



# Employee Handbook

May 31, 2023

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



MEMORANDUM TO: Faculty and Staff ([this section is under review](#))

The LSU Eunice Employee Handbook provides basic information about Louisiana State University at 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 LSU Eunice [Policy Statements](#) issued by the Chancellor's Office, by [Permanent Memoranda \(PMs\)](#) issued by the President of LSU, and in the [Bylaws and Regulations](#) of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College.

The Office of Human Resources annually updates the handbook. If additional information about any of the materials in this handbook, or if correction or clarification is needed, please contact the Office of Human Resources or the immediate supervisor.

LSU Eunice is an affirmative action/equal opportunity university.

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## SECTION I. GENERAL INFORMATION

### Institutional Mission (under review as of March 14, 2022)

Please note that as of January 2021, Louisiana State University at Eunice's vision, mission, philosophy, and goals are under review.

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 (under review as of March 14, 2022)**

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.

### **Strategic Goals (under review as of March 14, 2022)**

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to:

1. Ensure student access.
2. Strengthen student success.
3. Expand partnerships.
4. Demonstrate a culture of continuous improvement.

## Accreditation (updated May 31, 2023)

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 at Eunice is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Louisiana State University at Eunice also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Louisiana State University at Eunice may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## 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, 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 carrying full transfer credit.

## Louisiana State University

Louisiana State University and Agricultural and Mechanical College is a state supported coeducational institution of higher learning. It is 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. LSU 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 January 16, 2021)

The [President is the chief administrative](#) officer of Louisiana State University. The [Senior Leadership of LSU](#) includes the

- Executive Vice President and Provost,
- Executive Vice President & Chief Administrative Officer,
- Vice President of Civil Rights & Title IX,
- Vice President of Strategy,
- Vice President for Strategic Communications,
- Vice President of Legal Affairs and General Counsel, and
- Special Advisor on Science, Dean of College of Science.

### President of LSU (updated January 16, 2021)

According to [Article IX, Section 2 of the LSU Board of Supervisors Bylaws](#) adopted March 4, 2022, 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. The President shall be authorized to act in the best interest of the University.

- 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 December 2022.

## **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 Associate 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 Facility Services and Safety Officer

Vacant, B.G.S., Director of Grants

Todd Dozier, Dean, Division of Arts and Sciences

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

Vacant, Director Workforce Innovation and of Continuing Education

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

John Hamlin, Ph.D., Vice Chancellor for Academic Affairs and Provost

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

Cassie Jobe-Ganucheau, MLIS, Executive Director of Library and Student Support Services

Jacqueline Lachapelle, B.S., Director of Financial Aid and Title IX Coordinator

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

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

Vacant, Ed.D., Dean of Students

Donnie Thibodeaux, M.B.A., Registrar

Jennifer Thibodeaux, Human Resources Coordinator

Amy Greagoff, 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 March 4, 2022,

- 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 role 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 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 1-L](#), 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 "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 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 [Louisiana 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**

Classified employees are paid biweekly. Academic and administrative/professional employees are paid monthly.

The LSU Office of Accounting Services requires that employees participate in the direct deposit program. This is setup on the employee's myLSU account. Note that this is different than the employee's myLSUE account. The portion of the check showing deductions, net pay, leave balances, etc., can be viewed and/or printed from WorkDay. The information for the myLSU and WorkDay accounts can be obtained in the Human Resources Office, Science Building Room 124. Note that the passwords are different from myLSUE and computing services at LSU Eunice.

The LSU 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 upon the employee's request.

Any change in number of dependents claimed should be completed in WorkDay. Address changes should also be reported to the LSU Eunice Office of Human Resources.

To ensure that new employees are paid in a timely manner, all appointment and other necessary forms must be completed through WorkDay. This includes the electronic 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, an interoffice memo should be submitted by the employee's supervisor listing the building and room number.

### **Parking and Traffic Regulations (updated on May 5, 2020)**

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. 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 on the [Regulation of Vehicle Traffic](#) Webpage or at the [LSU Eunice Police and Campus Security](#) Webpage. 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 employees access to several campus services, including admission to the recreational facilities and use as a library card.

### **Hours**

The standard University workday is eight hours from 8:00 a.m. to 4:30 p.m. Monday through Friday, with a half-hour lunch break at the midpoint of the scheduled shift. However, departments may have official hours which differ to provide necessary services to the University, including multiple shifts. Department heads may approve schedules outside of the standard University workday, provided that each workday is eight hours, and a half-hour lunch break is included. Work schedules that differ from the standard University workday, both permanent and temporary, should be communicated to employees by way of a written departmental policy or direct written correspondence from the employee's department head.

Changes to established permanent or temporary work schedules may be required to provide necessary services to the University. In such cases, department heads will give reasonable notice to the extent possible to employees affected by the change.

### **Breaks**

The University provides employees two 15-minute breaks, or rest periods, per day preferably around the middle of each half-shift (i.e., for office staff, mid-morning and mid-afternoon). Times for breaks cannot be accrued, nor be used to extend or shorten a scheduled workday. No change is made to paid leave or leave without pay for such breaks.

### **Employee Benefits (updated on February 21, 2022)**

LSU Eunice employee benefits are managed through LSU Human Resources Management. New employees are encouraged to visit the [benefits webpage](#) to obtain the details and the costs associated with each plan. New employees should contact LSU Eunice's Office of Human Resources in the Science Building Room 124 to answer questions related to benefits. The following are offered:

- A. Health Insurance,
- B. Dental and Vision Insurance,
- C. Life Insurance,
- D. Accidental Death and Dismemberment,
- E. Long Term Disability,
- F. Accident Protection,
- G. Identity Protection,
- H. Long Term Care,
- I. Flexible Spending Accounts, and
- J. Various other benefits associated with retirement, leave, and the Affordable Care Act.

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 the employee elects not to participate in the coverage during those 30 days, the enrollment later is subject to approval by the insurance company.

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

### Holidays

Holidays for employees hired on an academic basis are the same as those for students. For employees hired on a fiscal-year basis, the University holiday schedule, [LSU PM-5](#) 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 an employee is on leave without-pay status.

## **Leave (under review as of January 16, 2021)**

### Annual Leave

Annual (vacation) leave is leave with pay that an employee is 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 the department (see [LSU Eunice PS-19](#)).

Temporary employees or employees appointed on an academic-year (nine-month) pay basis do not accrue annual leave. Annual leave accrual begins with the appointment or continuation that extends employment beyond 180 days.

If an employee is hired on a fiscal-year pay basis but are to be transferred to an academic-year pay basis, the employee 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 the change in status is to be retained for future use if the employee changes back to a fiscal-year appointment or for payment and/or service credit upon 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 as an employee

by the supervisor, and is based upon the department's workload, as well as the scheduled vacations of fellow employees. Employees should file annual leave in WorkDay 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 the employee's work and attendance record. Annual leave in this case should be submitted through WorkDay to the appropriate supervisor for approval at least one day before the requested leave date. The supervisor may waive the one-day notice when a justifiable emergency occurs.

Supervisors may request reasons for leave, should the circumstances warrant. Employees not reporting to work when a request for leave has been denied will be considered on "unauthorized leave" and will be subject to disciplinary action.

Under University regulations, annual leave cannot be advanced if an employee has used all the 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 earned is based on the 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 the employee is disabled because of accident or illness and are unable to perform usual duties and responsibilities. Sick leave is also

used for childbirth and for medical, dental, or optical consultation or treatment (see [LSU Eunice PS-19](#)). Temporary employees do not accrue sick leave.

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

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

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

Employees who are an academic or administrative/professional employee 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" above. 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 the employee's attendance record and other matters of which the supervisor may have knowledge. Disciplinary action may be taken against employees who abuse the sick leave privilege.

If employees are unable to perform essential duties due to a disability, they 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 [Louisiana R.S. 17:47 paragraph F](#).
- D. Personal Leave shall not be accumulated from year-to-year, nor shall it be compensated in any manner, including upon death or retirement as provided in [Louisiana R.S. 17:47 paragraph F](#).

## **Civil, Emergency, and Special Leave**

Employees are granted leave with pay for the following reasons. Note that documentation may need to be provided upon request.

- A. Performing jury duty.
- B. Being 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. Taking a state Civil Service examination or taking any other examination pertinent to employment at the University. Scheduling of such examinations is subject to departmental approval.
- D. Performing required emergency civil duties in connection with national defense or other civil emergencies.
- E. Being ordered to active duty as a member of the National Guard because of a specified emergency which threatens peace and property.
- F. Being 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 to vote within a 30-mile radius or within the parish where employed. Employees 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 (see [LSU Eunice PS-19](#)).

Leave with pay may also be granted to an employee by the department head if the Chancellor determines that, because of local conditions, it would be impossible or impractical for the employee to report to work (see [LSU Eunice PS-19](#)).

Additionally, employees may be granted leave with pay to attend the funeral of a relative. Classified, academic or administrative/professional employee 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. Annual leave may be requested through WorkDay 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 for personal reasons. The duration of this leave may not extend beyond the period of the employee's present appointment.

During such leave, the employee may not accumulate sick leave or annual leave. In addition, the employee is responsible for both the employee and employer contributions for membership in the University group insurance programs.

Service before and after leave without pay is credited in the same manner as if the service had been continuous. When leave without pay is granted, the department must hire only a temporary replacement for the employee's 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 the employee's family.
- C. Education which will directly increase the employee's 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 return.

Holiday payment for holiday(s) will not be received, which intervenes, while 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. For 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 if the employee has 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, Science Building Room 124.

### **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 the 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 at extension 222, ([see LSU Eunice PS-53](#)).

### **Military Leave**

If an employee is 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, the employee is entitled to leave of absence without loss of pay, service, annual leave, or efficiency rating. Any portion of military leave that must be taken more than 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, an employee will be paid the value of the 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.

### **Applying for Retirement (updated on May 20, 2020)**

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 Office of Human Resources, Science Building Room 124. 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**

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

Temporary or part-time employees not eligible for a retirement plan 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**

Employees can reduce current federal and state income taxes by voluntary participation in the State of Louisiana Deferred Compensation Plan. The portion the salary set aside will be used to purchase designated investments (life insurance, fixed annuity, variable annuity, mutual funds, and/or savings account) according to the employee's selection(s). Earnings on these investments are also free from current taxation. The Office of Human Resources, Science Building Room 124 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 employees to reduce current federal and state income tax by setting aside a portion of the 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 in addition to the supplementation of retirement income. The Office of Human Resources, Science Building Room 124 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 Associate Vice Chancellor for Business Affairs.

### Service Award Program

Employees achieving 5, 10, 15, 20, 25, 30, 35, and 40 cumulative years of LSU Eunice service are presented with a service award 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 LSU Eunice strives 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 AAEEO Officer is responsible for the continuing development, implementation, and monitoring of the Affirmative Action Program. The AAEEO Officer 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 equal employment opportunity and affirmative action as appropriate.
  - G. The AA/EO Committee also has affirmative action responsibility.

The AA/EO 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 staff 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.

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 Coordinator or the Affirmative Action Equal Employment Opportunity Officer.

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 [LSU Eunice 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 [LSU Eunice PS-30](#).

Incidents of sexual harassment should be reported to the Title IX Coordinator and Affirmative Action Equal Employment Opportunity Officer or designee.

A copy of the Guidelines for Investigating Sexual Harassment Complaints may be obtained from the Title IX Coordinator, the Affirmative Action Equal Employment Opportunity 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 [LSU PM-76](#) the Permanent Memorandum on Detection, Reporting and Investigation of Incidents of Financial Irregularity (August 1, 2014) and [LSU 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 always exhibit a high degree of personal and professional integrity.

#### 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 way 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 or 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. Refer to [LSU Eunice PS-30](#) Policy on Sexual Harassment or [LSU PM 73](#) Title IX and Sexual Misconduct (October 15, 2021) for related matters.

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 [LSU PM 73](#) Title IX and Sexual Misconduct Policy (January 19, 2022).

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 \(updated on April 3, 2020\)](#)**

Louisiana [Revised Statute 42:1170](#) paragraph A-3 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 utilizing the link on the [LSU Eunice Human Resources](#) website. 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 [R.S. 42:1170 section C-2](#)). LSU Eunice's designee to the Ethics Board is

Mr. Trey Jones  
Deputy General Counsel  
Louisiana State University  
Office: (225) 578-6332  
Mobile: (225) 252-1588  
Email: [jones@lsu.edu](mailto:jones@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 on April 3, 2020)**

University employees 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 employee's performance of duty.

### **Nepotism**

(see §1119 and Article II, Section 13 of the [Regulations of the Louisiana State University Board of Supervisors](#) (September 13, 2021).

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 on April 3, 2020)**

Full-time employees may not accept any appointive political office, seek, or hold any elective, remunerative political office without the consent of the department head, the Chancellor, and the President of LSU (see Article II, Section 12 of the [LSU Board of Supervisors Regulations](#) effective September 13, 2021). Employees may, however, exercise their rights as an individual citizen to attempt to influence legislation or public policy. Employees may not use state resources to do this, and employees must make it clear that they 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. Civil Service employees 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 the rights of any citizen to express opinions privately, to serve as a commissioner or official watcher of the polls in elections, or to vote freely. It does, however, provide employees 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 below. 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.

#### **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 Dean of Student Affairs.

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

### 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 Dean of Student Affairs 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 Dean of Student Affairs has the power to disapprove an application to invite an outside speaker. However, the Dean of Student Affairs 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 Dean of Student Affairs 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 Dean of Student Affairs 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 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 Associate Vice Chancellor for Business Affairs. Employees should feel free to ask agents calling on them 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 (see [LSU Eunice PS-41](#)).

### **Outside Employment (updated on April 4, 2020)**

As a full-time University employee, a present or planned engagement in outside employment must be reported in writing to the department head for appropriate approval according to [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 the Office of 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 Office of Human Resources 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 Office of Human Resources 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 (updated on April 2, 2020)**

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**

University employees are expected to perform the duties of the position held in a satisfactory manner. Failure to do so may result in employee being reassigned or suspended with or without pay. In addition, an employee's salary may be reduced or an employee may be demoted or be dismissed, depending on the seriousness of the offense and the employee's category.

If the employee feels that a disciplinary action is unjustified, a grievance may be filed. Faculty should see [LSU Eunice PS-35](#) and Unclassified staff should see [LSU Eunice PS-36](#). Classified employees may also appeal any disciplinary action to the Civil Service Commission within 30 calendar days.

For more information, contact the Office of Human Resources.

### **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 (Louisiana [R.S. 42:1414](#)). Upon termination an employee must turn in keys and the LaCarte Card to the Business Office. Any faculty or staff leaving the university must complete a Faculty/Staff Checkout Form to verify that all obligations to the University are cleared.

### **Resignation/Termination of a Non-Faculty Academic Employee**

The University's obligation to part-time members of the academic staff or adjunct faculty members extends through the period specified on the 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**

Administrative and professional employees hold their positions at the pleasure of the Board of Supervisors (unless the employee is subject to an employment contract with different provisions). Administrative and professional employee services may be terminated by reasonable written notice from the appropriate administrative officer. "Reasonable notice" must be equivalent in days to the employee's 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 a new employee. During this probationary period, a Civil

Service employee may be terminated if performance does not meet the required standard of work, provided the reasons for this termination are furnished to the employee 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 an employee allege discrimination.

A permanent classified employee may be terminated if the employee's conduct is found to impair public service. The intent to terminate requires written notice. Employee's receiving such notice 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 Office of Human Resources, Science Building Room 124.

### **Tobacco-Free Campus**

The use of tobacco products is harmful to health and imposes costs on LSU Eunice and all members of the LSU Eunice community. State law [R.S. 40:1291.23](#) requires LSU Eunice to adopt a smoke-free policy and authorizes LSU Eunice to adopt a tobacco-free policy.

The use of any tobacco product in any form is prohibited on all LSU Eunice facilities and property effective January 1, 2014. This policy applies to all students, faculty, staff, visitors, and individuals affiliated with the university by contract (including non-employees, such as vendors and independent contractors). The definition of LSU Eunice is all land, property, buildings, and other facilities owned, leased, or otherwise controlled by LSU Eunice. This includes any land, property, buildings, and other facilities that may be leased by LSU Eunice to private third parties. Please see [LSU Eunice PS-42](#) for further information.

### **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. Permission to re-enter the build is given by administrative personnel or Facilities Services personnel.

### **Reporting Accidents and Injuries**

University employees should react to medical emergencies by first calling 911.

In addition, accidents or injuries which involve employees or visitors while on the campus should be reported to Office of Human Resources, Science Building Room 124 and the LSU Eunice Police and Campus Security, Science Building Room 138. The Office of Human Resources will coordinate filing of accident reports with appropriate offices. Accidents or injuries, which involve students while on campus, should be reported to LSU Eunice Police and Campus Security in the Science Building Room 138. The Office of Student Affairs has established emergency procedures.

### **Student Travel Accident Insurance (updated on February 14, 2022)**

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 because of an accident while on a student trip. The Student Trip Travel Form for LSU Eunice is available on the [LSU Office of Risk Management Website](#).

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:

The insurance rate is ten cents (10¢) per day per student for \$5,000 medical and hospital expense indemnity. Exclusions apply, see Risk Management's [Student Accident and Trip Travel Insurance Webpage](#). The Master Accident Policy is also contained on Risk Management's Website.

- 1. To reduce paperwork 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 C 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. A 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, a 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.
- 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 Associate 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.

### **Participation in Commencement (updated on May 21, 2020)**

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, faculty members who, because of personal reasons, do not participate in one commencement per year must file for sick leave.

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 it 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 ten (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 (under review as of March 14, 2022)**

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 contact Human Resources for options ([LSU Eunice PS-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 call (1-888-769-8841; 1-225-769-8841), or visit the CFCU website ([campusfederal.org](http://campusfederal.org)).

### **ATM**

JD Bank provides the services of ATM on the campus. The machine is in the Dr. Anthony Mumphrey Center.

### **LaCarte Card (updated on May 17, 2020)**

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 (added on May 21, 2020)**

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 or by going to the LSU Eunice [Faculty and Staff](#) webpage, and clicking "Use of University Funds for Entertainment" in the Purchasing and Travel block.

### **University Travel Regulations (updated on July 13, 2019)**

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 May 17, 2020**

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](#) or visit the [Faculty/Staff Webpage](#) and click the Use of University Vehicles and Driver Safety link under Purchasing and Travel.

### **Intercollegiate Sports**

The LSU Eunice Bengals compete in men's baseball, basketball, and soccer along with women's softball, basketball, and soccer 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 permitted to attend, with supervisor approval, two LSU Eunice Bengal games each fiscal year without taking 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 63,000. For more information about library hours, procedures, and services, see the [library's website](#) or contact the Information Desk, LeDoux Library at extension 380. The resources and services provided by the library are outlined in Section II: Faculty Information -- Library.

## Employee Enrollment in Non-Credit Courses (updated April 8, 2020)

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 [Workforce Innovation and 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 are 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. However, before the employee is replaced by a paying registrant, the employee will be offered a chance to keep a seat in the class by paying the registration fee. The employee will need to turn 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 noncredit courses or workshops during the regular working hours that 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 except for instructional resources.

## **Telephone Services**

The Office of Information Technology 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 at extension 307.

On-campus calls may be placed by dialing the three-digit extension number. Off-campus calls require "9" to be dialed first.

Fax services are available through the following offices/buildings: Business Affairs (Science), Office of Academic Affairs (Manuel Hall), the Office of Nursing and Allied Health (Health Technology), the Bookstore and Student Affairs (Mumphrey Center), Workforce Innovation and Continuing Education (C-Building), the LeDoux Library.

## **Purchases by University Personnel (updated on May 17, 2020)**

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 on the [Procurement Services](#) Webpage . 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 the LSU Eunice Police and Campus Security located in room 138 of the Science 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.

### **Facility Services**

Facilities Services 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 – please call extension 292 for routine requests.

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 Facilities Services 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](#). The rule of thumb to use is that: if a space is not listed in the LSU Eunice class schedule/registration bulletin, then the space needs to be reserved through the Chancellor's Office. 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 by completing a [facility request form](#), 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 are 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 Mumphrey Center in Room 112, the Office of Student Affairs.

### **Office of Public Affairs (updated April 3, 2020)**

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 elects its own senators to serve in the senate for a one- to two-year term (see the Staff Senate Constitution on the [Staff Senate](#) Webpage). 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 and Bylaws on the [Staff Senate](#) Webpage.

## **Privacy Rights of Parents, Guardians, and Students**

### **Compliance**

LSU Eunice complies with the regulations of the Family Educational Rights and Privacy (FERPA) Act, which ensures 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. The Registrar is responsible for compliance and maintains two websites on the [Registrar's site](#) – [FERPA for Students](#) and [FERPA for Parents](#). Faculty and Staff are bound by the FERPA in general as well as [LSU Eunice PS-34](#). Specifically, faculty should note what actions may be considered to violate FERPA as listed in PS-34.

Faculty and staff should consult the Registrar's website and [FERPA for Students](#) and [FERPA for Parents](#) for information on the student information that may be released with permission, the student information that may be released without permission, the definition of directory information, and information that LSU Eunice has no obligation to release.

### **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 and Provost– Scholastic records (courses taken, grades earned, academic actions, and application materials)
- B. Dean of Student Affairs – 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 [LSU Eunice PS-8.](#))

## **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. Further information for Faculty and Staff is located on the [LSU Eunice Policy Statement Website](#) (see PS-11 Equal Opportunity and PS-30 Policy on Sexual Harassment).

### **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 softball along with men and women's soccer and basketball in the National Junior College Athletic Association's Region 23.
- C. Intramural Athletics - The intramural program on 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 comply with 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. In addition, the Kuder Career Interest Assessment does not discriminate on the basis of gender.

### Recruitment Practices

Recruitment emphasizes high school visits 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 the [Regulations of the LSU Board of Supervisors Article I, Section 2-A](#) (September 13, 2021), 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. The [Regulations of the LSU Board of Supervisors Article I, Section 2-B](#) defines the faculties of the several campuses.

### The Faculties of the Several Campuses (updated February 17, 2022)

1. **Membership.** Full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks<sup>1</sup>) 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 Article I, section 3-A-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.
2. **Duties.** The faculty or Faculty Council<sup>2</sup> shall establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, subject to the authority of the Board. Except as otherwise provided, each faculty shall establish its own educational policies. It shall, within the framework of the educational policy of the University, have legislative power over all matters pertaining to its own meetings and may delegate its own authority to an elected Senate and/or to standing committees, whose authority shall be limited to matters which are proper to the faculty and which have been specifically delegated

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<sup>1</sup> Article II, Section 6 of the LSU Board of Supervisors Regulations defines the recognized academic Ranks.

<sup>2</sup> The terms "faculty" and "Faculty Council" are used interchangeably in Article I Section 2

by the faculty. It shall make recommendations for the granting of degrees through its respective colleges or schools, not within a college.

3. **Actions.** 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.
  - a. 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.
4. **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 the 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.
5. **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 [Regulations of the LSU Board of Supervisors Regulation Article I, Section 2-D](#) (September 13, 2021):

1. **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.
2. **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.
3. **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)**

There is a strong commitment to the principle of academic freedom at LSU Eunice. [Article X Section 2 of the LSU Board of Supervisors Bylaws](#) (March 4, 2022) defines Academic Freedom as.

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.

Faculty who believe that they have been denied academic freedom have the right and are encouraged to resort to the Faculty Grievance Procedures (see [LSU Eunice PS-35](#)).

### **Duties of Academic Staff**

[Article X, Section 1 of the LSU Board of Supervisors Bylaws](#) (March 4, 2022) states that each member of the academic staff is expected to be devoted to the accomplishment of the purposes for which University exists: instruction, research, and public service. Those members of the academic staff who comprise the faculty of the University are charged to determine the educational policy of University 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 [LSU Eunice PS-12](#) on the Recruitment, Retention, Promotion, and Tenure of Faculty Members and [LSU Eunice PS-11](#) on Equal Opportunity.

### **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 LSU Board of Supervisors 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 [LSU Eunice PS-12](#) on the Recruitment, Retention, Promotion, and Tenure of Faculty Members.

### **Responsibilities of Academic Staff**

It is a basic principle that every member of the academic staff of whatever rank is always 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 ([See LSU PS-12](#) on the Recruitment, Retention, Promotion, and Tenure of Faculty Members).

### **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 [LSU Eunice PS-46](#) Guidelines for Faculty Workloads.

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

Notes:

<sup>1</sup>The 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.

<sup>2</sup>The 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.

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

<sup>4</sup>Full-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.

<sup>5</sup>Part-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.

<sup>6</sup>The 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.

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

<sup>8</sup>On 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 is 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.

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

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

<sup>11</sup>The 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 in WorkDay 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 the last paycheck, all grades, all keys, and the LaCarte Card, if applicable, must be turned in.

### **Salaries**

The 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 because of promotions, across-the-board salary increases, equity adjustments, or from recognitions 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 [LSU Eunice PS-12](#) the Recruitment, Retention, Promotion, and Tenure of Faculty Members.

### **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, student withdrawals will be completed online using the myLSUE registration system that can be accessed by students over the Internet. Students wishing to change sections or add a course after the last day to add courses should fill in an ["Exception to University Enrollment Regulations"](#) Form. 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 the student has met the various deadlines specified in the current academic calendar. The online registration process used at LSU Eunice will allow students to drop all 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 some 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. Students will be required to complete an [Exception to University Enrollment Regulations](#) form. 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 student's academic dean. 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 resigning without a W in the next regular semester, excluding intersession, as published in the University Calendar.

- 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--90-100; B--80-89; C--70-79; D--60-69; F--failure, below 60.

### **Student Conduct (updated February 3, 2023)**

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.

An instructor may not assign a disciplinary grade, such as an "F" or a zero on an assignment, test, examination, or course as a sanction for admitted or suspected Academic Misconduct in lieu of referring the Student to the Office of Student Affairs. Any grade assigned because of Academic Misconduct must be in accordance with the Code of Student Conduct.

### **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 visiting the [Graduation Information Website](#) for important information on forms that need to be completed and deadlines.
- B. Students must complete an [Application for Degree/Certificate](#) during registration for the academic session in which they expect to complete degree requirements. A \$45.00 diploma fee is due for an Associate Degree or a \$20.00 diploma fee for a Certificate is due at this time.
- C. Students must meet all the general degree requirements stated in the "Associate Degree Programs" section of the university catalog.
- D. All financial indebtedness to the University must be cleared before graduation.
- E. Candidates for degrees are expected to participate in the commencement exercises unless excused by the Associate Vice Chancellor for Student Affairs and Dean of Students.
- F. 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.
- G. 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 the Deans. Deans will maintain up-to-date folders on students pursuing degrees in their division or department. The list of students eligible to graduate with an Associate Degree is also used for students to take the Peregrine General Education Exam during the student's last semester of attendance. Certificate students do not take the assessment. All Deans and Program Directors should encourage graduating students to take the exam in the Testing Center. Students may take the exam as a group in the Testing Center if necessary. Contact the Testing Center at extension 117 or [lsuetesting@lsue.edu](mailto:lsuetesting@lsue.edu). The results on the Peregrine General Education Exam are used for Institutional Effectiveness purposes. Online students may take the exam at home but should make arrangements for the procedure with the Testing Center.

- H. 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.
- I. 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).
- J. Each Dean should submit the names of prospective degree candidates to divisional faculty at least two weeks before commencement.
- K. The Registrar's Office 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, and
  - 3. LSU Eunice Grade Point Average.

### **Library**

There are a variety of resources and services offered to users of the LeDoux Library both face-to-face and online by visiting the [Library Website](#). Any suggestions for extending the collection, library access, or use should be shared with the Director of the Library.

### **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 the classroom, equipment may be scheduled for use by calling the Library, extension 384. The earlier the request is made, the

more likely equipment is to be available. Audio-visual equipment includes VHS VCRs, slide projectors, screens, and overhead projectors.

### **Bibliographic Instruction**

The librarians are available to make presentations to classes concerning library materials and services. Classes may come to the library for sessions or tours. Additionally, librarians may visit classes and bring references applicable to the class study or develop customized recorded sessions to upload into myCourses. The session can be as extensive or as brief as faculty request and feel students need. Faculty members are encouraged to email the library at [library@lsue.edu](mailto:library@lsue.edu) to schedule bibliographic instruction as early as possible. 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 two photocopy machines in the library; the cost is \$.10 per page. Reference books generally do not circulate.

### **Collection Access**

The Library's book collection and databases are accessible through computers in the Library, computer labs, and off-campus. In addition, users can access academic libraries throughout Louisiana to locate information and sources to support their research needs further. Many items are full-text and are available 24/7 and remotely.

### **Collection Development**

The collection is made up of approximately 62,500 volumes and 77 print 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 members are encouraged to send to or discuss with the librarians the requirements for the support of various courses 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 posted on the [Library Website](#) in the lower right corner.

### **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 extension 384 for assistance.

### Student Computers

The Information Commons for student use is located in Room 102 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 at extension 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 the 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.

### 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**

The title and pay of classified employees are determined in accordance with a statewide classification and pay plan established by the Louisiana Department of Civil Service.

An employee's title reflects 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.

Classified employees in a non-exempt job are eligible to be compensated for overtime at a premium rate (time-and-a-half compensatory time or time-and-a-half paid). Classified employees in an exempt job 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 overtime pay or compensatory time.

For more information, contact the Office of Human Resources.

### **Educational Privileges**

Full-time employees other than faculty that have been employed at least one year may register for job-related courses up to six hours per semester (three hours in summer term) and receive full tuition exemption. Approval of the immediate supervisor, appropriate Vice Chancellor, and the Chancellor is needed. Only three hours per week of the approved job-related courses may be taken during work time without charge to annual leave.

To continue participation in this tuition exemption program, the employee must make satisfactory progress, as determined by the supervisor. Generally, "satisfactory progress" is 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 on the [Office of Human Resources Webpage](#).

Full-time employees other than faculty that have been employed less than one year may register for a job-related course at their own expense and be permitted to take the course during work time for no more than one hour per day up to three hours per week. The approval of the immediate supervisor, and department head or chair are required.

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 the employee in performing the functions outlined in their position description. In addition, the course may be needed to advance the employee to the next higher position that the employee might logically aspire within the unit. Finally, the course may be required for a degree program that the employee is enrolled and if the degree program is job-related.

Non-faculty employees holding a position where there is no potential for conflict of interest will be permitted to pursue a doctorate. If a conflict of interest could exist, then the employee is ineligible. The Chancellor makes the final determination regarding the existence of a conflict (see [LSU PM-20](#)).

Full-time non-Civil Service employees completing three consecutive years of service 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 the employee's regular salary. Upon completion of this leave, employees will be required to return to their 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 in WorkDay. The supervisor will prepare and discuss this evaluation with the employee and the employee will be given a copy of the rating after the appropriate reviewing officials have signed it. If a classified employee receives an "unsatisfactory" rating, the classified employee will be ineligible for a merit increase or promotion. (See [LSU Eunice PS-9](#) for non-teaching academic and administrative/professional employees; [Chapter 10, Civil Service Rules](#), for classified employees.)

If a Civil Service employee receives an overall performance evaluation of "Unrated" or "Needs Improvement/Unsuccessful", the employee may request an official review of that evaluation by submitting it in writing to Human Resources by October 15<sup>th</sup>. 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**

To encourage more career employees, and to make current employees aware of new opportunities, the University is committed to filling vacancies, whenever possible, through promotion. Vacancies are advertised on the [Office of Human Resources Website](#). 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 Equal Employment Policy (see [LSU Eunice PS-11](#)).

If 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. Employees obtaining prior permission from your supervisor will not be charged leave when applying and interviewing for any position on campus.

Some Civil Service positions require testing. Current employees wishing to apply for such a position should have their test score before applying for a job. Please retain copies of the test scores.

If a grievance arises while 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 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 Associate 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 requests 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 Associate 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 generally 8:00 to 4:30 with a 30-minute lunch break and two 15-minute breaks. The employee can decide not to 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 shorten a scheduled workday.

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.