of the meeting with the student, an analysis of the circumstances, and a recommendation to the Admissions and Standards Committee, which will meet with the student if the student so desires. In executive session, the committee will reach a decision and provide a recommendation. This recommendation is sent to the Vice Chancellor for Academic Affairs for final action, subject to the right of the Chancellor to review the case.

Non-Academic Appeals

The student may appeal actions of a University member that are of a non-academic nature. The student may submit a complaint to the Vice Chancellor for Student Affairs in an attempt to resolve the problem at that level. Should the student wish to continue the appeal, a written grievance will be submitted to the Vice Chancellor for Student Affairs, who will forward the materials to the Chair of the Student Affairs Committee. The Chair will notify all concerned parties within twenty-four hours that a grievance has been filed and that a written response to the grievance must be submitted within seven days. The Chair will schedule a hearing to be held within ten working days from receipt of the written response. The members of the Student Affairs Committee are provided with copies of the grievance and the response seventy-two hours prior to the hearing. A minimum of five voting members of the Committee must be present for the hearing to be held. A majority vote is required to render a decision, with the Chair voting only in the case of a tie. Both parties will be given an opportunity to present witnesses and introduce relevant evidence. The Committee will recommend a course of action to the appropriate University authority and inform the plaintiff of its action within twenty-four hours. The recommendation of the Committee may be appealed to the Chancellor. The decision of the Chancellor is final, except for appeals procedures to the system level, as designated by Louisiana State University Bylaws.

6.3 Policy on Students with Disabilities

The University assures students with disabilities an equal opportunity to reach the same level of achievement as other students in the most integrated setting appropriate to the individual's needs. No qualified student with a disability shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity. Faculty members should contact the Director of Counseling and Coordinator of Services for Students with Disabilities, Room 227, Administration Building, 797-5365, for assistance in meeting the needs of disabled students. The University provides interpreters, note taking and photocopying services, and other technical support needed by students with disabilities. Students requesting information from faculty concerning the requirements of a course should not be told that they cannot succeed in the course because of physical limitations related to their disabilities. That determination should be made only after careful consultation with the faculty member's department chair, the student's Dean, and the Coordinator of Disabled Student Services. The faculty member should contact the Coordinator of Disabled Student Services as soon as he or she is contacted by a student. The Coordinator of Disabled Student Services will ensure that the student and faculty member receive the support they need. If a course substitution or schedule adjustment is required, the Coordinator of Disabled Student Services will make the necessary contacts and secure approvals as needed.

Any student with a grievance related to disabled status should be advised to contact the Coordinator of Disabled Student Services.

6.4 Other Policies

A. Attendance Regulations

Procedures for carrying out attendance regulations are outlined in PS 4 01.01 and the catalog. All faculty members must be familiar with these regulations. Authorized student trips away from the University are covered by these regulations. Additionally, each faculty member is expected to communicate the provisions of these regulations to each class at the beginning of each semester. Students should know what is expected of them and the penalties resulting from failure to comply.

B. Academic Bankruptcy

A student who has not been enrolled in a college or University for three consecutive years may elect, only once, to deny all work attempted at all colleges or universities prior to the three-year period. Details of this procedure may be found in the University Regulations section of the catalog.

C. Credit by Examination

Students who have already obtained fundamental knowledge of a subject offered at LSUS may be permitted to take an examination for credit in that course. If a satisfactory grade is received on the examination, the student will receive credit in the course. Procedures and regulations appear in the catalog.

D. Access to and Release of Student Information

Policies and procedures relating to student information ensures each student access to his or her educational records maintained by the University and prohibits the release of personally identifiable information from these records without the student's permission, except as specified by law. The information in the educational record may be challenged by the student as inaccurate, misleading, or in violation of privacy, and a written explanation by the student of the contents may be provided for insertion in the record. The officials responsible for student records are:

Vice Chancellor for Student Affairs-- recognized activity records, disciplinary records
Registrar and Admissions Director--scholastic records
Director of Financial Aid—financial aid records

E. Financial Aid Records

A student who has been enrolled on more than one campus of the LSU System must request and pay for copies of any required records from the appropriate office on each campus. As provided by law, the University will release, without the student's permission, personally identifiable information from educational records to a specified list of individuals and agencies. In addition, the University will release directory information, unless the student requests that any and all such information be withheld. Directory information, made available to the public or specified sectors of the public, but not necessarily published in the student directory, includes:

- Address and telephone number
- Date and place of birth
- Class schedule
- College in which the student is enrolled, major field of study, and classification
- Dates of attendance
- Grade averages (released only to honorary organizations for use in determining eligibility for membership)
- Degrees, awards, and honors received
- Most recent previous educational institution attended
- Participation in officially recognized activities

Personally identifiable information is released without the student's consent to:

- Louisiana State University personnel with legitimate educational interest as determined by the University
- Other educational institutions in which the student seeks to enroll. The student may, upon request, obtain a copy of the transferred record.
- Public officials, as specified by law.
- Agencies and offices administering financial aid; records required in connection with a student's application for or receipt of financial aid.
- Organizations for use in developing, validating, or administering student aid programs and improving instruction
- Accrediting agencies
- Parents of students, who are dependents, for income tax purposes.
- Appropriate persons in the case of health and safety emergencies
- Courts of law in response to court orders or subpoenas. When the University responds to these, a reasonable effort, in advance of compliance, will be made to notify the student of all such orders or subpoenas.
- Authorized agencies receiving student records must not show personally identifiable records to outsiders and must ultimately destroy these records.

To allow any person, other than those specified, access to a student's educational records, the student must submit a written, dated, and signed waiver to the official responsible for the records. The waiver must specify the records to be released, the reason(s) for such release, and the name(s) of the person(s) to whom records should be released. A student may have any or all of their directory information withheld by completing the directory exclusion card in the Office of Admissions and Records at the time of registration for each semester or term. Challenges to information in the educational record and requests for hearings are initiated in writing by the student with the officer responsible for the maintenance of the record.

F. Outside Speakers

The following regulations govern invitations to outside speakers by recognized student groups. Though it is intended that they be followed explicitly, these regulations are not to serve as a device for censorship of ideas. Speakers are subject to all laws and regulations on the maintenance of peace and order. Speakers shall not advocate the violent overthrow of the constitutional democratic government prevailing in the United States. Student organizations are responsible for informing speakers of the foregoing provisions and for preserving order. Student organizations and their faculty advisers are responsible for assuring that any proposed programs (other than those conducted principally for entertainment) are related to the purposes for which the organizations were formed. Approval to invite off-campus speakers must be obtained before any formal invitation is issued. Such approval is to be obtained in the following way:

- Request for approval of invitations must be submitted to the Chancellor's office through the faculty adviser of the student organization.
- Requests for approval of speakers shall provide brief biographical information on each speaker and the topic to be discussed.
- Requests for approval shall be submitted at least fifteen days in advance of the proposed program.
- Request forms are available in the Office of Student Affairs.

G. Field Trips and Student Travel Insurance-Permanent Memorandum 4

Student travel insurance is governed by PM-4, which outlines when Student Travel insurance is necessary and when it is not. PM-4 can be found at:

<http://app1003.ocs.lsu.edu/ups.nsf/Permanent%20Memoranda?OpenView>

SECTION 7.0 – PERSONNEL POLICIES

7.1 Affirmative Action/Equal Opportunity

LSUS is committed to assuring equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, physical or mental handicap, marital status, or disabled veteran's status or veteran of the Vietnam Era in the admission to, participation in, or the employment in programs and activities in which the University operates. LSUS policy also prohibits sexual harassment, in accordance with state and federal law and regulation. Additionally, LSUS allows the use of sick leave for maternity reasons and treats such requests in a manner similar to leave requests for any other temporary disability.

The full policy on Affirmative Action and Equal Opportunity is Policy Statement 3.02.01 and can be found at:

<http://www.lsus.edu/facultystaff/policieshb/policystatements/>

7.2 At-Will Employment

Louisiana is a state that practices "at-will employment." At-will employment is an employment relationship in which either party can terminate the relationship at-will with no liability, provided there is no express contract for a definite term governing the employment relationship. Unclassified employees hold positions at the pleasure of the LSU Board of Supervisors, except those in positions for which final authority is delegated to the President in accordance with Section 2-3.a of the LSU System Bylaws. Services of unclassified employees may be terminated by giving such employees reasonable notice with the approval of the Chancellor and the President. "Reasonable notice" shall be interpreted to mean written notice given at the time the action is instituted by the employee's immediate supervisor and effective after a period of time equivalent in days to the usual payroll period of the employee.

More information can be found at:

<http://www.lsusystem.lsu.edu/bylawsandregulations.html>

7.3 Drug and Alcohol Free Campus

It shall be the policy of LSUS to maintain a drug-free workplace and a workforce free of substance abuse. Employees are prohibited from reporting for work or performing work for LSUS with the presence in their bodies of illegal drugs, alcohol above the prohibited concentration level, controlled substances, or designer (synthetic) drugs at or above the initial testing levels and confirmatory testing levels as established in the contract between the state of Louisiana and the official provider of drug testing services. Employees are further prohibited from the illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances, designer (synthetic) drugs, and illegal drugs at the work site, while on official state business, on duty, or on call for duty.

A blood alcohol concentration level (or its equivalent with other testing methodology) of 0.04 or greater is considered to be above the prohibited alcohol concentration level.

To assure maintenance of a drug-free workforce, it shall be the policy of LSUS to implement a program of drug testing, in accordance with Executive Order No. KBB 05-08, R.S. 49:1001, et seq., and all other applicable federal and state laws.

To view more details on this policy, see LSUS Policy Statement 1.11.05 at <http://www.lsus.edu/facultystaff/policieshb/policystatements/>

7.4 Grievance Procedures-Classified, Unclassified, and other Non-Academic Employees

LSUS has established a grievance procedure intended to settle employee problems in an equitable manner. In any organization, dissatisfaction and misunderstanding may arise among employees. The grievance procedure is a means of addressing employee complaints, determining the specific cause for the grievance, and finding the best way to handle the situation. Examples of employee grievances include, but are not limited to:

- A simple violation of policy or regulations
- A disagreement over the interpretation of a policy or regulation
- A dispute over a specific decision or incident in regard to employment practices or work rules
- A charge of discrimination associated with sex, race, religion, age, or disability

Such a procedure should never be denied an employee; however, it is often beneficial to both the employee and the University to try and resolve problems unofficially, before resorting to this official complaint forum. Retaliation against any person involved in a grievance is forbidden.

To review the University's grievance procedure, refer to LSUS PS 3.03.00, at <http://www.lsus.edu/facultystaff/policieshb/policystatements/>

7.5 Grievance Procedures-Faculty

The purpose of the Faculty Grievance Procedure is to provide a fair process and means for faculty to seek resolution of problems related to inequitable treatment at LSUS during performance of their responsibilities.

A grievance shall be defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure, or regulation. Grievances may include (but are not limited to) decisions affecting appointment, tenure, promotion, and salary; assignment of teaching duties, space, or other facilities; and general matters of academic freedom. A grievance shall be filed in a timely manner. Retaliation against any person involved in a grievance is forbidden.

The goal of the grievance policy is to reach a resolution with regards to problems in a professional manner at the administrative level closest to the focus of the grievance. The policy is intended to ensure that:

- All sides of the grievance are heard
- All interested persons desiring to be heard or respond have the opportunity
- Evenhandedness, fairness, and common sense are exercised
- Process focuses on resolving the grievance
- Minority views are reported as part of the process
- Hearings are conducted at normal times and places with sufficient notice

Step 1: Informal Administrative Efforts:

A faculty member should attempt to resolve the grievance at the administrative level closest to the focus of the grievance. A grievance may be presented at any level of the academic administration through the Associate Vice Chancellor for Planning and Instruction. If a written record is desired, the grievant shall submit the complaint in writing and the person(s) against whom the complaint exists will make a written response within seven working days.

Step 2: Meeting with Policy and Personnel Committee:

A faculty member not satisfied with the outcome from Step 1 may request to meet with the Policy and Personnel Committee to seek information, advice, and general guidance regarding grievance policy and procedures. The purpose of this session is to explore possible recommendations for resolving the grievance, other than filing a formal complaint.

Step 3: Grievance Hearing:

No later than five working days after the completion of Step 2, a faculty member wishing to file a formal grievance shall submit a written request to the Vice Chancellor for Academic Affairs. The grievance should clearly set forth the grounds for the grievance and the requested resolution. The Vice Chancellor will appoint a minimum of three faculty members (not including department chairs or Deans) selected from a list of ten faculty submitted by the Personnel and Policy Committee to serve as an ad hoc Grievance Committee. No more than one untenured faculty will be appointed, and the group should reflect campus and faculty diversity. Committee members who are selected should have no preconceived conclusions about or involvement in the grievance. The Committee shall have the right to permit witnesses. Legal counsel may be present, but may not participate in the grievance hearing.

Within ten working days of its creation, the Committee will hear the complaint and seek a mutually acceptable settlement. If no mutually acceptable resolution is reached, the Committee shall meet in executive session after the formal hearing to draft a recommendation(s) for the Vice Chancellor for Academic Affairs. The recommendation(s) shall be accompanied by an explanation of the Committee's findings and, if not unanimous, any minority report(s). The final report is due to the Vice Chancellor within five working days of the hearing.

Step 4: Action by Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs shall review the findings and recommendation(s) of the ad hoc Grievance Committee. The Vice Chancellor will make a decision, notify the appropriate parties, and forward the decision to the Chancellor within ten working days after receiving the Committee's recommendation.

Step 5: Action of the Chancellor

As authorized by the LSU System, the Chancellor is the final authority for the institution. The Chancellor shall have ten working days, from the time of receiving the decision of the Vice Chancellor for Academic Affairs, to consider the recommendation and adopt, reject, alter, or change the decision. The Vice Chancellor's decision will be considered final if the Chancellor has not acted by the end of the ten-day period.

Time lines indicated herein may be revised by mutual consent of parties involved, e.g., if some parties are out of town or ill.

The regular administrative procedures of the University are in no way suspended by the filing of a grievance. Furthermore, a faculty member shall not be penalized for filing a grievance, whether that grievance is upheld or denied. If a faculty member seeks resolution of a grievance through any agency outside of the University before or during the formal filing of the grievance, the University shall have no obligation to entertain or proceed with this grievance procedure, except as required by law or judicial order.

7.6 Nepotism: Employment of Relatives

LSUS does not exclude employment applications from persons related to its employees by blood or marriage and does not have an anti-nepotism policy that would prohibit the consideration of these individuals for employment, except in the case of a supervisor-employee relationship.

Further details and exceptions are noted in LSUS Policy Statement 3.01.01, which can be found at: <http://www.lsus.edu/facultystaff/policieshb/policystatements/>

7.7 Outside Employment

LSUS recognizes that certain outside employment activities are of benefit to the University, to the State of Louisiana, and to the private sector, as well as to individual employees. Although the University recognizes the right of its employees to engage in outside employment, it has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval. LSU System Permanent Memorandum 11 dictates the guidelines for outside employment.

- A. All full-time employees of the University, including faculty, other academic, unclassified, and classified, are required to abide by this presidential memorandum at all times, including regular and summer terms and while on paid or unpaid leave.
- B. Outside employment is defined as any non-University activity for which economic benefit is received, including but not limited to: Employment with any non-University Employer; contracts to provide consulting, personal, or professional services to non-University individuals or entities, including publishing agreements or arrangements; self-employment or operation of a business.
- C. Economic benefits include cash payments or such other non-cash economic benefit, e.g., share of profits, shares of stock equity participation, etc. as the employee and outside employer may agree; provided that such non-cash economic benefit shall not have a present value significantly in excess of fair compensation for the services rendered. Compensation rates for outside employment need not be related to University salary rates, but should be negotiated fairly based on normal private sector levels for similar services.
- D. Outside employment shall be performed outside of assigned working hours or responsibilities or during a period of paid or unpaid leave. During paid sabbatical, special, or educational leave, outside activities may be permitted only in exceptional circumstances.
- E. Outside employment shall not conflict, delay, or in any manner interfere with instructional, scholarly, and/or other services which the employee is obligated to render to the University.

Forms to request approval prior to accepting outside employment are available in Human Resources. Form PM-11 is available in the Human Resource Management office and other administrative offices on the campus for employee review. It is the responsibility of each full-time employee of LSUS to be aware and in compliance with PM-11.

For more information on PM-11, <http://www.lsusystem.edu/permanentmemoranda.html>

7.8 Personal Data Changes

Employees should report any changes in personal data, such as name, address, telephone number, advanced education, etc. to their department and Human Resource Management as soon as possible.

These types of changes can be done online through Compass and should be followed up in writing, either via memo or email so that the correct personal information is current and on file in all appropriate records. Changes to your biographical information concerning advanced education must be accompanied by certified transcripts.

Please note that all name changes must be accompanied by an updated social security card.

7.9 Political Activity - Classified

No classified employee shall:

- Participate or engage in political activity
- Be a candidate for nomination or election to public office, except to seek election as a classified state employee serving on the State Civil Service Commission
- Be a member of any national, state, or local committee of a political party or faction
- Take an active part in the management of the affairs of a political party, faction, candidate, or political campaign, except to exercise his/her right as a citizen to express his/her opinion privately, to serve as a commissioner or official watcher at the polls, and to cast his/her vote as he/she desires.
- Take an active part in an effort to recall from office an elected public official, or seek, solicit, or attempt to coerce any person, including any employee in the classified service and any member of the Commission, into participating in any such effort or signing a recall petition, except that nothing contained herein shall prevent an employee in the classified service or member of the Commission from signing a recall petition.

CS Rules, Chapter 14 Civil Service General Circular 1011 can be found at:
<http://www.dscs.state.la.us/>

7.10 Political Activity – Unclassified

A full-time unclassified employee of the LSU System shall not accept any appointive political office, nor seek or hold any elective remunerative political office, without the consent of the President of the LSU System through regular administrative channels beginning at the department head.

7.11 Promotion and Transfer Policy - Classified

It is the policy of LSUS to provide members of the classified staff with career ladder opportunities, opportunities for promotion, and promotional and technical advancement when possible. It is the sincere intention that staff members have ample opportunity for growth and development of talent and abilities. It is in the interest of all members of the University community that staff members be retained within the University structure.

In order to achieve this goal, all vacancies will be advertised by email and posted on the LSUS website by the Human Resource Management office. Staff members must be permanent civil service employees and have the minimum qualifications required by civil service job specifications to be eligible for promotion. If the job specification requires skills for which the employee's current position does not require, the employee must have either passed the appropriate civil service test in the past, have held a civil service position which required the skills, or have a current civil service test score on the appropriate civil service test.

Vacancy notices are posted for ten (10) days and eligible staff members are encouraged to apply to the department of the vacancy, following the application procedures noted in the posting.

When a qualified candidate has been selected, and if it is a current employee at LSUS, the losing and gaining departments will negotiate a release date for the employee to be moved to the vacancy. Salary will be assigned to all promotions in accordance with civil service regulations.

7.12 Promotion and Transfer Policy - Unclassified

Each appointment or promotion of a member of the unclassified staff shall be made upon the basis of merit and the special fitness of the individual for the work demanded by the position. All appointments, reappointments, promotions, and dismissals of members of the unclassified staff shall be made upon the authority of the President, subject to approval of the LSU Board of Supervisors. The terms of the appointment shall be in writing, with a copy furnished to each of the contracting parties.

7.13 Resignation and Separation Procedure

It is the goal of LSUS to handle, without undue hardship to the employee, all resignations and separations. Employees of LSUS are required to give notice of voluntary resignation in writing, preferably two weeks to one month in advance of separation. All regular employees must complete an exit form prior to receiving their last paycheck from LSUS.

The Exit Form can be found at: <http://www.lsus.edu/hr/forms.php>

7.14 Sexual Harassment

LSUS is committed to maintaining a community free from all forms of sexual harassment. No employee, student, applicant for employment, or other person shall be subjected to unsolicited and unwelcome sexual conduct, either verbal or physical. Sexual harassment violates University policy, as well as state, federal, and local laws. It is neither permitted, nor condoned, but specifically prohibited.

It is a violation of this policy for any member of the University community, including employees and students, to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any individual who violates the University's policy against sexual harassment will be subject to disciplinary action, up to and including termination. Such determinations will be made on a case by case basis in consideration of the severity of the offense.

The full policy on Sexual Harassment can be found at:

<http://www.lsus.edu/facultystaff/policieshb/policystatements/>

7.15 Solicitation

Solicitation is defined as the act of urging or persuading of individuals by peaceful or other means to accept a product or service for sale. It is the policy of LSUS to protect employees and students from undue disturbance and to prevent time consuming interruptions in the workplace of employees by not allowing solicitation of any kind on the premises.

Organizations or individuals who request permission to sell various items at LSUS are to be referred to the Purchasing Department for disposition.

7.16 Tenure

Members of the academic staff may be appointed for specified periods (term appointments) or for indeterminate terms (tenured appointments). Term appointments are used for the lower academic ranks and ordinarily for initial appointments at all levels. Associate Professors, Professors, and those holding equivalent ranks are tenured once specified criteria are met, except as noted in System regulations. Under certain circumstances, tenure may be awarded to those holding lower ranks.

The provisions of tenure apply to full-time faculty members with respect to their academic rank and not to administrative titles or assignments. Tenure applies only on the campus on which it is earned.

The foregoing shall not be construed to exclude contracts between the Board and members of the academic staff on mutually acceptable terms other than those stated herein.

Details regarding Promotion and Tenure can be found in Policy Statement No. 2 01.04, which can be accessed here: <http://www.lsus.edu/facultystaff/policieshb/policystatements/>.

Any appointment, whether tenured or term, may be terminated for cause.

SECTION 8.0 - PAYROLL

8.1 Overtime, Overtime Compensation, & Compensatory Time – Exempt/Non-Exempt Staff

LSUS is subject to and follows the Fair Labor Standards Act with regard to all LSUS employees. We apply uniformly civil service rules for all employees who are considered non-exempt and subject to earning overtime. It is University policy to grant overtime compensatory leave for overtime performed. However, departments must comply with budget constraints and should request approval from the Vice Chancellor for Business Affairs in advance of scheduling hours above standard work.

A. An employee may be required to work overtime

It is an employee's responsibility to ascertain the normal overtime requirements for each position. A classified employee who refuses a direct order to work overtime may be subject to disciplinary action in accordance with LSUS practice, policy, and/or Chapter 12 of the Civil Service Rules.

B. LSUS has determined if a position is Exempt or Non-Exempt

LSUS is required by the Fair Labor Standards Act (FLSA) to review all job titles and duties and determine which class of employee they fall into, regardless of whether they hold classified or unclassified positions.

- Exempt: Executive, Administrative, and Professional Staff for which the payment of overtime or compensatory leave is not a requirement.
- Non-Exempt: All others who may be paid overtime at the time and one-half rate of the current hourly rate. The official work week at LSUS is forty (40) hours.

C. Authority for compensation

All exempt and non-exempt employees shall be compensated for overtime in accordance with the FLSA for overtime conditions that are covered by the FLSA, and classified employees shall be compensated in accordance with Civil Service rules for State Overtime.

D. Methods of compensation for overtime

Overtime compensation may be granted in the form of cash payment or compensatory leave earned; cash shall be paid when required under the FLSA or by these rules. Employees who are employed on an intermittent schedule shall not earn compensatory leave, but shall be paid cash.

E. Basis for the calculation of hourly rate of pay for overtime

The hourly rate of pay for State Overtime earned is at the time and one-half rate and shall be calculated using the employee's base pay, plus base supplement. The hourly rate of pay for State Overtime earned at the time and one-half rate may be calculated in accordance with the FLSA.

F. Compensatory Leave – Crediting and Usage

Compensatory leave credited to an employee may be used with the approval of the employee's supervisor. An employee who has been credited with compensatory leave may be required to take all or part of such leave at any time. LSUS may pay the balance of an employee's compensatory time at any time. The rate of pay shall be calculated in accordance with Rule 21.5. Payment is required under particular circumstances defined in Civil Service Rules for all classified and unclassified employees.

G. Definition of State Overtime

When an employee is not eligible for overtime under the provisions of the FLSA, State Overtime shall be granted as follows: for purposes of calculating hours worked for state overtime, a day off from work due to paid leave taken or a holiday observed is considered to be a day worked. State overtime is work performed by an employee at the direction of the Appointing Authority or his designee:

- In excess of the employee's regularly scheduled workday
- In excess of the employee's regularly scheduled work period
- On a holiday, including designated holidays
- During official closures

H. Compensation Rate – Non-Exempt Employees

All FLSA overtime shall be compensated at the time and one-half rate. State Overtime shall be compensated at the straight (hour for hour) rate, unless an exception has been granted by the Commission, or unless the time and a ½ half rate is allowed under subsection (c) and (d) of this rule. State Overtime performed during official closures, due to emergency situations, may be compensated at the time and one-half rate. State Overtime performed on a holiday may be compensated at the time and one-half rate.

I. Compensation Rate – Exempt Employees

LSUS shall compensate exempt employees in accordance with one of the following options:

- No overtime compensation
- Compensation at the straight (hour for hour) rate
- Overtime performed during official closures due to emergency situations may be compensated at the time and one-half rate.
- Compensation at the time and one-half rate may be granted to exempt employees upon approval.

J. Caps and Required Payment for Overtime Earned at the Time and one-half Rate

Employees who accrue compensatory leave at the time and one-half rate shall accumulate no more of such compensatory leave than allowed under the FLSA. Once the maximum balance of compensatory leave earned at the time and one-half rate is reached, any additional overtime work in excess of the employee's established FLSA work period must be paid to a non-exempt employee in cash at the time and one-half rate.

K. Caps, Required Payment, and Cancellation of Overtime Earned at the Hour-for-Hour Rate

Compensatory leave earned hour for hour may be accrued in excess of 360 hours, but not more than a total of 360 such hours shall be carried forward from one fiscal year to the next. However, a request may be granted for an exception to this subsection to maintain essential services necessary to preserve the life, health, or welfare of the public. This exception may ask that up to a total of 540 such hours be carried forward to the next fiscal year. Such a request is subject to approval by the appropriate state board.

For non-exempt employees whose hour-for-hour compensatory leave balance exceeds the cap required or granted by exception under subsection (a) of this rule, payment shall be made within 90 days after the beginning of the fiscal year for the excess compensatory leave.

L. Payment or Cancellation of Compensatory Leave upon Separation or Transfer

Time and one-half Compensatory Leave

Upon separation or transfer from a department, all compensatory leave earned at the time and one-half rate and credited to an employee shall be paid according to the method of calculation of hourly rate contained in the Fair Labor Standards Act, including those payments made under this rule to exempt employees.

Hour-for-Hour Compensatory Leave

All unused compensatory leave earned hour-for-hour by exempt employees may be paid upon separation or transfer from the department in which in which the compensatory leave was earned at the final regular rate of pay received by the employee.

All unused compensatory leave earned hour-for-hour by exempt employees, if not paid to the employee upon separation or transfer, shall be cancelled upon separation or transfer from the department in which it was earned. Such leave shall not be re-credited to the employee upon his/her reemployment in that or any other department.

Upon separation or transfer, unused compensatory leave earned hour-for-hour by non-exempt employees shall be paid for all hours earned after January 1, 2005.

8.2 Unemployment Compensation Program

LSUS employees are covered under the Louisiana Employment Security Act for unemployment benefits. No deduction is made from the employee's pay for this purpose. Employees dismissed for justifiable cause will be found ineligible for benefits under the Unemployment Compensation Program. Individual claims and benefits are administered by the Louisiana Department of Labor, Employment Security Office, Unemployment Insurance Division; local offices are located at 2900 Dowdell in Shreveport and at 2331 Airline Drive in Bossier City.

8.3 Payroll Dates

Generally speaking, employees at LSUS are paid semi-monthly on the 5th and 20th of each month. When the 5th or 20th falls on a weekend or holiday, employees are paid on the business day immediately preceding the normal payroll date. Twelve-month employees receive 24 paychecks per year. Nine-month employees receive 18 paychecks per year. Full-time faculty shall receive their first paycheck of the academic year on or around September 5th. The last paycheck for the academic year for faculty shall be received on or around May 20th. Adjunct faculty shall receive their pay in equal installments beginning September 20th and ending December 20th in the fall and from February 20th to May 20th in the Spring. Summer school for all faculty and adjuncts shall be paid according to term taught in equal installments on June 20th, July 5th, July 20th, and August 5th.

These pay dates are based on the assumption that all supporting documentation is completed and received by the Department of Human Resource Management at least one week prior to payday. If that is not the case, the employee shall be paid on the next regularly scheduled payroll date.

CHECK DATE	12-MONTH	9-MONTH (FT)	ADJUNCTS	SUMMER SCHOOL	ACADEMIC WITHHOLDING
5-Sep	✓	✓			
20-Sep	✓	✓	✓		
5-Oct	✓	✓	✓		
20-Oct	✓	✓	✓		
5-Nov	✓	✓	✓		
20-Nov	✓	✓	✓		
5-Dec	✓	✓	✓		
20-Dec	✓	✓	✓		
5-Jan	✓	✓			
20-Jan	✓	✓			
5-Feb	✓	✓			
20-Feb	✓	✓	✓		
5-Mar	✓	✓	✓		
20-Mar	✓	✓	✓		
5-Apr	✓	✓	✓		
20-Apr	✓	✓	✓		
5-May	✓	✓	✓		
20-May	✓	✓	✓		
5-Jun	✓				✓
20-Jun	✓			✓	✓
5-Jul	✓			✓	✓
20-Jul	✓			✓	✓
5-Aug	✓			✓	✓
20-Aug	✓				✓
	24	18	14	4	6

8.4 Payroll Certification and Time Sheets

All employees are required to accurately report time worked and time away from work. The appropriate type of leave is to be reported for absences from work. Non-exempt employees, including all unclassified employees and faculty are required to sign a Payroll Certification form each pay period. All hourly and classified employees are required to complete and sign a timesheet.

Timesheets and Payroll Certification forms may be found here: <http://www.lsus.edu/hr/forms.php>

SECTION 9.0 – EMPLOYEE BENEFITS

9.1 Health Insurance

A. Eligibility

Participation in the Health Insurance program is dictated by the rules and restrictions of the State of Louisiana's Office of Group Benefits (OGB). In addition to the OGB offerings, LSU employees have access to plans specific to the LSU System. For more information on the Office of Group Benefits, see www.groupbenefits.org. In the event of a discrepancy in the summary below and the OGB official documentation, OGB documentation will supersede this document.

Full-time employees, working at least 75% effort, are eligible for participation in the group health insurance. No person working on a professional services contract, less than 30 hours per week or on a temporary appointment will be eligible for health insurance. The following dependents are eligible for coverage: legal spouse, never married children under the age of 21 years of age who are dependent upon the employee for support, or the employee's never married children age 21 to 24 years of age, who are enrolled and attending classes as a full-time student and are dependent on the employee for support. See the OGB website for the definition of "children," and "full-time student." Over-age dependents are defined as a dependent child incapable of self-sustaining employment by reason of mental retardation or physical incapacity and became incapable prior to reaching the age of 21 and is dependent upon the covered employee for support, the covered dependent may be continued for the duration of the incapacity, in that the child has never been married, has been a covered dependent prior to age 21, and an application for continued coverage, together with supporting medical documentation has been submitted to OGB prior to the age of 21.

B. Effective Date of Coverage

The effective date of coverage for new hires or transfers who begin on the first day of the month shall be the first day of the following month. If employment begins on the second day of the month or later, coverage is effective the first day of the second month following employment. An employee who transfers employment should complete all the required paperwork within thirty days.

C. Overdue Applicants

Overdue applicants are employees who apply for coverage more than 30 days after employment or dependents that are not added within 30 days of eligibility. The effective date of coverage for overdue applicants, whose forms are received prior to the fifteenth of the month, will be the first day of the month following the date of receipt of all required forms. The effective date of coverage for overdue applicants, whose forms are received on or after the fifteenth of the month, will be the first day of the second month following receipt.

D. Plans Offered

LSUS employees are offered a full catalog of plans, including the OGB plans and the LSU System health insurance. For a full comparison, see: <http://www.lsus.edu/hr/benefits.php>

E. Plan Considerations

When choosing a health plan option; consider the following aspects of each plan before making a decision:

- *Network Providers/Geographic Coverage:* Each plan has a network level of coverage. If an employee utilizes network providers, out of pocket costs will be controlled by the plan. If an employee utilizes providers "out of the plan network," employees may have reduced or no coverage for medical costs. Some plans have nationwide coverage, while others are restricted to the state of Louisiana. Providers include, but are not limited to, general practitioners, specialists, clinics, hospitals, and labs.
- *Costs:* Each plan has a unique cost structure. The costs are comprised of monthly premiums, co-pays for services, and deductibles.

- *Restrictions:* Each plan has different restrictions associated with the plan.

F. Premiums

The University pays a portion of each employees and their families' health insurance premium. The rate is approximately 75% of the employee's premium and 50% of the dependent coverage.

Specific rates for each plan can be found on the second page of the overview document found at: <http://www.lsus.edu/hr/benefits.php>

Note: Rates are subject to change at the start of each Fiscal Year in July.

G. Retiree Coverage

Employees who are eligible to retire under either the Teacher's Retirement System or the Louisiana State Employees' Retirement System (LASERS), are eligible to participate in the health insurance coverage into retirement. To be eligible for retiree coverage, coverage must be in effect prior to the employee's retirement date. For those beginning participation or re-joining on or after January 1, 2002, the state subsidy of the premium is based on the number of years in which the employee participated in the OGB or LSU system plan. This also applies to dependents that begin coverage after July 1, 2002.

Years of Participation	Percentage of State Subsidy
10 years or fewer	19%
More than 10 years, but fewer than 15	38%
15 years or more, but fewer than 20	56%
20 years or more	75%

H. Pre-Existing Condition

Employees and dependents who apply for coverage are subject to a pre-existing condition limitation.

Under the pre-existing condition limitation, no benefits are payable for the first twelve months of coverage in connection with any disease, illness, accident, or injury diagnosed or treated during the six months immediately prior to enrollment. Pregnancy is not considered a pre-existing condition.

Employees must complete an enrollment form within 30 days after acquiring each new dependent (by birth, adoption, marriage, or otherwise). In failing to do so, dependent(s) may be subject to the pre-existing limitation.

I. Exemption from Pre-Existing Condition

Employees and dependents may be exempt from all or part of the pre-existing condition limitation if there was continuous coverage under another health care plan within 63 days prior to the effective date of coverage in the health care plan.

J. Cafeteria Plan

Employees may elect to enroll in the basic cafeteria plan. The cafeteria plan is a tax shelter created by IRS Section 125. By enrolling, pre-tax salary dollars are used to pay medical premiums. However, if an employee elects the cafeteria plan he/she will be subject to IRS guidelines on enrollment and termination timelines.

K. Annual Enrollment

Annual Enrollment is held in April of each year. During this time employees may add or drop dependents or make changes to health plan choices. Changes made in April are effective July 1st.

L. Status Change Events—Dropping or Adding Coverage during the Plan Year

If an employee elects to participate in the cafeteria plan, he/she will be restricted and will not be able to terminate coverage unless certain criteria are met. “Status Change Events” must be reported to the Human Resource Management office within 30 days. Status Changes will be effective the first day of the month after the change is reported. It is crucial that the Office of Human Resource Management is notified immediately.

The elections cannot be changed during the Plan Year unless one of the following events occurs:

1. Changes in Family Status:

- Change in legal marital status, such a marriage, death of spouse, divorce, legal separation, or annulment; or
- Change in number of dependents, such as birth, adoption, or death of a dependent
- Change in employment status of the employee or spouse
- An event that causes a dependent to satisfy or cease to satisfy the requirement for coverage due to attainment of age, student status, or any similar circumstance
- A change in place of residence of the employee, spouse, or dependent

2. Changes required by judgment, decree, or order resulting from divorce, legal separation, annulment or change in legal custody

3. Entitlement to or loss of Medicare or Medicaid

4. Significant cost or coverage changes

5. FMLA qualified leaves of absence

6. Changes in a dependent care provider or cost of dependent care

M. Special Enrollment under HIPAA

Under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), if an employee declines enrollment of his/her dependents (including spouse) because of other coverage, the employee (including dependents) may in the future be able to enroll in the health insurance under special enrollment, provided the request for enrollment is submitted within 30 days after other coverage ends. If an employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, he/she may be able to enroll (including dependents) under special enrollment, provided that the requested enrollment is submitted within 30 days. The effective date of coverage for special enrollment is the first day of the month following the date of receipt of all required enrollment forms. The pre-existing condition limitation applies to special enrollment provisions.

N. Continuation of Coverage (COBRA)

Coverage for employees and/or dependents generally terminates on the last day of the month that the employee ceases to meet eligibility guidelines. According to COBRA laws, coverage may be continued beyond that date in the following instances: leave of absence, family and medical leave, and surviving family. For specific information on COBRA, contact the Human Resource Management department.

9.2 Vision and Dental Insurance

A. Eligibility

Full-time employees, working at least 75% effort, are eligible for participation in the group vision and dental insurance. No person working on a professional services contract, less than 30 hours per week or on a temporary appointment will be eligible for vision and dental insurance. The following dependents are eligible for coverage: legal spouse, never married children under the age of 21 years of age, who are dependent upon the employee for support, or the employee's never married children age 21 to 24 years of age, who are enrolled and attending classes as a full-time student and are dependent on the employee for support.

B. Vision Care Plan

The Vision Care Plan is an optional program which has an extensive nationwide network of doctors who provide the finest ophthalmic care and materials to persons covered under the plan. The plan is designed to encourage employees to maintain their vision through regular eye examinations and to help with vision care expenses for required glasses or contact lenses. Employees are encouraged to use member doctors for treatment. However, they may obtain covered services or materials from any other licensed optometrist, ophthalmologist, or optician of their choice. This program is eligible for inclusion in the Cafeteria Plan.

For more information and rates, see: <http://www.lsus.edu/hr/benefits.php>

C. Dental Care Plan

LSUS offers two choices for dental care plans. Both plans cover 100% of preventative services, with no deductible. The Basic Plan covers a flat rate for basic and major services. The Enhanced Plan covers a progressively increasing percentage of basic and major services, as well as Orthodontics. This program is eligible for inclusion in the Cafeteria Plan.

For specific details and rates, see: <http://www.lsus.edu/hr/benefits.php>

9.3 Flexible Spending Accounts

LSUS offers Flexible Spending Accounts (FSA) through our Cafeteria Plan (Section 125 of the IRS guidelines). This benefit provides employees with the opportunity to set aside tax-exempt dollars for out-of-pocket health care or dependent care expenses incurred by employees and/or their eligible dependents.

FSA's do not automatically re-enroll in subsequent years, employees must re-enroll every year. Once an employee begins participating in an FSA, they may only stop deductions for qualified events, similar to those status change events for the basic cafeteria plan. These plans are "use it or lose it"; any left over funds are forfeited at the end of the plan year's grace period. The plan year follows the fiscal year, July 1 through June 30th. The grace period is 2 ½ months past the end of the plan year. Payroll deductions are spread throughout the entire year, in equal payments

A. Health Care FSA

These accounts are set up to use funds to reimburse medical expenses not covered by health insurance, including prescription costs, deductibles and co-pays for employee, spouse, and dependents. Participation is not limited to employees or dependents covered by the health plan. Employees may elect to annual deductions from \$300 to \$4000. Employees may apply for the full election amount at any point during the plan year. Special note: an employee cannot itemize medical bills on their tax return if the Health Care FSA is utilized.

B. Dependent Day Care FSA

These accounts are set up to provide reimbursement for work-related care for dependents under the age of 13, physically challenged child(ren) or adult, and elderly who qualify under IRS Section 152 definition of dependent. Employees may elect annual coverage up to \$5000 per family per calendar year. Deductions and enrollment are based on the LSUS fiscal year, July 1 through June 30th. Unlike the Health Care FSA, reimbursement is available only for the amount the employee has contributed during the fiscal year. Special note: an employee may not file for the day care credit on their tax return if the FSA Day Care Account is utilized.

For more details on the plans, see:

<http://www.lsus.edu/hr/benefits.php>

9.4 Other Insurances

A. Eligibility

Unless otherwise noted, eligibility for the following insurance coverage is limited to full-time employees, working at least 75% effort. These employees are eligible for participation in the vision and dental insurance plans. No person working on a professional services contract, less than 30 hours per week or on a temporary appointment will be eligible for insurance.

The following dependents are eligible for coverage, when available: legal spouse, never married children under the age of 21 years of age, who are dependent upon the employee for support, or the employee's never married children, age 21 or over, but under 24 years of age, who are enrolled and attending classes as full-time students and are dependent on the employee for support.

B. Life Insurance

Life Insurance is offered through the Office of Group Benefits (OGB) and through the LSU System.

OGB Life Insurance

The OGB coverage is a term life insurance plan underwritten by Prudential Life Insurance Company. The rates are fixed, regardless of age, and LSUS pays one-half (½) of the life premium for the employee and/or the retiree. Coverage may be selected from \$5,000 to \$50,000 and is available for spouses and dependents as well. The plan reduces at age 65 and 70. This coverage is eligible for inclusion in the Cafeteria Plan. Coverage under the group plan continues until the last day of the month in which the employee leaves LSUS. This coverage may be continued into retirement. See www.groupbenefits.org for more information.

LSU Supplemental Life Insurance

The LSU coverage is a term life insurance plan underwritten by ReliaStar Life Insurance Company, administered through IMA. The rates are age based and increase on July 1 following a participant's birthday. LSUS does not provide any supplement to the premiums for the LSU plan. New employees may receive a guaranteed issue amount of three times their base salary, as long as enrollment is received within 30 days of employment. Guaranteed issue for spouses is \$10,000. However, an employee may elect for coverage up to \$500,000 on the employee and \$50,000 on their spouse (up to one-half of employee of election) with evidence of insurability. Participants in the LSU Supplemental Life Insurance may increase their employee coverage amount by \$10,000 without any evidence of insurability during the month of April only, provided the increase in the insurance policy does not exceed three times their annual salary (with a maximum amount of \$500,000). This coverage is not eligible for inclusion in the Cafeteria Plan.

For more information and rates, see: <http://www.lsus.edu/hr/benefits.php>

C. Long Term Disability Insurance

Full and part-time employees working thirty (30) hours per week or more are eligible to participate in the long term income continuation plan. The plan begins to pay after the employee has been unable to work due to disability for 90 consecutive days or after the employee has exhausted his or her sick leave, whichever is later. The plan will provide coverage at 60% of total monthly earnings not to exceed the maximum monthly benefit, less other income benefits. This plan offers coordination of benefits with other programs and Social Security. New employees may apply without restriction during the first thirty (30) days of employment, with coverage beginning the first of the following month. Other employees requesting this insurance must furnish evidence of insurability before becoming eligible for coverage.

The rate of calculation is .553% times the employee's annual salary and will be deducted evenly over pay periods. This coverage is not eligible for inclusion in the Cafeteria Plan.

Enrollment forms can be found at: <http://www.lsus.edu/hr/benefits.php>

D. Long-Term Care Insurance

Long Term Care protection is designed to provide the resources needed to pay for long term care, allowing greater independence and a higher quality of life during periods in which long term care is needed. Premiums are based on the age of the insured at the time of enrollment. Coverage is guaranteed renewable. The insurance is “disability-based,” which means that benefits are based on an individual’s inability to function— rather than by specific medical conditions or expenses. Employees are guaranteed issue if they sign up for coverage within the first thirty (30) days of employment. Employees can apply for coverage for their spouse and parents subject to insurability. This coverage can be continued into retirement by setting up a payment plan with the carrier.

For more information and rates, see: <http://www.lsus.edu/hr/benefits.php>

SECTION 10.0 – LEAVE

10.1 Overview

The leave policies of LSUS unclassified and faculty are dictated by PM-20. In the event of a discrepancy in the summary below, PM-20 documentation will supersede this document.

PM-20 can be found at: <http://www.lsusystem.edu/permanentmemoranda.html>

The leave policy for classified staff is dictated by Chapter 11 of the civil service rules, which can be found at: <http://www.dscs.state.la.us/>.

10.2 Personal Leave - Academic Nine-Month Faculty Only

Academic employees working on a nine-month appointment (who do not accrue annual leave as outlined in the next section) are granted up to two (2) days of Personal Leave per academic year. Such leave is granted for the personal use of the employee. It is charged to and deducted from the employee's sick leave for the current year or sick leave accumulated.

Except in case of emergency, all faculty members using personal leave shall be required to give their immediate supervisor at least twenty-four hours of notice prior to take the leave. The faculty member is required to assist the department chair person is obtaining coverage for any classes missed due to personal leave. Personal leave shall not be accumulated from year to year, nor shall it be compensated in any manner, including retirement, death, or other termination of employment.

Personal leave shall be taken in four-hour increments, not to exceed four times per academic year. Generally speaking, the faculty member should take personal leave in proportion to their scheduled classes and office hours and a typical eight-hour day

10.3 Annual Leave – Academic 12-month and Unclassified Staff

All academic 12-month and unclassified employees appointed at more than 50% time on a regular basis under a fiscal year appointment are entitled to accumulated annual leave based on years of service. Note: Employees continuously employed at less than 50% time on November 6, 1998 will continue earning leave until there is a break in service of more than three working days for fiscal employees. Employees at the beginning of employment are given the opportunity to choose between LSU Accrual and Civil Service Accrual. Civil Service Accrual has a lower monthly accrual rate, but has no limit on the maximum balance. LSU Accrual allows a higher accrual rate, but has a limit of 176 maximum hours.

ANNUAL LEAVE ACCRUAL RATES UNCLASSIFIED & ACADEMIC STAFF FY APPOINTMENT				
	<i>LSU SCHEDULE</i>		<i>CS SCHEDULE</i>	
Years Service	Accrue Rate	Max. Balance	Accrue Rate	Max. Balance
< 3 Yrs	14 hours	176 hours	8 hours	no limit
3 < 5 Yrs	14 hours	176 hours	10 hours	no limit
5 < 10 Yrs	14 hours	176 hours	12 hours	no limit
10<15 Yrs	14 hours	no limit	14 hours	no limit
15 Yrs >	16 hours	no limit	16 hours	no limit

Accumulation is based on full-time employment; regular employees appointed for less than full-time shall accumulate leave in proportion to percent of full-time worked. No employee shall accrue annual leave while on sabbatical or leave without pay. Leave is only earned while on paid status.

For leave accrual purposes, years of service is defined as total State of Louisiana service in pay status. No advance of annual leave is permitted, and the minimum charge to leave accounts is one-half (½) hour.

Annual leave must be requested, giving as much advance notice as possible. Although two (2) weeks notice is the generally accepted practice, emergency situations will be given every consideration. Payment of leave not taken at the time of separation may not exceed a maximum of 300 hours.

Leave request form can be found at:
<http://www.lsus.edu/hr/forms.php>

10.4 Annual Leave - Classified Staff

All classified full or part-time employees appointed on a regular basis are entitled to accumulated annual leave based on years of service. Employees on restricted (emergency) appointments are exempt from earning any form of annual leave. Annual leave is earned for each regular duty hour worked at the following rate.

YEARS OF SERVICE	ACCRUAL PER HOUR
0-3 Years	.0461
3-5 Years	.0576
5-10 Years	.0692
10-15 Years	.0807
15 or more Years	.0923

No classified employee shall be credited with annual leave for overtime hours, hours on leave without pay, or on hours of a holiday which occurs while the employee is on leave without pay. No advance of annual leave is permitted, and the minimum charge to the annual leave account is one half ($\frac{1}{2}$) hour.

Annual leave must be requested in writing, giving as much advance notice as possible. Written leave request forms should be retained for at least one fiscal year in the employee's departmental office, as they are subject to legislative audit. Pay for annual leave not taken at the time of separation must not exceed 300 hours.

Leave form for classified staff can be found at:

<http://www.lsus.edu/hr/forms.php>

10.5 Sick Leave - Academic and Unclassified Staff

All academic and unclassified employees appointed at greater than 50% time on a regular basis, both fiscal and academic, are entitled to accumulated sick leave based on years of service. Note: Employees continuously employed at less than 50% time on November 6, 1998 will continue earning leave until there is a break in service of more than three working days for fiscal employees and either the fall or spring semester for academic employees. Sick leave with pay is granted to employees suffering from a disability which prevents them from performing their usual duties and responsibilities or for medical, dental, or optical consultation and/or treatment. It is expected that sick leave will only be used as appropriate. Each regular paid academic and unclassified employee (over 50% time) will earn sick leave based on their percent of time worked. Members of the academic and unclassified staff accrue sick leave according to the following schedule:

YEARS OF SERVICE	ACCRUAL PER MONTH
0 -3 Years	8 hours
3-5 Years	10 hours
5-10 Years	12 hours
10-15 Years	14 hours
15 or more Years	16 hours

Members of the academic staff do not accrue sick leave while on sabbatical. All staff shall not earn sick leave for any hours of leave without pay, or any hour of a holiday which occurs while the employee is on leave without pay.

When a former employee is re-employed in state service within five (5) years from the date of previous termination, all unused, unpaid sick leave will be reinstated. If a paid holiday occurs while an employee is on sick leave, the day will be charged as a holiday and will not reduce the employee's accrued sick leave. The minimum charge to the sick leave account is one-half ($\frac{1}{2}$) hour. No advance of sick leave may be granted.

Sick leave of ten or more days requires a physician's statement. An employee's Supervisor/Department Head may require a physician's certification for a shorter period of time.

No payment for accrued sick leave will be granted to a terminating employee. Except that upon retirement or death, twenty-five (25) days of sick leave will be paid. There is no maximum accrual. An employee may accrue sick leave indefinitely. Unused sick leave may be used to extend years of service for the purpose of state and teacher's retirement; however, leave cannot be used to qualify for retirement.

Leave request form can be found at:
<http://www.lsus.edu/hr/forms.php>

10.6 Sick Leave - Classified Staff

Sick leave with pay is granted to employees suffering from a disability which prevents them from performing their usual duties and responsibilities or for medical, dental, or optical consultation and/or treatment. It is expected that sick leave will only be used as appropriate. Each regular paid classified employee (part-time and full-time) will earn sick leave based on their percent of time worked. Employees on emergency or restricted appointments are exempt from earning any form of sick leave. Sick leave is earned for each regular duty hour worked by an employee using the following schedule:

YEARS OF SERVICE	ACCRUAL PER HOUR
0-3 Years	.0461
3-5 Years	.0576
5-10 Years	.0692
10-15 Years	.0807
15 or more years	.0923

Employees shall not earn sick leave for any overtime hour, any hour of leave without pay, or an hour of a holiday which occurs while the employee is on leave without pay.

The minimum charge to the sick leave account is one-half ($\frac{1}{2}$) hour. No advance of sick leave may be granted.

No payment for accrued sick leave will be granted to a terminating employee. There is no maximum accrual; an employee may accrue sick leave indefinitely. Unused sick leave may be used to extend years of service for the purpose of state retirement; however, leave cannot be used to qualify for retirement. When a former employee is re-employed in state service within five (5) years from the date of termination, all unused sick leave will be reinstated. If a paid holiday occurs while an employee is on sick leave, the day will be charged as a holiday and will not reduce the employee's accrued sick leave.

In order to qualify for paid sick leave, an employee must follow the call-in procedures established by his/her department. Should the employee fail to call in or notify the supervisor, all hours absent can be charged as leave without pay. Furthermore, unjustified absence can be cause for disciplinary action.

Sick leave of ten or more days requires a physician's statement. An employee's Supervisor/Department Head may require a physician's certification for a shorter period of time.

Leave form for classified staff can be found at:
<http://www.lsus.edu/hr/forms.php>

10.7 Civil, Emergency or Special Leave - Classified, Unclassified and Faculty

An employee shall be given time off without loss of pay, annual leave, or sick leave for the following reasons:

- To perform jury duty
- Summons to appear as a witness before a court, grand jury, or other public body or commission. (In the event the employee's court appearance is as a plaintiff or defendant, annual leave must be taken. Court appearances by an employee as a witness as a result of employment, other than state employment, likewise must be charged to annual leave.)
- Performing emergency civilian duty for national defense
- Determination by the Appointing Authority that a local disaster, inclement weather, or other act of God, prevented an employee from reporting to work*
- Time to vote under unusual and difficult circumstances: maximum two (2) hours in the parish, maximum of one (1) day outside the parish
- Civil Service examinations, or taking a required examination pertinent to the employee's state employment before a state licensing bureau
- Pre-induction physical exam for Military Service
- Order to National Guard duty

Proper documentation may be required.

**Unless announced on local radio and television stations to the contrary, LSUS will be open as usual and classes will be held on schedule.*

10.8 Educational Leave and Programs — Nonacademic Employees

With the approval of the department chair, full-time classified and non-academic unclassified employees may enroll in classes not involving more than three (3) hours of absence from his/her work during the week. Such educational leave will not involve a reduction in pay, a charge to annual or compensatory leave credits, or loss of full-time status. It is expected that such educational leave will be granted only for enrollment in courses pertinent to the work of the employee. An employee registering for courses which will require absence from work for more than three (3) hours during the week will be required to charge such excess over the three (3) hours to compensatory time or annual leave where available, or to leave without pay.

With the approval of the department chair, full-time classified and non-academic unclassified employees with one year of consecutive service may apply for and receive tuition exemption for six (6) hours of credit courses per semester which are job beneficial. Employees will be responsible for any supplemental fees, books, and supplies. The tuition exemption form should be executed in advance of registration and presented to the cashier as payment for a maximum of six (6) hours of credit courses. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

The opportunity shall be provided for full-time, non-academic, unclassified, administrative and professional employees with three (3) or more consecutive years of service to take administrative leave (special leave) to obtain an advanced degree. Such leave must not be for more than one (1) year and culminate in the receipt of an advanced degree. The amount of pay while on such leave is to be determined in each individual case, but in no event shall exceed one third (1/3) of the employee's regular salary. The employee will be required to return to University employment for three (3) years before accepting employment elsewhere.

The privilege of educational leave does not apply to part-time employees.

Tuition Exemption and Educational Leave form can be found at:
<http://www.lsus.edu/hr/forms.php>

10.9 Family and Medical Leave Act (FMLA)

A. Eligibility

Employees who have been employed for twelve (12) consecutive months with LSUS and who have worked at least 1250 hours during the prior twelve (12) month period are eligible under FMLA. Hours worked do not have to be consecutive.

Eligibility applies to part-time, intermittent, and transient employees, if they meet the criteria stated above.

Eligible employees shall be granted up to twelve (12) work weeks of leave during any twelve (12) month period for any one or more of the following circumstances:

1. Birth of a son or daughter and to care for the child
2. Placement of a son or daughter by adoption or foster care
3. To care for a spouse, son, daughter, or parent if the family member has a serious health condition.
4. An employee who is unable to perform the functions of their position because of their own serious health condition.

In conjunction with military service of a family member, FMLA may be granted as follows:

1. Any qualifying exigency arising out of the fact that the spouse, son, daughter or parent or the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation;
2. Up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter, parent or next of kin (defined as "nearest blood relative") with illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves.

B. Leave

FMLA only mandates unpaid leave be granted, however, the law states that if an employer provides paid leave for which an employee is eligible, "an employee may elect or an employer may require an employee to substitute their accrued paid leave." LSUS will grant paid leave when the following conditions apply:

1. An employee may use accumulated sick or annual* leave for personal illness, disability (such as childbirth) or injury.
2. An employee may use accumulated annual* leave for:
 - a. Care-giving for a spouse, parent, or child
 - b. To establish a relationship with a child during the first year after birth or during the first year after placement for adoption or foster care.

*Paid annual leave may be denied if the employee fails to complete all proper documentation for FMLA coverage.

C. Health Care Premiums

The University will continue to pay the employer's portion of the health care premium while the employee is on leave without pay under authorized FMLA leave. Health benefits must be maintained during any period of unpaid leave under the same conditions if you continue to work and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: the continuation, recurrence, or onset of a serious health continuation which would entitle you to FMLA leave; or other circumstances beyond your control, you may be required to reimburse LSUS for their share of health insurance premiums paid on your behalf during FMLA leave. LSUS will not contribute to other benefit plans during periods of unpaid leave.

Employees on unpaid leave are responsible for paying the employee's share of the health care costs. Whenever practicable, these premiums should be paid prior to the commencement of unpaid leave. If premiums cannot be paid in advance, monthly payments must be received by the 15th of each month by the payroll department. Failure to remit the payment within 30 days of the due date will result in cancellation of my coverage.

D. FMLA Procedure

The University requires 30 days notice whenever possible prior to taking FMLA leave. When 30 days is not possible, the employee is required to give as much notice as is reasonably possible. FMLA paperwork must be completed for any absence that exceeds three consecutive days or the equivalent in intermittent hours.

Step One:

Employee and Physician or Practitioner must fill out and sign the FMLA form, which is located at: <http://www.lsus.edu/hr/forms.php>

Step Two:

Employee must send the completed form to Human Resource Management.

Step Three:

An employee taking accumulated annual leave or sick leave, must submit a leave form to the department time keeper. Leave should be entered as sick leave only by the department. The system will automatically use annual leave if sick leave is exhausted. When both sick and annual are exhausted, the time will be considered leave without pay.

Step Four:

Employees on leave without pay must contact Payroll to make payment arrangements for insurance premiums.

Step Five:

Returning to work - employees who are on leave due to personal illness, disability, or injury must submit a doctor's release to return to work. If this certification is not received, your return to work may be delayed until such certification is provided.

Note: If circumstances change (altering your start date of leave), please notify your supervisor and Human Resource Management at (318) 797-5279 immediately.

More information on FMLA can be found at: <http://www.dol.gov/esa/whd/fmla/>

10.10 Funeral Leave

Funeral leave may be given to an employee without loss of pay or required use of annual leave or sick leave. Such leave is provided an employee in order to attend funeral services of a member of the immediate family. Immediate family is defined as: Father, Mother, Step-Father, Step-Mother, Sister, Brother, Husband, Wife, Child, Mother-in-Law, Father-in-Law, Grandchild, Sister-in-Law, Brother-in-Law, and Grandparents. Two days of funeral leave may be granted and shall require approval. Department heads may request available proof of time and place of funeral before approving such leave.

10.11 Military Leave

Employees who are members of a Reserve Component of the Armed Forces of the United States shall be entitled to military leave with pay when placed on "military active duty for training" by order of an authority of the Armed Forces of the United States and when given constructive credit for such training. Maximum military leave with pay for "military active duty for training" is fifteen (15) working days per calendar year. Each employee who requests military leave shall do so in writing as soon as the dates are set, and must furnish a copy of his/her military orders to his/her supervisor or department head for inclusion in the departmental file. Employees ordered to "military active duty" or "military active duty for training" with the Armed Forces of the United States for periods in excess of 180 consecutive calendar days may be separated from State service and restored to duty upon application within 90 days after the effective date of his/her release from active duty. The right of re-employment shall conform to all state rules and regulations.

10.12 Sabbatical Leave

Full-time academic employees at the rank of Instructor (or equivalent), or above, who have completed six (6) years of service at LSUS without having received leave with pay, may petition for sabbatical leave for study and research. The object of such leave is to enable them to increase their professional efficiency and usefulness to the University. Adequate justification setting forth the plans for each sabbatical leave shall be stated, and report of the accomplishment under each leave granted shall be made promptly upon return from sabbatical leave. Sabbatical leave shall normally be approved for the purpose of seeking a higher degree only under unusual circumstances. Persons employed can apply for a one-half ($\frac{1}{2}$) year leave with full pay for a full year with one-half ($\frac{1}{2}$) pay. Persons in a position supported by grant or nonrecurring funds may qualify for sabbatical leave only if the guaranteed period of support for the position is sufficient to cover the period of leave and the required service subsequent to the leave. Persons paid from grant or non-recurring funds will usually need documentation that the cost of the leave is supportable by the funding source. The Chancellor shall, after receiving requests from the appropriate academic Dean or other administrative head, make recommendations for sabbatical leave through the President to the Board. A member of the academic staff who is granted sabbatical leave shall be required to return to University duty for at least one (1) year before accepting employment elsewhere.

Under unusual circumstances, persons may accept employment during sabbatical leave if such employment is approved in advance by the Chancellor and the President as supportive of the purposes of the leave.

SECTION 11.0 – RETIREMENT

11.1 Retirement for Unclassified and Academic Employees—Teachers Retirement System of Louisiana (TRSL)

In general, membership in TRSL is required as a condition of employment for full-time faculty, academic, and Unclassified employees of LSUS. New employees may choose between the TRSL Regular Plan and the Optional Retirement Plan (ORP). The choice of joining the ORP is an irrevocable, lifetime decision. New employees must make a selection within 60 days of hire. If no decision is reported, the new employee will be placed in TRSL's Regular Plan.

The payroll department will begin deducting 8% of the employee's salary on the date of membership eligibility. The 8% is deducted before taxes are computed on the salary. Employee contributions, along with those of LSUS, are regularly transferred to TRSL and are maintained in a trust fund. Contributions are pooled and invested by the TRSL Board of Trustees. The interest earned on these investments, along with employee, and LSUS contributions, ensures the future stability of the system and future retirement benefits.

The benefits for new employees were established by law for those joining TRSL on or after July 1, 1999.

A. TRSL's Regular Plan (Defined Benefit Plan)

Overview

TRSL is a defined benefit plan which guarantees a benefit based on your age, years of service, and final average compensation at retirement — not on the amount of your contributions. Since almost all employees of LSUS do not participate in Social Security, TRSL is the primary source of retirement finances.

TRSL generally pays a percentage of the highest three-year average salary in retirement. Under the Regular Plan, an employee can retire with 30 years of service at any age and receive a maximum of 75% of average salary, or at age 55 with 25 years of service with a maximum of 62.5% of average salary. These benefits last for the retiree's lifetime, and the lifetime of the named beneficiary if so chosen.

Employees are vested in TRSL after five years of service credit. This means an employee could stop working and collect 12.5% of his/her high three-year average compensation at age 60 if he/she joined TRSL on or after July 1, 1999, or 10% if he/she joined before July 1, 1999.

For example, if a 57-year-old single teacher retires after 30 years of working at a TRSL-eligible job with an average salary (highest three consecutive years) of \$28,800, he or she will be eligible to receive a lifetime, monthly benefit of \$1,800 under the Regular Maximum option (listing no beneficiary).

Note: The following information is adapted from the TRSL website and TRSL publications. In the event of a discrepancy, the TRSL documentation will supersede the information in this handbook.

Service credit

Employees are given a full year of service credit for each full year worked, regardless of whether the employee was employed on a 9, 10, 11, or 12-month contract. The employee cannot receive more than one year of service credit for any 12-month period, which begins July 1 and ends June 30 each fiscal year. The employee is considered vested in the system with five years of service credit. If the employee leaves TRSL-covered employment with at least five years of service, the employee can leave his/her contributions on deposit and apply for retirement at age 60 and receive a guaranteed benefit for life.

Purchasing Service Credit

TRSL members may purchase credit for the types of service listed below to increase the service credit used to calculate retirement.

- Previously refunded service (may be purchased by repaying the refund plus interest)
- U.S. military base teaching service
- Leave without pay (must be an active, contributing member to purchase)
- Maternity leave (must be an active, contributing member to purchase)
- Sabbatical leave
- In-state private school service
- Out-of-state public school service
- Military service

TRSL must first receive the appropriate application from the employee and information from each employer before the cost of the purchase can be calculated by TRSL's actuary. Once all information has been received, the cost calculation will be forwarded to the member. You should purchase any service credit well in advance of filing an application for retirement. Payment for purchase of service credit can be made with funds from a conduit IRA, 401(k), 403(b) tax-sheltered annuity, and 457 deferred compensation account, as long as those funds are eligible for rollover into a 401(a) governmental defined benefit plan. Ordinary IRAs are not eligible for rollover to TRSL. It is also possible to arrange for a transfer or reciprocal recognition of service credit between Louisiana public retirement systems if you have credit in more than one system.

Retirement eligibility

Participants in TRSL's regular plan qualify for retirement when he/she reaches one of the following eligibility requirements.

To retire under the 2% benefit factor, a Regular Plan member who joined TRSL before July 1, 1999, must meet one of the following requirements:

- 5 years of service at age 60
- 20 years of service at any age

To retire under the 2.5% benefit factor, a Regular Plan member must meet one of the following requirements:

- 20 years of service at age 65
- 25 years of service at age 55
- 30 years of service at any age

Regular Plan members who joined TRSL on or after July 1, 1999, receive a 2.5% benefit factor at retirement. However, the 20-years-at-any-age retirement benefit is actuarially reduced depending on the member's age and years of service at retirement. The reduction is based on the number of years it would have taken the employee to reach the next retirement eligibility, had they continued to work; the greater the number of years to regular retirement, the greater the actuarial reduction.

The Maximum Option benefit, the largest benefit possible, is calculated by multiplying years of service (plus eligible leave) times the 2% or 2.5% benefit factor, times final average compensation, which is the average of the highest salaries earned during any consecutive three-year period, times the appropriate benefit factor. The Maximum Option benefit is reduced if an employee chooses to leave a monthly benefit to a beneficiary after your death.

Deferred Retirement Option Plan (DROP) and Initial Lump-Sum Benefit (ILSB)

The Deferred Retirement Option Plan (DROP) is an optional program in which TRSL members who are eligible to retire elect to freeze their regular retirement benefits and to have those benefits deposited in a special account at TRSL while they continue to work and draw a salary from a TRSL-reporting agency or school.

The Initial Lump-Sum Benefit (ILSB) is an alternative to DROP and gives the member a lump-sum advance of up to three years of retirement benefits in exchange for accepting an actuarially reduced lifetime benefit. This option is available to members who have not participated in DROP.

If a member should die within 30 days after the beginning date of retirement or DROP participation, any retirement option previously selected will be canceled, and the member will be treated as an active member at the time of death. This means the retirement option will be canceled, and whatever survivor benefits or refunds due will be paid.

Survivor Benefits

In the event of a TRSL member's death while in active service, survivor benefits are payable to the spouse and/or minor children in accordance with state law that governs TRSL. These benefits are calculated differently for the survivors of members with at least five years of service credit, 10-20 years of service credit, and 20 or more years of service credit. If the member has less than five years of service credit, no survivor benefits are payable to a surviving spouse and/or minor children, however, accumulated contributions will be paid in a lump-sum to the named beneficiary or succession.

Disability Retirement

To be eligible for disability retirement, a TRSL member must have at least five years of service credit. After application, medical records are reviewed, and the State Medical Disability Board must certify that the member is permanently physically or mentally incapacitated for further performance of the duties he/she currently performs.

Withdrawing Contributions

If a member permanently terminates employment with all eligible positions covered by TRSL, he/she may withdraw employee contributions after 90 days have passed. This refund includes only member contributions and does not include employer contributions or interest. By accepting a refund, membership in TRSL is terminated and service credit in TRSL is cancelled.

B. TRSL's Optional Retirement Plan-(Defined Contribution Option)

Overview

The Optional Retirement Plan (ORP) is a defined contribution plan under Internal Revenue Code §401(a). It is an alternative retirement plan provided by a private carrier for academic and unclassified employees of Louisiana colleges, universities, and community colleges.

Members of the ORP are not eligible for survivor or disability benefits. It is strongly advised that members of the ORP make other insurance choices to fulfill those needs, including life insurance and long term disability.

The decision to join the ORP is irrevocable.

Contributions

The member's contribution is 8% of salary, less a 0.1% administrative fee to the Teachers' Retirement System of Louisiana. The employer's contribution is approximately 7% of salary. These contributions are invested by the designated ORP carrier in the options chosen by the member. The performance of the member's investments determines the retirement benefit due. Projections of possible benefits are provided, but not guaranteed, by the ORP carriers.

Providers

The ORP, available since 1990, currently offers the following providers: ING Financial Advisers (formerly Aetna), Teachers Insurance and Annuity Association-College Retirement Equity Fund (TIAACREF), and the Variable Annuity Life Insurance Company (AIG VALIC). Contracts with these providers expire June 30, 2010. The ORP account is owned by the member, and there is no waiting period to join.

Payment Options

ORP account balances may be rolled over to another IRS qualified retirement plan or to an IRA at any time after termination of employment. Also, a one time, lump-sum payment of up to 36-months of your annuity is available from the ORP account at the time of retirement, in addition to a lifetime annuity. If the up-front lump sum is chosen, lifetime benefits would be reduced accordingly. (LSA-R.S. 11:929B).

Retiring With the ORP

In order to retire from the University with full rights for health insurance, etc., you must meet Regular TRSL retirement criteria.

C. More Information on TRSL

For more information see the TRSL website at www.trsl.org. This website features a benefit calculator, answers to frequently asked questions, a list of TRSL contacts, information about the Board of Trustees, the latest news affecting TRSL members, downloadable forms, and online versions of brochures. The website is constantly changing and expanding to provide easily accessible information, and inquiries can be addressed by e-mail to the webmaster, which ensures that all questions and requests are answered.

11.2 Retirement for Classified Employees — Louisiana State Employees' Retirement System (LASERS)

In general, membership in LASERS is required as a condition of employment for classified employees of LSUS. The payroll department will begin deducting 7.5%, if hired before July 1, 2006, 8% if hired after July 1, 2006, of the employee's salary on the date of membership eligibility. The deduction is calculated before taxes are computed on the salary. Employee contributions, along with those of LSUS, are regularly transferred to LASERS and are maintained in a trust fund. Contributions are pooled and invested by the TRSL Board of Trustees. The interest earned on these investments, along with employee, and LSUS contributions, ensures the future stability of the system and future retirement benefits.

Membership is optional if a classified employee meets the following criteria:

- Age 60 or older at the time of employment
- Age 55 or older who have credit for at least 40 quarters in the Social Security System (does not apply to rehired retirees)
- Any person who is receiving retirement benefits from any Louisiana public retirement system, other than LASERS, at the time the person becomes an employee in state service\

Employees meeting the criteria for optional membership should contact Human Resource Management.

A. Overview

LASERS is a Defined Benefit Plan. All classified employees are required to make contributions to LASERS. These contributions are tax sheltered. As the employee works and makes contributions to this system he/she accumulates service credit toward retirement eligibility. Once eligibility for retirement is met, the employee may terminate employment and begin receiving a monthly benefit from LASERS, which is payable for life.

The benefit received is calculated using the years of LASERS service, accrual factor (factor for regular employees is 2.5%) and monthly average compensation. For most retirees, the annual and sick leave that is accumulated during employment may be either used to increase monthly retirement benefit or be paid in a lump sum at the time of retirement. Options are also available, in which the member may elect to retire under one of the benefit where he/she would receive a slightly reduced benefit to leave benefits to a beneficiary at the time of death.

Note: The following information is adapted from the LASERS website and LASERS publications. In the event of a discrepancy, the LASERS documentation will supersede the information in this handbook.

Service credit

Members of LASERS earn service credit for each year worked in a LASERS covered job. Member statements are mailed annually showing accumulated service credit. This information should be reviewed by the member for accuracy.

Purchasing Service Credit

Members of LASERS may purchase credit for the types of service listed below to increase the service credit used to calculate the retirement benefit.

- Credit for other Louisiana state, parochial, or municipal retirement systems
- Previously refunded service
- Military service
- "Air" Time

Credit you may not be purchased for any period for which the member already has LASERS service credit. No more than one year of LASERS credit may be obtained for any one calendar or fiscal year. Service credit should be purchased well in advance of applying for regular, IBO, or DROP retirement.

Retirement Eligibility

To be eligible for regular retirement for regular members of the retirement system you must meet basic eligibility requirements of:

Hired prior to July 1, 2006:

- 30 years of creditable service at any age
- 25 years of creditable service at age 55
- 10 years of creditable service at age 60
- 20 years of creditable service at any age with an actuarially reduced benefit

Hired after July 1, 2006:

- 10 years of creditable service at age 60

The benefit received is calculated using the years of LASERS service, accrual factor (factor for regular employees is 2.5%), and monthly average compensation.

Deferred Retirement Option Plan (DROP) and Initial Benefit Option (IBO)

The Deferred Retirement Option Plan (DROP) is a type of retirement opportunity which allows members to work and make deposits into a tax-sheltered DROP account. Once DROP participation has begun, the retirement benefit is calculated as if the member had retired and that benefit is deposited into a tax-sheltered DROP account. The member continues working during DROP participation, but makes no contributions to LASERS. A member may actively participate in DROP for a period not to exceed 36 months. Once participation has ended, the member may elect to retire or may continue employment. The DROP account will be rolled over into a Self-Directed Account where the member will make investment decisions for those funds.

The Initial Benefit Option (IBO) is another retirement opportunity which allows the member to retire and draw a lump sum of up to 36 times their maximum regular monthly benefit. This lump sum (IBO Account) will be rolled-over into a Self-Directed Account where he/she will make investment decisions for those funds. Your normal monthly retirement benefit is reduced based on the amount of the lump sum you have chosen. IBO is not available to DROP participants or to members who chose an early retirement option.

Survivor Benefits

Members with five years of service will be eligible for a monthly benefit for dependent children; members with ten years of service will be eligible for a monthly benefit for their spouse. If there are no benefits due under the above listed requirements, a lump sum refund of member contributions will be paid to the member's designated beneficiary.

Disability Retirement

Members with at least ten years of service are eligible to apply for disability retirement, should they become totally and permanently disabled from their current position. The disability must be approved by the LASERS medical review board. If approved, monthly benefits will be paid to the disabled member. Periodic verification of disability will be required.

Withdrawing Contributions

Members may apply for a refund of employee contributions (without interest or investment earnings) when they leave state service, even if the member is eligible to retire. Transfers from one state agency to another do not qualify for refunds. LASERS processes written refund requests only after all contributions have been submitted by LSUS, and the member has been out of state service at least 30 days. LASERS processes most refunds approximately 60 days from the date that all necessary documents are received by LASERS. When a refund of contributions is accepted, membership terminates, and all service credit and accrued rights in LASERS is automatically forfeited.

Re-entry into LASERS at any future point will be governed by new LASERS rules and regulations. If contributions remain with LASERS, re-entry may be made under the rules and regulations of the member's previous employment in a LASERS covered position.

B. More Information on LASERS

For more information see the LASERS website at <http://www.lasers.state.la.us>. This website features a benefits calculator, answers to frequently asked questions, a list of contacts, information about the Board of Trustees, the latest news affecting members, downloadable forms, and online versions of brochures.

11.3 Maintaining or changing membership

In the event that an LSUS employee changes from a LASERS covered position to a TRSL-covered position or vice versa, the employee may elect to continue their current retirement plan in the following situations: if a member of TRSL has at least five years of creditable service in TRSL, he/she may choose to continue membership in TRSL; if a member of LASERS has five years of service credit he/she may elect to continue membership in LASERS upon a change in position covered by TRSL.

11.4 Social Security

Employees on temporary appointment, including Civil Service restricted, of less than two (2) years duration will be covered by Social Security rather than a retirement system or optional retirement plan.

Employees who retire from the state may be subject to the Windfall Elimination Provision and the Government Pension Offset. All employees considering employment with the state are encouraged to contact the Social Security Administration and learn about how this will affect future Social Security payments. The website for Social Security is: <http://www.ssa.gov>.

11.5 Medicare Tax

All new employees or rehires since April 1, 1986 are subject to Medicare tax (01.45%) on all earnings at LSUS.

11.6 Employment of Retired Personnel

Retired State employees are eligible for employment at LSUS, however, their re-employment is subject to State Laws and LSU System policies which are in effect at the time of their re-employment, as well as are governed by the State retirement system from which they retired. Human Resource Management is available to help with questions regarding the re-employment's affect on your retirement check.

A. TRSL Retirees: Returning to Work after Retirement

Laws governing the return to work in a position eligible for TRSL membership affects retirees in different ways, depending on the method of retirement: service, Deferred Retirement Option Plan (DROP), Initial Lump-Sum Benefit (ILSB), and disability. Failure to comply with these laws, including provisions that TRSL be notified of such employment, may result in substantial financial liability on the part of the retiree.

Retirees returning to work in a position not normally eligible for TRSL membership will have no return-to-work restrictions: no waiting period, no contributions, and no TRSL reporting requirement. So, if any TRSL retiree takes a job as a school bus driver, maintenance worker, or as a classified employee at any public education entity, he or she will not have a waiting period or earnings limit and will not have to make TRSL contributions.

Service, DROP, and ILSB retirees / LSA-R.S. 11:710 - Full Benefits

Beginning July 1, 2001, all retirees (except disability retirees) may return to work after a 12-month waiting period in a position eligible for TRSL membership and receive both full salary and full retirement benefits. The 12-month waiting period begins on the date of retirement. Both the retiree and the employer must make contributions to TRSL during any re-employment.

The retiree will not earn any additional service credit from these contributions, and only the retiree's contributions, without interest, will be refunded upon request after termination of employment. These contributions will not be made on a tax-sheltered basis.

Reemployment in any TRSL-covered position during the 12-month waiting period will result in a suspension of benefits for the duration of reemployment or to the end of the waiting period, whichever occurs first. Unsheltered contributions must still be made during reemployment, regardless of the 12-month waiting period.

The earliest you can return to work is the day after your retirement date. You must have a break in service of at least one week day (Monday through Friday) to be eligible to return to work. For example, if your last day of work was a Friday, then your date of retirement would be a Saturday. You could return to work on Tuesday, since Monday would be the one week day break in service. You must also cash, deposit, or negotiate your first retirement check in order to be officially retired. The direct deposit of any retirement benefit check is also considered as negotiating a check. Once you have negotiated a retirement check, you are retired and subject to return-to-work laws. You must also submit a Direct Deposit of Benefits (Form 15D) in order to retire.

Service retirees/ LSA-R.S. 11:738 - Repay Benefits and Regain Membership

This law allows a service retiree employed in a TRSL-eligible position to regain membership in TRSL by returning all retirement benefits paid to him or her, plus interest at the assumed actuarial valuation rate. The retiree must also pay both employee and employer contributions that would have been paid had the retiree become a member on the date he or she returned to active service.

Upon regaining membership, the member will be required to remain in active service for at least six (6) years in order to be eligible for a retirement benefit re-computation. This provision is not available to DROP, ILSB, or disability retirees.

Disability retirees / LSA-R.S. 11:780(C) & (D) - Employment allowed outside the field of education

A disability retiree may return to work outside the field of education and earn the difference between his or her average compensation, adjusted by a Consumer Price Index factor, and his or her disability retirement benefit, with no effect on the benefit.

Disability retirees / LSA-R.S. 11:780.1

Benefits are terminated if a disabled retiree is employed in the field of education. A disability retiree may not return to work in the field of public or private education. Those who do so will have their disability benefit terminated. To avoid the possibility of having their disability retirement benefits terminated, disability retirees should contact a TRSL counselor before accepting any employment with any state agency, school board, school, or educational organization.

Returning to work in a public job that doesn't affect TRSL benefits

Effective July 1, 2001, TRSL retirees, including former DROP and ILSB participants, but excluding disability retirees, may return to public employment without affecting their retirement benefit, if they return in a position not normally eligible for TRSL membership. Public employment that would not affect a TRSL benefit includes positions that do not meet the definition of "teacher" as found in LSA-R.S. 11:701(33).

If you return to work and make contributions to TRSL, you may request a refund of those funds upon termination of employment by completing and submitting a Retiree Refund Application (Form 7A). This form is available from the employer or at <http://trsl.org/general/index.php?page=Forms>.

Once TRSL receives the application, a refund will be issued approximately 60 days after the date of termination to allow time for employers to report all employee contributions to TRSL.

B. LASERS Retirees: Returning to Work after Retirement

ACT 165 of 2002 enacted the existing law appearing in LSA R.S. 11:416 and enacts LSA R.S. 11:416.1 / Returning to State Service Under LASERS Versus Private Industry

State Service Under LASERS

Retirees who return to state service after May 9, 2002, must select one of the three Re-employed Retiree Options when they are re-hired. The selection is IRREVOCABLE and is effective on a fiscal year basis.

However, LSA R.S. 11:416.1 shall have no effect upon any person who retired prior to July 3, 2001, who is re-employed prior to May 9, 2002, as long as they remain continually employed.

Private Industry

A person who is on regular retirement is not restricted to the amount of monies that he/she may make unless they are employed by the State of Louisiana.

Rehired Retirees and Employers

If you are retired and wish to return to work with a LASERS member agency, you must select one of three options (listed below) when you are rehired. The option selection is irrevocable and is effective on a fiscal year basis.

You and your agency must notify LASERS immediately in writing when:

- You are hired as a re-employed retiree
- You select the option for re-employment purposes
- Your starting salary has been set and/or changed
- You know the estimated duration of your employment
- You know the date of your termination of employment.

You must complete a Form 10-02 Reemployment of Retiree form, including your choice for a re-employment option, and mail the form to LASERS. If the form is not submitted within 30 days, you will be treated as selecting option 3, and both you and the employing agency shall be responsible for retirement contributions from the date of employment to the date of termination.

Any rehired retiree who is 70 years of age and retired, with at least 30 years of service credit shall be exempt from any earning limitations.

Reemployed Retiree Options:

Option 1

Retirees may elect to limit earnings in any fiscal year to 50% of their annual retirement benefit for such fiscal year. Retirees cannot select this option if estimated earnings for fiscal year will exceed the earnings limit. If actual earnings exceed the limit then retirement benefits will be reduced by the amount earnings exceed the limit. When computing retirees' earning limitation, an annual cost of living adjustment is made based on consumer price index (CPI) for the preceding year. Retirees are responsible for monitoring this earnings limitation.

Option 2

Retirees may regain membership in LASERS by repaying all retirement benefits received plus interest at the actuarial rate. This option allows retirees to restore all service credit and return to active member status as if they had not retired. If retirees participated in the DROP or IBO program, they cannot elect this option.

Option 3

You may be exempt from earnings limitations if you select one of the following options –

If Option 1 is selected, you are exempt if:

You have 30 years of service credit with LASERS and are age 70, OR

You have been retired one year and are appointed by the Secretary of State.

If Option 3 is selected, you are exempt if:

You have 30 years of service credit with LASERS, have been retired one year, and are appointed by the Governor to an unclassified position.

In addition, if you work for at least 36 months, a supplemental benefit will be calculated for the additional employment based on service credit and average compensation for that time. If you work less than 36 months, your employee contributions will be refunded. If you should die during this period of employment, benefits will be paid to your named beneficiary based on the retirement option you selected at retirement. You cannot purchase prior service credit or participate in DROP while reemployed.

Disability Retiree Information

If you are a disability retiree, you can go back to work for a six month trial period. During this time, your benefit will be suspended. If you terminate state service, prior to the six month period, your disability benefit will be reinstated from the date of your termination. If you continue working for six months or longer, your disability benefit will be terminated.

The website for retired LASERS employees is http://www.lasers.state.la.us/Retired_Employees/

11.7 Supplemental Retirement Plans

Employees of LSUS have two choices to supplement their retirement plans: 403(b) Tax Sheltered Annuity and 457(b) Deferred Comp. The rules and restrictions on these plans are determined by the IRS and both are defined by the IRS as retirement savings accounts.

A. 403(b)

The 403(b) is a tax deferred retirement plan available to employees of educational institutions and certain non-profit organizations as determined by section 501(c)(3) of the Internal Revenue Code. Contributions and investment earnings in a 403(b) grow tax deferred until withdrawal (assumed to be retirement), at which time they are taxed as ordinary income. See IRS Publication 571 for IRS details on the 403(b). Withdrawals are age-restricted and cannot be made without penalty until the age of 59 ½.

LSUS offers payroll deduction from \$600 per year up to the IRS maximum allowable for the current year. Employees may choose between four authorized vendors: MetLife, TIAA-CREF, ING, and AIG VALIC.

B. 457(b)

The 457(b) is a tax deferred retirement plan available to employees of government agencies. Contributions and investment earnings in a 457(b) grow tax deferred until withdrawal (assumed to be retirement), at which time they are taxed as ordinary income. See IRS Publication 571 for IRS details on the 457(b). Withdrawals from 457(b) plans can be made at any time after an employee no longer works for LSUS, regardless of age, without penalty.

LSUS offers payroll deduction from \$600 per year up to the IRS maximum allowable for the current year. There is only one authorized vendor for the 457(b), Great-West.

Deductions in supplemental retirement plans may be started, changed or discontinued at any time, within the payroll processing timelines.

SECTION 12.0 - PRIVACY

12.1 Public vs. Private (Confidential Information)

A private or confidential record is one that should be protected from public access, but is not one that should be withheld from another state agency where there is a business related reason for the inquiry. Under such circumstances, the information should be conveyed directly to the person making the legitimate inquiry with the notation on the document that it contains confidential information the unwarranted disclosure of which may lead to liability. An example would be a request for a service rating by a prospective new state employer.

EXAMPLES OF PUBLIC DOCUMENTS and/or INFORMATION	EXAMPLES OF CONFIDENTIAL DOCUMENTS and/or INFORMATION
Job Applications, SF-10 and resumes Employee name, job title, pay Records of Attendance Annual leave slips Sick leave slips and absence records, EXCEPT certain types of sick leave and the reasons therefore may be private depending upon the particular case Reports of internal investigations Appointment affidavits (SF13) Record of appointments Record of changes in status or position (promotion, reassignment, etc.) Copy of current position description (SF3) Records of completed training courses Letters supporting formal disciplinary actions Pre-discipline notices ONLY IF disciplinary action resulted Birth Certificate Death Certificate Driver's License (except SSN is confidential) Note: These documents or information should be available for public inspection; confidential information contained within the record should be obliterated or protected from view.	Employee Social Security number Employee address and phone number, when employee has requested confidentiality PPR documents and overall ratings Insurance documents such as claim forms, application forms, requests for payment of insurance benefits Internal grievance documents Letters of counseling, warning or reprimand Tax information Pay check deductions Bank information Scores and notes of interview panel members College Transcripts Pre-discipline notices if no disciplinary action resulted Beneficiary information (insurance, retirement, etc). Note: These documents or information are protected from general public access.
<p>The following records should be maintained in locked files that are entirely separate:</p> <ul style="list-style-type: none"> I-9 forms Medical Records Hospital Records 	

Because of the sheer variety of records and the ways in which those records are used or maintained, we cannot provide an all-inclusive list of public vs. confidential information. Questions regarding specific documents or pieces of information should be directed to your attorney.

12.2 Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) is federal legislation designed to limit gaps in health insurance coverage and to improve the privacy of personal health information. Full HIPAA compliance by all members of the workforce at LSUS helps ensure that patients and their families have the privacy of their health information protected.

The HIPAA Privacy Rule creates national standards to protect individuals' medical records and other personal health information. It gives patients more control over their health information. It sets boundaries on the use and release of health records. It establishes appropriate safeguards that health care providers and others must achieve to protect the privacy of health information. It holds violators accountable, with civil and criminal penalties that can be imposed if they violate patients' privacy rights. It strikes a balance when public responsibility supports disclosure of some forms of data – for example, to protect public health. For patients – it means being able to make informed choices when seeking care and reimbursement for care based on how personal health information may be used. It enables patients to find out how their information may be used, and about certain disclosures of their information that have been made. It generally limits release of information to the minimum reasonably needed for the purpose of the disclosure. It generally gives patients the right to examine and obtain a copy of their own health records and request corrections. It empowers individuals to control certain uses and disclosures of their health information.

Portability of Health Coverage (HIPAA)

HIPAA provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA.

For more detailed information about health privacy, you may want to visit <http://www.hhs.gov/ocr/hipaa/>

12.3 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in the student handbook, or newspaper article) is left to the discretion of each school.

12.4 References / Employment Verifications

All inquiries from prospective employers concerning employment-related information on current and former LSUS employees should be directed to Human Resources (318) 797-5279.

SECTION 13.0 – CAMPUS SERVICES

13.1 Bookstore

The University Bookstore provides a convenient source for purchase of required and recommended books, school supplies, equipment and materials and other services related to campus life. Employees are given a 10% discount on anything in the store (excluding class rings and sale items.) The bookstore offers a special order service whereby books and software not normally in stock can be ordered. A printing and binding service is also provided with prices quoted on demand. Bookstore hours of operation are posted at the door.

The University's Mailroom is operated out of the bookstore. Mailroom services include shipping and receiving packages and distributing campus mail.

More information on the Bookstore can be found at <http://www.bookstore.lsus.edu>.

13.2 Continuing Education Programs

The LSUS Division of Continuing Education and Public Service provides quality learning experiences with professional instructors offering a flexible course schedule on campus and at other locations throughout the community for a multi-faceted and diverse population based on their educational needs. The Division will coordinate, develop, and deliver training in the areas of workforce and professional development, personal growth opportunities, public service, and youth enrichment through credit and non-credit programs.

All full-time employees of LSUS can take basic computer courses, such as Word, Excel, PowerPoint and Access at no charge if there are openings remaining after paying students have registered. Employees or their departments must purchase textbooks and materials. Employees must register through the Continuing Education office rather than online in order to receive the fee exemption.

13.3 Field Trips and Student Travel Insurance

The University has no liability in the case of injury to a student as a result of an accident while on a student trip. It does, however, require travel insurance at nominal cost to those participating in field trips. The policies are outlined in Permanent Memorandum (PM) 4, copies of which may be found in department chairs' offices. A faculty member planning to organize a field trip should become familiar with PM-4 and secure the proper coverage. Payment for this student travel insurance may be made with the cashier in the Administration Building. A copy of the form and the receipt for payment must be submitted to the Human Resource Management office.

<http://appl003.ocs.lsu.edu/ups.nsf/Permanent%20Memoranda?OpenView>

13.4 Facilities and Premises

"University facilities and premises" are all buildings and property belonging to the University. Permission for organizations or groups to use facilities and premises may be granted only when such use will not interfere with any aspect of the regular programs of the University. No organization or group may reserve a facility on a permanent or recurring basis. The following shall have priority on the use of University facilities and premises:

- Departments and Divisions of the University
- Faculty, staff, student and affiliated organizations.

The following may be granted permission to use University facilities:

- Civil, charitable and religious organizations
- Non-University related professional and scholarly organizations or groups that serve an educational purpose
- Private entities

Requests for use of University facilities and premises should be made on a facilities reservation request form and submitted at least two weeks in advance.

To Reserve Space in these areas:	Direct requests to:
Classroom buildings, Science Lecture Auditorium and University Grounds	Continuing Education and Public Service Office
University Center	University Center Office
Noel Memorial Library	Librarian's Office
H&PE Building, Tennis Courts & Athletic Fields	H&PE Building Manager's Office
Administration Building	Vice Chancellor for Business Affairs
Pioneer Heritage Center	Director of Pioneer Heritage Center
Museum of Life Sciences	Director of Museum of Life Sciences

Rental and other charges may be assessed by the administrator responsible for space reservations. The University reserves the right to cancel or alter reservations if necessary.

13.5 Facility Services

Facility Services is responsible for the basic operation and maintenance of physical facilities of the University; therefore, any changes to LSUS physical facilities must be made by or coordinated with this office.

Because Facility Services must have knowledge of the exact condition of the physical facilities at all times, it must be advised of any planned alteration or addition to any structure or grounds.

All work plans and completed work must be inspected by Facility Services personnel in compliance with statutory requirements and established policies.

Services are divided into Physical Plant and Departmental Services. The former are those for which Facility Services receives a budget allocation. These services are rendered without charge. Departmental services are those for which Facility Services does not receive a budget allocation and which must be paid for by the requesting department. These usually consist of services to specialized departmental facilities or equipment.

Examples of these include:

1. Maintenance services to structures and equipment that are permanent parts of the campus. These are structures and equipment that, if vacated by present occupants, would require no alterations, special refurbishing, or remodeling for occupancy by some other University department.
2. Maintaining and operating the Campus Mail Service.
3. Maintaining walks, streets and grounds.
4. Operating and maintaining utilities not peculiar to departments or activities receiving special appropriation.
5. Providing custodial services for office and academic areas.
6. Maintaining tablet arm chairs, teachers' desks and chairs.
7. Heating and cooling of buildings.
8. Motor Pool vehicle reservations and maintenance.

NOTE: Routine failures of small items are normal occurrences and should be reported as such. Defective light bulbs or fluorescent tubes, broken window panes, or broken classroom chairs or desks should be regarded as routine and reported in writing by building occupants to Facility Services using a Work Order Form. The form can be found here: <http://www.lsus.edu/facilityservices/forms.asp>

13.6 Key Policy

Staff members may be issued keys to University buildings. Keys are issued for entry to buildings for University business only. All keys remain the property of the University and shall be returned when necessary. Your supervisor or department head will be responsible for requesting keys for their department.

The Key Policy can be found here, <http://www.lsus.edu/facultystaff/policieshb/policystatements/>

13.7 Purchasing

The Purchasing Department in the division of Business Affairs is responsible for the purchasing and contracting of all supplies, equipment, and services for the University. Purchasing has established policies to be followed in ordering of supplies, services and equipment. For full information on these policies, call Purchasing at 5272 or visit the website at: www.lsus.edu/purchasing .

13.8 Credit Union

The Campus Federal Credit Union is considered a part of the fringe-benefit package for all permanent Louisiana State University employees, as well as all members of their family. Operating under the Federal Credit Union Law, the credit union provides a safe and convenient method of saving through payroll deduction. Personal, secured, unsecured, real estate, automobile and other types of loans are available to members. Depending upon the type loan, members can borrow at a variety of rates.

Savings are insured by the National Credit Union Association, up to \$100,000.00.

Services provided by the credit union are savings accounts, checking accounts, cashier's checks, automated teller machine cards, net check deposit, payroll deduction, certificates of deposit, IRA's, club accounts, VISA cards and telephone banking system. An ATM is located in the University Center.

The Campus Federal Credit Union is located at the corner of University Drive at East 70th Street with extended hours for your convenience.

For more information see CFCU's website at: <http://www.campusfederal.org> .

13.9 Health and Physical Education Building

Full-time and part-time students, faculty, staff, and Lifetime Fitness participants, Alumni by Choice may use activities on days when the building is open by presenting their identification card. The immediate families of faculty and staff may use areas when the building is open, in areas not scheduled for courses, athletic competitions, intramural or other student activities, or scheduled events. Children under 13 years of age must be accompanied by the parent at all times.

Adjunct/Part-time Faculty if currently assigned a course may receive a HPE Building Pass on a semester basis from the HPE Facilities and Sport Fields Manager. This availability does NOT include their respective spouse, dependents or guest privilege.

13.10 Identification Cards

Faculty and staff identification cards are issued to LSUS employees through the University Center. You will need an identification card to use the Noel Memorial Library, the Health and Physical Education Building, and for admission to other LSUS activities. Charges will apply for replacement of lost or stolen ID cards. Contact the University Center Office for further information at 797-5393.

13.11 Lost and Found

Any items which are found on the campus in any location are to be immediately turned into the University Police for safekeeping. Persons who have lost items on the campus can contact the University Police for assistance at 797-5082 during regular campus hours or 455-5497 for after hours. Their campus office is located in the Administration Building, Room 133.

13.12 Parking, Fines and Violations

Operating a vehicle on the campus is a privilege granted by the institution. Serious or excessive violations can result in the loss of this privilege as well as disciplinary action. LSUS assumes no responsibility for the care or protection of any vehicle or its contents at any time.

Faculty/Staff and students must register for a parking permit each academic year. Parking decals are not transferable and should be removed from vehicles when validity expires or immediately upon change of ownership or disassociation from LSU in Shreveport.

Parking decals must be displayed on the right side of the vehicle rear window or bumper. Motorcycles should affix the decal to the front right fork. Damaged decals should be reported; a duplicate will be issued at no charge.

Parking permits are as follows:

- Full Year \$20.00
- Spring Semester only \$15.00
- Summer Session only \$ 5.00

Continuing Education:

- Non-credit Program \$ 2.00
- Short-term Courses \$ 5.00

Faculty and staff have their parking fees payroll deducted. Faculty and staff have reserved parking areas which are marked clearly by a green curb. Faculty and staff are subject to parking fines for the following:

- Failure to register a vehicle.
- Parking in a reserved area.
- Parking in a loading zone or blocking if dumpster.
- No display of decal/permit and/or improper display of decal/permit.
- Making U-turn.
- Parking facing flow of traffic.
- Parking in a no-parking zone.
- Vehicle not parked within confines of a designated parking space.
- Backed into parking space.
- Speeding.

Parking fines are \$25.00 with a late fee if received after ten calendar days. The fine for parking in any of the following zone is \$75.00:

- Handicap
- Fire Lane
- Loading Zone
- Streets
- Sidewalk
- Lawn/Grass

Parking fines may be paid in the Administration Building, Room 129, Monday through Friday from 8 a.m. until 4:30 p.m.

For the full text of the LSUS Traffic and Parking Regulation, please pick up a printed copy in the Administration Building room 129 or view them online at <http://www.lsus.edu/police/parking.asp>.

13.13 Posting of Announcements on Walls, Doors, and in Elevators

Bulletin boards are provided for the use of registered LSUS organizations, individual students, staff and faculty members wishing to post notices of interest to the University community. Each organization shall be responsible for posting and removing its own notices. Notices shall be limited to one week in advance of the activity being announced and shall be removed on the next school day following the activity. Notices should be neatly affixed to regular bulletin boards. Improperly posted notices will be removed. Posters or notices should not be affixed to walls, doors or exterior approaches to the building. Handbills cannot be placed on cars parked on University property. Classroom bulletin boards are limited to academic displays, student organization advertisement of their activities and University announcements. Other posting restrictions may apply in individual buildings.

13.14 Tobacco Usage Policy

Tobacco usage is prohibited in all University buildings, this includes smokeless tobacco. Smoking is permitted outside of the buildings, but not within 25 feet of a building entrance.

13.15 University Police

The University Police are located in Room 124 of the Administration Building. This department provides police and security services twenty-four hours a day, seven days a week. Telephone numbers are:

- 797-5082 or #999 — During Regular Work Hours
- 455-5497 — After Hours Number
- 911 — Shreveport Police Department

All University police officers are sworn commissioned officers, and as such have full police authority in the State of Louisiana. The police officers are also trained in CPR to handle emergency situations on campus.

You can contribute to a safe environment by supporting the University Police in their efforts by utilizing preventative measures to reduce the opportunity for criminal acts. You can help in the prevention of illegal acts by reporting any suspicious persons or actions to the University police at extension 5082 immediately.

You can reduce the opportunities for crime at LSUS by:

- Never leaving purses, bags, etc., unattended. If you leave your office, take such items with you.
- Not carrying or displaying large amounts of money.
- Looking in your car before entering.
- Keeping car locked at all times, never leaving property visible in the car.
- Turning in all found property to the University police.
- Not losing or loaning University keys placed in your custody.

SECTION 14.0 – SAFETY AND RISK MANAGEMENT

14.1 Overview

The Safety and Risk Management program is guided by the Office of Risk Management, <http://doa.louisiana.gov/orm/> . Human Resource Management administers the Safety and Risk Management program. LSUS information can be found at: <http://www.lsus.edu/hr/risk.php>

The policy on the LSUS Safety Program can be found at:
http://www.lsus.edu/facultystaff/policieshb/pdf_files/1.04.02.pdf

14.2 Authorized Driver Program

Employees at LSUS may be required to drive a state vehicle, or a rented vehicle, or their personal vehicle in course and scope of their job duties. In order to be authorized to drive for the state, an employee must follow our Safe Driving Program.

To become an Authorized Driver:

1. Fill out Authorization Form
2. Take it to supervisor to review and initial
3. Fax Form to the Police Department at 797-5161 or bring to the Switchboard
4. All driving records will be reviewed by the Police Department
5. Complete online Driver Safety Training at <http://www.lsus.edu/hr/driving/launch.htm>
6. Fax certificate to the Police Department at 797-5161

If an employee fails to meet the requirements of this program, he/she will not be authorized to drive a University vehicle, rent a vehicle through the University or be reimbursed for mileage on his/her own vehicle.

Each employee's driving record will be reviewed annually. If during the course of the year an employee receives any violations, he/she may be placed into the High Risk category and driving authorization may be revoked. Employees should report any driving violations that would exceed three convictions in the previous 12 months, or any single convictions for DUI, hit and run, vehicular negligent injury, reckless operation of a vehicle or similar violation, to their immediate supervisor, who in turn will notify the Police Department.

If the steps above are not completed during the first 90 days of employment, it will take on average, one week to become an authorized driver.

Any Authorized Driver who is convicted of a traffic violation must report the violation to his or her supervisor and complete the driver safety training within 90 days. Failure to do so may result in driving privileges being revoked.

As a general reminder:

- Always wear a seat belt
- Only University employees are authorized to drive in or ride in state owned or rented vehicles
- Any traffic violations incurred while on University business are the responsibility of the employee
- Failure to report an accident in a University owned or rented vehicle will result in disciplinary action, up to and including the restriction of driving privileges.

14.3 Blood-Borne Pathogens

LSUS voluntarily complies with the Occupational Safety and Health Administration (OSHA) Blood-Borne Pathogen Standard. The University administration, to insure a safe work environment for all employees has a policy in place to minimize workplace exposure to HIV, hepatitis B virus, and other blood-borne pathogens.

Staff members in safety sensitive positions will receive blood-borne pathogen training every three years and upon hire.

For the full policy see PS 3.16.00 at

<http://www.lsus.edu/facultystaff/policieshb/policystatements/>

14.4 Emergency Evacuation Procedure

All LSUS buildings are equipped with horns to give an alarm, and exit routes are posted in each building. When the horns sound, faculty members will direct the class to the proper exit and proceed to the nearest parking lot. A series of long rings on the bell system indicates that persons may return to the buildings.

There may be other emergencies which require the evacuation of the buildings. A horn will be the signal to evacuate the buildings. Evacuation should proceed exactly as in the case of a fire alarm except that student, staff and faculty will proceed to the parking lots and leave the campus. Telephone notification will be made to buildings without a "bell system". The emergency signal will be given only when it is necessary to dismiss classes for the remainder of the day.

In the event of a tornado emergency, a series of four short rings on the bell system will warn building occupants to take immediate cover. Telephone notification will be made to buildings without a "bell system". People should not leave the buildings, and they should stay away from windows. Move to lower building floors and into interior rooms when at all possible. Structures with wide free span roofs, like auditoriums and gymnasiums should be avoided. Sit facing the wall with your head between your knees and hands over the back of your head. The all-clear signal will be a series of two short rings on the bell system. When the all clear signal sounds, school operations will resume.

14.5 First Aid

First Aid should be administered only by those staff members who have been trained to respond to first aid calls. The University police should be called in the event any employee, student, or visitor is in need of first aid on campus. First aid kits are maintained by each department and it is the responsibility of that department to ensure proper supplies are present in each kit.

14.6 Incident or Accident Procedures

In the event of an on campus incident or accident, University police should be called. University police will administer first aid, investigate the incident or accident, and obtain outside assistance when necessary.

Following any incident or accident, the supervisor of the area in which the accident occurred must complete a "Supervisor's Accident Investigation Report" and submit it to Human Resource Management. This form can be found at <http://www.lsus.edu/hr/forms.php>

14.7 Tornado Warning

A tornado warning is administered when a tornado has been sighted or indicated by radar.

1. A series of four short rings signals a tornado warning is in effect.
2. During a tornado Warning, stay inside the building.
3. Move to a central area. Lower floors are safer.
4. Interior hallways, restrooms, storerooms, and closets make good shelter.
5. Stay away from windows, doors, large open areas, and exterior walls.
6. Stay in sheltered area until notified that all is clear.

14.8 Safety Meetings

In accordance with ORM guidelines, safety meetings are held four times a year, twice per semester. All staff and faculty, including adjunct faculty, are required to participate in the safety meeting.

Additionally, all new hires will receive mandatory training on sexual harassment, blood borne pathogens, and the drug and alcohol policy. Current employees will be re-trained on these topics every three to five years, as dictated by the Office of Risk Management.

14.9 Violence in the Workplace

Every person on the campus has a reasonable expectation to visit LSUS in an atmosphere free from threats and assaults. LSUS recognizes the increasing incidence of violence in the workplace and is committed to creating a violence free environment at the University.

For the full policy on, See LSUS PS 1.19.00 at
<http://www.lsus.edu/facultystaff/policieshb/policystatements/>

14.10 Workers' Compensation Program

Employees of Louisiana State University in Shreveport are covered under the Louisiana Worker Compensation Law as amended July 1, 1983. The employees are not required to make any contribution to this program and LSUS makes periodic payments based on our experience ratio and other factors.

All employees should report to their supervisor any occupational injury or disease, even if it is deemed to be minor. Human Resource Management should be notified of accidents and injuries and make arrangement for treatment for employees.

Some of the more important elements of this program include the establishment of a maximum time limit (30 days) for reporting injuries with restrictions after the time limit has expired. Provisions require benefits payments for injuries to begin 14 days after first reported to the employer.

14.11 Return to Work on Workers' Compensation

It is the policy of LSUS to make a reasonable effort to return-to-work these permanent employees who have sustained job related injuries and illnesses, and are temporarily prevented from returning to their former positions. LSUS cannot guarantee placement and is under no obligation to offer, create, or encumber any specific position for the purposes of offering placement.

For the full policy see PS 1.20.00 at http://www.lsus.edu/facultystaff/policieshb/pdf_files/1.20.00.pdf

14.12 LSUS Emergency Beacon

LSUS has the capability to transmit emergency notification via text messaging and e-mail. You must log on to your compass account, and then click on the Beacon icon to sign up for this service. LSUS Police sends emergency notifications for incidents such as campus closures, impending inclement weather such as tornado warnings, and violent incidents which may occur that have the potential for putting our students, faculty and staff in harm's way.