



Employee Handbook

May 21, 2020

Please note that this handbook is undergoing major revision as the LSU Eunice Policy Statements are updated.



MEMORANDUM TO: Faculty and Staff

The LSU Eunice Employee Handbook provides basic information about Louisiana State University Eunice with special emphasis on functions, responsibilities, and rights and privileges of faculty and staff. The handbook is divided into three sections. The first applies to all LSU Eunice employees; the second applies principally to faculty; the third applies principally to staff.

The information in the handbook is intended to help faculty and staff become familiar with the institution and to provide a ready reference to organization, policies, and regulation. More detailed information is provided in the Policy Statements issued by the Chancellor's Office and in the Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College. These materials are available online.

Let me also direct your attention to the appendices. They contain many important documents ranging from affirmative action procedures to the constitution of both the faculty and staff senates.

The Business Affairs Office annually updates the long, general section of the handbook. The Academic Affairs Office updates the faculty section. The Human Resource Office updates the staff section. If you need additional information about any of the materials in this handbook, or if you see areas in need of correction or clarification, please contact the appropriate office.

LSU Eunice is an affirmative action/equal opportunity university.

Contents

SECTION I. GENERAL INFORMATION	9
Institutional Mission	9
Philosophy	10
Goals	10
Accreditation.....	10
History of LSU Eunice.....	11
Louisiana State University (formerly Louisiana State University System).....	11
Administration of LSU	12
The Board of Supervisors (updated April 7, 2020).....	12
Senior Leadership (updated April 7, 2020)	12
President of LSU (updated April 7, 2020)	12
Administration of LSU Eunice	14
Administrative Officers	14
Chancellor of LSU Eunice (updated on April 7, 2020)	15
The Administrative Council.....	16
Order of Communications and Reports	16
Employees Excluded from this Handbook	16
Personnel Appointment	16
Classification of Employees, General.....	16
Personnel Actions, Administrative Officers.....	17
Personnel Actions, Nonacademic Staff.....	17
Terms of Employment, Nonacademic Staff.....	17
New Employees Getting Started	17
Payroll.....	17
Keys.....	18
Parking and Traffic Regulations – section updated on 5/20/20.....	18
Bengal Bux Card.....	18
Hours	18
Breaks	18
Employee Benefits	19
General Provisions.....	19
State Group Medical Insurance Plan.....	19
Group Life Insurance/Dependent Life Insurance	19
Accidental Death & Dismemberment.....	20
Long-Term Disability	20

Other Insurance Programs.....	20
Cafeteria Plan	20
Tax-Saver Flexible Benefits Plan	21
Holidays.....	21
Leave	21
Annual Leave.....	21
Civil Service Schedule	22
Unclassified Schedule.....	22
Sick Leave	22
Personal Leave: Academic and Unclassified Employees on Academic Year Employment.....	23
Civil, Emergency, and Special Leave	23
Leave Without Pay.....	24
Family and Medical Leave Act of 1993.....	25
Military Leave.....	26
Terminal Leave Payment	26
Applying for Retirement – section updated on 5/20/20	26
Social Security	27
Deferred Compensation Plan	27
Tax-Sheltered Annuities.....	27
Workers’ Compensation.....	27
Unemployment Insurance	27
United States Savings Bonds.....	28
Service Award Program	28
Employment Policies	28
Equal Opportunity Programs.....	28
Americans with Disabilities Act of 1990.....	29
Sexual Harassment (updated July 13, 2019).....	29
Illegal Behavior (updated April 3, 2020)	30
Definition of Inappropriate Behavior (updated April 3, 2020)	30
Responsibilities for Reporting Illegal and Fraudulent Activities (updated April 3, 2020)	31
Code of Ethics (updated April 3, 2020).....	32
Gifts and Favors (see §1115) (updated April 3, 2020).....	33
Nepotism.....	33
Political Activities (updated April 3, 2020).....	34
University Standing Committees and Committee Assignments	34
Outside Speakers	34

Selling or Soliciting on Campus.....	36
Drug-Free Workplace.....	36
Outside Employment – Section updated 4/2/20	36
Procedures for Outside Employment.....	37
Outside Employment Reporting Requirements – Section updated 4/2/20	37
Discipline	38
Resignation/Termination	38
Resignation/Termination of a Non-Faculty Academic Employee	38
Resignation/Termination of an Administrative/Professional Employee	38
Faculty Appointments and Resignation/Termination	38
Termination of a Classified Employee	38
Fire Drills and Emergency Situations	39
Reporting Accidents and Injuries.....	39
Student Travel Accident Insurance	39
Participation in Commencement	41
Employee Facilities and Services	42
Bookstore.....	42
Employee Assistance Program	42
Campus Federal Credit Union.....	42
ATM.....	42
LaCarte Card – section updated on 5/17/20.....	43
Use of University Funds for Entertainment – section added on 5/21/20	43
University Travel Regulations – section updated on 7/13/19	43
Use of University Vehicles and Driver Safety – section updated on 5/17/20.....	43
Intercollegiate Sports	43
Recreation	43
Library.....	44
Employee Enrollment in Non-Credit Courses	44
Administrative and Support Services	44
Computing Services.....	44
Telephone Services	45
Purchases by University Personnel – section updated on 5/17/20	45
LSU Eunice Police and Campus Security.....	46
Physical Plant	46
University Building and Grounds	47
Guidelines for Use of the Health Technology Building Auditorium.....	47

Personal Property	47
Lost and Found.....	47
Office of Public Affairs – Section updated 4/3/20.....	48
Organizations	48
The LSUE Foundation.....	48
The LSU Eunice Board of Advisors.....	48
Faculty Senate.....	48
Staff Senate.....	48
Privacy Rights of Parents, Guardians, and Students	49
Compliance.....	49
Access Procedure.....	49
Summary of Student Privacy Rights and Procedures for Challenge.....	49
Release of Educational Records under the Law.....	50
Directory Information.....	50
Record of Disclosures.....	51
Limitations.....	51
Title IX.....	51
Introduction.....	51
Admission of Students	51
Health, Physical, and Recreational Education.....	52
Courses and Curricula	52
Financial Aid and Scholarships	52
Personal Assessment & Referral Services.....	52
Extracurricular Activities and Student Organizations.....	53
Testing.....	53
Recruitment Practices.....	53
SECTION II: FACULTY INFORMATION	53
Academic Organizational Units.....	53
The Faculties of the Several Campuses (updated April 7, 2020).....	53
The Departmental Faculty (updated April 7, 2020).....	54
Rights, Duties, and Responsibilities of the Academic Staff	54
Academic Freedom (section updated April 6, 2020).....	54
Duties of Academic Staff.....	55
Appointment and Promotion of Academic Staff	55
Tenure of Academic Staff.....	55
Responsibilities of Academic Staff	56

Faculty Evaluation.....	56
Teaching Load.....	56
Office Hours.....	56
Faculty Meetings.....	56
Personnel Actions, Academic Staff.....	56
Academic Ranks.....	56
Pay Day.....	58
Salaries.....	59
Salary Increases.....	59
Promotions.....	59
Across-the-Board Salary Increases.....	59
Merit Increases.....	59
Equity Salary Adjustments.....	59
Sale of Complimentary Textbooks Received by Faculty.....	59
Children on Campus or in Classrooms.....	59
Instructional Policies.....	60
Registration of students.....	60
Attendance Regulations.....	60
Schedule Changes.....	60
Grading System.....	61
Student Conduct.....	62
Examinations.....	62
Procedural requirements for obtaining a diploma or certificate.....	62
Library.....	63
Media Equipment and Services.....	63
Bibliographic Instruction.....	63
Circulation.....	63
Collection Access.....	64
Collection Development.....	64
Hours.....	64
Interlibrary loan.....	64
Reserves.....	64
Student s' Computers.....	64
Policies for Users of Student Computer Laboratories.....	65
Rights and responsibilities of users.....	65
SECTION III: STAFF INFORMATION.....	66

Classification and Pay Plan	66
Educational Privileges	67
Performance Evaluation System.....	68
Promotional Opportunities	68
Overtime Pay/Compensatory Time.....	68
SECTION IV: APPENDICES	70
Appendix A.....	70
University Standing Committees	70
Appendix B.....	72
Staff Senate Constitution for Louisiana State University at Eunice	72
Appendix C.....	76
Bylaws of the Staff Senate	76

SECTION I. GENERAL INFORMATION

Institutional Mission

The purpose of Louisiana State University Eunice is to serve the needs of its constituency in keeping with the overall mission of Louisiana State University which includes institutions, facilities, and programs in each of Louisiana's 64 parishes. Specifically, LSU Eunice seeks to provide programs and services normally associated with an open admission comprehensive two-year college. Accordingly, the role, scope, and mission statement for LSU Eunice, as promulgated in the "LSU at Eunice Strategic Plan: Blueprint for the Future" and approved by the LSU Board of Supervisors is as follows:

Louisiana State University Eunice, a campus of Louisiana State University, is a comprehensive, open admissions institution of higher education. LSU Eunice is dedicated to high quality, low-cost education and is committed to academic excellence and the dignity and worth of the individual. To this end, Louisiana State University Eunice offers associate degrees, technical diplomas, certificates and continuing education programs as well as transfer curricula. Its curricula span the liberal arts, sciences, business and technology, pre-professional and professional areas for the benefit of a diverse population. All who can benefit from its resources deserve the opportunity to pursue the goal of lifelong learning and to expand their knowledge and skills at LSU Eunice.

In fulfillment of this mission, Louisiana State University Eunice strives to achieve the following:

1. Encourage traditional and nontraditional populations to take advantage of educational opportunities.
2. Create a learning environment which facilitates the integration of knowledge and the development of the whole person.
3. Provide a general education which requires all students to master the skills and competencies necessary for lifelong learning.
4. Provide programs which parallel four-year college and university courses, including special honors courses, which are directly transferable.
5. Prepare students to meet employment opportunities as determined by regional needs.
6. Prepare programs of developmental studies which will upgrade student skills to the levels necessary for successful college experience.
7. Provide the necessary support services to help students realize their maximum potential.
8. Create and offer programs of Continuing/Adult Education and community service which respond to the needs of the area.

LSU Eunice will continue to serve the educational and cultural needs of its service area by offering necessary certificate and associate degree programs. Since high quality technical programs are crucial to economic development, the institution will continue to expand its relationship with local business and industry to identify area workforce needs. The institution will also work closely with four-year colleges in the area to further increase matriculation

opportunities for its students. Public service activities will be undertaken to meet the needs of the service area and to raise the level of education and improve the quality of life for area citizens.

Philosophy

Louisiana State University Eunice is committed to the principle that individuals should have the opportunity to develop themselves through education commensurate with their capabilities and interests. To this end, the university strives to provide educational programs and related services, which reflect and respond to the diversified interests, aptitudes, talents, needs, and goals of its constituency.

Goals

To fulfill its mission, Louisiana State University Eunice is committed to achieving the following goals:

1. Students complete associate degree or certificate programs prepared to enter the work force.
2. Students complete the first two or more years of baccalaureate study prepared to transfer to four-year institutions to complete their degrees.
3. Students fulfill general education and continuing education needs through a variety of educational offerings at various teaching sites and times.
4. Students who need developmental instruction acquire the knowledge and skills to prepare them for collegiate study.
5. Students receive support and assistance in reaching academic, personal, career and employment goals.
6. Students participate in extracurricular activities to meet personal, artistic, or intellectual interests.
7. Students find facilities and resources adequate in classrooms, laboratories, the library, and recreational areas.
8. Citizens of Louisiana State University Eunice's service area find educational opportunities to meet changing local employment needs.
9. Citizens experience cultural enrichment and personal development through participating in programs offered as a community service.

In pursuing these goals, Louisiana State University Eunice is committed to maintaining the highest academic and professional standards in all of its educational and related programs and services. To this end, the university will endeavor to recruit the best qualified personnel available for its various programs and will encourage the professional growth of administrators, faculty, and staff as a continuous process.

Accreditation

Louisiana State University Eunice is a member of the Southern Association of Colleges and Schools Commission on Colleges. Founded in 1895, the association is voluntary, nonprofit, and nongovernmental. Membership is open to public and private educational institutions in eleven southern states and Latin America.

Louisiana State University Eunice is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500, for questions about the accreditation of Louisiana State University Eunice.

History of LSU Eunice

On February 6, 1965, the Louisiana State University Board of Supervisors established Louisiana State University Eunice as a two-year branch of the University System.

Mrs. Adeline Ardoin LeDoux and the heirs of the late Arnold LeDoux donated 50 acres of property in Acadia Parish for the college site. The Board of Supervisors purchased an additional 50 acres, and, on October 4, 1973, the Board purchased 95.81 acres, making the college site a total of 195.83 acres.

The first academic session began September 14, 1967; primarily freshman-level courses were offered the first year. Sophomore-level courses were added during the 1968-69 academic session.

The college campus consists of a science and classroom facility, library building, vocational and technical building, physical education building, utility and maintenance building, student center, Baptist center, Catholic center, health technology building, student apartments, and community education building.

Curricula are distributed mainly in the areas of liberal arts, sciences, business and technology, and nursing and allied health. Most courses offered at LSU Eunice are the same as those offered on the LSU campus in Baton Rouge for the freshman and sophomore years. These courses carry full transfer credit.

Louisiana State University (formerly Louisiana State University System)

Louisiana State University and Agricultural and Mechanical College is a state supported coeducational institution of higher learning. It is more than just a university. It is, in fact, a statewide system of higher education encompassing all of Louisiana and exerting a major influence on the economic, social, and cultural life of all its citizens through resident instruction, research, and extension services.

The Baton Rouge campus is located on the southern edge of Baton Rouge and one mile east of the Mississippi River. LSU also includes the Center for Agricultural Sciences and Rural Development (headquartered on the Baton Rouge campus and including the Agricultural Experiment Station and the Cooperative Extension Service); the Hebert Law Center, Baton Rouge; the LSU Medical Center (with two campuses in New Orleans and one in Shreveport and including the Schools of Allied Health Professions, Medicine, Dentistry, and Nursing, as well as a Graduate School); LSU at Alexandria and LSU in Shreveport, all four-year institutions; and LSU at Eunice, a two-year institution.

Administration of LSU

The Board of Supervisors (updated April 7, 2020)

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College is established by [Article 8, Section 7 of the Louisiana Constitution](#). It is a constitutionally empowered board granted the authority and responsibility to “supervise and manage the institutions, statewide agricultural programs, and other programs administered through its system.” The constitution provides that the [membership of the board](#) is composed of two members from each congressional district and one member from the state at large, appointed by the governor with confirmation of the Senate. Those members serve six-year terms, which are staggered. In addition, a student member is selected to serve a one-year term.

LSU Eunice is governed by the [LSU Board of Supervisors Bylaws and Regulations](#). The institution is also governed by [Permanent Memoranda](#) (PMs) that represent the policies of LSU. Along with the Bylaws and Regulations of the LSU Board of Supervisors, they are binding on all institutions of the university. PMs address policy issues that are of a system-wide character and are established for the purpose of university administrative governance. PMs may implement or interpret laws, rules and regulations, and reflect LSU policies. Finally, LSU Eunice is governed by [LSU Eunice Policy Statements](#) that apply to LSU Eunice only.

Senior Leadership (updated April 7, 2020)

The [President is the chief administrative](#) officer of Louisiana State University. The [Senior Leadership of LSU](#) includes the Vice President and Provost, the Vice President for Finance and Administration/CFO, the Vice President for Strategic Communications, and the Vice President of Legal Affairs and General Council.

Tom Galligan, Ph.D., Interim President

Dan Layzell, Ph.D., Vice President for Finance and Administration/CFO

Jim Sabourin, Vice President for Strategic Communications

Winston G. DeCuir, Jr., Vice President of Legal Affairs and General Counsel

Stacia Haynie, Ph.D., Executive Vice President & Provost

President of LSU (updated April 7, 2020)

According to [Article IX, Section 2 of the LSU Board of Supervisors Bylaws](#) adopted October 4, 2018, the President of LSU

- A. The President shall be the chief executive officer of the University in all its divisions and campuses, shall serve as Secretary to the Board, and shall exercise complete executive authority for the LSU campus, subject to the direction and control of the Board. Except as herein otherwise provided, the President shall be responsible to the Board for the conduct of the University in all of its affairs, and shall execute and enforce all of the decisions, orders, rules, and regulations of the Board with respect to the conduct of the University. The President shall be appointed by, and shall hold office at the pleasure of, the Board. The President's salary shall be fixed by, and recorded in the proceedings of,

the Board. The President's discretionary authority shall be broad enough to enable the President to meet the extensive responsibilities.

- B. The President shall attend the meetings of the Board and its various committees.
- C. Subject to the direction and control of the Board, the President shall
 1. In consultation with the Chancellor, define the mission of each campus or institution and allocate functions and programs to each.
 2. Establish administrative policies and procedures.
 3. Implement educational policies.
 4. Coordinate the activities among the various campuses.
 5. Prepare and present a consolidated budget. In preparing and presenting this consolidated budget, the President will give appropriate consideration to the individual needs of each campus and will respect the significant level of authority needed by the Chancellors to operate their respective campuses, in accordance with institutional accreditation requirements.
 6. Serve as governmental liaison and spokesman for the University to the alumni, news media, and the general public.
 7. Promote the general welfare and development of the University in its several parts and as a whole.
- D. Within the framework of the functions and programs assigned to LSU by the Board and the President, the President shall implement educational and administrative policies for LSU. The President shall prepare an organizational chart of the major divisions of LSU and shall designate such duties and responsibilities as the President deems proper.
- E. The President shall be responsible for the budget of LSU, including the functions of review and recommendation concerning the budgets of all divisions of the campus and preparation of a consolidated budget, as well as execution of the budget as approved by the Board.
- F. The President shall establish and maintain lines of communication with the Chancellor of each campus. The channel for official communications between the President and the various campuses, other than LSU, shall be through the Chancellor in charge of each campus.
- G. The President shall assume and retain control at all times over all budgets of the University.
- H. The President shall have authority to appoint such committees from among the academic and nonacademic staff of the University as deemed desirable for the purpose of advising the President in connection with any problems of the University. The Chancellor of a campus shall be notified of all such appointments of personnel on their campus.

- I. The President shall be a member of all faculties and shall serve as chair of all Faculty Councils. For LSU, the President may designate another official to also serve as a member of all faculties on the campus and to serve as Vice-Chair of the Faculty Council.
- J. For clarity, where the Bylaws or Regulations of the Board or any policy or regulation issued or adopted under the authority of the Board or the President require consultation with or recommendation or approval by the Chancellor of a campus and approval or further recommendation of the President, for the LSU campus the action of the President shall fulfill such requirement, provided that the President may, in the President's discretion, choose to designate other appropriate officials to make recommendations or take other actions for the LSU campus.

A copy of the LSU administrative organizational chart is [available on LSU's website](#). Updated on 4-13-2020.

Administration of LSU Eunice

Administrative Officers

All major administrative officers are appointed by the President upon the recommendation of the Chancellor and with the approval of the Board of Supervisors. The major campus administrative officers who are directly responsible to the Chancellor are the Vice Chancellor for Academic Affairs, the Vice Chancellor for Business Affairs, and the Associate Vice Chancellor for Student Affairs & Dean of Students. The following individuals are considered administrative officers of the campus and serve as members of the Administrative Council:

Nancee J. Sorenson, Ed.D., Chancellor

Michael P. Broussard, M.P.A., Director of Physical Plant

Joseph Cilano, B.G.S., Director of Grants

Paul R. Fowler, Ph.D., Director of Institutional Effectiveness, and SACSCOC Liaison

Vacant, Director of Continuing Education

Stephan Heyward, B.B.A., Director of Information Technology/Institutional Research

John Hamlin, Ph.D., Dean of Sciences and Mathematics and Chief Articulation Officer

Jeff Willis, M.S., Athletic Director & Head Baseball Coach

Cassie Jobe-Ganucheau, MLIS, Director of the Library

Jessica J. Jones, Ph.D, Director of Student Success

Jacqueline Lachapelle, B.S., Director of Financial Aid

Carey Lawson, M.S., Director of University Advancement

Sandra Mahoney, Ph.D., Dean of Liberal Arts

Dorothy McDonald, M.A., Dean of Health Sciences and Business Technology

Kyle Smith, Ed.D, Associate Vice Chancellor for Student Affairs & Dean of Students

Sheila Renée Robichaux, Ph.D., Vice Chancellor for Academic Affairs

Donnie Thibodeaux, M.B.A., Registrar

Vacant, Vice Chancellor for Business Affairs

Chancellor of LSU Eunice (updated on April 7, 2020)

According to [Article IX, Section 4 of the LSU Board of Supervisors Bylaws](#) adopted October 4, 2018,

- A. There shall be a Chancellor for each campus or major administrative subdivision of the University, other than LSU, who shall be appointed by the Board upon the recommendation by the President, and who shall hold office at the pleasure of the Board. The Chancellor shall administer the division for which the Chancellor is appointed and shall exercise complete executive authority therein, subject to the direction and control of the President and the Board.
- B. As the administrative head of a campus, the Chancellor shall be responsible to the Board through the President for the effective execution of: all laws relating to Louisiana State University; all resolutions, policies, rules, and regulations adopted by the Board for the administration and operation of the University, and for the governance of all of its campuses; and all policies, rules, regulations, directives, and memoranda issued by the President. The Chancellor's discretionary power shall be broad enough to enable the Chancellor to meet their extensive responsibilities. In the performance of their duties and responsibilities, the Chancellor shall have direct access to the President. The Chancellor shall be the official medium of communication between the President and all personnel of their campus.
- C. Unless otherwise directed by the President, the Chancellor shall attend the meetings of the Board and its various committees. The Chancellor may invite members of their administrative or academic staff to aid in presentations to the Board.
- D. The Chancellor shall be a member of all faculties on their campus and shall be Vice-Chair of the Faculty Council of their campus.
- E. Within the framework of the functions and programs assigned to each campus by the Board and the President, the Chancellor shall implement educational and administrative policies for their campus. The Chancellor shall prepare an organizational chart of the major divisions of the campus and shall designate such duties and responsibilities as the Chancellor deems proper.
- F. The Chancellor shall be responsible to the President for the budget of their campus. This shall include the functions of review and recommendation concerning the budgets of all divisions of the campus and the preparation of a consolidated budget, as well as execution of the budget as approved by the President and the Board.

The Administrative Council

Membership. The Administrative Council is composed of the principal administrative officers of the campus (as designated by the Chancellor); three members of the faculty of tenured rank elected annually for one-year terms by the faculty or a delegated body thereof; and such other persons as may be specifically designated by the chief administrative officer.

Duties. The Administrative Council advises the Chancellor in the administration of the affairs of the campus.

Officers. The Chancellor chairs the Administrative Council on the campus and appoints a secretary who keeps minutes of all meetings and maintains a roll of the members of the Administrative Council.

Time of Meeting. The Administrative Council of each campus meets at the call of the Chancellor. The President may call upon and preside over any or all of the Administrative Councils of LSU to receive advice concerning the affairs of LSU campuses.

A copy of the [LSU Eunice administrative organizational chart](#) is available on the LSU Eunice website on the Faculty Staff Webpage under Chancellor's Office.

Order of Communications and Reports

The official recommendations and communications of any member of the academic or nonacademic staff are sent through channels to the appropriate officer. An administrative officer, when so requested, promptly transmits any such recommendations or communications, with comments and recommendations thereon, to the next higher officer.

Employees Excluded from this Handbook

Although LSU Eunice's large student staff makes a continuing contribution to the University, student employees are temporary, and, as such, are not eligible to receive employee benefits. For the same reason, temporary or transient employees, hired for a maximum of 180 days, are not eligible for employee benefits. These two groups are, thus, excluded from the provisions of this Handbook.

Personnel Appointment

Classification of Employees, General.

Non-Student Employees of the System are grouped as follows:

A. Academic Employees

- 1 Faculty. Full-time members of the academic staff on the various campuses with the rank of instructor or above and equivalent ranks.
- 2 Other Academic Employees. Part-time members of the academic staff; members of the academic staff below the rank of instructor or equivalent; and other personnel with academic responsibilities not holding faculty rank.

B. Nonacademic Employees

- 1 Unclassified. Administrative officers, professional staff, and positions specifically exempt from the provisions of the State Civil Service System.
- 2 Classified. All employees in positions covered by the provisions of the State Civil Service System. All actions affecting classified employees are made in accordance with Civil Service rules and regulations.

Personnel Actions, Administrative Officers.

The President shall establish a Personnel Action Approval Policy which shall establish the requirements for approval of all personnel actions except those reserved for Board approval under Article VII, Section 8, of the Bylaws.

Personnel Actions, Nonacademic Staff.

Unclassified. The President recommends to the Board personnel actions for System employees in unclassified positions, except for those System employees in unclassified positions for which the Board delegates final authority to the President. The chief administrative officers of the various campuses recommend to the President for approval by the Board personnel actions for campus employees in unclassified positions, except for those campus employees in unclassified positions for which final authority is delegated to the campus' chief administrative officer.

Classified. All personnel actions relating to classified staff are recommended by the administrator concerned, through proper channels, to the chief administrative officer or to the administrator delegated final authority in classified personnel matters by the campus' chief administrative officer.

Terms of Employment, Nonacademic Staff.

Classified Personnel. Classified personnel hold their positions according to the terms of their appointments under the provisions of the Civil Service System of Louisiana and classified procedures of LSU.

Unclassified Employees. Unclassified employees hold their positions at the pleasure of the Board, except those in positions for which final authority is delegated to the President in accordance with Section 3, "Unclassified," above. Giving such employees reasonable notice with the approval of the chief administrative officer of the campus and the President may terminate services of unclassified employees. "Reasonable notice" is 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.

New Employees Getting Started

In addition to the policies and regulations contained in this handbook, conditions of employment and responsibilities of LSU Eunice employees are affected by the Constitution and Statutory Provisions of the State of Louisiana, the Bylaws and Regulations of the LSU Board of Supervisors, the Permanent Memoranda issued by the President of LSU, and Policy Statements issued by the Chancellor of LSU Eunice.

Payroll

If you are a classified employee, you will be paid biweekly. If you are an academic or administrative/professional employee, you will be paid monthly.

The LSU Office of Accounting Services requires that employees participate in the direct deposit program. This should be setup on myLSU. The portion of your check showing deductions, net pay, leave balances, etc., can be viewed and/or printed from your myLSU account. The information for the myLSU account can be obtained in the Human Resources Office.

Upon your request, the Office of Accounting Services will also deduct (in addition to regular insurance, retirement, and tax deductions) tax sheltered annuity payments, Credit Union payments, United Way donations, U.S. Savings Bond purchases, and LSU Eunice Scholarship contributions.

Any change in number of dependents claimed should be done on myLSU. Address changes should be reported immediately to the Human Resources Office.

To ensure that you, as a new employee, are paid in a timely manner, all appointment and other necessary forms must be completed on myLSU. This includes the signing of a Loyalty Oath, which is required by all employees by an act of the 1950 Legislature.

Keys

To obtain a key from the Business Office you must submit a permission form signed by your supervisor listing the building and room number.

Parking and Traffic Regulations – section updated on 5/20/20

The University is committed to providing on-campus parking for all students, employees, and visitors who use an automobile as transportation to and from the campus. In order to park a vehicle on campus, the vehicle must be registered with LSU Eunice Police and Campus Security. Specific information on parking and traffic regulations for LSU Eunice is available at <https://www.lsu.edu/policy-statements/regulation-vehicular-traffic.php> or at the LSU Police and Campus Security Webpage at <https://www.lsu.edu/police/index.php>. Click the Parking & Traffic Regulations Button under Forms, Reports, & Docs.

Bengal Bux Card

An identification card, the Bengal Bux Card, is issued to all eligible employees by the Office of Information Technology. These cards are used as a means of identification and to give you access to a number of campus services, including admission to the recreational facilities and use as a library card.

Hours

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

Breaks

The University provides classified 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. Times for breaks cannot be accrued, nor be used to extend or shorten your scheduled workday. No change is made to paid leave or leave without pay for such breaks.

Employee Benefits

Louisiana State Employees' Group Benefits Program/LSU Health Program

The State of Louisiana Group Benefits Program includes hospitalization, life, and dependent life. New employees are offered the group insurance coverage during the first 30 days of employment. If you elect not to participate in the coverage during those 30 days, your enrollment later is subject to approval by the insurance company.

General Provisions

Eligibility. 75 percent (30 hours/week), appointed for one regular academic semester or more than 120 days.

Effective Date. First day of the month following one full month of employment (i.e., employment date, July 1; insurance effective, August 1; employment date, July 2; insurance effective, September 1).

Cost-Sharing. The state (LSU Eunice) pays a portion of each employee's insurance premiums; the employee is responsible for the remainder of the premiums for Medical/HMO/LSU First and State Group Life insurance. The employee pays 100 percent of the premium for dependent life insurance.

If you are on leave without pay, you may continue your medical and life insurance for a period not to exceed one calendar year, but you must pay both the employee and employer premiums. If you do not return to active employment within the year, your medical coverage and life insurance will automatically be canceled. You may continue the coverage for an additional 18 months under the COBRA Law by paying 102 percent of the total premium. You must notify the Human Resources Office within 30 days of the qualifying event if you wish to continue coverage under COBRA.

State Group Medical Insurance Plan

Group Benefits PPO/OGB, HMO/LSU First Health Insurance (Comprehensive Major Medical Plan/United Healthcare Consumer Driven Health Plan). Coverage and deductibles vary with type of treatment received. Details on benefits can be found at <http://usiwcmsweb.prod.lsu.edu/hrm/Employees/Benefits/item57271.html>. Premiums are eligible for inclusion in the cafeteria plan.

Group Life Insurance/Dependent Life Insurance

Employee Life Insurance. Provides a life insurance policy through United Healthcare which includes benefits for accidental death and dismemberment. You will be eligible for a

\$5,000 policy up to the lesser of 5 times your annual income or \$500,000, Premiums are eligible for inclusion in the Cafeteria Plan.

Dependent Life Insurance. If you enroll in group life, you may choose dependent life for your spouse and dependent children. Premiums are eligible for inclusion in the Cafeteria Plan.

Accidental Death & Dismemberment

The University offers a voluntary insurance plan through United Healthcare which provides you with full (24 hours per day, 365 days per year) coverage against covered accidents, death, and dismemberment (AD&D). This plan includes accidents whether you are on or off the job (except as noted by "Exclusions"). The benefits provided under this plan are payable in addition to any other insurance which may be in effect at the time of the accident.

Any regular employee (employed at least 75 percent for one semester) is eligible for this plan. Your spouse and your children, ages 14 days through 25 years, inclusive are also eligible. If you and your spouse are LSU employees, only one may enroll for family coverage. Coverage is effective the first day of the month following date of employment.

Long-Term Disability

If you are a regular employee, employed at least 75 percent or more (for one semester, or more than 180 days), you are eligible to join a voluntary long term disability income insurance program offered by United Healthcare that will supplement other benefits up to 60 percent of your salary at the time of the disability if you become disabled because of an accident or illness up to a monthly maximum. There is no university contribution to this insurance. Coverage is effective the first day of the month following the effective date of employment. Current employees may apply for this coverage by providing evidence of insurability.

Other Insurance Programs

LSU Life Plan. Term life insurance and Accidental Death & Dismemberment (AD&D) are available by payroll deduction if you are employed at least 75 percent or more. There is no university contribution to this plan.

United Healthcare Long Term Care Insurance. United Healthcare's Long Term Care is designed to provide the resources you need to pay for long term care. There is no university contribution to this plan.

United Healthcare Vision. This plan, which pays for one eye examination, one pair of lenses, and one frame each 12 months for each plan member, is offered by payroll deduction if you are employed at least 75 percent or more. The plan is eligible for inclusion in the Cafeteria Plan (see below).

United Healthcare Dental Plan. Enhanced Dental Care and Basic Plans are available on a payroll deduction basis. However, you are responsible for the total premium on this plan. Premium from this plan is eligible for inclusion in the Cafeteria Plan (see below).

Further information about various insurance programs is available from the Human Resources Office.

Cafeteria Plan

Section 125 of the Internal Revenue Code established the opportunity for employees to pay for their life, health/HMO, dental, life, and vision insurance premiums on a pre-tax basis. If you elect this plan, you will pay less federal tax, less state tax, less FICA Medicare tax, and show less "wages, tips, and other compensation" on your W -2 form. This plan is commonly referred to as a "cafeteria plan," describing the broad menu of benefits offered. For more details, contact the Human Resource Office.

Tax-Saver Flexible Benefits Plan

Section 125 of the Internal Revenue Code establishes the opportunity for employees to pay certain eligible health care expenses (those for which reimbursement is not received from an insurance carrier) and dependent care expenses with tax-free dollars. The employee determines the amount to deduct from his/her check and to deposit into each of the two accounts. Eligible insurance premiums will be deducted pre-tax. For other important conditions per Internal Revenue Service regulations, contact the Human Resource Office.

Holidays

If you are employed on an academic-year basis, your holidays are the same as those for students. If you are employed on a fiscal-year basis, the University holiday schedule (PS-27), issued yearly, usually provides 14 holidays. Because of its unique nature, the University does not follow the state holiday schedule exactly; however, the number of holidays for state employees and University fiscal-year employees is intended to be the same each year. No holiday payments will be made for any holiday(s), which intervenes while you are on leave without-pay status.

Leave

Annual Leave

Annual (vacation) leave is leave with pay that you are granted for the purpose of rehabilitation, restoration, maintenance of work efficiency, or transaction of any personal affairs. Annual leave may be used for any personal purpose at any time after it is earned, if approved by your department (PS-19).

If you are a temporary employee or if you are appointed on an academic-year (nine- month) pay basis, you will not accrue annual leave. Leave accrual begins with the appointment or continuation that extends employment beyond 180 days.

If you are employed on a fiscal-year pay basis, but are to be transferred to an

academic-year pay basis, you should be permitted, if feasible, to take any accumulated annual leave before the effective date of such change status. Any annual leave not taken by the effective day of your change in status is to be retained to your credit for future use if you

change back to a fiscal-year appointment or for payment and/or service credit upon your separation or retirement from the University, in accordance with applicable policies.

Annual leave is granted at the convenience of the University for either periods of long (one week or more) or short (less than one week) duration. Long-duration leave is granted to you as an employee by your supervisor, and is based upon the department's workload, as well as the

scheduled vacations of fellow employees. You should make written application for this type of leave at least one week in advance. Normally, leave for short periods are more disruptive than leave for longer periods, because of difficulties with work schedules. Approval for short-duration leave is based on the department's workload and your work and attendance record. You should apply for such leave in writing to the appropriate supervisor for approval at least one day before the requested leave date. When a justifiable emergency occurs, your supervisor may waive the one-day notice.

Your supervisor may request reasons for leave, should the circumstances warrant. If you do not report to work when a request for leave has been denied, you will be considered on "unauthorized leave" and will be subject to disciplinary action.

Under University regulations, annual leave cannot be advanced if you have used all your annual leave credit. The minimum charge to annual leave cannot be less than one-half hour. Beyond the first one-half hour, annual leave may be taken in quarter-hour increments. The amount of annual leave you earn is based on your length of service and is credited at the end of each regular pay period. All classified employees accrue leave in accordance with the Civil Service leave schedule (see the following table).

Civil Service Schedule

This leave schedule applies to all classified employees covered by Civil Service annual leave regulations.

Years of Service	Amount of Annual Leave Accrued by Month
Less than 3 years	8 hours
3 years but less than 5 years	10 hours
5 years but less than 10 years	12 hours
10 years but less than 15 years	14 hours
15 years or more	16 hours

*There is no limit on total accumulation. Rates and years of service reflected are based on full-time employment. Part-time employees accrue leave in proportion to their assigned percent effort.

Unclassified Schedule

Employees on an academic year basis do not accrue annual leave, but do accrue sick leave. Regular academic and unclassified employees on fiscal year appointment accumulate annual leave in accordance with the "Civil Service Schedule" above or the LSU Schedule" below. The employee must choose between the two options within the first 30 days of employment.

Years of Service	Amount of Annual Leave Accrued per Month
Less than 10 years	14 hours*
10 years but less than 15 years	14 hours
15 years and over	16 hours

*Total accumulation limited to twenty-two working days.

Sick Leave

Sick leave is leave with pay, which may be granted, if you are disabled as a result of accident or illness and are unable to perform your usual duties and responsibilities. Sick leave is also used

for childbirth and for medical, dental, or optical consultation or treatment (PS-19). Temporary employees do not accrue sick leave.

When you are absent from work because of illness or other circumstances for which sick leave is appropriate, you should immediately report this absence to a designated departmental official. Upon return to work, you should file written certification for the amount of sick leave taken.

Sick leave may be used any time after it is earned. Under University regulations, it cannot be advanced to you if you have used all your sick leave credits. The minimum amount you may charge to sick leave cannot be less than one-half hour. Beyond the first one-half hour, annual leave may be taken in quarter-hour increments. Sick leave may not be used for the purpose of child rearing. Non-emergency medical/dental appointments are subject to approval by your supervisor, based on business necessity.

There is no limit on the amount of unused sick leave you may accumulate, but University policy does not permit sick leave to be advanced to you if you have used all your sick leave and annual leave credit.

If you are an academic or administrative/professional employee, you will accrue sick leave according to the "Civil Service Schedule" above. Classified Civil Service employees earn sick leave at the same rate at which they accrue annual leave. See the "Civil Service Schedule" in the Handbook. A written certification from a registered physician or other acceptable proof of disability is required for sick leave of more than five consecutive work days, unless a shorter time period is designated by the Chancellor. Written certification may be requested for shorter periods when deemed warranted by the supervisor.

The need for written proof of short-term illness will be determined by your attendance record and other matters of which your supervisor may have knowledge. Disciplinary action may be taken against employees who abuse the sick leave privilege.

If you are unable to perform essential duties due to a disability, you should contact the Office of Human Resources to request an accommodation.

Personal Leave: Academic and Unclassified Employees on Academic Year Employment

- A. Regular full-time members of the academic staff and regular unclassified employees on academic year appointment, who do not receive annual leave shall be allowed to use up to two (2) day of Personal Leave per academic year for personal purposes.
- B. All employees requesting Personal Leave shall give their immediate supervisor at least twenty-four (24) hour notice prior to taking leave.
- C. Personal Leave used shall be deducted from the employee's sick leave for the current year or sick leave accumulated as provided in R.S. 17:3311.
- D. Personal Leave shall not be accumulated from year-to-year, nor shall it be compensated in any manner, including upon death or retirement. (Source: Act 508 of the 2008 Regular Session.)

Civil, Emergency, and Special Leave

You will be granted leave with pay for the following reasons. You may be required to provide documentation upon request.

- A. If you are performing jury duty.
- B. If you are subpoenaed to appear as a witness before a court, public body, or commission (a request for such appearance from appropriate authority may be honored without issuance of subpoena), provided that, for these purposes, a plaintiff or defendant shall not be considered a witness.
- C. To take a state Civil Service examination or to take any other examination pertinent to your employment at the University. Scheduling of such examinations is subject to departmental approval.
- D. If you are required to perform emergency civil duties in connection with national defense or other civil emergencies.
- E. If you, as a member of the National Guard, are ordered to active duty because of a specified emergency which threatens peace and property.
- F. If you are required to report for a preinduction physical exam for possible entry into the U.S. military forces.
- G. For voting, provided not more than two hours of leave shall be allowed for you to vote within a 30-mile radius or within the parish where you are employed. You may be granted up to four hours of leave with pay to vote within a 31-60 mile radius of the campus, and not more than one day to vote 61 or more miles from campus (PS-19).

Leave with pay may also be granted to you by your department head if the chancellor determines that, because of local conditions, it would be impossible or impractical for you to report to work (PS-19).

Additionally, you may be granted leave with pay to attend the funeral of a relative. If you are a classified, academic or administrative/professional employee, you may be granted a maximum of two days of special leave on any one occasion to attend the funeral rites of spouse, parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, grandparent, or grandchild. You may request annual leave to attend the funeral of a relative not mentioned above.

Leave Without Pay

Leave without pay must be requested in writing in advance and may be granted to you for personal reasons. The duration of this leave may not extend beyond the period of your present appointment.

During such leave, you may not accumulate sick leave or annual leave. While you are on leave without pay, you may continue your membership in the University group insurance programs (except for AD&D and LTD), but you will be responsible for both the employee and employer contributions.

Your service before and after leave without pay is credited in the same manner as if your service had been continuous. When leave without pay is granted, your department must hire only a temporary replacement for your position.

A request for leave without pay will be considered by the appropriate department on its merits, based on business necessity and impairment to public service. Reasons for granting leave without pay may include, but not be limited to:

- A. Extended illness (after sick and annual leave are exhausted).
- B. The need to provide care for members of your family.
- C. Education which will directly increase your job effectiveness.
- D. Adoption of a child.

In special situations, leave without pay may also be granted for temporary employment outside the University when it is in the interest of public service and/or will be beneficial to the University upon your return.

You will not receive holiday payment for holiday(s), which intervenes, while you are on leave-without-pay status.

Leave without pay may be granted for a period of one year or more, subject to approval of the Board of Supervisors, for academic and administrative/professional employees. If you are a classified employee, leave without pay may be granted for a period up to--but not exceeding--one year. Any extension beyond this time is subject to joint approval of the University and the Department of Civil Service.

Unauthorized leave without pay is used to reflect tardiness and other non-approved absences from work. Unauthorized leave normally results in disciplinary action.

LSU Eunice will maintain the health care coverage for you if you have been approved for leave without pay under the Family and Medical Leave Act (see below). Questions pertaining to such coverage should be referred to the Office of Human Resources.

Family and Medical Leave Act of 1993

The Family and Medical Leave Act provides for a total 12 work weeks of leave during any 12-month period for any one or more of the following:

- A. Birth of a son or daughter and to provide care for this child.
- B. Placement of son or daughter for adoption or foster care.
- C. Care of a spouse, son, daughter, or parent who has a serious health condition.
- D. Inability to perform the functions of the employee's position because of his or her own serious health condition.
- E. Qualifying exigency (is defined by regulation) related to a spouse, son, daughter, or parent's active duty or notice of an impending call or order to active duty in the Armed

Forces.

- F. A spouse, son, daughter, parent, or next of kin is permitted to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Such leave requires appropriate documentation and approval of your department, appropriate Vice Chancellor, and the Chancellor. LSU Eunice will continue to pay the employer portion of State Employee Group Benefits health insurance premium for any employee who has been approved for leave without pay under the FMLA. Questions pertaining to eligibility for this type of leave should be referred to the Office of Human Resources, ext. 202, (PS-53).

Military Leave

If you are ordered to duty for training with troops, at field exercises, or for instruction with any branch of the Armed Forces (including the National Guard) for a period not to exceed 15 working days in any one calendar year, you are entitled to leave of absence without loss of pay, service, annual leave, or efficiency rating. Any portion of military leave, which you must take in excess of 15 working days during any calendar year, is to be taken as annual leave or leave without pay.

Terminal Leave Payment

Upon termination of service with LSU Eunice, you will be paid the value of your accrued annual leave in a lump sum, disregarding any final fraction of an hour. Such payment, however, cannot exceed the value of 300 hours.

Upon death in service or retirement from active duty only, eligible academic and administrative/professional employees are paid the value of accrued sick leave not to exceed 200 hours.

A spouse, son, daughter, parent, or next of kin is permitted to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Applying for Retirement – section updated on 5/20/20

Please note that the application requires a sixty-day advance processing of retirement forms. In accordance with provisions of the Louisiana Teachers' Retirement System and Louisiana State Employees' Retirement System, an employee's application for retirement shall be considered officially filed when received in the appropriate retirement office. Retirement benefits shall become effective as of the date a properly executed application for retirement is filed in the Teachers' or State Employees' Retirement System Office or the day after the member terminates from service, whichever is later.

For employees who are eligible for or contemplating retirement, it is desirable that retirement applications and related personnel action forms be processed at least sixty days prior to the

effective date of retirement whenever possible. This advance notification will permit orderly form processing and should result in timely payment of retirement stipends.

General Application Procedures

Employees filing applications for retirement must complete the appropriate forms applicable to the retirement system in which they are currently enrolled. It shall be the employee's responsibility to complete, sign, and forward the application to the LSU Eunice Human Resource Offices. The appropriate forms may be obtained from the Office of Human Resources, which will also provide any assistance needed in the completion of the forms. Human Resources will forward the completed forms to the appropriate retirement system office.

Social Security

As an LSU Eunice employee enrolled in a retirement plan (TRSL, ORP, or LASERS), you do not pay the social security portion of FICA tax. However, if you were hired after April 1, 1986, you must pay the Medicare portion of the FICA tax.

If you are a temporary or part-time employee who is not eligible for a retirement plan, you must either pay social security or participate in a deferred compensation plan (see below). For more information, contact the Office of Human Resources.

Deferred Compensation Plan

You have the opportunity to reduce your current federal and state income taxes by voluntary participation in the State of Louisiana Deferred Compensation Plan. The portion of your salary that is set aside will be used to purchase designated investments (life insurance, fixed annuity, variable annuity, mutual funds, and/or savings account) according to your selection(s). Earnings on these investments are also free from current taxation. The Office of Human Resources can furnish details concerning this plan.

Louisiana Deferred Compensation is also offered to temporary or part-time employees who are not eligible for membership in one of the regular retirement plans (LASERS, TRSL, or ORP) as an alternative to paying social security.

Tax-Sheltered Annuities

A voluntary "tax-sheltered" (TSA) program for employees of the University permits you to reduce your current federal and state income tax by setting aside a portion of your salary toward the purchase of annuities, stock, etc. Income tax on the diverted income is postponed until benefits are withdrawn. This can result in substantial tax savings for you, in addition to the supplementation of your retirement income. The Office of Human Resources can furnish details concerning this program.

Workers' Compensation

University employees are covered by workers' compensation insurance. The Office of Human Resources can furnish details concerning this program.

Unemployment Insurance

University employees are covered by unemployment insurance. The Business Office can furnish details concerning this program.

United States Savings Bonds

Deductions for the purchase of U. S. Savings Bonds will be made at the request of the individual faculty or staff member. Information on U.S. Savings Bonds may be obtained from the Vice Chancellor for Business Affairs.

Service Award Program

When you have achieved 5, 10, 15, 20, 25, 30, 35, and 40 cumulative years of LSU Eunice service, you will be presented with a service award. You will be presented appropriate awards at an annual reception hosted by the Chancellor and/or the LSUE Foundation.

Employment Policies

Equal Opportunity Programs

LSU Eunice firmly supports the national policy of Affirmative Action/Equal Employment Opportunity, as outlined in the University's Affirmative Action Plan. The University policy of equal employment opportunity will be administered without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, or veteran's status. This policy also prohibits sexual harassment and other forms of harassment in accordance with federal and state laws and regulations.

The University administration directs maintenance of this plan to ensure that it is carried out in a meaningful way. It is in this spirit that we strive to achieve the goals set forth in the Affirmative Action Plan.

This policy fully embraces equality of opportunity for applicants and employees by affirming that the University will take affirmative action to ensure that all applicants and employees receive fair consideration for employment and that employees are treated fairly during employment and recruitment, upgrading, promotions, selection for training, transfers, rates of pay or other forms of compensation, tenure, demotions, layoffs, termination, and other employment practices.

The Chancellor, as the Chief Executive Officer of LSU Eunice, assumes final responsibility for the implementation and monitoring of the Affirmative Action Program, subject to the authority of the President of LSU and the Board of Supervisors.

The Title IX/EEO/AA Coordinator is responsible for the continuing development, implementation, and monitoring of the Affirmative Action Program. The Coordinator chairs the Affirmative Action and Equal Opportunity Committee. Additional responsibilities of the position include but are not necessarily limited to:

- A. Developing policy statements, affirmative action programs, internal and external communications programs.
- B. Designing and implementing audit and report systems that will:
 - 1 Measure the effectiveness of the University's Affirmative Action Program.

- 2 Monitor and evaluate adherence to equal employment opportunity and progress toward affirmative action goals.
 - 3 Exercise authority regarding personnel actions in conformance with the provisions of this plan, subject to the authority of the Chancellor.
- C. Providing indications of need for corrective action.
 - D. Providing consultation service to those in need regarding questionable personnel actions relative to the Affirmative Action Plan, subject to the authority of the Chancellor.
 - E. Serving as liaison between the University administration and interested groups concerned with employment opportunities.
 - F. Preparing and disseminating necessary reports relative to EEO and AA as appropriate.
 - G. The AA/EEO Committee also has affirmative action responsibility.

The AA/EEO Committee consists of representatives of the administration, academic, and nonacademic employees, including women and minorities. The functions of the committee is:

- A. To make annual reviews of the Affirmative Action Plan, including goals and timetables.
- B. To bring to the attention of the Chancellor problems and concerns dealing with employment from the perspectives of the staffs represented by the membership within the area of the committee's responsibility.
- C. To assist in the dissemination of affirmative action policies and information.
- D. To receive, review, and react to reports affecting employment prepared by the University for System purposes as well as external agencies, such as the U.S. Department of Education.

See PS No. 29 for the affirmative action/equal opportunity policy.

Full cooperation and assistance are expected. Anyone having questions or complaints regarding LSU Eunice's affirmative action/equal opportunity policy or its implementation should discuss the matter with the Title IX/EEO/AA Coordinator/Chair of the AA/EEO Committee.

Persons believing they have been discriminated against contrary to federal law are entitled to make inquiry or file a complaint with the U.S. Equal Employment Opportunity Commission, 701 Loyola Avenue, New Orleans, Louisiana 70113; or the U.S. Department of Education, Office of Civil Rights, 1200 Main Tower Building, Dallas, Texas 75202.

Americans with Disabilities Act of 1990

The Americans with Disabilities Act prohibits discrimination in all employment practices, public accommodations, public transportation, and telecommunications. LSU Eunice's policy governing service for persons with disabilities is outlined in PS-44.

Sexual Harassment (updated July 13, 2019)

LSU Eunice is committed to maintaining a community free from all forms of sexual harassment. No employee, student, or applicant for employment shall be subject 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 in violation of this policy for any employee or student at the University 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 consistent with PS-30.

Incidents of sexual harassment should be reported to the Title IX Coordinator and AA/EEO Officer or designee.

A copy of the Guidelines for Investigating Sexual Harassment Complaints may be obtained from the Title IX Coordinator and AA/EEO Officer or designee.

Illegal Behavior (updated April 3, 2020)

Although there are no absolute safeguards against willful violations of laws, regulations, policies or procedures, LSU Eunice strives to conduct academic and business affairs in an ethical and effective environment. Internal controls and other systems are in place to prevent and detect improper activities.

Illegal behavior will include any acts that are, but not limited to, unlawful, prohibited, banned, dishonest, criminal, forbidden, against the law, or fraudulent.

Examples of illegal/fraudulent actions include, but are not limited to, deceitful, dishonest, deceptive, untrue, falsified, malicious destruction, improper disappearance of University property, negligent, financial improprieties including payroll fraud and false representation of credentials.

Any detection, reporting, or investigation of incidents of financial irregularity will refer to [PM 76](#) the Permanent Memorandum on Detection, Reporting and Investigation of Incidents of Financial Irregularity (August 1, 2014) and [PM 9](#) the Permanent Memorandum on Banking Services, Safeguarding of Deposits and Investment and Reporting Policy (September 15, 2016).

Definition of Inappropriate Behavior (updated April 3, 2020)

Inappropriate behavior will include actions that are, but not limited to, improper, tasteless, tactless, unbecoming, unacceptable, or unethical.

Examples of inappropriate/unethical actions include but are not limited to immoral, wrong, bad, corrupt, dishonorable, intimidation, harassment, rudeness, or disreputable.

All University employees are required to abide by LSU System Permanent Memoranda, LSU Eunice Policy Statements, and the [Louisiana Code of Governmental Ethics](#). Additionally, all employees are expected to follow acceptable business and professional principles in matters of business and personal conduct as LSU Eunice employees, to accept responsibility for the appropriateness of their own conduct, and to exhibit a high degree of personal and professional integrity at all times.

General Principles of Behaviors

LSU Eunice expects all employees to adhere to the following general principles:

- A. Observe the highest standard of professionalism at all times.
- B. Perform responsibilities in a manner consistent with LSU Eunice values and recognized ethical standards in higher education.
- C. Comply with all laws, policies, and regulations applicable to LSU Eunice.
- D. Treat others, including students and employees, with dignity and respect.
- E. Perform job responsibilities at a satisfactory level.

Employees and any or all others serving in any other type of employment capacity are strictly prohibited from the following:

- A. Acting in a manner in which private business interest is the primary objective, including using University resources (e.g., computers, telecommunications equipment, facilities, and supplies) for personal gain or conducting business not directly related to the mission of LSU Eunice.
- B. Soliciting or accepting rewards, items, or services likely to influence work performance.
- C. Using confidential information for personal benefits
- D. Entering into public contracts for LSU Eunice without approval of the Chancellor.

Responsibilities for Reporting Illegal and Fraudulent Activities (updated April 3, 2020)

LSU Eunice administrators and all levels of management are responsible for establishing and maintaining proper internal controls that provide security and accountability for the resources entrusted to them. Administrators should be familiar with the risks and exposures inherent in their areas of responsibility and be alert for any indications of improper activities, misappropriation, or dishonest activity.

Allegations of illegal and fraudulent behaviors may include violations of LSU Permanent Memoranda, LSU Eunice policies, criminal law, or state and federal regulations as well as inappropriate professional practice. In cases where the allegations appear to constitute such behaviors as defined in this policy and violate other regulations, employees have a responsibility to report such activity in writing to the appropriate Vice-Chancellor. The Chancellor of LSU Eunice, as the representative campus officer, is ultimately responsible for the application of this policy. The Chancellor can ban an individual from campus if it is reasonable to believe that he or she represents a disruption to the educational process or a danger to individuals or property.

Students, faculty, and staff are to contact campus security at 337-550-1225 or call 911 for life threatening emergencies. Refer to LSU Eunice [PS No 30](#) or LSU [PM 73](#) Title IX and Sexual Misconduct (December 15, 2015) for an appropriate emergency response procedure for reporting all activities occurring on the campus which may be regarded as suspicious, dangerous, illegal, or inappropriate. Such activities include but are not limited to theft, vandalism, assault, violence or threat of violence, harassment, sexual misconduct, stalking, and any related or unrelated actions which disrupt the orderly operation of the campus.

When an incident involves clearly or potentially illegal and inappropriate activity the supervising Vice-Chancellor should be notified and will, after consultation with the Chancellor's Office, normally report the incident to civil authorities for investigation and prosecution where appropriate.

Complainants and witnesses of potential Title IX violations, which include sexual harassment, domestic violence, dating violence, hostile environment, sexual misconduct, stalking, or retaliation, shall report the alleged violation to a the campus Title IX Coordinator or to Responsible Employee or one perceived to be in a position of authority, who will then report the alleged violation to the campus Title IX coordinator, who will at that point initiate an investigation consistent with LSU [PM 55](#) Equal Opportunity Policy (July 10, 2016) and [PM 73](#) Title IX and Sexual Misconduct Policy (December 15, 2015).

Any employee who is aware of a violation of this policy and does not report it immediately will be subject to disciplinary actions. Employees who submit reports will be protected from reprisal or retaliatory action. The LSU Ethics & Integrity Hotline is a third-party reporting system managed by an outside organization, [EthicsPoint](#). It provides a secure and confidential means to report activities that may involve fraudulent, unethical, or otherwise inappropriate behavior in violation of LSU Bylaws, Regulations, or Policies. See LSU [Ethics & Integrity Hotline](#) for further information. Great care must be taken in dealing with suspected policy violations to avoid any incorrect accusations, alerting suspected individuals that an investigation is under way, violating any person's right to due process, or making statements that could lead to claims of false accusation or other civil rights violations.

Anyone found to be in violation of this policy as it relates to University assets or policy and procedure is subject to disciplinary action and investigation by the University up to and including termination or expulsion, as well as an investigation by external criminal justice authorities when warranted.

Code of Ethics (updated April 3, 2020)

Louisiana [Revised Statute 42:1170](#) requires commencing January 1, 2012, each public servant to receive a minimum of one hour of education and training on the Code of Governmental Ethics during each year of his/her public service. The education and training may be received in person or via the Internet through materials designed by the Board of Ethics.

LSU Eunice employees will be notified annually of either an on campus training by staff from the Louisiana Board of Ethics or online training located on the Ethics Board website at <http://ethics.la.gov/SeminarRegistration/>. Employees participating in on campus training will be required to sign-in. The sign-in sheet will be submitted to the Board of Ethics for recordation. For online training, the website records that the public employee has completed the required training and issues a certificate of completion. The employee should also submit a copy of their certificate of completion to their respective department/division. Each LSU Eunice department/division will be responsible for maintaining a list of those individuals who have completed the annual ethics training and follow up with any person who has not completed the requirement to make sure the employee completes the training in a timely manner.

The Board of Ethics will keep records of the compliance with the training requirements by public servant and by state agencies. If the Ethics Board determines that a public employee has failed to complete the training, the board will mail a notice of noncompliance informing the person that

the training must be completed by a deadline for compliance. If the training is completed prior to the deadline, no penalties shall be assessed against the public employee.

Failure to comply with the requirements of training constitutes a violation of the Ethics Code. Any public employee who is found to have violated any provision of any law within the jurisdiction of the Ethics Board can be removed, suspended or ordered to have a reduction in pay or demotion by the Ethics Board. The Board can also impose a fine of not more than ten thousand dollars, or both.

In addition to the training requirements, the Ethics Code requires that each public employee be notified of the current name and contact information of the person designated to provide persons in the agency information regarding ethics and conflicts of interest (see Louisiana [Revised Code 42:1170 section C-2](#)). LSU Eunice's designee to the Ethics Board and contact information will be posted on the Human Resource bulletin board in the Science Building near Room S-116 as follows:

Mr. James Marchand
Assistant General Council
Louisiana State University
Ph. 225-578-0337
jmarch@lsu.edu

A PDF of Title 42 (Public Officers and Employees) Chapter 15 (Code of Governmental Ethics) may be obtained at the [Louisiana Ethics Administrative Program's Website](#). Several essential provisions are listed below.

Gifts and Favors (see §1115) (updated April 3, 2020)

As a University employee, you may not accept anything of economic value as a gift or favor from any person who does business with the University, whose activities are regulated by the University, or whose interest may be affected by your performance of duty.

Nepotism

(see §1119 and Section 13 of the Regulations of the Louisiana State University Board of Supervisors (October 4, 2018)) (updated April 3, 2020)

No member of the immediate family of an agency head shall be employed by that agency. "Immediate family" as the term relates to public employee means children, the spouses of the children, brothers, sisters, parents, spouse, and the parents of a spouse. "Agency" means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. "Agency head" means the chief executive or administrative officer of any agency as defined above or any member of a board or commission who exercises supervision over the agency.

The provisions of this policy shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of the public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

Under no circumstances will University employees be permitted to initiate or participate in institutional decisions involving direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate family. In the case of decisions involving faculty participation, such as recommendation for promotion, retention, tenure, etc., a faculty member of the immediate family about whom such a decision is being made shall recuse himself or herself from the decision making process. In cases in which an immediate family supervisor-employee relationship has developed in a manner not in violation of the Code of Ethics or of this policy, the supervisor will pass all responsibilities to his or her immediate supervisor for making decisions involving direct benefit to the employee member of his or her immediate family.

Any person serving as an LSU employee on April 1, 1980, whose employment otherwise would have been in violation of this policy, may continue in such employment and the provisions of this section shall not be construed to hinder, alter, or in any way affect normal promotional advancement in public employment for such employees.

This policy shall apply to all forms of employment: regular full-time employment, regular part-time employment, temporary full-time employment, temporary part-time employment, etc., and will apply to all employees, including student workers.

Exceptions to the restrictions outlined in this policy are not permitted. However, employees of an agency who marry may continue to work in the agency even though one of the employees is the agency head, provided that the supervising spouse avoids participating in transactions in which the subordinate spouse has a substantial economic interest.

Political Activities (updated April 3, 2020)

As a full-time employee, you may not accept any appointive political office, seek, or hold any elective, remunerative political office without the consent of your department head, the Chancellor, and the President of LSU (see Article II, Section 12 of the [LSU Board of Supervisors Regulations](#) effective October 4, 2018). You may, however, exercise your rights as an individual citizen to attempt to influence legislation or public policy. You may not use state resources to do this, and you must make it clear that you are speaking as a private individual and not as a University representative.

The Louisiana Civil Service Law places further restrictions on political activities on classified employees. If you are a Civil Service employee, you may not take part in the management of affairs of any political faction or party in any political campaign. This regulation is not intended to interfere with your rights as a citizen to express your opinion privately, to serve as a commissioner or official watcher of the polls in elections, or to vote freely. It does, however, provide you with protection from political intimidation and job security free from political interference ([Louisiana State Civil Service General Circular Number 2018-001](#) dated February 15, 2018).

University Standing Committees and Committee Assignments

A description of university standing committees and their descriptions are listed in Appendix A. Faculty members are required to serve on the Faculty Council and other committees to help make academic policies and be familiar with the overall LSU Eunice program.

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 regarding the maintenance of peace and order.

Speakers shall not advocate the violent overthrow of the system of constitutional democratic government prevailing in the United States.

Student organizations are responsible for informing speakers of the preceding provisions and for preserving order.

Student organizations and their faculty advisors are responsible for assuring that any proposed programs (other than those conducted principally for entertainment) have reasonable educational value and reasonable relationship to the purpose for which the organization was formed.

Approval to invite off-campus speakers must be obtained in the manner provided below.

Requests for approval to invite off-campus speakers must be submitted to the Associate Vice Chancellor for Student Affairs & Dean of Students so that arrangements for the use of university space may be made. Requests should be submitted through the student organization's faculty advisor, who may submit a private opinion of the speaker for the faculty committee as noted below.

Neither the faculty advisor nor the Associate Vice Chancellor for Student Affairs & Dean of Students has the power to disapprove an application to invite an outside speaker. However, the Associate Vice Chancellor for Student Affairs & Dean of Students conducts an initial screening of invitations. If any invitation appears to be in violation of these regulations, the request for approval is immediately forwarded to a committee of six faculty members with tenure serving staggered three-year terms and chosen by the Faculty Senate. Upon receipt of the request for approval, the faculty committee takes appropriate action and advises the Chancellor of its decision. The Chancellor has final power of approval or disapproval.

In addition to other criteria which the Associate Vice Chancellor for Student Affairs & Dean of Students and, where appropriate, the faculty committee may deem appropriate, the following criteria will be considered in conducting reviews:

- A. Programs disruptive of the orderly conduct of university affairs will not be approved.
- B. The Associate Vice Chancellor for Student Affairs & Dean of Students or the faculty committee will be reasonably assured that the meeting or program will be conducted in an orderly manner and at a level expected of those in a university community. To assure these considerations, the committee may recommend, and the Chancellor may require, that the meeting be chaired or moderated by a tenured member of the faculty.
- C. The advocacy of the violent overthrow of the system of constitutional democratic government prevailing in the United States will not be permitted.
- D. The program will have reasonable educational value (unless conducted principally for entertainment) and will have a reasonable relationship to the purposes for which the

sponsoring organization was chartered.

Requests for approval of speakers and the use of space shall contain biographical information on the speaker, the topic, which is to be discussed, and the space, which the organization desires to use. When necessary and reasonable, additional information may be required.

Ordinarily, requests for approval should be submitted at least fifteen days in advance of the proposed program, but on special occasions when this time limitation cannot reasonably be observed, requests may be considered on shorter notice.

If an organization which has submitted a timely request has not received notice of approval or disapproval at least five days prior to the scheduled program, approval may be assumed. Requests not submitted in a timely manner are not to be deemed approved or disapproved until notice of action is actually received.

Selling or Soliciting on Campus

Selling, soliciting, deliveries of personal orders, or distribution of literature in University buildings or on University grounds is permissible only with the approval of the Vice Chancellor for Business Affairs. You should feel free to ask agents calling on you whether such permission has been secured. Violations of this policy should be reported to Business Affairs.

Drug-Free Workplace

LSU Eunice is committed to providing a drug-free workplace and to making its employees aware of the dangers of alcohol and drug abuse in the workplace, as well as the availability of drug counseling, rehabilitation, and employee assistance. In accordance with the Drug Free Workplace Act of 1988, Public Law 101-226, and other federal state laws and regulations, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited.

The term "workplace" includes any location on University property, in addition to any location where University business is being conducted. Without reference to any sanctions, which may be assessed through criminal justice processes, any employee who violates this policy will be subject to University disciplinary action up to and including termination of employment (PS 41).

Outside Employment – Section updated 4/2/20

As a full-time University employee, present or planned engagement in outside employment must be reported in writing to your department head for appropriate approval according to [LSU Eunice PS 5](#) and [LSU PM 11](#).

Employment by another state agency on a part-time, intermittent basis is permitted provided the employee is on leave without pay, render the service to the other agency after regular LSU Eunice working hours, or to perform the service for the other agency while on authorized annual leave from LSU Eunice. Classified employees should check with Human Resources before accepting an outside employment with another state agency to avoid problems with rules regarding dual employment in state service. A proposal for a personal service contract with another state agency must have advanced written approval from the President of LSU per [PM-11](#).

Procedures for Outside Employment

1. A full-time member of the faculty or staff who is presently engaged, or who plans to engage, in such activities outside of institutional responsibilities during any period of full-time employment by the University, shall complete and forward to the department head an [LSU PM-11 Form A](#) or [Form B](#) available in the Human Resources Office or from the [Faculty Staff Website](#). The department head shall review and forward the form with a recommendation to the appropriate vice chancellor who will review and make a recommendation to the Chancellor. A similar procedure shall be followed by vice chancellors in requesting approval of outside employment from the Chancellor and by Chancellors and LSU staff personnel in requesting approval of outside employment from the President.
2. Outside employment which requires Presidential review and approval will require completion of [PM-11 Form B](#) available in the Human Resources Office or the [Faculty Staff Website](#). This includes
 - a. Outside employment involving public policy.
 - b. Outside employment of a Chancellor.
 - c. Outside employment or contracts by employees for professional, personal, consulting and social services with a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.
3. It is the responsibility of the University employee to make clear to any outside employer that in accepting such employment he/she does so as an individual independent of his/her capacity as a member of the staff of the University. This might best be accomplished by providing with oral testimony or written reports a statement to the effect that the views expressed are those of the employee and do not necessarily reflect the views of the University. In no case should the individual concerned use the name of the University or his/her University title officially or in any way in support of any position he/she may take.
4. The University recognizes the fact that a person qualifies as an expert because of his/her training and experience. Therefore, biographical data, including a statement of employment by Louisiana State University, may be included as introductory material to written reports (but not incorporated in the body of the written report) by the outside employer, or orally in the case of expert witness, by way of establishing the writer as a qualified expert.
5. Campus heads, through their department heads, vice chancellors, or other appropriate administrators, shall assume the responsibility for determining that University personnel, laboratories, services and equipment are not used without authorization in connection with outside employment of University employees.
6. Employees appearing as witnesses or consultants are reminded that in such cases they are appearing as individuals and not as LSU Eunice employees. Furthermore, if University matters are under consideration, it is requested that the appropriate University officials be informed.

Outside Employment Reporting Requirements – Section updated 4/2/20

Annually, the Chancellor shall prepare an information report listing all outside employment approved by the Chancellor and currently in force under this policy and any other details which may be requested. Copies of this report shall be sent to the President of LSU and to the Board of Supervisors.

Discipline

As a University employee, if you do not perform the duties of your position in a satisfactory manner, you may be reassigned, suspended with or without pay, have your salary reduced, be demoted, or be dismissed, depending on the seriousness of the offense and your employee category.

If you feel that a disciplinary action is unjustified, you may file a grievance. (See the previous section of this Handbook.) If you are a classified employee, you may also appeal the disciplinary action to the Civil Service Commission within 30 calendar days.

For more information, contact the Human Resources Office.

Resignation/Termination

"Just cause" for dismissal from the University may include - but is 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 the

employment of a convicted felon, in accordance with state law (L.R.S. 42:1414). Upon termination you must turn in your keys and your LaCarte Card to the Business Office. Any faculty or staff leaving the university must have a Faculty/Staff Checkout Form completed to verify that all obligations to the University have been cleared.

Resignation/Termination of a Non-Faculty Academic Employee

If you are a part-time member of the academic staff, or an adjunct faculty member, the University's obligation to you extends through the period specified on your most recent appointment papers. Termination before the expiration of such an appointment may only be made for just cause or due to declared financial exigency.

Resignation/Termination of an Administrative/Professional Employee

If you are an administrative/professional employee, you hold your position at the pleasure of the Board of Supervisors (unless you are subject to an employment contract with different provisions). Your services may be terminated by reasonable written notice from the appropriate administrative officer. "Reasonable notice" must be equivalent in days to your usual payroll period.

Faculty Appointments and Resignation/Termination

See Section II: Faculty Information

Termination of a Classified Employee

The first twenty-four months of service with the University constitute a probationary period to be used as an adjustment period for you as a new employee. During this probationary period, you may be terminated if your performance does not meet the required standard of work, provided the reasons for this termination are furnished to you in writing and are sent to the Director of the Department of Civil Service. Termination during the probationary period may not be appealed to Civil Service unless you allege discrimination.

If you are a permanent classified employee, you may be terminated if your conduct is found to impair public service. The intent to terminate requires written notice. If you receive such notice, you will be given an opportunity to respond before final determination. Such termination requires approval of the appointing authority and may be appealed to the Department of Civil Service within 30 days. A copy of the Civil Service appeal procedure may be obtained from the Human Resources Office.

Fire Drills and Emergency Situations

A continuous alarm signal will indicate a fire, fire drill, or other hazard and the building is to be evacuated immediately by all personnel.

Reporting Accidents and Injuries

Accidents or injuries, which involve employees or visitors while on the campus, should be reported to Human Resource Office in Room 120 of the Science Building. The Human Resource will coordinate filing of accident reports with appropriate offices. Accidents or injuries, which involve students while on campus, should be reported to Campus Police in the Manuel Hall Annex Building. The Office of Student Affairs has established emergency procedures.

Student Travel Accident Insurance

Procedures for securing approval for all student trips are determined by the head of each campus.

The LSU Student Travel Accident Policy must cover certain approved student trips. Other approved student trips may be covered at the option of the traveler and/or sponsor. This insurance is for the protection of the student since the University assumes no liability in the case of injury to a student as a result of an accident while on a student trip.

The policies outlined below are applicable to Student Travel Accident Insurance:

- A. Travel which must be covered by the trip travel accident policy:
 - 1 Travel by class group. University controls the time, route, and mode of travel. (Coverage is provided whether expense is paid by University, individual, or other party.)
 - 2 Travel by individual or non-class group when travel is to represent the University. (University includes the official student government organization, SGA.) University controls time, route, and mode of travel. (Coverage is provided whether expense is paid by University, individual, or other party.)

- B. Travel which may be covered by trip travel accident insurance policy at the option of the

traveler and/or sponsor:

- 1 Travel by part of class group when individual travelers determine time, route, and mode of travel.
 - 2 Travel by individuals or groups purporting to represent University or student organizations other than SGA when time, route, and mode of travel are not controlled or expenses not paid by the University.
- C. Trips should be made in public conveyances, either University vehicles or public carriers, when practicable. Privately owned automobiles should be used only when other means of transportation are not reasonably available:
- 1 The insurance rate is eight cents (8¢) per day per student for \$5,000 coverage for accidental death while traveling in a privately owned or University automobile or public carrier, including scheduled airlines. The policy will provide up to \$2,500 medical expense indemnity for nonfatal accidents, which covers the services of a physician or surgeon, registered nursing care, hospital expenses, X-rays, and ambulance service. The policy does not cover participation in or practicing for athletic activities.
 - 2 To reduce paper work and conserve the time of students, departments sponsoring group or class trips should collect the premium from each student and make remittance to the Business Office in one lump sum, together with a duplicate list of students who will be covered and the planned destination.
- D. Members of the University faculty and staff making covered trips may, at their option, purchase trip accident insurance at the same rates provided in paragraph 3 above.
- E. The sponsor of a covered trip is responsible for the execution of the arrangements for the trip in accordance with the policies stated herein and submits to the Business Office in duplicate the following information prior to the trip:
- 1 Brief statement of purpose and itinerary of trip, including date and prospective time of departure and return.
 - 2 Number of students to be taken on trip and list of names. Copy of such list should be retained in departmental files.
 - 3 Owner of each privately owned automobile to be used.
 - 4 If privately owned automobiles are to be used, certificate stating that each automobile is, to the best of the sponsor's knowledge, in good operating condition and is covered by automobile liability insurance.

Forms are available in the division/department office and the Office of Business Affairs.

- F. In the event of an automobile accident, whether in a University-owned or privately owned vehicle, a report must be made on appropriate forms to the Vice Chancellor for Business Affairs immediately upon return. This report will then be transmitted to the LSU Office of Human Resource Management.

- G. In case of an accident causing severe injury or death, the accident must be reported immediately by telephone to the LSU Office of Human Resource Management in Baton Rouge, Louisiana.
- H. Claim forms, repair estimates (on LSU vehicles), police reports, driver and witness statements are processed through the Business Office to LSU Office of Human Resource Management in Baton Rouge.
- I. The Vice Chancellor for Business Affairs is responsible for submitting a quarterly report representing travel covered by the Student Travel Insurance Policy to the LSU Office of Human Resource Management.

Forms to be used to arrange student trips are available in division/department offices and the Office of Business Affairs.

Participation in Commencement

Commencement is an important event during the academic year. Each full-time member of the faculty as well as each professional/administrative staff possessing a master's or higher degree is expected to participate in one commencement (fall or spring) per academic year.

A. Excused Absences

There are situations that could prevent a faculty or administrative/professional staff member from participating in commencement. The three most common categories under which a person may be excused are:

1. Sick leave
2. Official leave
3. Personal leave

B. Unexcused Absences

In some cases, individuals may wish to be excused from participating in commencement for personal reasons. While it is understood that personal needs do arise, there is no officially sanctioned basis for such absences.

For faculty members, the day of commencement is included in the period on which their salary is based, and it is usually their only officially scheduled activity of the day. Accordingly, the salary of any faculty member who, because of personal reasons, do not participate in one commencement per year will be reduced by one workday, the amount to be calculated using the total contract salary for period.

Fiscal employees (administrators and professional staff with a master's degree or higher) who do not participate in one commencement per academic year will be charged the appropriate leave.

C. Approval of Absence

An individual who wishes to be excused from commencement for any reason should discuss with his or her department head as early as possible prior to commencement day. The written recommendation of the department head will be forwarded to the appropriate vice chancellor or chancellor for a final decision.

Employee Facilities and Services

Bookstore

Faculty and staff members receive a 10 percent discount on Bookstore purchases upon presentation of a valid I.D. card. In addition, this includes purchases for employee spouses and children.

Employee Assistance Program

The LSU Eunice Employee Assistance Program is designed to provide employees and their families with opportunities to obtain assistance for a variety of personal problems, which may affect their functioning as productive members of the university community as well as in society.

LSU Eunice recognizes that problems can be successfully treated if identified early. Employees or family members may participate in the Employee Assistance Program on their own initiative with full assurance of confidentiality. Since these situations may affect job performance as well as everyday living, LSU Eunice has adopted a family assistance program to assure that employees are offered professional assistance to help resolve their personal problems. Employees may telephone the Campus Employee Assistance Coordinator at ext. 220 (PS No. 56).

Campus Federal Credit Union

The Campus Federal Credit Union (CFCU) was organized to provide faculty and staff with a place to invest money as well as borrow money at available rates. Faculty, staff, students and their family members may become members by buying a \$5.00 share of stock. Dividends are paid quarterly. Savings in the Credit Union are insured at no cost to the member. Payment on loans and purchases of shares may be made by payroll deduction.

Operating under the Federal Credit Union Act, the credit union provides a variety of products and services designed to meet the employee's financial needs upon becoming a member. Share (savings) accounts and share draft (checking) accounts are available, in addition to money market accounts, Certificates of Deposit and Individual Retirement Accounts. All credit union accounts are insured up to \$100,000 by the National Credit Union Administration (NCUA).

Campus Federal also offers a variety of loans, including first and second mortgages, auto loans, student loans and signature loans. Other services include payroll deduction, direct deposit, a money machine card, a telephone banking system, and a VISA card. For more information about any aspect of credit union membership or services, contact the Chancellor's office, call (1-888-388-8841), or visit the CFCU website (campusfederal.org.)

ATM

JD Bank provides the services of ATM on the campus. The machine is located in the Acadian Center.

LaCarte Card – section updated on 5/17/20

The LaCarte card is a University corporate credit card provided to employees based on their need to purchase business related goods and services and certain travel expenses and will not affect the cardholder's personal credit. All travelers should apply through their Departments and must obtain Department Head approval before submitting the request to the Business Office. The LaCarte card will be issued in the name of the employee and the card can be used as a means of payment for reimbursable travel expenses (i.e. air transportation, lodging, vehicle rentals, etc.). Employees holding a LaCarte Card who have left the University must relinquish the card upon termination. Applications are available in the Office of Business Affairs.

Use of University Funds for Entertainment – section added on 5/21/20

The use of University funds for entertainment follows LSU PM-13: University Travel Regulations and LSU PM-25: Use of University Funds for Entertainment. Policies and procedures are available on the Office of Business Affairs website at <https://www.lsu.edu/policy-statements/funds-entertainment-special-meals.php> or by going to the LSU Eunice [Faculty and Staff](#) webpage, and clicking "Use of University Funds for Entertainment" in the Business Affairs block.

University Travel Regulations – section updated on 7/13/19

Authorized persons may request official leave through WorkDay to travel on University Business. LSU travel regulations in Permanent Memoranda 13 (PM-13): University Travel Regulations are implemented through the LSU Eunice Office of Business Affairs. A link to [LSU PM-13](#) is also available on the LSU Eunice [Faculty and Staff webpage](#) under "Purchasing and Travel."

Use of University Vehicles and Driver Safety – section updated on 5/17/20

University Vehicles are available for faculty and staff to use while on University business. Keys are issued only to authorized drivers by the Business Office. University employees should visit the Use of University Vehicles and Driver Safety website at <https://www.lsu.edu/policy-statements/univ-vehicles-and-safety.php> or under Purchasing and Travel on the Faculty/Staff Index Page; click the Use of University Vehicles and Driver Safety link.

Intercollegiate Sports

The LSU Eunice Bengals compete in men's baseball and women's basketball and softball in the National Junior College Athletic Association's Region 23, which includes 2-year colleges in Louisiana and Mississippi. Season tickets and individual game tickets may be purchased through the LSU Eunice Athletic Department. All fiscal LSU Eunice employees are allowed to attend, with supervisor approval, two LSU Eunice Bengal games each fiscal year without having to take annual leave.

Recreation

Various recreational activities are available on campus for employees and their families. Each semester the Office of Student Affairs publishes the times recreational facilities (gymnasium, weight room, swimming pool) are available for general use. Faculty, staff, and family IDs are

required. IDs can be obtained through the Office of Information Technology. Employees can buy LSU season tickets, if available, for home football games and for home basketball games.

Library

The LSU Eunice Arnold LeDoux Library contains approximately one hundred twenty-five thousand volumes. For more information about library hours, procedures, and services, contact the Information Desk, LeDoux Library, ext. 380. The resources and services provided by the library are outlined in Section II: Faculty Information -- Library.

Employee Enrollment in Non-Credit Courses

LSU Eunice full-time employees are eligible to enroll in LSU Eunice non-credit Continuing Education courses on a space-available basis by completing the “Employee Fee Exemption” form on the [Continuing Education webpage](#) and returning it to the Office of Continuing Education. Registration fees, minus fixed costs, will be waived for full-time employees. Examples of fixed costs that employees must pay include the following:

- A. Percentages of registration fees contractually owed to the instructor for courses that pay the instructor on a headcount-based fee split.
- B. Cost of books or other published/printed materials.
- C. Supplies and materials required for the course.
- D. Testing fees
- E. Meals served during workshops

Minimum enrollments required for these courses to make will be based on registration-paying headcount only. In addition, in courses with maximum enrollment caps, employees may be replaced by paying registrants if the course fills and registration closes before the first class meeting. Before the employee is replaced by a paying registrant, however, the employee will be offered a chance to keep a seat in the class by paying the registration fee, as long as the employee has turned in the completed course and fee exemption request before the class fills and subsequently pays the registration fee by the end of the working day following the employee’s notification of this option.

Enrollment in job-related courses or workshops scheduled during regular working hours requires the approval of the employee's immediate supervisor. Enrollment in non-credit courses or workshops during the regular work day which are not job-related are not permitted.

This benefit is not transferrable to spouses or dependents of employees.

Administrative and Support Services

Computing Services

The responsibility for administrative computing will reside in the Office of Information Technology, while the Division of Business and Technology will administer instructional computing.

All full-time faculty have computer resources available in their offices for instructional, public service, and research purposes. Each faculty member is provided direct access to

- A. electronic mail,
- B. the student databases on the campus administrative network,
- C. the instructional resources of the LSU Eunice computer laboratories,
- D. the statewide library network,
- E. the resources of the LSU Computer Research Center in Baton Rouge, and
- F. the Internet.

Staff in administrative offices have access to all the above with the exception of instructional resources.

Telephone Services

The Office of Telecommunications maintains the telephone system, which provides service to the entire campus. Questions concerning telephone use or requests for telephone service should be directed to the Office of Information Technology, ext. 307.

You may place an on-campus call by dialing the three-digit extension number. To place an off-campus call, you must first dial "9".

Fax services are available through the following offices/buildings: Academic Assistance, and Business Affairs (Science), Office of Academic Affairs (Manuel Hall), the Office of Nursing and Allied Health (Health Technology), the Bookstore and Student Affairs (Acadian Center), Continuing Education (Chancellor's office and CCEB Bldg), the LeDoux Library.

A listing of phone calls is sent to University departments and offices each month. Personal use of University long- distance service is strictly prohibited.

Purchases by University Personnel – section updated on 5/17/20

The purchasing of goods and services for LSU Eunice requires a direct charge [AS580](#), a punchout order, requisition, or use of Lacarte for materials, supplies, services, and equipment purchased off campus. All supplies, contractual services, and equipment to be purchased off the campus must be approved by the appropriate cost center manager. LSU's purchasing policy regarding which form of payment should be used for purchases can be found at <https://www.lsu.edu/administration/ofa/procurement/Policies-Procedures.php>. The Business Office may also be contacted with questions pertaining to purchasing.

Employees do not have the authority to commit University funds from whatever source (state, federal, private grant, student fees, etc.) without prior approval from the Office of Business Affairs and appropriate administrative offices. Employees who make such purchases with personal funds without prior approval will ordinarily not be reimbursed from university funds, even though the purchase is worthy or essential to the University's purposes. Only the fiscal officer is authorized to make purchases in the name of the Institution.

Purchasing regulations are based on Board of Supervisors' policies and on procedures established by the State of Louisiana.

Motor vehicle fuel purchases are permitted for University vehicles and a University credit card is used. The Vice Chancellor for Business Affairs should be contacted by phone for instructions in case of vehicle failure.

All interdepartmental charges must be processed through the Office of Business Affairs.

All purchases not in keeping with these requirements are the sole responsibility of the purchaser.

LSU Eunice Police and Campus Security

LSU Eunice is dedicated to preserving a peaceful and safe environment for all faculty, staff, students, and guests. Employees are urged to be aware of and alert to the existence of criminal activity on campus and to report all crimes or suspicious activities to Campus Security located in Manuel Hall Annex Building.

During office hours (8 a.m. - 4:30 p.m.) first call 9-911 to report an emergency, then extension 218 to inform the Office of Student Affairs. If an emergency occurs after office hours, it is to be reported to 9-911, then to Campus Security, ext. 225.

Physical Plant

The Physical Plant has responsibility for maintenance of University buildings, and provides the following services:

- A. Facility Maintenance - carpentry, locks, painting, plastering, roofing, and sheet metal.
- B. Facility Systems - alarm systems, building electrical and plumbing, fire protection, heating and air conditioning, insulation, and welding.
- C. Energy Services - central utility plan operations, including energy management, pump maintenance, utility distribution (electrical and plumbing), and water treatment.
- D. Building Services - custodial services, moving service for departments, equipment relocation, and special events.
- E. Landscape Services - concrete projects, grounds maintenance, refuse disposal, and street maintenance.
- F. Customer Service - for routine requests, ext. 292.

No repairs or modifications to any University facilities or equipment should be undertaken by an individual employee. Any digging or driving stakes on campus property must have prior clearance from the Physical Plant in order to prevent damage to underground utilities and trees.

Bulletin boards are provided in various buildings; posters, circulars, and flyers should not be attached to interior or exterior walls of buildings or to trees or posts on campus. Student Affairs' approval must be received to post items on bulletin boards.

University Building and Grounds

Employees have responsibility for the proper use of University facilities and for the care of University property, including supplies materials, and equipment. Employees should report missing items immediately to their department chair and to LSU Eunice Police and Campus Security.

Use of classrooms for regular LSU Eunice academic instruction should be cleared in advance with the Registrar's Office. Academic space, other than classrooms, is the responsibility of the Office of the Vice-Chancellor for Academic Affairs. Use of LSU Eunice facilities and grounds--other than for regular LSU Eunice academic instruction--must be obtained by completing a facility request form in the Business Affairs Office (S-120) or by dialing extension 201. The rule of thumb to use is that: if it isn't listed in the LSU Eunice class schedule/registration bulletin, it needs to be reserved through the Business Affairs Office. In order to avoid conflicts in room usage, requests for use (including, but not limited to meetings, workshops, non-credit classes. If the facility/room involved is primarily a classroom, the Registrar's Office will be consulted to determine its availability. Also, because of changing classroom scheduling needs of the academic program each semester, it will be necessary to make a new reservation each semester for events or activities that go beyond the semester time frame.

Guidelines for Use of the Health Technology Building Auditorium

The auditorium in the Health Technology Building exists to support the educational and cultural needs of LSU Eunice's students, faculty and staff, and the community, which it serves. All reservations for use of the Health Technology Building Auditorium should be made through the Chancellor's Office, extension 201, at least two weeks prior to the event. The following types of activities/events should ordinarily not be entertained in the Health Technology Building Auditorium:

- A. Credit and non-credit instruction
- B. Periodic group testing (i.e., ACT, group finals, etc)
- C. Events involving student writing activities.
- D. Events that could potentially damage equipment, floors, and other surfaces.
- E. Events that could be better accommodated by another campus facility (e.g., matching group size and requirements with facility)

All requests should be carefully screened to determine their consistency with the mission statement and with the understanding that other campus and community facilities exist which may more appropriately serve the need under consideration.

Personal Property

University insurance does not cover privately owned property even though it is in University owned buildings or housing.

Lost and Found

A lost and found service is maintained in the LSU Eunice Acadian Center in Room 112, the Office of Student Affairs.

Office of Public Affairs – Section updated 4/3/20

In order to provide service to the several divisions of LSU Eunice, and to ensure that printed matter for public distribution effectively and uniformly reflects the goals and character of this institution and the Louisiana State University and Agricultural & Mechanical College, uniform practices will be followed for the planning, editing, designing, purchasing, and production of such materials.

It is therefore the policy of the LSU Eunice that the planning and production of University publications and similar printed matter be centralized in and coordinated by the Office of Public Affairs. All publications and news releases shall be approved by the Director of Public Affairs.

The department requesting issuance of a publication shall be responsible for providing the necessary funds for production and distribution of the publication unless such funds are included in the budget of the Office of Public Affairs.

Organizations

Various organizations connected with the University may be of interest to employees. Some of these are listed below.

The LSUE Foundation

The LSUE Foundation is a nonprofit, tax-exempt corporation of business, professional, and civic leaders who are concerned with the welfare and development of LSU Eunice. Chartered in 1992, the foundation solicits financial support from businesses, industries, and individuals to fund programs of educational excellence for LSU Eunice. Information about the Foundation may be obtained by contacting the Executive Director at extension 140.

The LSU Eunice Board of Advisors

The LSU Eunice Board of Advisors consists of individuals who serve as an avenue of communication between the campus and the regional service area. The group is subdivided into various committees who actively participate in cultivating good will, mutual support, and common understanding between LSU Eunice and external groups and individuals.

Faculty Senate

The Faculty Senate is an elected standing committee of the LSU Eunice Faculty Council. The purpose of the Faculty Senate is to enable the Faculty Council to perform more effectively its duty of formulating the educational policies of LSU Eunice. The Faculty Senate Constitution and Bylaws are on the [Faculty Senate webpage](#).

Staff Senate

The LSU Eunice Staff Senate is the official representative body for all non-faculty employees. The senate, organized in 1995, gives staff a voice in reviewing University policies and

procedures and in recommending change and/or adoption of new policies and procedures to the Chancellor.

All non-faculty persons employed at least halftime for a minimum of six consecutive months are automatically members of the Staff Senate electorate. Each group of employees (see the Staff Senate Constitution in Appendix B of this handbook for groupings) elects its own senators to serve in the senate for a one- to two-year term. Meetings, held monthly, are open to the general senate electorate.

The senate is concerned with personnel policies and procedures; procedures and practices followed in implementing University policy; general problems and needs of employees; employee security programs (benefits); and any proposed changes anticipated by the University that will affect non-faculty employees. All University staff members are encouraged to read the Staff Senate Constitution in Appendix B and Bylaws included in Appendix C of this Handbook.

Privacy Rights of Parents, Guardians, and Students

Compliance

LSU Eunice is in compliance with the regulations of the Family Educational Rights and Privacy Act, which insures students and parents of dependent students' access to their educational records maintained by the University, and which prohibits the release of personal identifiable information from these records without a student's permission except as specified in the Act.

Access Procedure

To gain access to his/her records, a student must submit a request to the appropriate university officer as follows:

- A. Vice Chancellor for Academic Affairs - Scholastic records (courses taken, grades earned, academic actions, and application materials)
- B. Vice Chancellor for Student Affairs & Enrollment Services - Counseling and health records

Any student who has attended LSU Eunice may obtain a transcript of work completed provided the student is current in his or her financial obligations to the University.

Summary of Student Privacy Rights and Procedures for Challenge

The information in the educational record may be challenged by the student as inaccurate, misleading, or in violation of privacy. In such instances, the University will consider whether to amend the record(s) in accordance with the student's request. A written decision will be communicated to the student within a reasonable period. If it is decided not to amend the record in accordance with the student's request, the student will be advised of entitlement to a hearing in which the content of the record in question may be formally challenged. The conduct of the hearing will conform to the due process procedures specified in the General Education Provisions Act.

Challenges and requests for hearings should be initiated in writing to the officer responsible for the maintenance of the record. (A grade may be challenged under the Act only on the grounds

that it was inaccurately recorded or miscalculated. Grade appeals are handled under a separate policy--see PS No. 8.)

Release of Educational Records under the Law

Without the Student's Permission. Personal identifiable information from educational records cannot be released without the student's permission except as follows:

- A. To Louisiana State University personnel who have a legitimate educational interest as determined by the University.
- B. To other educational institutions in which the student seeks to enroll. (The student may upon request obtain a copy of the record that was transferred.)
- C. To public officials and agencies as specified in the Act, as deemed necessary for audit, evaluation, and verification for grant purposes.
- D. To agencies and offices administering financial aid to the extent that such records are required about a student's application for financial aid.
- E. To organizations conducting studies for educational institutions or agencies for use in developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such agencies must not show personal identifiable records to outsiders and must ultimately destroy these records.
- F. To accrediting agencies requiring such information in order to carry out their accrediting function.
- G. To parents of students who are dependents for income tax purposes.
- H. To courts of law in response to court orders or subpoenas. When responding to a court order or subpoena the institution must make a reasonable effort to notify the student of all such orders or subpoenas in advance of compliance.

With the Student's Permission. Requests for access to educational records by any person other than those listed in Section IV will be refused unless the student has submitted a written, dated, and signed waiver to allow access to his/her records. The waiver must specify the records to be released, the reasons for such release, and the names of the persons to who records are to be released.

Directory Information

Directory information will be released without the student's consent unless he/she requests that some or all such information be withheld.

A written request that some or all directory information be withheld must be submitted to the Office of Academic Affairs within 10 days after the last day of registration.

Directory information is defined as follows:

- A. Student's name, address, and telephone number

- B. Date and place of birth
- C. Major field of study and classification
- D. Dates of attendance
- E. Degrees, awards, and honors received
- F. The most recent previous educational institution attended by the student.
- G. Participation in officially recognized activities and sports.

Record of Disclosures

A record of disclosures of personal identifiable, non-directory information from the educational records of a student will be maintained and made available to eligible persons upon request. This shall not include disclosures to school officials.

Limitations

Louisiana State University Eunice is not required to permit a student to inspect and review the following records:

- A. Financial information submitted by parents.
- B. Confidential letters or recommendations with respect to employment or honors to which students have waived rights to inspect.
- C. Educational records which contain information on other students, only the specific information pertinent to the requesting student may be reviewed.

Title IX

Introduction

The federal government has published an implementing regulation for Title IX of the Education Amendment of 1972, which prohibits gender discrimination in federally assisted educational programs. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial assistance...

The text of this report describes how Title IX regulations are met at LSU Eunice. These regulations mandate that there be no institutional policies or practices related to the treatment of students that are discriminatory by gender. The issues covered are admissions requirements; health, physical, and recreational education; courses and curricula; financial aid and scholarships; extracurricular activities and organizations; and testing and recruitment practices.

Admission of Students

LSU Eunice is in compliance with the final Title IX regulations governing recruitment and admissions policies and practices and is committed to remaining in compliance.

No person is denied or subject to discrimination in admission on the basis of gender. The open admission policy of the university is designed to present equal educational opportunity to all persons regardless of race, gender, color, creed, or national origin.

Health, Physical, and Recreational Education

- A. **Physical Education Activity Courses** – LSU Eunice offers physical education activity courses in such subject areas as tennis, basketball, golf, and conditioning. All activity courses are available to students on a non-discriminatory basis. Activity courses currently being offered have been chosen for inclusion in the curriculum based on the expressed interest and identified needs of the students enrolled on this campus. In cases where the nature of a course requires an activity uniform, separate and equal dressing facilities are available for men and women students.
- B. **Athletics** - The LSU Eunice Bengals compete in men's baseball and women's basketball and softball in the National Junior College Athletic Association's Region 23.
- C. **Intramural Athletics** - The intramural program on this campus consists of volleyball, flag football, basketball, and softball. Team membership is open to both male and female participants. The size of the program and the interest in intramural sports has not at this point indicated a need for separate male and female teams. In fact, the cooperation and enthusiasm evident in the co-educational activities points to a continuation of the present program. Should intramural contact sports be initiated on this campus, LSU Eunice is prepared to offer equal opportunities for male and female students to organize separate teams commensurate with student interest. In cases of separate male and female teams in the intramural program, the university would make available on an equal basis sponsors, fields, equipment, and uniforms.

Courses and Curricula

All courses and curricula offerings at LSU Eunice are equally available to male and female students. The distribution of male and female students in the various curricula is a result of interest and does not reflect discrimination on the basis of sex in academic counseling or use of appraisal materials. Quite the contrary, in many instances emphasis in academic counseling is placed on the advisability of students entering those fields traditionally dominated by the opposite gender.

Financial Aid and Scholarships

The Office of Financial Aid at LSU Eunice administers a broad program of financial aid and employment to help deserving students who need assistance to continue their education. Financial assistance is provided by civic and business organizations, by various governmental agencies, and by individual citizens. Financial aid is offered in the form of scholarships, loans, grants, and student employment opportunities without regard to gender.

Personal Assessment & Referral Services

Personal confidential assessments are available to employees and students to assist in providing support for improved understanding of themselves and others, planning for their future, gaining a perspective on troubling aspects of their lives, and developing skills to promote effectiveness as employees and students. Individual assessments for employees via the Employee Assistance Program and student requests or referral for assessments are available to all members of the university community. Issues that require more significant support or intervention will be referred to appropriate external agencies. Assessment and referral services at LSU Eunice stress equal opportunity in employment, education, and in all forms of human endeavors.

Extracurricular Activities and Student Organizations

Extracurricular activities and student organizations are in compliance with the Title IX Regulations. All activities and organizations at LSU Eunice are open to all students, regardless of gender.

Testing

The American College Testing Program (ACT) and ACCUPLACER are administered for placement purposes. Other instruments administered are the Strong-Campbell Interest Inventory as well as various personality and behavioral profiles. These instruments do not discriminate on the basis of gender.

Recruitment Practices

Recruitment emphasizes high school visitations and dissemination of information. Visitations and distribution of information are made without discrimination on the basis of sex. An effort is made to recruit students without regard to sex in the geographic area from which LSU Eunice attracts its students.

In summary, it can be stated that LSU Eunice is in compliance with Title IX Regulations. LSU Eunice is committed to remaining in compliance.

SECTION II: FACULTY INFORMATION

Academic Organizational Units

As defined by [Article I, Section 2A of the LSU Board of Supervisors Regulations](#) (October 4, 2018), the Faculty of LSU consists of the faculties of the several campuses. The President and the academic officers of LSU are members of the LSU Faculty and the former is its highest officer. [Article I, Section 2B](#) defines the faculties of the several campuses.

The Faculties of the Several Campuses (updated April 7, 2020)

Membership. Full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks¹) shall constitute the faculty of the campus on which they are appointed. The faculty may organize itself into a Faculty Council which shall include all full-time members of the faculty and members of the Administrative Council (see sec. 1-3.1). As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks) may be enfranchised to the degree deemed appropriate by the faculties of the several campuses.

Members of the Administrative Council, not holding academic rank, shall be non-voting members of the Faculty Council.

Duties. Any action of a faculty or Faculty Council which, in the judgment of the Chancellor, or of the President, is administrative or which seriously affects the interests of another faculty of the University or of the University itself, may be suspended by the President and such action shall be reported to the Board at its next meeting. All questions of jurisdiction among colleges, schools not within colleges, or divisions shall be determined by the Chancellor, or, for LSU or in inter-campus situations, by the President.

Minutes of all actions taken by the faculties or Faculty Councils, together with appropriate recommendations of the major administrative officer concerned, shall be reported to the President. The President may then refer any such action on academic matters of general University concern to the appropriate council, or a committee thereof, for consideration.

Meetings. Each faculty or Faculty Council shall meet at least once each academic year at the call of the President as chair or of the Chancellor of the campus or, for LSU, the President's designee, as vice-chair, or upon the written request of 50 members or 20 percent of the membership, whichever is the smaller number. At least five days notice of meeting shall be given. It shall be the prerogative of the President to preside; otherwise, the Chancellor of the campus or, for LSU, the President's designee, will preside.

Quorum. Not less than 25 percent of the membership of the faculty or Faculty Council shall be necessary to constitute a quorum, provided, however, that any faculty or Faculty Council (at a meeting at which a quorum of 25 percent of the members is present) may, by majority vote, establish a higher percentage of the membership as a quorum for future meetings.

The Departmental Faculty (updated April 7, 2020)

The Departmental Faculty is defined by [Article 1, Section D of the LSU Board of Supervisors Regulations](#) (October 4, 2018):

Membership. The departmental faculty shall consist of all members of the academic staff of a department having the rank of Instructor or higher (or equivalent rank) who are appointed full-time for at least a one-year period and a part or all of whose work for the current year is in that particular department. As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent rank) may be enfranchised to the degree deemed appropriate by the faculty of the department.

Duties. The departmental faculty shall have jurisdiction over matters concerning its educational policies insofar as these do not conflict with the policies of other departments, the rules and regulations of its own college or school, the campus, or the University.

Meetings. The Chair or head of the department shall call a meeting of the departmental faculty when it seems advisable to do so.

Rights, Duties, and Responsibilities of the Academic Staff

Academic Freedom (section updated April 6, 2020)

The following language on academic freedom is from [Article X Section 2 of the LSU Board of Supervisors Bylaws](#) (October 4, 2018):

The University 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 also includes the right of a member of the academic staff of the University to exercise in speaking, writing, and action outside the University the ordinary rights of a citizen, but it does not decrease the responsibility which the member of the academic staff bears to the University, the State, and the Nation. When a member of the academic staff is not officially designated to represent the University, the staff member must indicate clearly that they are speaking as an individual citizen.

Among the many implicit responsibilities which 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.

Recognizing that academic freedom is fundamental to collegiality, [Article II, Section 4 of the LSU Board of Supervisors Regulations](#) guarantees that "the principle of academic freedom shall be recognized" in "all personnel actions related to academic staff". There is a strong commitment to the principle of academic freedom at LSU Eunice. Faculty who believe that they have been denied academic freedom have the right and are encouraged to resort to the Faculty Grievance Procedures.

Duties of Academic Staff

Each member of the academic staff is expected to be devoted to the accomplishment of the purposes for which LSU exists: instruction, research, and public service. Those members of the academic staff who comprise the faculty of LSU are charged to determine the educational policy of LSU through deliberative action in their respective units and divisions.

Appointment and Promotion of Academic Staff

Each appointment or promotion of a member of the academic 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, and dismissals of members of the academic staff shall be made upon the authority of the President, subject to the approval of the Board. The terms of the appointment of each member of the academic staff shall be reduced to writing and a copy thereof furnished to each of the contracting parties. See PS No. 12 on Promotion and PS No. 11 on appointment of faculty.

Tenure of Academic Staff

Members of the academic staff may be appointed for specified terms (term appointments) or for indeterminate terms (tenured appointments). Term appointments are utilized at the lower academic ranks and ordinarily for initial appointments at all levels. Associate Professors, Professors, and those holding equivalent ranks are tenured except as noted in LSU 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 the tenure 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.

Any appointment, whether tenured or term, may be terminated for cause. See PS No. 12 on Tenure.

Responsibilities of Academic Staff

It is a basic principle that every member of the academic staff of whatever rank is at all times held responsible for competent and effective performance of appropriate duties. No principle of tenure is permitted to protect any person from removal from a position after full and careful investigation, according to procedures of due process, has revealed that the person has not met and does not give promise of meeting the responsibilities of the position.

Faculty Evaluation.

Faculty are evaluated annually as a means of improving instructional effectiveness and enhancing professional development.

Teaching Load

A maximum teaching load for faculty members is generally considered to be fifteen (15) credit hours or twenty-one (21) contact hours. Other considerations relating to teaching loads are found in PS No. 46.

Office Hours

All faculty members are required to schedule two (2) hours daily as conference periods for students. These periods should be scheduled so that faculty is accessible to students in mornings and afternoons, if possible

The normal workday of faculty is considered daily. It should not be considered an imposition on the faculty members' time if meetings or conferences are called during this stated time schedule.

Faculty Meetings

Faculty members are expected to attend the meetings of the Faculty Council and any other officially designated faculty meeting.

Personnel Actions, Academic Staff

In all personnel actions related to academic staff, the principle of academic freedom is recognized. All personnel actions relating to faculty and other members of the academic staff are initiated in accordance with the Personnel Action Approval Policy. Actions shall be taken after appropriate consultation with the faculty.

Academic Ranks

The following academic ranks shall be recognized:

Instructional and Research Ranks Full-Time ^{1,2,4}	Instructional and Research Ranks Part-Time ⁵	Library/Museum Ranks Full-Time ¹⁰	Cooperative Extension Service
Boyd Professor Designated Professorships ³ Professor	Professor, part-time ⁷ Adjunct Professor ⁸ Consulting Professor ⁹	Librarian Curator ¹¹	Specialist Division Leader Associate Division Leader Assistant Division Leader
Associate Professor	Associate Professor, part-time ⁷ Adjunct Associate Professor ⁸	Associate Librarian Associate Curator ¹¹	Associate Specialist Agent
Assistant Professor	Assistant Professor, part-time ⁷ Adjunct Assistant Professor ⁸	Assistant Librarian Assistant Curator ¹¹	Assistant Specialist Associate Agent
Instructor	Instructor, part-time ⁷	General Librarian	Assistant Agent
Associate	Associate, part-time ⁷	Library Associate	Extension Associate
Assistant	Assistant, part-time ⁷		
	Cooperating Teacher ¹⁰		
	Special Lecturer ⁵		

Notes:

¹The titles "Visiting Professor," "Visiting Associate Professor," and "Visiting Assistant Professor" are courtesy titles given to holders of visiting full-time appointments at those respective ranks. No changes shall be made in the titles of regular members of the instructional and research staff holding part-time appointments during the summer term.

²The full-time faculty shall consist of the full-time University faculty and the members of the full-time staff at affiliated hospitals who have academic responsibilities equivalent to the full-time University faculty. The full-time affiliated faculty who are gratis or whose University contribution to salary is less than 25 percent shall be considered as volunteer faculty to the University insofar as employee benefits are concerned. However, if the University contributes 25 percent or more of their total salary, percentage of University contribution should be indicated, and employee benefits appropriate to that percentage provided. Full-time affiliated faculty does not acquire tenure.

³The title of Professor may be modified to indicate particular distinction as approved by the Board in special instances.

⁴Full-time faculty whose primary responsibility is conducting research and who normally are paid from grant or contract funds are to be appointed as Assistant Professor-Research, Associate Professor-Research, or Professor-Research. Full-time faculty in the clinical sciences with responsibility to teaching and service programs and who are essential for patient care are to be appointed as Assistant Professor of Clinical (discipline), Associate Professor of Clinical

(discipline), or Professor of Clinical (discipline). The faculty in these ranks does not acquire tenure.

⁵Part-time academic whose prime responsibility is related to a clinical setting may be designated by the title "Clinical" preceding their academic rank, except department heads, who may be given their appropriate professorial rank without the designation "Clinical."

Part-time academic personnel in the Law Center whose primary role is related to a clinical setting in any internship program or other clinical or skills instructional program which has been or may be established by the Law Center may be designated by the title Adjunct Clinical Instructor, Part-time, are ineligible to participate in the University funded employee benefits accorded other academic employees of LSU.

⁶The title "Special Lecturer" is authorized and limited to part-time appointments without rank designation and is restricted to specialists and professional men and women whose primary occupation is practice of their profession.

⁷The designation "part-time" indicates that the appointee is to serve less than 100 percent basis.

⁸On the recommendation of appropriate campus officers, the ranks of Adjunct Professor, Adjunct Associate Professor, etc., will be conferred upon persons whose primary employment is outside the department. The basis of such recommendation that LSU can benefit from the talents, abilities, and experience of persons in various fields as consultants; for the conduct of formal courses, occasional lectures, or seminars; or for other similar activities. Recommendations for such appointments shall be made in the same manner as for other academic ranks. Individuals appointed as Adjunct Professors, Adjunct Associate Professors, or Adjunct Assistant Professors are ineligible to participate in the University Retirement System or other University-funded employee benefits accorded other academic employees of LSU.

⁹A person of exceptional distinction who performs the services of an Adjunct Professor may be designated a Consulting Professor.

¹⁰The title of Cooperating Teacher is used for off-campus public school teachers who supervise teachers in the teacher training programs.

¹¹The titles of 'Curator', 'Associate Curator', and 'Assistant Curator' are authorized and limited to those individuals holding full-time appointments on the museum staff. The ranks of Curator, Associate Curator, and Assistant Curator shall be equivalent to those of Professor, Associate Professor, and Assistant Professor, respectively. The rules and rights of appointment, promotion, and tenure shall be the same as for the professional ranks.

Pay Day

Faculty members appointed on an academic year basis are paid monthly on the 21st of the month. Fiscal year employees are paid on the last working day of each month. Employees on an academic year basis may make arrangements in the Human Resources Office to be paid on a twelve-month basis. Effective January 1, 2001, all employees are required to participate in the direct deposit program unless they have a qualifying hardship and obtain approval for waiver of direct deposit. An Employee Authorization Agreement for Automatic Payroll Deposits is given to all new employees to be filled out and returned. In order to view and/or print a deposit slip an employee has to activate myLSU. The information for this can be obtained in the Office of

Business Affairs. Upon termination with the University and before receiving your last paycheck, you must turn in all grades, all keys, and the LaCarte Card, if applicable.

Salaries

Salaries of employees are not permanent; they are determined by LSU, subject to the approval of the Board of Supervisors.

Salary Increases

Salary increases occur as a result of promotions, across-the-board salary increases, equity adjustments, or from recognition's of merit.

Promotions

Recommendations by the Deans, the Vice Chancellor for Academic Affairs, and the Chancellor for promotion of faculty are primarily based upon achievements in teaching, research, creative effort, public service, as well as general contributions to the program and/or activities of the University. Promotion in academic rank or status is never determined by years of service alone. Criteria for promotions are described in detail in PS No. 12.

Across-the-Board Salary Increases

General salary increases to all faculty members on a fixed sum basis may be indicated at the discretion of the President of LSU.

Merit Increases

Merit increases are the result of distinguished service and superior achievement. Each member of the faculty or staff is evaluated annually in terms of professional and other contributions to the institution and its programs of activities.

Equity Salary Adjustments

Equity salary adjustments are provided to correct inequities of salaries caused by varying initial salary levels and changing market salary requirements for new personnel.

Sale of Complimentary Textbooks Received by Faculty

In Advisory Opinion No. 88-20 of April 8, 1988, the Commission on Ethics for Public Employees concluded that the receipt of "complimentary textbooks does not present a per se violation of the Code of Ethics. However, when these textbooks are sold by the recipient

they become a 'thing of economic value' the receipt of which is prohibited by Section 1115A (I) or B(2) of the Code or, alternatively, Section 1111A of the Code."

Children on Campus or in Classrooms

Whether or not children are allowed in a class is the prerogative of the individual instructor. Students must obtain the instructor's permission before bringing a child to class.

Even if permission has been granted, an instructor may ask the parent and children to leave if the child is being disruptive to the class. Under no circumstances, should children be allowed in laboratory or activities classes where a child could be injured or there is the possibility of a child breaking university equipment.

All children, whether in classrooms or elsewhere on campus, must be supervised by an adult. Unsupervised children observed on campus should be reported to LSU Eunice Police and Campus Security, who will attempt to locate their parents.

Instructional Policies

Registration of students

The Office of the Registrar is responsible for coordinating registration activities.

Designated faculty members may be requested to assist with registration and the scheduling and counseling of students.

Attendance Regulations

To derive maximum benefit from a course, the student should attend class regularly and punctually. Absence from class for any reason, avoidable or unavoidable, results in a loss to the student. Absences, if excessive, may be a direct cause of low achievement or even failure. Regular class attendance is a vital part of academic success; therefore, the following attendance regulations are observed.

- A. The student is responsible for attending all classes regularly and punctually.
- B. The student must resolve his or her absence and class tardiness with the instructor. The student is also advised to file an explanatory statement of absences with the Office of Student Affairs.
- C. When in the judgment of the instructor a student for any reason has missed a class often enough to jeopardize his or her position in the class, the instructor will refer the student to the Office of Student Affairs.
- D. After incurring an excessive number of absences, the student may be placed on attendance probation.
- E. A student on attendance probation may be dismissed from the University should additional absences occur.
- F. A student dropped for non-attendance of classes will not be eligible to re-enter the University until after the following regular semester.

Schedule Changes

Up through the last day to add classes or change sections for a given semester, students who want to change their class schedule should first consult with their faculty advisor before making a schedule change using the myLSUE registration system. After the last day to add classes and

up through the final date to drop or resign, schedule changes will be completed on line using the myLSUE registration system that can be accessed by students over the Internet. The effective date of the schedule change is the date that the change is made by the student or his or her faculty advisor. This date will be used to determine whether or not the student has met the various deadlines specified in the current academic calendar. The on-line registration process used at LSU Eunice will allow students to drop all of their courses with the exception of the last course. Students withdrawing from all courses in which they are registered must complete a Resignation Form in the Office of the Registrar.

Grading System

- A. Grades of A, B, and C are given for satisfactory work. A grade of A indicates distinguished mastery of the course material; a grade of B, good mastery; a grade of C, acceptable mastery. A grade of D indicates minimally acceptable achievement for credit (in some programs a grade of D in certain courses does not carry degree credit.) A grade of F is failing. A grade of P (passing) denotes satisfactory completion (grade of C or better) of advanced standing examinations, pass-fail option courses, and certain other courses. A grade of NC (no credit) is used to indicate an unacceptable level of achievement in developmental courses.

A "W" will be entered on the student's record for any course dropped within the dates specified in the academic calendar for that semester. After that time, students may not drop courses unless authorized to do so by the Vice Chancellor for Academic Affairs. This regulation applies to all courses dropped, including those dropped when a student resigns from the University.

- B. Work which is of passing grade but which, because of circumstances beyond the student's control, is not complete may be marked "I" (incomplete). An "I" grade is given only upon receipt by the instructor of appropriate authorization from the Office of Academic Affairs. If authorization is not received, the instructor is to consider that the delinquent work is of failing quality, and an "I" grade is not to be given. It is the responsibility of the student to initiate the request for authorization.

In extraordinary cases, the Chancellor may authorize that the "I" grade become permanent or may authorize an extension of time for removing the grade.

A grade of "I" will be converted to "F" unless it is removed before the deadline for adding courses for credit as published in the University Calendar. The conversion of the "I" grade takes place in the next regular semester.

- C. The grade-point average of a student is determined by the ratio of quality points earned to semester hours attempted. Quality points are assigned to letter grades as follows: A--four quality points; B--three quality points; C--two quality points; D--one quality point; F--no quality points. Grades of P, NC, and W are not used in the computation of the official grade average of a student and, therefore, do not carry quality points. All courses taken for which grades of A, B, C, D, or F are assigned, including repeated courses, are considered in calculating grade-point averages.
- D. For purposes of converting LSU letter grades to a numerical expression at other institutions, the following scale may be used: A--93-100; B--85-92; C--77-84; D--65-76; F--failure, below 65.

Student Conduct

The LSU Eunice Code of Student Conduct is the University's basic policy statement governing student conduct and student discipline. Copies of this document are available in the student handbook, in the SGA Office, the Library, the Student Affairs Office, and online.

Examinations

The Office of the Registrar issues the schedule of final examinations. Final examinations are required in each course taught. When a final examination is inappropriate because of the nature of the circumstances peculiar to the course, the Office of Academic Affairs will consider other means of determining the knowledge or skill of the student.

Procedural requirements for obtaining a diploma or certificate

In order to determine the eligibility of candidates for an associate degree at LSU Eunice, the following procedures will be used:

- A. Students must state their intent to graduate by completing an Application for Degree/Certificate during registration for the academic session in which they expect to complete degree requirements. A \$20.00 diploma fee is due at this time.
- B. Students must meet all the general degree requirements stated in the "Associate Degree Programs" section of the university catalog.
- C. All financial indebtedness to the University must be cleared before graduation.
- D. Candidates for degrees are expected to participate in the commencement exercises unless excused by the Vice Chancellor for Enrollment Management.
- E. Once the student has completed the appropriate degree application form and paid the diploma fee, the student's transcript will be evaluated for graduation. Transcripts evaluated for graduation will reflect all work through and including the last semester completed at LSU Eunice. It is the responsibility of the student to bring to the attention of the appropriate division or department head any subsequent work that may not be entered on the transcript, i.e., advanced placement credit, transfer work, etc.
- F. Deans will be provided a list of students planning to complete degree requirements during the current session and the next regular or summer session. Ledgers for these students will be photocopied and sent to Deans. Deans will maintain up-to-date folders on students pursuing degrees in their division or department.
- G. Deans will complete an ASSOCIATE DEGREE PLAN at least one semester in advance of the semester in which it is anticipated the student will complete degree requirements. Upon completion, a copy of the ASSOCIATE DEGREE PLAN will be forwarded to the Office of Academic Affairs. Any SPECIAL PERMISSION FORMS affecting the DEGREE PLAN must be attached to it.
- H. During the semester in which the student is to complete degree requirements, the Dean will complete an ASSOCIATE DEGREE CHECK-OUT SHEET, which will include only those courses in progress, which must be completed to fulfill degree requirements. The

DEGREE CHECK-OUT SHEET must be signed by the student and forwarded to the Office of Academic Affairs no later than the 6th day of classes (4th day during the summer session).

- I. Each Dean should submit the names of prospective degree candidates to divisional faculty at least two weeks before commencement.
- J. The Office of Academic Affairs will order diplomas upon receipt of completed DEGREE CHECK-OUT SHEETS and, at the end of the semester, verify the following information:
 1. completion of required courses in progress
 2. overall Grade Point Average
 3. LSU Eunice Grade Point Average

Library

There are a variety of resources and service offered to users of the LeDoux Library. Any suggestions for extending the collection, library access, or use should be shared with the library director.

Media Equipment and Services

Academic division offices have some audio-visual equipment on hand for the use of faculty using nearby classrooms. Check with divisional secretaries to schedule its use.

If the appropriate equipment is not in the division office nearest your classroom, equipment may be scheduled for use by calling the Library, ext. 387. If possible, the equipment will be delivered to the room where it is needed and picked up after its use by library staff. The earlier the request is made, the more likely equipment is to be available. Audio-visual equipment includes VHS VCRs, monitors, slide projectors, screens, audio tape players, and overhead projectors.

Bibliographic Instruction

The librarians are available to make presentations to classes concerning library materials and services. Classes may come into the library for sessions or tours, or librarians may visit classes and bring references applicable to the class study. The session can be as extensive or as brief as faculty request and feel students need. Faculty is encouraged to call the library, Ext. 385, as early as possible to schedule bibliographic instruction. An Information Literacy Classroom with 30 computers and wireless web access is available for library instruction.

Circulation

The LeDoux Library is an open stack library with books arranged by the Library of Congress Classification System. Books circulate to students for two weeks and to faculty for a semester. Periodicals do not circulate, but photocopies or prints may be made. There are three photocopy machines in the library; the cost is \$.10 per page. Reference books generally do not circulate. Videotapes may be checked out for one week. A small audiotape collection is available. Documents may be borrowed as needed.

Collection Access

The library's collection for both campus and distance students can be accessed through computers in the library, computer labs, and from off campus. Users are able to access the library's book collection and a wide range of databases. In addition, users can access academic libraries throughout Louisiana to locate information and sources to further support their research needs. Many items are full-text and are available 24/7 and remotely.

Collection Development

The collection is made up of approximately 125,000 volumes and 123 periodical subscriptions. It is constantly being updated to meet the needs of LSU Eunice's users. Suggestions from the faculty are essential to developing the best and most appropriate resources. Faculty is encouraged to send to or discuss with the librarians the requirements for the support of various classes and may want to furnish a syllabus or bibliography to the library for comparison with the collection and as a guide in the choice of books and periodicals. Faculty are furnished notices when their suggestions for acquisition become a part of the library collection. With automation, bibliographies can be prepared quickly and accurately.

Electronic media in various formats is an important facet of the library collection. Materials received are relevant to the curriculum and to the socio-economic interests of the Eunice area. Documents may be checked out of the library. Special topical resources include tax information, local agriculture, small business aids, court reports, demographic statistics, and census data.

Hours

Regular semester library hours are: Monday-Friday 7:30 a.m. – 4:30 p.m.

Interlibrary loan

If a specific book or periodical article is needed but is not in the library collection, it may be retrieved through interlibrary loan from another library. Request forms may be completed at the Circulation Desk. The Library pays the costs of interlibrary loans supporting the academic research of faculty. At least two or three weeks for the delivery of borrowed material should be allowed.

Reserves

Materials expected to be in heavy demand by students may be placed on a restricted loan basis of one hour (library use only), one day, or three days. These materials may be books from the library's collection or faculty copies of books or articles. The library needs clear instructions from faculty on handling reserved material; call circulation at Ext. 384 for help.

Student s' Computers

The Information Commons for student use is located in Room 213 of the Library. The various computers are available for users at any time the library is open. Numerous types of licensed software are available. Faculty may place exercises or programs on these computers for student use. A librarian, Ext. 387, is available to explain to classes very basic word processing,

as well as the rules and workings of the lab. Schedule an appointment if your class needs to visit the lab.

Policies for Users of Student Computer Laboratories

Rights and responsibilities of users

Rights. All users should expect:

- A. Privacy of files, printouts, etc.
- B. Access to resources (on a "fair share" basis).
- C. Freedom from harassment.

Responsibilities. All users should:

- A. Be aware of laboratory policies.
- B. Be aware of penalties for the violation of policies. Penalties may include academic discipline, criminal prosecution, and financial restitution (including reimbursement for the time of professional staff).
- C. Abide by all relevant software licenses and copyright laws.
- D. Refrain from seeking or providing access to the files and programs of other users.
- E. Be cautious about the use of outside software, so as not to introduce a virus into the computer lab.
- F. Cooperate in the enforcement of policies.
- G. Be frugal in the use of resources.

Specific prohibitions

- A. Do not bring food or drink into computer labs.
- B. Do not use the computer facilities for any commercial purposes.
- C. Do not waste: paper, disk space, etc.
- D. Do not monopolize shared resources.
- E. Do not attempt to change the system configuration.
- F. Do not move equipment, mouse, printer, etc.
- G. Do not copy data or software without proper authorization.
- H. Do not attempt to circumvent data protection schemes or uncover security loopholes.

- I. Do not run potentially dangerous programs.
- J. Do not change the laser printer settings, unless you can return them to the default settings when you are finished.

Supervisor prerogatives

- A. To inspect the files of users if there is reason to suspect violation.
- B. To suspend the privileges of users who violate policies.

Information for network users

- A. Users are to take all steps necessary to ensure their password remains confidential and protected.
- B. Users are not to use electronic communication facilities for transmission of commercial or personal advertisement, solicitations, promotions, destructive programs, or political material.
- C. Users are subject to all the rules of networks to which LSU Eunice is directly or indirectly connected, e.g., BITNET and INTERNET.
- D. Users are not to send remarks or comments considering harassing or defamatory via electronic mail, or to post them on electronic bulletin boards.
- E. Users are not to use computer resources for unauthorized access to remote or institutional computers.
- F. Users are not to perform network activities that could place a strain on limited computer resources, e.g. CHAT, RELAY, PHONE and other interactive message facilities, interactive game playing, chain letters, mass mailings, obtaining unnecessary output, creating unnecessary multiple jobs or processes, or creating unnecessary network traffic.
- G. Users are not to send or download "infected" material that in some way endangers computer resources.
- H. Users are not to intercept transmitted information.
- I. Users are not to modify in any manner network resident software or programs.

SECTION III: STAFF INFORMATION

Classification and Pay Plan

If you are a classified employee, your title and pay are determined in accordance with a statewide classification and pay plan established by the Louisiana Department of Civil Service.

Your title is a reflection of the duties and responsibilities described in the position description

forwarded by LSU Eunice to Civil Service. Civil Service determines the level of pay for each job title based on education and experience required, supervisory responsibility, job contacts, job impact and complexity, work environment, and physical demands.

If you are a classified employee in a non-exempt job, you are eligible to be compensated for over-time at a premium rate (time-and-a-half compensatory time or time-and-a-half paid). If you are a classified employee in an exempt job, you may be compensated for overtime at a straight time rate (hour-for-hour compensatory time or regular-rate paid).

Academic and administrative/professional employees are not eligible for over-time pay or compensatory time.

For more information, contact the Office of Human Resources.

Educational Privileges

If you are a full-time employee other than faculty, and you have been employed at least one year, you may--with approval of your immediate supervisor, appropriate Vice Chancellor, and the Chancellor--register for job-related courses up to six hours per semester (three hours in summer term) and receive full tuition exemption. Only three hours per week of the approved

job-related courses may be taken during work time without charge to annual leave. In order to continue participation in this tuition exemption program, you must make satisfactory progress,

as determined by your supervisor. Generally, "satisfactory progress" will be interpreted to

include completion of the course with a passing grade. The form to request approval for tuition exemption and educational leave under this program is available in the Office of the Registrar.

If you are a full-time employee other than faculty, and you have been employed less than one year, you may--with the approval of your immediate supervisor, and department head or chair--register for a job-related course at your own expense and be allowed to take this course during work time for no more than one hour per day up to three hours per week.

Part-time employees are not eligible for these educational benefits.

"Job-relatedness" is to be narrowly interpreted and will be based on whether the course would be beneficial to you in performing the functions outlined in your position description, to advance to the next higher position to which you might logically aspire within the unit, or if it is required for a degree program in which you are enrolled and if the degree program is also job-related.

If you are a non-faculty employee who holds a position where there is no potential for conflict of interest, you will be permitted to pursue a doctorate; if you are in a position where a conflict of interest could exist, you are ineligible. The Chancellor makes the final determination regarding the existence of a conflict (PM20).

If you are a full-time, non-Civil Service employee who has completed three consecutive years of service, you may apply for a leave of absence with partial pay to pursue an advanced degree. Such leave must be approved through channels by the Board of Supervisors for not more than one year of study which will culminate in the receipt of an advanced degree within five years. The pay received while on such leave is to be individually determined, but in no event shall it

exceed one-half of your regular salary. Upon completion of this leave, you will be required to return to your University duties for two years before accepting employment elsewhere.

Full-time employees of the LSU System and members of their immediate family are exempt from the payment of nonresident (out-of-state) fees.

Performance Evaluation System

At least once a year, each employee's performance will be evaluated. Your supervisor will prepare and discuss this evaluation with you, and you will be given a copy of your rating after the appropriate reviewing officials have signed it. If, as a classified employee, you receive an "unsatisfactory" rating, you will be ineligible for a merit increase or promotion. (See PS 9 for non-teaching academic and administrative/professional employees; Chapter 10, Civil Service Rules, for classified employees.)

If you receive an overall performance evaluation of "Unrated" or "Needs Improvement/Unsuccessful", you may request an official review of that evaluation by submitting it in writing to Human Resources by October 15th. If the employee still does not agree with the given rating, the employee can request a review by Civil Service within 10 calendar days of receipt of Agency Reviewer's decision. Civil Service Review shall be completed within 30 days after receipt of employee's PES file.

Promotional Opportunities

In order to encourage more career employees, and to make you aware of new opportunities, the University is committed to filling vacancies, whenever possible, by

promotion. Vacancies are advertised on the bulletin board located near the Human Resources Office. Vacancies are posted for a period of 7 calendar days on main bulletin boards and on email to give interested persons a chance to apply through LA Careers, and are filled in accordance with the University's Affirmation Action Program (PS-29).

If you are interested in an advertised classified position, contact the Human Resources Office to schedule an appointment for a referral. You must have permanent status to apply for any promotional opportunity. If you have obtained prior permission from your supervisor, you will not be charged leave when applying and interviewing for any position on campus.

Some Civil Service positions require testing. If you wish to apply for such a position, you should have your test score before applying for a job. You should retain documentation of your test scores.

If a grievance arises in the course of filling a vacancy, appointment to the position may be withheld until the problem is resolved.

Overtime Pay/Compensatory Time

LSU Eunice strives to accommodate its work needs by assigning its employees in a manner that is commensurate with workload requirements/regulations. In doing this, it is intended that the need for overtime should be minimal. According to Federal law, employees are not permitted to volunteer for extra work relating to their normal duties.

Overtime occurs when work is required beyond regularly scheduled hours in the 40-hour workweek. No overtime will be granted until the hours actually worked exceed 40 hours during the normal workweek. Holidays and leave taken (paid or unpaid) shall not count towards hours worked. Departments should make every attempt to award compensatory time as overtime instead of payment for overtime. Civil Service rules provide the University with the authority to require an employee to work overtime.

Overtime (or compensatory time) is earned at rates of either straight time or time and one-half depending on the pay level. Compensatory time must be worked before the time can be taken. Compensatory time is to be recorded and used in the same manner as the other forms of leave.

Departments must have prior written approval by the appropriate Vice Chancellor and the Vice Chancellor for Business Affairs before the employee can be authorized to work overtime (or "comp" time). The memorandum requesting overtime (or "comp" time) must contain the following:

- A. Justification for the overtime (or "comp" time) and the alternatives that were considered,
- B. Name and title(s) of employee(s) affected,
- C. Anticipated dates/hours of the overtime.

In securing approval, departmental request must be processed through regular channels to the appropriate Vice Chancellor. It is the responsibility of the appropriate Vice Chancellor to review and recommend the approval of these requests. These recommendations are to be forwarded to the Vice Chancellor for Business Affairs for budget clearance and final approval.

Compensatory leave time shall be exhausted before annual leave is used. As in the case of annual leave, a liability is created which may have to be paid upon separation.

Employees must be allowed their appropriate time off during each workday (i.e., 30-minute lunch break) to ensure the workweek will normally not exceed 40 hours per week. LSU Eunice's work hours are 8:00 to 4:30 with a 30-minute lunch break and two 15-minute breaks. The employee can decide to not take breaks. In addition, the time allocated for breaks/lunch should not be combined with any other type of leave/breaks to extend lunch breaks, leave taken, or leave prior to 4:30.

Unclassified employees shall not be entitled to earn overtime. It is expected that employees in unclassified positions may occasionally have to work more than 40 hour workweeks.

SECTION IV: APPENDICES

Appendix A

University Standing Committees

Safety Committee

The membership of the committee includes an administrative representative from each building, the head of the Division of Nursing and Allied Health, and the Coordinator of Chemistry and Physics (who also serves as the campus chemical safety officer).

The objectives are to observe areas of the campus and express safety concerns to the committee and to make recommendations concerning campus safety to the Administrative Council and Chancellor.

AA/EO Committee

The AA/EO Committee consists of representatives of the administration, academic, and nonacademic employees, including women and minorities.

The functions of the committee are:

- A. To make annual reviews of the Affirmative Action Plan, including goals and timetables.
- B. To bring to the attention of the Chancellor problems and concerns dealing with employment from the perspectives of the staffs represented by the membership within the area of the committee's responsibility.
- C. To assist in the dissemination of affirmative action policies and information.
- D. To receive, review and react to reports affecting employment prepared by the University for System purposes as well as external agencies, such as U.S. Department of Education.

Student Conduct Committee

Membership of the Committee on Student Conduct:

- A. The Committee on Student Conduct shall be composed of two representatives of the Academic Council appointed with the concurrence of the Chancellor, three faculty members appointed annually by the Chancellor, two students appointed annually by the Chancellor upon recommendation of the President of the Student Government Association, and one member of the administrative staff.
- B. Proxies may not serve on this committee.

Duties of the Committee on Student Conduct:

- A. To consider, through hearing panels selected from its membership, formal charges of misconduct by students referred to hearing panels by the Vice Chancellor for Enrollment Management.

- B. To review periodically, the provision of the Code of Student Conduct, and to make recommendation to the Office of the Chancellor for changes when such changes are deemed in the best interest of the University.

Appendix B

Staff Senate Constitution for Louisiana State University at Eunice

ARTICLE I: Purpose

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

- Promote and protect the welfare of the LSU Eunice staff to the extent that the Staff Senate policies are consonant with Civil Service regulations and University Bylaws.
- Complement and support the academic life of the University.
- Review policies proposed or previously adopted by others that may affect the welfare of the staff, and make recommendations about them to the Chancellor.
- Promote the effective exchange of information between the LSU Eunice staff, administration, and faculty.
- Propose and maintain programs to enhance the personal and professional well being of the staff as well as encourage their vocational and educational development.

ARTICLE II: Authority

The Staff Senate is empowered in matters appropriate to its authority to take any action necessary and proper to the effective function of the Staff Constitution and Bylaws. After adoption, all formal recommendations of the Staff Senate shall be forwarded to the Chancellor for review, recommendation, and approval where appropriate.

ARTICLE III: Organization

Section 1. Representation

The LSU Eunice Staff Senate shall represent all non-faculty personnel who are employed at least half time in established positions.

Section 2. Senate Membership

LSU Eunice staff senators will be elected by the various categories of non-faculty employees as defined by the University's EEO-6 Guidelines.

Each category with 1 to 7 employees will be represented by one senator and each category with 8 or more employees will be represented by two senators, and so forth. No single category will have majority representation on the Staff Senate.

Changes in the number of representatives for any category will occur at election time.

A. Qualifications

Senators must be qualified under Article III, Section 1 of this Constitution. In addition, the staff members must have completed at least one full year of continuous employment at LSU Eunice immediately before the Staff Senate election.

B. Terms in Office

Senators will be elected for two-year terms. Terms in office will be staggered to insure that one half of the Staff Senate is elected each year. Senators may serve multiple terms, not to exceed two consecutive terms. Senators may run for election after sitting out one term.

C. Senate Officers

The Staff Senate shall elect from its membership a Chair, a Vice-Chair, and a Secretary. Each shall be elected in accordance with the Staff Senate Bylaws. A Parliamentarian will be appointed by the Chair from the Staff Senate membership and will become an officer of the Senate.

ARTICLE IV: Meetings

Section 1. Regular Meetings

Monthly meetings of the Staff Senate shall be held and will be open to the public. The Staff Senate reserves the right, upon majority vote, to go into executive session if sensitive or personal items are to be discussed, but no final action can be taken in executive session.

A majority of the membership of the Staff Senate, with at least 3 of the categories represented must be present to constitute a quorum. Once this quorum is met, written proxy (written authorization of representation) submitted to the Chair is permitted. Each member of the Staff Senate will have one vote.

Section 2. Special Meetings

Special meetings may be called by: A. the Chair; B. written petition of five senators; C. written petition of 20% of the staff members. Special meetings will be open to the public, with the exception of executive sessions. Five working days notice will be given for a special meeting except in case of an emergency. In emergency cases, members will be notified by telephone, cc: Mail, or campus mail.

Section 3. Agenda

Meetings of the Staff Senate will follow an agenda prepared in advance by the Chair. Request for items to be placed on the agenda must be presented in writing to the Chair at least ten calendar days before the meeting. A published notice of the meeting will be posted on the staff bulletin board.

Section 4. Release Time

Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings.

ARTICLE V: Committees

Section 1. Standing Committees

The Staff Senate shall establish standing committees as follows: Elections; Information and Governmental Relations; Benefits and Policies; and Grievance. Other standing committees may be established by majority vote of the senate as needed. Each standing committee shall be composed of one representative from each category nominated from within the group and confirmed by the Senate for a term of one year. In general, Staff Senator should not serve on these committees.

Section 2. Ad Hoc Committees

Additional special committees may be established by the majority vote of the Senate as needed. Any member of the staff community may be invited to serve on an ad hoc committee.

Section 3. Executive Committee

The Executive Committee will consist of four voting members of the Staff Senate as follows: Chair, Vice-Chair, Secretary, and Parliamentarian. The immediate past chair will serve as an ex-officio member for a period of one year.

Section 4. University Committees

The Staff Senate shall request representation on University committees, which affect the welfare of the staff and the University. The representative(s) to serve on these committees shall be recommended by the Staff Senate.

Section 5. Release Time

Committee members will be released from normal work duties without loss of pay or other benefits to attend official standing and ad hoc committee meetings, and meetings with liaison groups dealing with items of concern to LSU Eunice and state employees.

ARTICLE VI: Ratification

This constitution shall be considered ratified and official upon approval by a two-thirds majority of the total votes cast by qualified staff members as defined in Article III, Section 1, and approval by the Chancellor.

ARTICLE VII: Amendments

Section 1. Proposals

An amendment to the Constitution may be proposed either by the Staff Senate or by a petition signed by at least ten qualified staff members and presented to the Staff Senate.

Section 2. Senate Approval

A proposed amendment must be introduced at least one month before being voted on. To pass, the proposed amendment must receive the vote of a two-thirds majority of the senators present.

Section 3. Vote By Staff

An amendment approved by two-thirds of the Staff Senators shall be submitted to the staff for a vote. To become effective, the amendment must receive two-thirds of the votes cast by qualified staff members.

Section 4. Chancellor's Approval

An amendment, which has been approved by the Staff Senate and qualified staff members, shall be submitted to the Chancellor for review and approval. All such copies of the approved amendment will be distributed to the staff members.

Appendix C

Bylaws of the Staff Senate

Article I - Election to Staff Senate Membership

- A. Election of members to the Staff Senate shall be conducted by the Elections Committee in accordance with the guidelines established by the Staff Senate. Candidates in each category may be nominated by anyone with that category or may submit their own written application to serve on the Senate. In cases where there are only as many candidates in a category as vacancies, the candidates shall be declared elected.
- B. In case no one files for a particular Staff Senate position, that position shall be filled, by appointment from within the category in which the vacancy occurred. Such appointment shall be made by the Chair with approval of the Staff Senate and with the subsequent majority approval of that entire category.
- C. Staff Senate elections will be held in the month of June at a time determined by the Elections Committee and approved by the Staff Senate.
- D. Terms of new senators shall begin at the regular scheduled meeting in July.
- E. Vacancies
1. If following elections, a vacancy on the Staff Senate occurs, the Chair shall appoint, subject to Staff Senate approval, an eligible member of the staff from within the category in which the vacancy has occurred with the majority approval of the entire category. The person appointed will serve until the term of said position expires. Persons not eligible to run for election to the Staff Senate shall not be eligible for appointment.
2. Senators, whose categories change, will be eligible to continue serving as a Senator through the end of the current fiscal year. The vacancy will be filled during the regular June Staff Senate Elections.
- F. For the initial election of staff senators only, the election procedures shall be conducted by the Constitution Committee; thereafter, elections shall be governed by the Election Committee. In the first election, in order to create staggered terms, names will be drawn to determine which six (6) senators will serve one year (term to end June, 1995); which seven (7) senators will serve two years (term to end June, 1996).

Article II – Removal

- A. A Senator shall be removed by written petition stating cause signed by at least 60% of the constituents in the Senator's category. The Elections Committee must validate signatures on said petition.
- B. Non-attendance at Staff Senate meetings shall also be cause for removal. A record of attendance will be kept at each Senate meeting. If a Senator misses four consecutive meetings either by actual non-attendance or by written proxy, or a total of five meetings during the year,

the President shall declare the seat vacant. Such removal does not preclude the person from holding office in the future.

Non-attendance at special meetings or absences caused by a change of the regular meeting date shall not count as an absence for purposes of this section.

Article III – Officers

There shall be a Chair, Vice-Chair, Secretary, and Parliamentarian

A. Officers elected and the Parliamentarian shall serve one-year terms following the installation of the Senate at the regularly scheduled meeting in July.

Terms shall become effective immediately.

B. Election Procedures

1. Nominations for officers shall be made orally from the floor of the Senate.

2. Elections shall be held by written ballot. If no one receives a majority vote on the first ballot, there shall be a runoff between the two persons receiving the largest number of votes. The second ballot is final except in the event of a tie.

3. In the event of a tie in the election of any officer, a runoff shall be held between the tied candidates. If the tie is not broken after the runoff, then the selection shall be made by a flip of a coin by a neutral party.

4. In the event an officer resigns his position, an election to fill that vacancy shall be held by the Senate members at the next scheduled meeting.

C. Duties

1. Chair - The Chair shall be the presiding officer at meetings of the Staff Senate, and shall have primary responsibility for preparing the agenda for each meeting. As an elected representative, the Chair may vote on all issues. The Chair shall appoint a Parliamentarian, with confirmation by a majority of the Senate. The Chair, or another Senator elected by the Staff Senate, shall serve as liaison between the Staff Senate and the Chancellor.

2. Vice-Chair - The Vice-Chair shall assume the responsibilities of the Chair whenever the Chair is absent or otherwise unable to perform specified duties.

The Vice-Chair shall serve as liaison with the Faculty Senate.

3. Secretary

a. The Secretary shall assume the responsibilities of the Chair in the absence of both the Chair and Vice-Chair.

b. The Secretary shall see that agendas, as well as minutes of previous meetings, are properly circulated. The agenda and the approved minutes shall be distributed to the entire staff, Administrative Council, and retained on file.

c. The Secretary shall be responsible for maintaining accurate records of all business conducted by the Staff Senate. The Secretary shall keep a record of attendance and notify the category membership of the nonattendance of their representative after the third such absence. A stenographer will be permitted to assist the Secretary in these duties if needed. The approved minutes shall be distributed to the Senate members and retained on file for all staff members.

4. Parliamentarian - The Parliamentarian shall be prepared to advise the Staff

Senate on points of order in accordance with Robert's Rules of Order, except where these rules are in conflict with the constitution and/or bylaws of the Staff Senate. A ruling may be overturned by a two-thirds majority present and voting.

Article IV – Meetings

A. Regular meetings shall take place at a time and date to be designated by the Staff Senate following the election of new officers each year.

B. Notices of regular meetings shall be sent through campus email, posted on the Au Courant, and/or on online calendars. Either written (through email) or telephone notification will be given to all members of the Staff Senate in advance of special meetings.

C. The agenda of regular meetings will be circulated to all members of the Staff Senate at least five working days in advance of the meetings.

D. Meetings of the Staff Senate will be open to the public, but only senators and speakers identified on the agenda are ordinarily entitled to speak. However, the presiding officer may recognize others to speak, time permitting. (See Article V, A, 2.)

E. The Staff Senate reserves the right, upon majority vote, to go into executive session to discuss sensitive and personal items. No final action can be taken in executive session.

F. The Chair or the Staff Senate by majority vote is authorized to invite guests from any part of the University Community to speak about matters of interest to the Staff Senate.

G. A majority vote of the Senators present will be necessary to take action on all matters. However, at least 3 of the categories must be represented in order to conduct business deemed important by the Senate majority.

H. In the case of a tie vote, the motion fails; however, the motion may be brought up for reconsideration.

I. Copies of all minutes of the Staff Senate meetings shall be kept on file in the LSU Eunice Library.

J. Staff Senate bylaws may be changed with a two-thirds vote of the Staff Senate and confirmation by the Chancellor of LSU Eunice.

Article V. - Order of Business

A. Attendance

1. Determine if a quorum is present and register attendance.
2. Each guest will register and indicate if he or she wishes to address the Staff

Senate on a particular agenda or non-agenda item if time permits.

3. Proxies (a written authorization of representation) will be presented to the Chair.
- B. Revision or Approval of Minutes
- C. President's Report
- D. Committee Reports
- E. Old Business
- F. New Business

Article VI – Committees

A. Standing Committee

1. Standing committees shall be Elections; Information and Governmental Relations; Benefits and Policies; and Grievance. Other standing committees may be established by majority vote of the Senate as needed.

2. Each standing committee shall be composed of one representative from each category nominated from within the group and confirmed by the Senate for a term of one year. Any committee member may serve multiple terms. In general, a Staff Senator should not serve on these committees.

3. Once confirmed, the committee will meet and select a chair from among its members. The chair may appoint a vice-chair, if appropriate, to act in the absence of the chair.

4. Each standing committee will meet as many times as needed during the year and shall submit written reports of the meetings to the Senate.

5. Charges of the standing committees are listed in the Appendix. B. Special Committees

1. The Staff Senate shall appoint special committees as deemed necessary.

2. Special committees shall submit written reports to the Senate when their work is finished.

APPENDIX TO BYLAWS ELECTIONS COMMITTEE

CHARGE

The Elections Committee shall expeditiously develop procedures for conducting all aspects of the elections, which shall be submitted to the Senate for its approval. The committee will certify the number of senators for each group, provide filing statements, nomination procedures, and verify eligibility as defined in the Constitution, of all those filing for office, and report results to the

President of the Staff Senate. These procedures upon approval shall be distributed to all staff members.

General elections (other than for Staff Senate)

Nominations for general elections are to be submitted to the Elections Committee. The Elections Committee will confirm that nominations are accepted and then will distribute ballots. The elections Committee will count ballots and announce results.

INFORMATION AND GOVERNMENTAL RELATIONS COMMITTEE

CHARGE

The Information and Governmental Relations Committee will be a two-fold committee. This committee shall establish an effective means of communication with the University Staff. A current distribution list shall be kept by said committee. A systematic means of communication with the LSU Eunice Public Relations Office shall be established and items of community interest will be brought to the media's attention.

This committee shall monitor the actions taken by the Louisiana Legislature, the Governor's Office, and the Louisiana Department of Civil Service, and report to the Staff Senate any and all actions that may affect the LSU Eunice Staff.

The Information and Governmental Relations Committee may be called upon to perform other such public relations services, as the Staff Senate shall deem necessary. The Human Resource Analyst shall be a non-voting ex-officio.

BENEFITS AND POLICIES COMMITTEE

CHARGE

The Benefits and Policies Committee shall maintain an ongoing study to determine the needs of the staff; review and make recommendations regarding policies pertaining to conditions of employment, employment grievances, promotion, compensation, leave, insurance, retirement, and other fringe benefits affecting the welfare of the LSU Eunice employees and their dependents. The Benefits and Policies Committee shall consider all matters brought to the committee's attention by the Staff Senate and/or the University administration. The Human Resource Analyst shall be a non-voting ex-officio of this committee.

GRIEVANCE COMMITTEE

CHARGE

The Grievance Committee shall advise employees concerning the LSU Eunice Grievance Policies. A complete copy of the grievance procedures for all employees is on file in the Office of Human Resources and will be given to all staff who requests a copy. This committee will also define "due cause" and "due process" for removal of a Senator.