

# 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.

Because the university is the initiator of change and is also subject to various external legal and regulatory forces requiring change, the information in this Staff Handbook will be revised as the university determines that conditions warrant.

## **Introduction Page**

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 contain 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:** The official governance documents for the University administration and faculty, issued by the Office of the Chancellor.

**LSU General Catalog:** Policies and descriptions concerning the University's structure and academic programs, including policies and programs of the Graduate School.

**Finance & Administrative Services Operating Procedures:** Policies governing the conduct of University business activities issued by the Office of Finance & Administrative Services. 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.

Policies contained in this handbook do not increase or diminish the legally enforceable rights of the University and its employees. The misapplication or failure to follow any specific provision in this handbook should not be grounds for setting aside or modifying any employment decision when it has been determined by the appropriate administrative authority that the decision is primarily made and is in the best interest of the University.

Because the University is the initiator of change and is also subject to various external legal and regulatory forces requiring change, the information in this Staff Handbook will be revised as the University determines that conditions warrant.

\*All references in this publication to "Louisiana State University," "LSU," or "the University" are to be understood as meaning the institution in Baton Rouge (the official name of which is Louisiana State University and Agricultural & Mechanical College, Baton Rouge). Any reference to the LSU System or any other institution within the System is indicated.

## **Classification of Employees**

**Unclassified Employees:** Unclassified employees include administrative officers, professional staff, and all employees in positions exempt from the provisions of the State Civil Service System. Employees in this category are sometimes termed “unclassified.”

**Classified/Civil Service Employees:** Classified/Civil Service employees are all employees in positions covered by the provisions of the State Civil Service System. Civil Service rules and regulations make all actions affecting classified employees.

**Faculty:** Faculty are full-time academic staff members holding the rank of instructor or above and equivalent ranks.

**Positions Academic Employees:** Other academic employees include part-time members of the academic staff and full-time members of the academic staff below the rank of instructor or equivalent. Employees with academic responsibilities who do not hold faculty rank are also included in this classification. This category also provides part-time (instructors and above); clinical, teaching, research, library associates; lecturers; and adjunct faculty. Employees in this category are sometimes termed “nonfaculty academics.

\*Employees Excluded from this Staff Handbook: Although LSU’s huge student staff makes a continuing contribution to the university, student employees and Graduate Assistants are temporary and, as such, are not eligible to receive employee benefits. For the same reason, temporary, contingent, wages as earned, or transient employees hired for a maximum of 180 days and 120 days, respectively, are not eligible for employee benefits. These groups are thus excluded from the provisions of this handbook. Faculty members are also excluded, as all policies and help to apply to them are described in the Faculty Handbook.

## **General Employee Policies**

### **POLICY STATEMENTS**

Policy Statements are created for institutional governance by establishing standard procedures for the operation of the University. Policy Statements, which apply to LSU's Flagship institution based in Baton Rouge, serve to implement, or interpret previous laws, rules, regulations, and policies and reflect the university's chosen management method. Policy Statements are not binding for other LSU institutions within the sta. They are subordinate to LSU policies issued as Permanent Memoranda from the President, to the Bylaws & Regulations of the LSU Board of Supervisors, to state and federal regulations and procedures, and procedure statutes. Typically, Policy Statements originate with the monitoring unit to address policy issues that are campus-wide in nature. Policy Statements may also be issued to interpret and implement Permanent Memoranda, Rules & Regulations of the Board under state and federal law requirements.

The university takes a due care to ensure that Policy Statements comply with applicable controlling laws, rules, and regulations when issued. However, it is recognized that changes in such laws, rules, and regulations may result in all or a portion of a Policy Statement becoming null or incorrect until a necessary revision is made. In such cases, those portions of a Policy Statement that are co or in conflict with any controlling law, rule, or regulation are invalid. To the extent that the remainder of the Policy Statement is unaffected by a change in controlling laws, rules, and regulations, the remaining portion of the Policy Statement will remain valid and in effect.

#### **[Complete list of LSU Policy Statements.](#)**

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

PMs address policy issues that are system-wide and are established for administrative governance. PMs may implement or interpret laws, rules, and regulations, and r and regulations ensure that Permanent Memoranda comply with laws, regulations, and policies when issued. However, it is recognized that changes in such laws, rules, regulations, and procedures may result in all or a portion of a PM becoming incorrect or outdated until the necessary revision is made. In such cases, 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.**

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 the University's mission 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 in 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.**

## **General Employment Policies and Procedures**

### **Mandatory Yearly Training: Power Based Violence Prevention and Response Training**

This new course satisfies the training requirements outlined in the 2012 Louisiana Senate Concurrent Resolution 107, which requires one hour of sexual harassment training, and in Title IX of the Educational Amendments of 1972, which requires training on sexual misconduct prevention.

### **Statutorily Mandated Yearly Ethics Training**

In response to Louisiana Revised Statute 42:1170, all public employees must also complete one hour of training on the Code of Governmental Ethics each calendar year.

### **Digital Resource and Content Accessibility Awareness Training**

To satisfy **the federal requirement**, the Digital Resource and Content Accessibility Awareness will teach employees about the federal statutes and institutional policy governing digital resource and content accessibility, and the tools available to ensure the proactive accessibility of digital resources and content.

### **State of Louisiana ADA Compliance Training**

In response to legislation **Act 103 of the 2022 Regular Legislative Session La. R.S. 46:2595**, the State of Louisiana Compliance training is required for all supervisors at state agencies course providing information on compliance with the Americans with Disabilities Act (ADA) as well as information on access for individuals with disabilities and a review of the disability accommodation process.

### **Cybersecurity Awareness Training**

#### **\*Completion required upon employment only**

Today's technology has advanced our lives and work environments with instant communication and access to information. However, these conveniences also introduce new risks and threats. It has become much simpler to carry out cyber-attacks to steal information, take control of systems, and more. LSU is committed to educating and protecting its community against these malicious threats.

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

Policy Statement	Applicable to: LSU Faculty	Relevant to: LSU Staff
<u>Equal Opportunity Policy</u> PS-01, Revision: PS0001.R06, Effective: Feb. 5, 2013	Yes	Yes
<u>Disciplinary Procedures for Professional, "Other Academic," and Classified Employees</u> PS-08, Effective: June 16, 1997	N/A	Yes, Professional, Other Academic, and Classified Employees
<u>Title Salary Administration</u> PS-20, Revision: PS0020.R05, Effective: Oct. 1, 1993	Yes	Yes
<u>Nepotism</u> PS-25, Revision: PS0025.R02, Effective: Dec. 9, 2004	Yes	Yes
<u>Persons with Disabilities</u> PS-26, Revision: PS0026.R03, Effective: Oct. 3, 2008	Yes	Yes
<b>Appeals and Tenure</b> <u>PS 36T</u> - Tenure-track and Tenured Faculty Appointments, Reappointments, Promotion, Tenure, Annual Reviews, and Enhancement of Job Performance Revised: August 3, 2018; Effective: December 1, 1976 <u>36NT</u> - Faculty Other than Tenure-track and Tenured Appointments, Reappointments, Promotion, and Annual Reviews	Yes	N/A

<b>Policy Statement</b>	<b>Applicable to: LSU Faculty</b>	<b>Relevant to: LSU Staff</b>
<u><b>Employee Records Confidentiality</b></u> PS-40, Revision: PS0010.R03, Effective: June 1, 1994	Yes	Yes
<u><b>Additional Compensation Limits</b></u> PS-43, Revision: PS0043.R03, Effective: May 16, 1995	Yes	Yes
<u><b>Misuse of Drugs or Alcohol</b></u> PS-67, Revision: PS0067.R05, Effective: Jan. 7, 2013	Yes	Yes
<u><b>Overtime Policy</b></u> PS-61, Revision: PS0061. R02, Effective: November 29, 2004	Yes	Yes
<u><b>Flexible Work Hours and Staffing</b></u> PS-79, Revision: PS0079.R02, Effective: March 1. 2001	Yes	Yes
<u><b>Grievance Procedures for Professional, Other Academic, and Classified Employees</b></u> PS-80, Effective: October 3, 2008	N/A	Yes, Professional, Other Academic, and Classified Employees
<u><b>Violence Free Workplace</b></u> PS-102, Revision: PS0102.R00, Effective: Jan. 1, 1998	Yes	Yes
<u><b>Tobacco-Free Campus</b></u> PS-118, Revision: PS01018.R02, Effective: Aug. 1, 2014	Yes	Yes

## **Permanent Memoranda Guide**

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

<b>Permanent Memoranda</b>	<b>Applicable to: LSU Faculty</b>	<b>Relevant to: LSU Staff</b>
<u><a href="#">Outside Employment of University Employees</a></u> PM-11, Effective: May 12, 1993	Yes	Yes
<u><a href="#">Equal Opportunity Policy (EEO) – Discrimination &amp; Harassment</a></u> 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.

<b>FASOPs</b>	<b>Applicable to: LSU Faculty</b>	<b>Relevant to: LSU Staff</b>
<u><a href="#">Emergency Essential Personnel</a></u> FASOP HR-01, Effective: February 28, 2014,	N/A	Yes
<u><a href="#">2-Year Appointments with Reduced Fringe</a></u> FASOP HR-02 Revision: July 1, 2020, Effective: July 1, 2019	N/A	Yes, Postdoctoral Researchers and Interns

FASOPs	Applicable to: LSU	
	Faculty	Relevant to: LSU Staff
<u><a href="#">Flexwork Arrangements: Guidelines and Procedure</a></u> FASOP HR-03, Effective: July 1, 2020	Yes	Yes
<u><a href="#">Background Check and Pre-Employment Screening</a></u> FASOP HR-04, Effective December 1, 2020	Yes	Yes
<u><a href="#">Transfer Eligibility</a></u> FASOP HR-05, Effective February 1, 2021	Yes	Yes
<u><a href="#">Relocation Incentives</a></u> FASOP HR-06, 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 university institutionality.

PMs address policy issues that are system-wide 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 until the necessary revision is made. In such cases, 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.](#)**

**General Employment Policies and Procedures**

**[Mandatory Yearly Training: Preventing Sexual Misconduct: Commitment to Community](#)**

This new course satisfies the training requirements outlined in the 2012 Louisiana Senate Concurrent Resolution 107, which requires one hour of sexual harassment training, and in Title IX of the Educational Amendments of 1972, which requires training on sexual misconduct prevention.

**[Statutorily Mandated Yearly Ethics Training](#)**

In response to Louisiana Revised Statute 42:1170, all public employees must also complete one hour of training on the Code of Governmental Ethics each calendar year.

## Policy Statement Guide

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

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<p><u><a href="#">Title Salary Administration</a></u> PS-20, Revision: PS0020.R05, Effective: Oct. 1, 1993</p>	Yes	Yes
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<p><b>Appeals and Tenure</b> <u><a href="#">PS 36T</a></u> - Tenure-track and Tenured Faculty Appointments, Reappointments, Promotion, Tenure, Annual Reviews, and Enhancement of Job Performance Revised: August 3, 2018; Effective: December 1, 1976 <u><a href="#">36NT</a></u> - Faculty Other than Tenure-track and Tenured Appointments, Reappointments, Promotion, and Annual Reviews</p>	Yes	N/A

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<u><a href="#">Transfer Eligibility</a></u> FASOP HR-05, Effective February 1, 2021	Yes	Yes
<u><a href="#">Relocation Incentives</a></u> FASOP HR-06, Effective February 1, 2021	Yes	Yes

## **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 University's 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.](#)

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FASOPs	Applicable to: LSU	
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<p><a href="#"><u>Background Check and Pre-Employment Screening</u></a>  FASOP HR-04, Effective December 1, 2020</p>	Yes	Yes
<p><a href="#"><u>Transfer Eligibility</u></a>  FASOP HR-05, Effective February 1, 2021</p>	Yes	Yes
<p><a href="#"><u>Relocation Incentives</u></a>  FASOP HR-06, Effective February 1, 2021</p>	Yes	Yes

## **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 unknown to academia, or are a seasoned professional, we hope your experience will be rewarding and challenging.

Hopefully, you will have a smooth transition into your new position at LSU. The following information is provided to help you get acquainted with the university and become comfortable in your new role.

As a new employee, you will receive three emails, one to your home email address and two to your @lsu.edu email address. HRM, [hr@lsu.edu](mailto:hr@lsu.edu), will send the first email to your home email, including information regarding your PAWS ID, LSU email, and how to create a password. Two additional emails will be in your LSU email account regarding mandatory new employee training and how to access the university's self-service system, Workday, and complete essential employment information such as your contact data, biographical information, hiring forms, preferred payment elections, and more.

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
- Set up your email
- Complete the Authorization and Driver's History Form and register for the Driver's Training Course, if applicable.
- Apply for a LaCarte card and register for LaCarte training, if applicable.
- Receive building and office keys and codes, if applicable.
- Set up office phone and voicemail. Receive long-distance code and copier code, if applicable.
- Receive and review office policies, office hours, organizational chart, and department phone list.
- Become acquainted with your office; take a tour of the building, locate restrooms, and meet the department staff and your HR Contact.
- [Introduction to Workday \(video\)](#)
- [Complete Onboarding in Workday](#)
- [Comprehensive Mandatory New Employee Training](#)
- [New Employee Orientation](#)

- [Online New Employee Orientation \(optional\)](#)
- [Introduction to myLSU \(video\)](#)
- [Parking](#)
- [Tiger Card](#)
- [Payroll](#)
- [Policies](#)
- [Get Connected](#)
- [Attend Geaux Gold](#)
- [Hours and Breaks](#)
- [Computing](#)
- [Campus Federal Credit Union](#) is LSU's Credit Union.
- Open the [Credit Union Difference video on their YouTube channel.](#)

## **SCHEDULING POLICIES**

The standard University workday is eight hours, usually 8 a.m. – 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 mid-afternoon). 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.

### **Flexible Work Hours and Staffing**

PS-79, Revision: PS0079.R02, Effective: March 1, 2001

### **Overtime Policy**

PS-61, Revision: PS0061. R02, Effective: November 29, 2004

### **Flexwork Arrangements: Guidelines and Procedures**

**FASOP HR03, Effective July 1, 2022**

## **COMPENSATION POLICIES**

### **Pay Policy for Classified Employees**

#### **6.5G**

##### **Optional Pay Policy**

Revision: July 1, 2018, DSCS Approved: July 1, 2018

**Excerpt from the policy:** Civil Service Rule 6.5g permits the hiring of classified employees above the minimum of the pay range and up to the third quartile of the pay range under certain circumstances.

Offers above the minimum of the pay range require approval by compensation and will only be considered in the following situations:

- When it is challenging to attract and retain candidates
- When the department is experiencing high turnover in a job
- When there are hiring difficulties due to market influences
- 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, as to the timing and appropriateness of the promotional increase.

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

#### **Title Salary Administration**

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 use; individual positions have been described, analyzed, and titled, and salary levels have been developed for each job title.

## Additional Compensation Limits

### 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. A request 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. – 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, mid-morning, and mid-afternoon). 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.

### PS-79: Flexible Work Hours and Staffing

#### PS-79: Flexible Work Hours and Staffing

Revision: PS0079.R02, Effective: March 1, 2001

**Excerpt from PS-79:** The purpose of this policy is to describe the campus policy on flexible work hours and flexible staffing. The University's regular business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, campus departments may have office hours that differ to provide necessary services, including multiple shifts.

Departments are encouraged to consider flexible schedules when in the best interest of employees and the department. LSU recognizes that flexible schedules can improve morale and productivity and recognize the contributions made before and after regular work hours, particularly by unclassified staff.

Flextime is a work schedule equal to 40 hours per week but differing from regular business hours. A flextime schedule is appropriate only when the work schedule benefits the University. Working a flextime schedule is a privilege, not an employee right, and flexible schedules are only suitable for some job situations.

### PS-61: Overtime Policy

#### PS-61: Overtime

Revision: PS0061. R02, Effective: November 29, 2004,

**Excerpt from PS-61:** [The purpose of this policy is] to establish a policy on overtime for LSU employees within the requirements of the Fair Labor Standards Act (FLSA), Civil Service rules, and other pertinent laws and regulations.

## **LEAVE**

PS-12, Leave Guidelines for Academic, Professional, and Classified Employees was designed to define the various leaves of absence policies and procedures so that the granting of leave and the maintenance of records may be accomplished per University and Civil Service regulations.

### **General Policy**

Employees shall not absent themselves from their duties without proper authorization. The department head or their 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 designee ensure that the department staff keeps accurate leave records on all departmental employees and reports information on leave accrued, leave taken, and leave denied. No employee shall approve or maintain records for their own vacation.

PS0012.R07, Effective: November 8, 2004

### **Leave Guidelines for Faculty**

As Of September 2019

### **PM-5 Holiday Schedule**

Modification: Annual, Effective: June 1, 2012

### **Expanded Sick Leave**

Effective June 11, 2020, the Louisiana State Legislature passed SB437, signed by the Governor and became Act No. 241. The legislation expands the use of accrued sick leave by Unclassified employees (Professional, Academic, Other Academic, and Professional Hourly employees) as follows:

Sick leave may be used to care for an immediate family member who is ill or injured or to accompany an immediate family member to a medical, dental, or optical consultation or treatment.

An immediate family member is an employee's spouse, parent, or child.

The Louisiana Department of State Civil Service adopted changes to Chapters 1 and 11 of the Civil Service Handbook effective May 7, 2020, allowing the expanded use of sick leave by classified employees to care for an immediate family member who is ill or injured or who requires medical, dental or optical treatment when it is not possible to arrange such appointments for non-duty hours.

LSU leave policies PS-12 and PM-20 are currently under revision to reflect the expanded use of sick leave. By the Protocol for Development, Approval, Revision & Rescindment of Permanent Memoranda, the portions of the policies that conflict with new Act 241 and Chapters 1 and 11 of the Civil Service Rules are invalid, and provisions contained within the new rules will supersede. The remainder of the policies that are unaffected will remain valid and in effect.

## **EMPLOYEE BENEFITS: INSURANCE**

### **Health Insurance and Supplemental Insurance Benefits**

The LSU System offers employees and their eligible dependents financial protection against various 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:

- Dental Insurance
  - Vision Insurance
  - Term Life Insurance
  - Accidental Death & Dismemberment
  - Long Term Disability
  - Long Term Care
  - Accident Protection
  - Critical Illness
  - Flexible & Dependent Care Spending Accounts
- 
- Any active employee of the LSU System is eligible for health insurance, and supplemental benefits provided the following:
    - Employed at 75 percent of full-time effort per pay period (avg. of 30 hours/week) or greater
    - 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 insurance and supplemental benefit plans, including eligibility criteria, enrollment forms, plan benefits and exclusions, premiums, and more.

*Note: Employees eligible for benefits have 30 days from the date of hire (or date of eligibility) to complete enrollment documents and submit the paperwork to the Office of Human Resource Management. Therefore, as a new employee, attending New Employee Orientation within two weeks of the start date is recommended.*

## **EMPLOYEE BENEFITS: RETIREMENT**

Retirement can signal the beginning of a new life, but how you spend your retirement years and how well you prepare for them are up to you. According to state and federal laws, employees of the LSU System must participate in a retirement plan.

### **New Employee Options**

#### **Participation in Social Security**

With few exceptions, the State of Louisiana does not participate in the Social Security program. If you are enrolled in a Louisiana State retirement plan (TRSL, LASERS, ORP, Deferred Compensation), you do not pay Social Security tax; however, if you were hired after April 1, 1986, you are required to pay the Medicare portion of the FICA tax (1.45% of your salary).

Your employment in a job not covered by Social Security may affect your Social Security benefit:

- **Windfall Elimination Provision**
- **Government Pension Offset**
- **Faculty/Unclassified Staff**

If you are a faculty member\* with an appointment of 50% of full-time effort or greater OR an unclassified staff member\*\* with a selection of 51% of full-time endeavor or more significant (more than 20 hours per week) AND appointed for a duration of greater than two years, your retirement options are:

#### **Teachers' Retirement System of Louisiana (TRSL)**

#### **ORP**

#### **View Comparison of TRSL and ORP**

If you are appointed for a duration of two years or less OR are a faculty member\* with an appointment of less than 50% of full-time effort OR an unclassified staff member with an appointment of less than 51% of full-time endeavor (20 hours or less per week), your retirement options are:

#### **Deferred Compensation**

#### **Social Security**

#### **ORP**

\*Faculty Member positions include instructor, assistant professor, associate professor, professor, or librarian

\*\*Staff Member positions include administrative officer, unclassified staff, teaching associate, research associate, library associate, or coordinator.

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

[Classified Civil Service Employees](#)

[Employees on Visas](#)

[LASERS](#)

[TRSL](#)

[ORP](#)

[Social Security](#)

[Deferred Compensation \(in lieu of Social Security\)](#)

[Supplemental Retirement Plans](#)

[Insurance Benefits at Retirement](#)

[Retirement Plans at Termination](#)

#### **ADDITIONAL EMPLOYEE BENEFITS:**

The Benefits and Retirement section of Human Resource Management (HRM) is committed to providing high-quality, comprehensive benefits and retirement programs designed to meet the needs of our dedicated and diverse employees and retirees. LSU is dedicated to keeping you and your family healthy—physically, emotionally, and financially. This includes insurance and retirement programs offered through the State of Louisiana and other Louisiana State University-specific offerings, such as the LSU First Health Plan, additional retirement options, and voluntary benefit offerings designed and selected with you in mind.

Visit the [Benefits website](#) for more information.

## **EMPLOYEE DISCIPLINE**

If university employee exhibits problems with their performance and conduct, they may be subject to discipline. The discipline type should reflect the offense's seriousness and the kind of employee receiving the disciplinary action. All employees should become familiar with the PS-08, the university's policy on Employee Discipline Procedures for Professional, Other Academic, and Classified 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.

- [Coaching Session](#)
- [First Decisional Conference](#)
- [Second Decisional Conference](#)
- [Final Decisional Conference](#)
- [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 By-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.

- [Employee Responsibilities](#)
- [Department Responsibilities](#)

### Involuntary Separation/Termination

Involuntary separation/termination from the University includes separation for both disciplinary and non-disciplinary-related actions. Disciplinary-related measures include, but are not limited to, conduct seriously prejudicial to the University, insubordination, theft, neglect of duty, illegal use of drugs or alcohol, inefficiency, incompetence, unsafe action, property damage or misuse, falsifying records, or concealing improper actions. The University is required to terminate a convicted felon's employment, per state law (Louisiana Revised Statutes 42:1414). Terminations may not be grieved under [PS-80, Grievance Procedures](#). **Involuntary separation/termination prohibits an employee from being eligible for rehire at the University.**

### [Other Academic Employees](#)

### [Unclassified Employees](#)

### [Classified Employees](#)

### Benefits Upon Separation

For information relating to benefits upon separation, please visit this [webpage](#) for additional information.

### Payment of Leave Upon Separation

[PS-12: Leave Guidelines for Academic, Professional, and Classified Employees](#) states the following regarding leave payouts:

- Terminal payment for leave may not exceed three hundred hours of unused annual leave at the time of separation of employees for any reason.
- Terminal payment for annual leave will disregard any fraction of an hour.

- No payment for annual leave upon separation shall operate to continue the payee as an employee beyond the last day of active duty.
- Classified employees dismissed for theft of agency funds or property shall not receive terminal payment for annual leave.

An employee retiring from employment as a member of the Louisiana State Employees Retirement System (LASERS) will receive payment for all terminal annual leave credits to which they are entitled (not to exceed three hundred hours). LASERS members also can receive a lump sum payment from LASERS for the actuarial value of their unused annual leave of more than three hundred hours that would otherwise be converted to service credit. An employee retiring as a member of the Teachers' Retirement System of Louisiana (TRSL) is entitled to receive payment for terminal annual leave credits not to exceed three hundred hours. TRSL members who enter the DROP Program may elect to be paid upon entering 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 shall 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 the determination 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, retirements, or 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 compensation benefits, provided the monetary requirements established by the Employment Security Law are satisfied.

To file a claim, please visit [www.louisianaworks.net/hire](http://www.louisianaworks.net/hire) or call the LWC Claim Center at 866-783-5567.

## LSU FACILITIES AND SERVICES

LSU offers a variety of services to its employees.

- [Athletics](#)
- [Banking and Check Cashing](#)
- [Campus Community](#)
- [Campus Information](#)
- [Computing](#)
- [Environmental Health & Safety](#)
- [Fall Fest](#)
- [Human Resource Management](#)
- [ITS](#)
- [Lod Cook Alumni Center](#)
- [Lost & found](#)
- [LSU Bookstore](#)
- [LSU Dining](#)
- [LSU Libraries](#)
- [LSU Police Department](#)
- [LSU Union](#)
- [LSU Press](#)
- [LSU Media Center](#)
- [Calendar](#)
- [Parking](#)
- [Procurement Services](#)
- [University Recreation](#)
- [LSU Golf Course](#)
- [Student Health Center](#)
- [The Cook Hotel](#)
- [Tiger Card](#)
- [Transit Services](#)

- [Staff Senate](#)

The Staff Senate is made up of representatives of employees in every category on campus who are elected by their peers and are dedicated to serving the needs of their constituency. 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.

- [Faculty Senate](#)

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

- [LSU Museum of Art](#)

The LSU Museum of Art, or LSU MOA, collects, conserves, exhibits, and interprets the fine and decorative arts entrusted to its care and stewardship, providing opportunities for research, education, and enjoyment to students, scholars, and visitors. It sets itself apart through the strength of its collection and the breadth of research opportunities offered by the LSU academic community. Further, it engages 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.

- [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.

- [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-in. Our program has developed an Expecting & New Parent Resource Guide to help our parent employees navigate the process of the months before and after delivery. Louisiana State University is committed to supporting current and expecting parents in our LSU

community. This program shares information and resources that may be helpful to you during this exciting time.

- [University Council on Gender Equity](#)

The University Council on Gender Equity is dedicated to addressing issues of gender equity at LSU. The council membership comprises administrators, faculty, staff, and students from the LSU campus. It is the mission of the UCGE to leverage the knowledge, expertise, and resources of council members to develop and revise policies, procedures, and protocols to ensure gender equity at LSU.

#### **AFFILIATED ORGANIZATIONS**

- [LSU Alumni Association](#)
- [LSU Foundation](#)
- [Tiger Athletic Foundation \(TAF\)](#)