

# Louisiana State University

## Staff Handbook

Information in the Staff Handbook does not create contractual rights for university employees. This handbook neither incorporates nor adopts the constitution and bylaws of the Staff Senate.

The Staff Handbook is an essential reference concerning policies, procedures, privileges and opportunities, and obligations and responsibilities affecting employees of Louisiana State University and Agricultural & Mechanical College. Intended as a convenient guide, this handbook does not state every policy and has only excerpts from others. Complete information from the actual policy documents is located on the LSU website, [www.lsu.edu](http://www.lsu.edu). These include the following:

[Bylaws and Regulations of the Board of Supervisors](#) Comprehensive policies concerning the entire LSU System.

[Permanent Memoranda](#) Policies concerning the various campuses in the LSU System, issued by the Office of the President.



## POLICY STATEMENTS

Policy Statements are created for institutional governance establishing standard procedures for the

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The division of Finance and Administration creates finance and Administration Operating Procedures (FASOPs) to establish standard procedures for the operation of the University. Finance and Administration support W K H 8 Q L Y H U V L W \ ¶ V P L V V L R Q R I L Q V W U X F W L R Q U H V



Policy Statement

Applicable to:





Permanent Memoranda	Applicable to: LSU Faculty	Relevant to: LSU Staff
<a href="#">Outside Employment of University Employees</a> PM-11, Effective: May 12, 1993	Yes	Yes
<a href="#">Equal Opportunity Policy (EEO) ±</a> <a href="#">Discrimination &amp; Harassment</a> PM 55, Revised: July 10, 2006; Effective: September 15, 2000.	Yes	Yes

Finance and Administration Operating Procedure (FASOP) Guide

\* The staff column includes classified, unclassified/professional, other academic, wages as earned, and transient employee types.

FASOPs	Applicable to: LSU Faculty	Relevant to: LSU Staff
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FASOPs	Applicable to: LSU Faculty	Relevant to: LSU Staff
<a href="#">Background Check and PreEmployment Screening</a> FASOP HR04, Effective December 1, 2020	Yes	Yes
<a href="#">Transfer Eligibility</a> FASOP HR05, Effective February 1, 2021	Yes	Yes
<a href="#">Relocation Incentives</a> FASOP HR06, Effective February 1, 2021	Yes	Yes

## PERMANENT MEMORANDA

Permanent Memoranda (PMs) represent the policies of LSU. Along with the bylaws and regulations of the LSU Board of Supervisors, they are binding on the university's institutional governance.

PMs address policy issues that are systemwide and are established for administrative governance. PMs may implement or interpret laws, rules, and regulations and reflect LSU policies.

When issued, LSU ensures that the Permanent Memoranda comply with the applicable controlling laws, rules, regulations, and policies. However, it is recognized that changes in such laws, rules, regulations, and guidelines may result in all or a portion of a PM becoming incorrect or outdated. If a necessary revision is made, those portions of the Permanent Memoranda that are contrary to or in conflict with any controlling law, rule, regulation, or policy are superseded. To the extent that the remainder of a Permanent Memoranda is unaffected by a change in controlling laws, rules, regulations, or policies, the remaining portion of the PM will remain valid and in effect (unless the PM itself states otherwise). PMs do not grant rights to any party.

[Complete list of Permanent Memorandums.](#)

## FINANCE ADMINISTRATION OPERATING PROCEDURES

The division of Finance and Administration creates finance and Administration Operating Procedures (FASOPs), the established procedures for the operation of the University. Finance and Administration support the 8 Q L Y H Support of Instruction, research, and public service by providing good fiscal management; accounting for the financial and physical assets; ensuring compliance with laws and regulations; timely procurement and delivery of goods and services operating the physical plant; and oversight of other service and business functions of the institution for both on and off-campus users.

[Complete list of Finance and Administration Operating Procedures.](#)

## NEW EMPLOYEES

Welcome to LSU!

Hello, new faculty & staff! We hope you are excited about beginning your career with LSU. Whether you have just started your career, are new to academia or are a seasoned professional, we hope your experience will be rewarding and challenging.

Please review the following few pages that will guide you in completing the many tasks that should be accomplished within the first few weeks of employment.

#### New Employee Checklist FIRST DAYS AT LSU

- x Set up your email
- x Complete the \$ X W K R U L ] D W L R Q D Q G ' U L Y H U ¶ V + L V W R U \ ) R U P D Q G U Course, if applicable.
- x Apply for a LaCarte card and register for LaCarte training, if applicable.
- x Receive building and office keys and codes, if applicable.
- x Set up office phone and voicemail. Receive long-distance code and copier code, if applicable.
- x Receive and review office policies, office hours, organizational chart, and department phone list.
- x Become acquainted with your office; take a tour of the building, locate restrooms, meet the department staff and your HR Contact.
- x [Complete Onboarding in Workday](#)
- x Comprehensive

## SCHEDULING POLICIES

The standard University workday is eight hours, usually 8 a.m. to 4:30 p.m., Monday through Friday, with a half-hour lunch break from noon to 12:30 p.m. Some departments deviate from this schedule to meet their unique needs.

The University provides employees two 15-minute breaks, or rest periods, per day, preferably around the middle of each half-shift (i.e., for office staff, midmorning, and midafternoon). Time for these breaks cannot be accrued, nor should it be used to extend a lunch period or shorten a scheduled workday. No charge is made to paid leave or leaves without pay for such breaks.

- x When a candidate possesses extraordinary qualifications/credentials

Employees who are re-employed on probation but could have otherwise been promoted will retain eligibility for the promotional increase for up to one year. A determination will be made by HRM working with the department in each case to the timing and appropriateness of the promotional increase.

#### Title Salary Administration [Administrative and Unclassified Employees]

PS-20, Revision: PS0020.R05, Effective: Oct. 1, 1993

Excerpt from PS-20: To describe the pay plan used by the LSU & A&M College campus for its administrative and unclassified employees, which is designed to optimize the utilization of the personnel resources of the university by providing appropriate career ladders for employees and for maintaining equity in salary among personnel.

The university has established a detailed salary structure for internal positions and individual positions have been described, analyzed, and titled and salary levels have been developed for each job title.

#### Additional Compensation Limits

PS-43, Revision: PS0043.R03, Effective: May 16, 1995

Excerpt from PS-43: Additional Compensation Limitations for Academic and Administrative/Professional Employees & Computation of Summer Salary Rates for Academic Employees.

Occasionally academic and administrative/professional employees are asked to assume responsibility for additional duties unrelated to, or independent of, their everyday work. Further compensation may be permitted when such assignments are not a part of the employee's regular assignment. Approval must be approved before the additional compensation assignment begins. The employee must monitor their allowable compensation limit (see Additional Compensation Limitations below) and not exceed the limit.

Typically, additional compensation outside the summer period is earned from departments other than the home department. Extra compensation work may include instruction, research, or public service activities, which are short-term.

#### Scheduling Policies

The standard University workday is eight hours, usually 8:00 a.m. to 4:30 p.m., Monday through Friday, with a half-hour lunch break from noon to 12:30 p.m. Some departments deviate from this schedule to





Employees shall not absent themselves from their duties without proper authorization. The department head or the designee must receive and review requests for all leaves of absence and approve or disapprove such requests by university policy. If paid leave is neither available nor appropriate, leave without pay shall be charged. If an employee fails to submit a leave slip, leave must be administratively deducted from their record. Their department head or their designer

## Health Insurance and Supplemental Insurance Benefits

The LSU System offers employees and their eligible dependents financial protection against healthcare expenses resulting from illness or injury. As part of our continuing effort to provide benefits to meet the varying needs of our employees, the System offers employees a choice of health insurance plans. The premiums are eligible for tax sheltering under the Tax-Saver Premiums Only Plan.

The LSU System offers outstanding supplemental benefit plans for eligible employees and their dependents such as:

- x Dental Insurance
  - x Vision Insurance
  - x Term Life Insurance
  - x Accidental Death & Dismemberment
  - x Long Term Disability
  - x Long Term Care
  - x Accident Protection
  - x Critical Illness
  - x Flexible & Dependent Care Spending Accounts
- 
- x Any active employee of the LSU System eligible for health insurance and supplemental benefits provided the following:
    - x Employed at 75 percent full-time effort per pay period (avg. of 30 hours/week) or greater
    - x Appointed for a duration of at least one semester or 120 days or greater

Visit or call the Office of Human Resource Management for specific details of the university's health



If you are unsure of your appointment length or need assistance with retirement options and enrollment, please contact [tr@lsu.edu](mailto:tr@lsu.edu)

[Classified Civil Service Employees](#)

Regardless of the employee type, all discipline must provide due process to the employee and be distributed fairly and equitably.

A coaching session is the first response to a performance problem (e.g., unacceptable attendance, unsatisfactory job performance, or inappropriate conduct). A coaching session is the most effective way to deal with a slight problem before it becomes a bigger problem.

### Classified Employees

State Civil Service Rules govern the employee-employer relationship for classified employees. The process of positive discipline involves a series of steps taken by management to instruct and assist employees in reaching a satisfactory level of performance and displaying appropriate behavior in the workplace. The system depends upon the employee's recognition of their need to accept and conform to the University's standards of performance and conduct.

- x [Coaching Session](#)
- x [First Decisional Conference](#)
- x [Second Decisional Conference](#)
- x [Final Decisional Conference](#)
- x [Termination or Alternatives to Termination](#)

### Unclassified Employees & Other Academic Employees

Unclassified and other academic employees hold their positions at the pleasure of the Board of Supervisors, except as stated in the Laws and Regulations of the LSU Board of Supervisors. Supervisors considering termination or discipline of unclassified and other academic employees should contact Employee Relations.

## SEPARATION FROM UNIVERSITY

### Voluntary Separation/Resignation from the University

Voluntary separations, also known as resignations, are when an employee resigns from the University on their own accord.

- x [Employee Responsibilities](#)
- x



the DROP Program (L.R.S. 17:425.1) or at final separation from employment. Employees retiring from work as members of an Optional Retirement Plan (ORP) will receive payment for all terminal annual leave credits to which they are entitled (not to exceed three hundred hours). ORP members will not receive credit for unused annual leave upon separation or retirement.

Upon retirement from active duty, employees who are members of TRSL or LASERS receive service credit for the computation of retirement stipend for unpaid accumulated annual leave according to the provisions of each retirement system. Unpaid leave is not added for termination of retirement eligibility. Employees of an ORP do not receive credit for unpaid annual leave upon retirement. By the provisions of each retirement system, employees who are members of TRSL or LASERS and who enter DROP will not receive service credit for the computation of their retirement stipend for unpaid accumulated annual leave upon entering DROP.

All personnel action forms processed to effect termination, retirement transfers must show the amount of unpaid annual leave

#### Unemployment Insurance

The Louisiana Employment Security Law covers all University employees. Should an employee lose their job, the Louisiana Employment Security Law entitles the impacted employee to receive unemployment

- x [ITS](#)
- x [Lod Cook Alumni Center](#)
- x [Lost & found](#)
- x [LSU Bookstore](#)
- x [LSU Dining](#)
- x [LSU Libraries](#)
- x [LSU Police Department](#)
- x [LSU Union](#)
- x [LSU Press](#)
- x [LSU Media Center](#)
- x [Parking](#)
- x [Procurement Services](#)
- x [University Recreation](#)
- x [LSU Golf Course](#)
- x [Student Health Center](#)
- x [The Cook Hotel](#)
- x [Tiger Card](#)
- x [Transit Services](#)
- x [Staff Senate](#)

The Staff Senate is made up of representatives of employees in every campus category elected by their peers and dedicated to serving their constituency's needs. Staff Senators volunteer their time and energy to ensure that LSU is the best that it can be for all of us, and they are ready and willing to respond to your concerns. This site is designed to help you learn more about what Staff Senate does and how you can contact them. It will also provide updates on issues and events affecting the staff at LSU.

- x [Faculty Senate](#)

The LSU Faculty Senate encourages participation in faculty governance by all faculty members.

- x [LSU Museum of Art](#)



collaboratively with its Shaw Center for the Arts partners to enrich the cultural life of Baton Rouge by providing a range of cultural activities.

Annual membership in the LSU MOA provides vital support for museum programming, conservation expansion of the permanent collection and community outreach. Members keep our doors open! In addition to the many benefits and privileges members will receive as a member of LSU MOA, they will have the pride and satisfaction of knowing they are contributing to the growth and development of Baton Rouge's premier fine and decorative arts museum. Various levels of membership are provided.

x [LSU Museum of Natural Science](#)

All the museum education programs are supported strictly through donations and grants. Members receive a newsletter and the opportunity to attend special programs sponsored by the museum. Donations made to the Museum of Natural Science help the museum remain one of the rare free museums in Louisiana.

x [Pregnancy & Parenting Program](#)

Expanding your family is an exciting season of life. With the joys of expecting a child, there are certainly moments of overwhelm that may kick