

# UNCLASSIFIED PERSONNEL HANDBOOK



*Grambling, Louisiana*  
"WHERE EVERYBODY IS SOMEBODY"

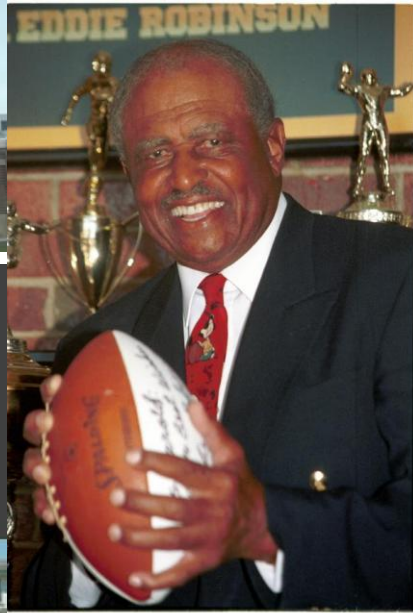
Richard J. Gallot, Jr., JD  
President

**This Unclassified Handbook is not intended to form a contract, but it is an attempt to express understanding, concepts, and objectives shared between the unclassified staff, university and the administration. In the event of a conflict between any provisions expressed in this handbook with state law, rules or regulations, or policies of the Board of Supervisors of the University of Louisiana System, the law or rule shall prevail.**

**The on-line format of the Unclassified Handbook will allow for updates over time by replacing or adjusting policies as needed.**

**Revised June 2015**







# TABLE OF CONTENTS

<b>Introduction .....</b>	<b>1</b>
<b>Statement of Vision .....</b>	<b>4</b>
<b>Statement of Institutional Mission and Philosophy .....</b>	<b>6</b>
<b>GSU GOALS .....</b>	<b>7</b>
<b>Higher Education Governing Boards</b>	
<b>Board of Regents .....</b>	<b>9</b>
<b>University of Louisiana Systems, Board .....</b>	<b>10</b>
<b>CHAPTER I - EMPLOYMENT POLICIES, ACTS AND RIGHTS</b>	
<b>A. Equal Opportunity/Affirmative Action Policy .....</b>	<b>11</b>
<b>B. Sexual Harassment.....</b>	<b>11</b>
<b>C. Americans with Disabilities.....</b>	<b>17</b>
<b>D. Family Education Rights and Privacy Act .....</b>	<b>20</b>
<b>E. University Affirmative Action Statement .....</b>	<b>21</b>
<b>F. University Policy on Drug-Free Workplace Act of 1988.....</b>	<b>22</b>
<b>G. Safety and Emergency Plan .....</b>	<b>22</b>
<b>H. Smoking Policy .....</b>	<b>23</b>
<b>I. Nepotism .....</b>	<b>24</b>
<b>J. Consulting and External/Outside Employment .....</b>	<b>24</b>
<b>K. State of Louisiana Dual Employment Law .....</b>	<b>30</b>
<b>(elective office, appointive office or employment)</b>	
<b>CHAPTER II - RECRUITMENT/APPOINTMENT/POLICIES/PROCEDURES</b>	
<b>A. Recruitment .....</b>	<b>32</b>
<b>B. Filling Unclassified Positions on a Regular Appointment Basis .....</b>	<b>33</b>

- C. Acting/Temporary Appointments .....34
- D. Unauthorized Employment .....35
- E. Transcripts of Academic Preparation/Licensing .....35
- F. At-Will Unclassified Employment Defined .....35

**CHAPTER III - PROCESSING WITH OFFICE OF HUMAN RESOURCES**

- A. New Employees and Terminating Employees .....36
- B. Records.....36
- C. Unclassified Personnel/Planning & Performance Evaluation .....36
- D. Faculty Review Evaluations .....37
- E. Retirement/Separation .....38
- F. Confidentiality Agreement.....38
- G. Code of Governmental Ethics.....38

**CHAPTER IV- WORK POLICIES & GRIEVANCE PROCEDURES**

- A. Professional Conduct and Relations with Clientele.....41
- B. Employee Codes of Conduct .....41
- C. Grievances Procedures .....46
  - 1. Purpose of Grievance.....46
  - 2. General Provisions .....46
  - 3. Definitions.....47
  - 4. Processing the Grievance (Steps).....49
  - 5. Summary Disposition.....49
  - 6. Time and Place of Hearing.....50
  - 7. Conduct of Hearing .....50

8. Standards and Prescribed Grievance Procedures .....	51
9. University Procedures Grievance Form .....	53
<b>CHAPTER V – BENEFITS FOR UNCLASSIFIED PERSONNEL</b>	
<b>A. University Leave Policies .....</b>	<b>56</b>
1. Definitions.....	56
2. Work-Week, Attendance and Leave Records .....	56
3. Emergency Administrative Leave .....	57
4. Faculty Leave for Employees on Other than 12-month Basis .....	57
5. Annual Leave.....	57
6. Sick Leave .....	59
7. Compensatory Leave .....	60
8. Leave for Civil and National Service .....	62
9. Military Leave .....	62
10. Funeral Leave.....	62
11. Other Leave .....	62
12. Workman’s Compensation/Leave .....	63
a) Reporting Procedure .....	64
b) Incident/Accident Investigation Form .....	65
13. Family and Medical Leave Act of 1993.....	68
a) Forms .....	71
b) Definitions.....	75
14. Leaves of Absence .....	79
(Board Sabbatical – With or Without Pay)	
<b>B. Procedure for Initiating and Processing Leave Applications for Academic/Unclassified Eligible Personnel.....</b>	<b>79</b>
1. Leave with Pay .....	79



2. Leave without Pay.....	80
3. Personnel and Payroll Changes .....	80
C. Insurance Benefits.....	80
(see “Employee Benefits Manual” for more detailed information)	
1. Group Health Insurance.....	80
2. Group Term Life Insurance .....	81
3. Supplemental Group Term Life Insurance .....	81
4. Long-Term Disability .....	81
5. Flexible Fringe Benefits Plan (“Cafeteria Plan”).....	81
6. Other Insurance Plans .....	81
7. Tax Sheltered Annuities .....	82
D. Retirement Benefits (See “Employee Benefits Manual” for more detailed information).....	82
1. Teachers Retirement System of Louisiana .....	82
2. Optional Retirement Plan .....	83
3. Disability Retirement.....	84
4. Refunding Contributions from TRSL.....	84
5. DROP .....	84
E. Fee Exemption for Faculty, Staff and Dependents .....	85
F. Taking Courses during the work day.....	86
<b>CHAPTER VI - GENERAL UNIVERSITY REGULATIONS AND POLICIES .....</b>	<b>87</b>
A. Travel Policies .....	87
B. Parking and Traffic Regulations .....	87
C. Procedures for Property Control .....	88

<b>D. University Employee Property Responsibility .....</b>	<b>89</b>
<b>E. Purchasing Department Policies.....</b>	<b>89</b>
<b>F. Policies for Supervising Student Employees .....</b>	<b>92</b>

**CHAPTER VII - SUPPORT SERVICES**

<b>A. Campus Security .....</b>	<b>94</b>
<b>B. University Police.....</b>	<b>94</b>
<b>C. Safety Educational Program.....</b>	<b>95</b>
<b>D. Graphic Arts Services.....</b>	<b>95</b>
<b>E. Office of Human Resources.....</b>	<b>96</b>
<b>F. Office of Media Relations.....</b>	<b>96</b>
<b>G. Grants Administration Office.....</b>	<b>97</b>
<b>H. Equal Employment Opportunity.....</b>	<b>97</b>
<b>I. KGRM Radio Station .....</b>	<b>98</b>
<b>J. KGRM CC-TV Station.....</b>	<b>98</b>
<b>K. A. C. Lewis Memorial Library .....</b>	<b>98</b>
<b>L. Intramural Complex.....</b>	<b>98</b>

**CHAPTER - III MISCELLANEOUS**

<b>A. Change of Address .....</b>	<b>99</b>
<b>B. Computer Use.....</b>	<b>99</b>
<b>C. Identification Cards.....</b>	<b>99</b>
<b>D. Insurance Deductions .....</b>	<b>99</b>
<b>E. Interdepartmental Mail/Off Campus Mail.....</b>	<b>99</b>
<b>F. Long-Distance Telephone Access Code.....</b>	<b>99</b>

<b>G. Loyalty Oath.....</b>	<b>100</b>
<b>H. Medicare Deductions .....</b>	<b>100</b>
<b>I. Observance of Holidays.....</b>	<b>100</b>
<b>J. Outprocessing/Termination .....</b>	<b>100</b>
<b>K. Pay Periods .....</b>	<b>100</b>
<b>L. Payroll, Insurance and Beneficiary Information .....</b>	<b>100</b>
<b>M. Savings Bonds Program .....</b>	<b>101</b>
<b>N. Security Requirements for Employees.....</b>	<b>101</b>
<b>O. Selling and/or Soliciting.....</b>	<b>101</b>
<b>P. Emergency Procedures.....</b>	<b>102</b>

**ALMA MATER**

**CAMPUS MAP**

**INDEX**



## INTRODUCTION

Grambling State University was initially founded in 1896, as the North Louisiana Colored Agricultural Relief Association for the purpose of providing access to educational opportunities for Blacks in northern Louisiana.

After opening a small school west of what is now the town of Grambling, the Association requested assistance from Booker T. Washington of Tuskegee Institute who responded by sending Charles P. Adams to aid the group in organizing an industrial school. Under Adams' leadership, the Colored Industrial and Agricultural School opened on November 1, 1901. Four years later, the school moved to its present location and was renamed the North Louisiana Agricultural and Industrial School. By 1928, the school had become a state junior college and offered two-year professional certificates and diplomas and was renamed the Louisiana Negro Normal and Industrial Institute.

In 1936, Ralph W. E. Jones became the second president and the Institute was reorganized to emphasize rural teacher education. The Institute became internationally known as the "Louisiana Plan" or "A Venture in Rural Teacher Education". Professional teaching certificates were awarded when a third year was added in 1936, and the first Bachelor of Science degree was awarded in 1944 in elementary education.

The institution's name was changed to Grambling College in 1946. Thereafter, the college focused on preparing secondary teachers. Later curriculum in the sciences, liberal arts and business were also added and the college was transformed from an institution of teacher education into a comprehensive college. The addition of graduate programs in early childhood and elementary education gave the college university status (granted in 1974) and a new name --- **GRAMBLING STATE UNIVERSITY.**

Dr. Joseph B. Johnson became the university's third president in 1977. During his tenure, an event significant to the future of the University occurred with the signing of a court ordered Consent Decree. The decree provided the University with special appropriations for assistance in capital outlay projects and for implementing new curricula programs to remedy past inequities in state appropriated funding and support. Among the new programs established were a doctoral program in developmental education and two professional schools, Nursing and Social Work.

In 1991, the university's leadership changed with Dr. Harold W. Lundy assuming the positions of fourth president. Enrollment continued to increase, and the University received national and international acclaim for its academic programs, marching band, and athletic prowess.

Dedicated to continuing this tradition of excellence, Dr. Raymond A. Hicks began a new era in the University's history as its interim president in July 1994. The following year, the State Board of Trustees for the University of Louisiana System named Dr. Hicks as the fifth president of Grambling State University, effective July 1, 1995. During his tenure, the University implemented a desegregation settlement that provided funding for expansion of facilities and the development of new curricula including a second doctoral program in education offered through the Louisiana Education Consortium, which includes Grambling State University and two other institutions in the University of Louisiana System. Through this program, doctoral specialties in educational leadership and curriculum and instruction were granted.

As the University moved into the twenty-first century and toward its centennial year, Dr. Steve A. Favors was appointed as Acting President on May 25, 1998 and became the sixth President of Grambling State University effective July 1, 1998. Dr. Favors was committed to ensuring that the institution remained a major provider of access to meaningful and constructive higher educational opportunities for the citizens of Louisiana, the nation and the world. His commitment was backed by a student population of approximately 5,100, a strong faculty and staff, loyal alumni of over 35,000, and countless friends and supporters that spanned the globe.

As the university prepared to celebrate its centennial year in 2001, it found Dr. Nearie Francois Warner at the helm. Named as acting president, Dr. Warner was an alumna and the first woman ever to lead the institution. Committed through accountability and productivity, she repositioned the university to a level of preeminence. Dr. Warner worked to achieve SACs accreditation and laid the foundation to move the university forward.

On July 1, 2004, Dr. Horace A. Judson became the seventh President of Grambling State University ushering in the era of "Reclaiming Our Legacy". Preparing for the future, Dr. Judson has revitalized our legacy of excellence in teaching, learning, service and research. He has implemented a Comprehensive Master Development Plan which addresses the overall look of the campus and will

strengthen the University's infrastructure while creating a student-centered, result-oriented environment more conducive to attaining the University's mission. He has also revitalized campus housing with Tiger Village – the new apartment style housing; and initiated the University's first ever Capital Campaign with the goal of raising \$30 million over a six year period.

No historical sketch would be complete without noting that Grambling is home of the legendary football coach, Eddie Robinson who began his career in 1941. Robinson became the winningest coach in collegiate football with 324 victories on October 5, 1985 and won his 400th game on October 7, 1995.

Fully accredited by the Southern Association of Colleges and Schools, Grambling State University has a faculty and staff of nearly 1,000, a high percentage of the teaching faculty holding the doctorate; a student enrollment of approximately 5,500; an annual operating budget of approximately \$56.8 million; and a physical plant valued in excess of \$72 million. Thousands of graduates are contributing citizens and serving throughout the state, nation and world having distinguished themselves in all fields of endeavor.

## STATEMENT OF VISION

Grambling State University has a long and rich heritage which supports the testimony of its commitment to excellence. Through excellence, the University has been and will continue to be a leading contributor to the intellectual development of mankind and a provider of quality higher education.

The original mission of this institution was both timely and laudable. Today, however, Grambling State University has evolved to become a comprehensive institution of higher education offering academic programs from the associate degree to the doctorate. It is paved with quality students and faculty, state of the art physical facilities, and continued development of its undergraduate, graduate and professional academic programs. Currently, the University finds itself at the confluence of two distinct pathways-one is of continuing enhancement, the other less positive resulting from reduced appropriations and declining student enrollment. Grambling chooses to continue on a positive path by developing a financial base unprecedented in its history. Alumni, corporations, foundations and friends are being solicited to respond to this challenge.

Grambling State University is committed to the discovery, dissemination and application of knowledge as a fundamental path to success and to the enhancement of the citizens of Louisiana, the nation and the world. A conscious commitment to teaching, research and service is the cornerstone of our infrastructure. We embrace the virtue of diversity and fairness for students, faculty and staff and all who visit our institution.

To realize this vision, Grambling State University must:

- Retain quality programs that are synonymous with the Grambling tradition, e.g., University Marching Band, Athletics and Teacher Education.
- Conduct a comprehensive needs assessment to redesign the curriculum and the organizational structure so as to reduce costs and improve the delivery of services to our clientele.
- Maintain a high quality of life for our students.
- Become more fiscally accountable (efficient and effective).
- Recruit and retain students who are intellectually curious and globally conscience.
- Design and upgrade quality operating systems to support all academic programs.
- Recruit a cadre of faculty who are actively involved in teaching, research, publication, and service to the community.



- Integrate the use of technology into the curriculum so that graduates are “computer literate”, especially in their respective disciplines.

Our vision is to become the University of choice for all students in the state, including those who come from disadvantaged backgrounds. Grambling State University, “*Where Everybody is Somebody*”, will continue to be our motto.

## **STATEMENT OF INSTITUTIONAL MISSION AND PHILISOPHY**

Grambling State University is a comprehensive, historically-black, public institution that offers a broad spectrum of undergraduate and graduate programs of study. Through its undergraduate major courses of study, which are undergirded by a traditional liberal arts program, and through its graduate school, which has a decidedly professional focus, the University embraces its founding principle of educational opportunity. With a commitment to the education of minorities in American society, the University seeks to reflect in all of its programs the diversity present in the world. The University advances the study and preservation of African American history, art, and culture.

Grambling State University is a community of learners who strive for excellence in their pursuit of knowledge and who seek to contribute to their respective major academic disciplines. The University prepares its graduates to compete and succeed in careers related to its programs of study, to contribute to the advancement of knowledge, and to lead productive lives as informed citizens in a democratic society. The University provides its students a living and learning environment which nurtures their development for leadership in academics, athletics, campus governance, and in their future pursuits. The University affords each student the opportunity to pursue any program of study provided that the student makes reasonable progress and demonstrates that progress in standard ways. Grambling fosters in its students a commitment to service and to the improvement in the quality of life for all persons.

The University expects that all persons who matriculate and who are employed at Grambling will reflect through their study and work that the University is indeed a place where all persons are valued, “where everybody is somebody.”

## **GRAMBLING STATE UNIVERSITY GOALS**

- I. To stabilize the student enrollment at Grambling State University and increase the number of Louisiana residents while enduring the quality of the educational experience.
- II. To strengthen and enhance the quality of academic degree programs to meet future demands of society and the workforce.
- III. To enrich the quality of student life and provide opportunities for total student development.
- IV. To advance the institution through a program of development including fundraising, positive relations with the public, corporate sector, and other institutions and agencies.

## HIGHER EDUCATION GOVERNING BOARDS

### BOARD OF REGENTS

The Board of Regents, a state agency created by the 1974 Louisiana Constitution, coordinates all public higher education in Louisiana. The 1974 Louisiana Constitution authorizes the Board of Regents to plan, coordinate, and have budgetary professional schools. The agency also serves as the state liaison to Louisiana's nine accredited, independent institutions of higher learning. It represents the public higher education community before all branches of government and the public and maintains close contact with student interests through the Council of Student Body Presidents.

The fifteen members of the Board of Regents are appointed by the Governor to six-year, overlapping terms, with at least one (but not more than two) Regents drawn from each of Louisiana's seven Congressional districts. In addition, the Legislature may provide for the appointment of one student member.

Headed by the Commissioner of Education, the Board of Regents is responsible for a wide range of planning, policy making and coordinating activities. The Board is not, however, directly involved in overseeing the day-to-day operations of the various college campuses.

The 1974 Constitution gives the Board of Regents the following authority:

To review or eliminate existing degree programs or departments;

To approve, disapprove, or modify proposed academic programs or departments;

To study both the need for and feasibility of new postsecondary institutions as well as the conversion of existing schools into campuses offering more advanced courses of study;

To formulate and update a master plan for higher education (which must include a higher education funding formula);

and

To review annual budget proposals for the operating and capital needs of each public institution prior to compilation of the Regents' higher education budget recommendations. The Board also recommends priorities for capital construction and improvements.

**Board of Regents 2013 – Members**

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**UNIVERSITY OF LOUISIANA BOARD OF SUPERVISORS  
THE UNIVERSITY OF LOUISIANA SYSTEM**

Grambling State University is part of The University of Louisiana System which is governed by the University of Louisiana Board of Supervisors.

Designated by the 1974 Constitution as one of the state’s three higher education management boards, the Board of Supervisors and its System office are involved in the daily management matters and activities of the nine universities which constitute the System. The Board of Supervisors has direct responsibility for the quality and control of the various program offerings and overall operation of the institutions in the System, including personnel decisions. The Board sets operational policy with respect to academic offerings, research, public service, general administration, financial planning, budgeting and control, physical plant construction and operations, student affairs and services, various auxiliary and ancillary operations. The institutions under the management of the Board of Supervisors provide higher education services to more than 92,000 students annually.

All universities and colleges (including community colleges), whether or not their names are changed to the University of Louisiana designation, must use the wording “A Member of the University of Louisiana System” prominently on all stationery, business cards; title pages of university catalogs; magazines; and books; all display advertisements in newspapers, magazines and journals; contracts; and diplomas.

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## CHAPTER I

### EMPLOYMENT POLICIES, ACTS AND RIGHTS

#### A. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

It is the goal of Grambling State University (GSU) that employees be recruited, hired, and promoted in all job classifications and that students be recruited and admitted without regard to race, color, religion, sex, age, national origin, ancestry, handicap, or union membership.

Grambling State University has traditionally been committed to providing equal employment and educational opportunities for all persons. The commitment also exists to maintain an environment free from discrimination and sexual harassment of any employee or student. The University accommodates the religious observances and practices of all employees or prospective employees, unless the accommodation leaves an undue hardship on the conduct of the University. Additionally, the University's policy allows leave for maternity reasons and treats such requests in a manner similar to leave requests for any other temporary disability.

It is the intent of the University to comply with all federal laws, executive orders and state statutes, rules, and regulations to implement an Affirmative Action Plan designed to prevent any possible discrimination against protected classes and „other-race“ individuals. Each unit of the University that employs personnel, admits students, or enters into contracts is responsible for adhering to Affirmative Action policies and practices for implementing GSU's commitment to eliminate discrimination.

Discrimination is:

Any action or inaction internal to the University that limits or fails to encourage the equal opportunity for education, employment, or other benefits and services where such nonessential consideration as race, religion, color, sex, national origin, or ancestry are used as criteria for employment. This definition also includes Vietnam era and all disabled veterans as well as handicapped individuals whose impairment will not prevent their fulfilling the requirements of a position or the educational demands made of a student.

This University is guided by an Affirmative Action Program devoted to the elimination of discrimination and the removal of barriers that create and perpetuate inequities and disparities.

#### B. SEXUAL HARASSMENT

The policy of **Grambling State University** always has been that all employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee - either male or female - should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, is unwanted, is personally offensive, and debilitating. Such behavior creates an intimidating, hostile or offensive working environment which interferes with work effectiveness.

Such conduct, whether committed by supervisors or nonsupervisory personnel, is specifically prohibited. This includes, but is not limited to repeated offensive sexual flirtation, advances, or propositions; continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his or her appearance, the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

In addition, no one should imply or threaten that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any questions regarding either this policy or a specific factual situation should be addressed to the appropriate supervisor or to the **Equal Employment Opportunity (EEO) Officer**.

## **SEXUAL HARASSMENT COMPLAINT PROCEDURES**

1. Any person who feels he or she has been the victim of sexual harassment should contact the Equal Employment Opportunity (EEO) Officer; Long-Jones Hall, Room 148, Phone Number (318) 274-6118. To file a claim, a written and signed statement of the complaint must be submitted to the EEO Officer by the complaining party so an investigation can proceed into the matter. The written complaint should include the following information:
  - a. the date of complaint,
  - b. the identification of the complainant
  - c. the date(s) of the alleged sexual harassment, and
  - d. identification of the party or parties and the actions complained of, including all relevant background facts and circumstances.
2. Upon receipt of the written complaint, the authorized University official will contact the person who allegedly engaged in the sexual harassment and inform him or her of the basis of the complaint and provide him or her the opportunity to respond.



### **SEXUAL HARASSMENT COMPLAINT PROCEDURES (CONT.)**

3. Upon receipt of the response, the appropriate University official will determine whether there is probable cause to warrant further investigation.
4. If it is determined that further investigation is warranted, the case will be referred to the appropriate administrator or authorized body for prompt and corrective action.
5. If it is determined that sexual harassment has occurred, appropriate disciplinary action up to and including discharge may be taken. The severity of the discipline will be determined by the severity and/or frequency of the offense and will be administered by the Appointing Authority.

**GRAMBLING STATE UNIVERSITY**  
**INFORMAL SEXUAL HARASSMENT/RETALIATION COMPLAINT FORM**

I, \_\_\_\_\_, do wish to bring an informal complaint of sexual harassment/retaliation against \_\_\_\_\_ for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

I agree to have a university official(s) review and informally investigate the above statement(s).

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Official Signature

\_\_\_\_\_  
Date

**GRAMBLING STATE UNIVERSITY FORMAL SEXUAL  
HARASSMENT/RETALIATION COMPLAINT FORM**

Date: \_\_\_\_\_

Name, Title & Department/Unit of Person receiving complaint:

\_\_\_\_\_

Name of & Department/Unit of Person filing the complainant

\_\_\_\_\_

Student\_\_\_\_\_ Faculty\_\_\_\_\_ Staff\_\_\_\_\_

A. Name, Title, & Department/Unit of Person(s) harassed/ retaliated against you?

\_\_\_\_\_

B. How did harassment/retaliation take place? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Where? \_\_\_\_\_

D. When? (Date and approx. time) \_\_\_\_\_

E. If more than once, how often? \_\_\_\_\_

F. What was your reaction/response? \_\_\_\_\_

\_\_\_\_\_

G. Witnesses? If so, who? \_\_\_\_\_

\_\_\_\_\_

H. What is your current relationship with the alleged harasser? Past, Present, etc.

\_\_\_\_\_

I. Has the alleged harasser informed you or suggested that negative consequences would occur if you reported the harassment/retaliation? If so, explain.

\_\_\_\_\_

J. Whom, if anyone, did you tell? \_\_\_\_\_

K. When? \_\_\_\_\_

L. Where? \_\_\_\_\_

M. What did you tell her/him? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

N. What was her/his response? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

O. Do you think there might be other complainants? \_\_\_\_\_

P. Do you think you did anything to encourage the harasser? If yes, explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Q. Do you think the harasser misinterpreted any of your actions? \_\_\_\_\_  
If so, describe the actions?

\_\_\_\_\_

\_\_\_\_\_

R. What relief are you seeking? \_\_\_\_\_

\_\_\_\_\_

My signature below indicates my willingness to have this complaint investigated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Official Signature

\_\_\_\_\_  
Date

### **C. AMERICANS WITH DISABILITIES ACT (ADA)**

It is the policy of Grambling State University (GSU) to fully comply with the reasonable accommodation requirements of the Americans With Disabilities Act of 1990 and the Rehabilitation Act of 1973. Under the law, our institution must provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. GSU is committed to providing reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity at GSU. GSU provides reasonable accommodations as follows:

- A.** when an applicant with a disability needs an accommodation in order to be considered for a job;
- B.** when an employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and
- C.** when an employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.

GSU will process requests for reasonable accommodations and where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner.

In order to effectuate this policy, the President has designated the Equal Employment Opportunity Officer with the administrative responsibility for the program. Persons needing reasonable accommodations provided by the Americans With Disabilities Act or the Rehabilitation Act of 1973 should contact the Equal Employment Opportunity Office located in the Office of Human Resources, Long-Jones Hall, room 148.

**Links:** [GSU – ADA Web Policy & Documents](#)

**GRAMBLING STATE UNIVERSITY  
AMERICANS WITH DISABILITIES ACT  
EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATIONS**

**Employee's Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

Grambling State University (GSU) requests that you provide the following information regarding your medical condition as the basis for our discussion on whether it is possible to provide you with reasonable accommodations under the Americans With Disabilities Act (ADA). This information will be treated as a confidential medical record and used solely for the purpose of discussing your need for accommodation. After you have returned this form to the Equal Employment Opportunity/Wage & Salary Office, we will schedule a meeting to discuss your request.

Describe the nature of your medical condition:

If applicable, describe how your medical condition interferes with your ability to perform the functions of your job or to adhere to the performance and conduct standards established by GSU for its employees:

If applicable, describe how your medical condition interferes with your ability to enjoy equal benefits and privileges of employment that are available to similarly situated employees:

Describe each form of accommodation that would enable you to perform the functions of your job and/or to enjoy benefits and privileges of employment that are not presently available to you:

Which form of accommodation described above is your first preference?

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A Member of the University of Louisiana System  
An Equal Opportunity Employer and Educator/Facilities Accessible To the Disabled

#### **D. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Grambling State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. Therefore, it is the policy of the University to:

- Permit students (and eligible parents) to inspect and review their educational records within 45 days of the day the University receives a request for access.
- Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests which identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- Limit disclosure to others of personally identifiable information from education records without student's prior written consent, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
- The right to file with the U. S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**



The right to obtain a copy of the University's student records policy. This policy can be obtained from the Registrar's Office.

**Additional Information:**

- [Please click here for Student Accounts FERPA form](#)
- [Please click here for a FERPA Guide Brochure for Parents \(pdf\)](#)
- [Please click here for a FERPA Guide Brochure for Faculty/Students \(pdf\)](#)

**DIRECTORY INFORMATION AS DEFINED BY THE PRIVACY ACT OF 1974:**

Student name, address, telephone number, degrees, awards/honors and date received, dates of attendance, full or part-time status, date and place of birth, classification, photographs, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, most recent previous educational agency or institution attended by the student, and email addresses may be released by the University without prior consent of the student. Nevertheless, this information can only be released by the Registrar's Office. A student may request in writing to the registrar that directory information not be released.

**QUESTIONS CONCERNING THE PRIVACY ACT MAY BE REFERRED TO THE REGISTRAR'S OFFICE LOCATED IN GRAMBLING HALL, ROOM 18.**

**E. UNIVERSITY AFFIRMATIVE ACTION STATEMENT**

Grambling State University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, age, national origin, handicap, veteran's status, or any other non-merit factors in the admission to, participation in, and employment in the programs and activities which the University operates.

The University has formally endorsed equal employment opportunity (EEO) through the development of an Affirmative Action Plan. The University EEO policy insures that all applicants receive fair consideration for employment and that employees are treated fairly. Such action includes, but is not limited: to employment, promotion or up-grading, demotion or transfer, recruitment or recruitment advertising, internal posting, layoff or termination, rates of pay or other forms of compensation; and selection for training. Fair treatment of employees also includes the avoidance of sexual harassment, which has been specifically addressed in a policy memorandum from the Office of the President.

The President has established the policy that all employment practices will be supervised on a continuous basis to assure that all administrators, deans, directors, department heads, and other budget unit heads take positive action in complying with the goals of equal employment opportunity.

## **F. UNIVERSITY POLICY ON DRUG-FREE WORKPLACE ACT OF 1988**

In order to ensure compliance with the Drug-Free Workplace Act of 1988, employees are urged to give immediate attention to the following statement of policy on the prohibition of unlawful controlled substances and the penalties for violation of this policy.

The unlawful manufacture, distribution, dispensation, possession, consumption, or use of controlled substance is prohibited while on property owned or leased by the University. Employees are prohibited from reporting to work under the influence of nonprescribed controlled substances. Failure to adhere to this policy may result in disciplinary action, up to, and including termination.

At Grambling State University, we are concerned with the well-being of students, faculty and staff; with the successful accomplishment of our mission and goals; and with the need to maintain employee productivity. We are committed to achieving a drug-free workplace through demonstrating to employees who are drug users and potential drug users that illegal drugs will not be tolerated in this workplace. At the same time, we conditionally support the efforts of employee drug users who voluntarily seek rehabilitation through our Employee Assistance Program.

Supervisors are charged with the responsibility of making each and every person under their supervision aware of the foregoing policy statement. Supervisors are further charged to be alert to any possible violation of this policy and to take the appropriate steps to enforce it within their area and the larger campus community.

To educate employees on the dangers of drug abuse, the University has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, GSU policy regarding drugs, the availability of counseling, and the Employee Assistance Program will be discussed (see Table of Contents). Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere, i.e., no contest) must inform the University within five days of such conviction of pleas. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination.

## **G. SAFETY AND EMERGENCY PLAN**

Basic emergency procedures have been developed to enhance the protection of lives and property through effective use of Grambling State University and the Grambling community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or his designee will declare a state of emergency, and these contingency plans and measures will be implemented. There are two general types of emergencies that may result in the implementation of these plans. They are: Large-scale disaster, and large-scale natural/man-made disaster.

Since an emergency may be sudden and without warning, the procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes. These

procedures apply to all personnel, buildings and grounds, owned and operated by Grambling State University including peripheral areas adjoining the University.

## **TYPES OF EMERGENCIES**

Types of emergencies covered are:

- a. Bomb Threat
- b. Chemical or radiation spill
- c. Civil disturbances or demonstrations
- d. Earthquakes
- e. Elevator Failure (see utility failure)
- f. Explosion, downed aircraft (crash) on campus
- g. Extreme Heat
- h. Fire
- i. Floods and Flash Floods
- j. Medical and First Aid (epidemic poisoning)
- k. Psychological crises
- l. Thunderstorms and Lighting
- m. Tornado
- n. Utility Failure
- o. Violent or Criminal behavior
- p. Winter Storms

The complete Emergency Disaster Response Manual is located on the web and is coordinated through the Office of Safety and Risk Management.

## **H. SMOKING POLICY**

It is the policy of Grambling State University to comply with the statutes of the State of Louisiana regarding smoking. The University strives to promote and maintain a healthy academic and work environment that is close to tobacco free as practicably possible and in accordance with all federal, state and local laws.

The use of tobacco products is prohibited in all university buildings, vehicles, and leased spaces. This prohibition applies to any area enclosed by the perimeter (outermost) walls of the buildings, including restrooms, warehouses, storage spaces, atriums, balconies, stairwells, and other similar building features considered “within a building.”

Violations of university policies and rules may be subject to campus disciplinary review and action.

## **I. NEPOTISM**

Under certain situations, the Board of Supervisors authorizes the employment of persons from the same economic unit or the same immediate family, although a separate economic unit, when their individual qualifications are such that they represent the best possible choice for a given position, and the position was appropriately advertised. However, such employees may not be employed in a situation where one member may have direct administrative responsibility for the other. However, no interpretation of this section shall conflict with the Governmental Code of Ethics or LA [R.S. 42:1119](#) and any other related statute.

### **Definitions**

1. Nepotism – Favoritism in employment or promotion on the basis of family relationship rather than on the basis of merit.
2. Favoritism – A display of partiality toward a favored person or group.
3. Immediate Family – Children, spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse, and the parents of the spouse.
4. Employment – All University employment relationships including faculty, classified and unclassified staff, and students.

## **J. CONSULTING AND EXTERNAL EMPLOYMENT**

### **OUTSIDE EMPLOYMENT OF UNIVERSITY EMPLOYEES**

The University of Louisiana Systems policy, outlined below, relates to employment directly undertaken by employees of system institutions (such as Gambling State University) with outside employers or to self-employment (including consulting) and does not relate to employment in which arrangements are made officially through the institution by contract with or grants to the institution. For additional information/clarification, contact the Office of Human Resources.

#### **Statement of Policy on Outside Employment**

A member of the faculty or staff may engage in outside activities, paid or unpaid, which do not conflict, delay or in any manner interfere with instructional, scholarly, and/or other services he must render in the nature of his college or university employment. A full-time member of the faculty or staff who is presently engaged, or who plans to engage, in such activities outside of his broad institutional responsibilities, during any period of full-time employment by the institution, shall report to the chairman or head of his department in writing the nature and extent of such activities, and the amount of time the work will require. In all such instances, the department head or chairman shall forward the report to the employee's administrative superior who will make a complete disclosure of these facts to the campus head or his designee. A similar procedure shall be followed by deans in reporting to their vice-presidents and by vice-presidents in reporting to their president. No full-time member of the faculty or staff shall engage in such outside employment (or continue such employment if already so engaged) without the written

approval of the department head and dean. In the event that either the department head or the dean believes that such outside employment involves, or may involve a matter of public interest or interfere with duties to the institution, the matter shall be referred through the appropriate channels to the president of the college or university or his designee for approval. It is the responsibility of the employee to make clear to any outside employer that in accepting such employment, he does so as an individual independent of his capacity as a member of the staff of the college or 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 institution. In no case should the individual concerned use the name of the institution or his college or university title officially, or in any way, in support of any position he may take. The institution recognizes the fact that a person qualifies as an expert because of his training and experience. Therefore, biographical data, including a statement of employment by the college or 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 a qualified expert. Institutional resources shall not be used for personal gain. No college or university personnel, laboratories services or equipment are to be used without administrative authorization in connection with outside employment of college or university employees.

Employees should become familiar with the components of the following policy regarding reporting procedures and sanctions rendered against those found to be in violation of the policy.



**OUTSIDE/DUAL EMPLOYMENT OF UNIVERSITY EMPLOYEES**

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**Effective Date:** March 1, 1995

**Revised Date:** January 15, 2008

**Responsible Office:** Human Resources

**Division:** Finance

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**I. PURPOSE/OBJECTIVE**

To establish guidelines to ensure University compliance with Louisiana Revised Statute 42:1101 and University of Louisiana System Policy FS-III.VII.-1 for outside employment and Louisiana Revised Statute 42:61 concerning dual employment. Further, to ensure University compliance with the provisions of the Louisiana Code of Governmental Ethics.

**II. STATEMENT OF POLICY**

Grambling State University recognizes that certain outside employment activities are of benefit to the institution, to the private sector, and to individual employees. Although the University recognizes the right of employees to engage in outside employment, employees have the following obligations to the University:

- A. All full-time employees of the University including, faculty, other academic personnel, classified and unclassified employees, and temporary full-time employees are required to abide by the policies established by the University, the University of Louisiana System, and State of Louisiana.
- B. A University employee is considered to have outside/dual employment when he/she has external activities either paid or unpaid including self-employment such as consulting. Outside employment does not include grants or contracts or extra services appointments held officially through the University.
- C. Outside employment should not conflict, delay, or in any manner interfere with the employee's University role.
- D. A University employee should obtain written approval for outside/dual employment from his/her Department Head or Dean prior to beginning the employment. Department Heads and Deans should determine that the outside/dual employment in no way interferes with the employee's University role. Should the Department Head or Dean determine that the outside/dual employment does present a conflict with the employee's University role, the situation should be referred to the appropriate Vice President for further consideration.

- E. University employees with outside employment should clearly represent to their employer that he/she acts in an individual independent capacity and in no way represents the University. In no case may an employee use the name of the University, University logo, or his/her University affiliation, title, or address officially or in any other way in support of any position he/she may take.
- F. No University personnel, laboratories, services, or equipment may be used without prior administrative authorization in connection with outside/dual employment of University employees.

### **III. REPORTING REQUIREMENTS**

- A. Annually, all full-time University employees must complete the Disclosure of Outside/Dual Employment form indicating whether he/she has external activities.
- B. If the University employee has external activities, their Department Head or Dean as well as the appropriate Vice President must approve the activity by signing the Disclosure form.
- C. Should a University employee accept outside/dual employment during the year, the employee is required to complete the Disclosure of Outside/Dual Employment form at that time.
- D. Finally, the University President or designated administrative officer shall prepare and maintain an information report listing all outside/dual employment with approvals by him/her that are currently in place under the policy and any other details which may be requested.

### **IV. NON-COMPLIANCE SANCTIONS**

It is the individual responsibility of each full-time University employee to annually complete the Disclosure of Outside/Dual Employment form. Failure to comply may result in disciplinary actions.

**GRAMBLING STATE UNIVERSITY**  
**Disclosure of Outside/Dual Employment/  
Self-Employment**

In accordance with Louisiana Revised Statutes and policies of the University of Louisiana System, each **full-time** employee of Grambling State University must report any outside or dual employment for which a salary, retainer, fee, or other form of remuneration is paid. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time. If no outside employment, fill in your name, department and title; check the appropriate box, sign and date the form; and return to the **Office of Human Resources at Campus Box 4261**. If you DO have outside or dual employment, complete items 1 through 5 in addition to the items mentioned in the previous sentence and forward the completed form to your department head.

**Employee Disclosure:**

NAME: \_\_\_\_\_  
*(Please type or print the following information & sign on the last page)*

DEPARTMENT: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

\_\_\_\_\_ I do NOT have outside employment.      \_\_\_\_\_ I DO have outside employment.  
\_\_\_\_\_ I AM self-employed.

Name and address of outside employer or business: \_\_\_\_\_

Time Commitment Required: \_\_\_\_\_ Inclusive Dates of Activity: \_\_\_\_\_  
*(Hours per day/days of week)*      *(Effective date of outside employment thru 6/30)*

1. Describe the nature of the outside/self-employment: \_\_\_\_\_

2. Will this outside/self-employment, combined with any other outside/self-employment previously approved, prevent or infringe upon the performance or regularly assigned full-time duties?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_



3. Will this outside/self-employment entail the utilization of University facilities, equipment, materials, or involve other University employees or students? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_

4. Will this outside/self-employment involve an entity currently doing or actively seeking to do business with your University department or administrative unit? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_

5. Will this outside/self-employment involve any other governmental entity (local, state, and federal)? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_

It is further understood that you have familiarized yourself with the provisions of Louisiana Revised Statutes 42:1101 et seq. relative to outside employment, Louisiana Revised Statutes 42:61 et seq. relative to dual office holding and the University Policy/Procedure on Outside Employment of University Employees of Grambling State University. Copies of these documents are available for review in the University Library, the Human Resources Office, the Office of Internal Audit, or on the University's web page. Copies of the Board policies and procedures related to outside employment may be found at [www.uls.state.la.us](http://www.uls.state.la.us).

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Recommend approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

Comments: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Recommend approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

Comments: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Recommend approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

Comments: \_\_\_\_\_

**Forward to the Office of Human Resources.**

**K. STATE OF LOUISIANA DUAL EMPLOYMENT LAW  
1993 LA R.S. 42:63 Prohibitions**

1. No person holding an elective office, appointive office, or employment in any of the branches of state government or of a political subdivision thereof shall at the same time hold another elective office, appointive office, or employment in the government of a foreign country, in the government of the United States or in the government of another state. However, a person holding employment in the government of the United States and at the same time holding an appointive office in a political subdivision of the state shall not be in violation of this Subsection, unless the particular nature of his employment in combination with the duties and interests of his appointive office in a political subdivision of this state is otherwise prohibited by this Part or is found to be adverse to the public interest as set forth in R.S. 42:61.
2. Except as otherwise provided by the Louisiana constitution, no person holding office or employment in one branch of state government shall at the same time hold another office or employment in any other branch of the state government.
3. No person holding an elective office in the government of this state shall at the same time hold another elective office, a full-time appointive office or employment in the government of this state or in the government of a political subdivision thereof.
4. No person holding an elective office in a political subdivision of this state shall at the same time hold another elective office or full-time appointive office in the government of this state or in the government of a political subdivision thereof. No such person shall hold at the same time employment in the government of this state, or in the same political subdivision in which he holds an elective office. In addition, no sheriff, assessor, or clerk of court shall hold any office or employment under a parish governing authority or school board or hold any office or employment thereof.
5. No person holding a full-time appointive office or full-time employment in the government of this state or of a political subdivision thereof shall at the same time hold another full-time appointive office or full-time employment in the government of the state of Louisiana, in the government of a political subdivision thereof, or in a combination of these.
6. No person holding an elective office in any branch of state government shall contract, on a full-time basis, to provide health or health-related services for any agency of state government. No person engaged in a contract on a full-time basis with any agency of state government to provide health or health-related services shall hold an elective office in any branch of state government.

**R.S. 42:63 Dual full-time employment**

A person may not hold two full-time appointive or employment positions in state or local government, but anything less would generally be permissible.

**R.S. 42:66 Exemptions**

- B.** Nothing in this part shall be construed to prevent a school teacher or person employed in a professional educational capacity in a grade school, high school, other educational institution, parish, or city school board from holding at the same time an elective or appointive office.

For more information, see the [LA Revised Statutes](#). Copies are also available in the A. C. Lewis Memorial Library.

## CHAPTER II

### RECRUITMENT AND APPOINTMENT PROCEDURES

#### A. RECRUITMENT

1. The President, with the approval of the University of Louisiana Systems/Board of Supervisors for State Colleges and Universities, recruits and selects the following individuals: (a) Provost, (b) Vice Presidents, (c) Executive Assistant to the President, (d) Athletic Director, (e) Athletic Compliance Officer, (f) Internal Auditor, (f) EEO Officer and other top level administrators. In doing so, the President is responsible for implementing Affirmative Action and Equal Employment Opportunity policies and procedures.

The search committee for a Vice President will be appointed by the President. The committee will contain an appropriate mix of faculty, students, and staff (as well as possibly others) relevant to the function of the vice president.

2. The Vice Presidents, with the review and approval of the President and the Board, recruits and selects: (a) Associate and Assistant Vice Presidents, (b) Deans (Associate and Assistant) and other top level administrators. In doing so, they are responsible for implementing Affirmative Action and Equal Employment Opportunity policies and procedures.

The supervising authority will appoint the members of the search committee for the position of Deans and other top level administrators in accordance with procedures established by the university. The membership of the committee will reflect the constituencies of the Dean and should include at least one student. The student must be in good academic standing and have a knowledgeable background pertinent to the position for which the committee is searching.

3. Deans and departmental chairpersons, with the review and approval of the Provost/Academic Vice President, President, and the Board, recruit and select all faculty. In doing so, they are responsible for implementing Affirmative Action and Equal Employment Opportunity policies and procedures.
4. Appropriate administrators, deans, directors, and departmental heads, with the review and approval of the appropriate Vice President, President, and the Board, recruit and select professional exempt staff. In doing so, they are responsible for implementing Affirmative Action and Equal Employment Opportunity policies and procedures.
5. The University's Office of Human Resources assists with the selection of classified staff and, in doing so, is responsible for implementing Affirmative Action and Equal Employment Opportunity policies and procedures. Appointing authority rests with the President. However, in the case of classified staff, approval is required by the

Department of Civil Service. For unclassified employees, the Board of Supervisors for State Colleges and Universities has final approval.

6. Grambling State University will continue to create contacts with individuals, groups, agencies etc., to insure equal employment opportunity for “other-race” individuals and protected-class persons (i.e., minorities, the disabled, Vietnam Era veterans, all disabled veterans, and women).
7. To fill vacant positions, the employing unit will determine requirements for salary, education, experience, and specialty, based on the expectations of the position. Requirements and criteria must be established for the position and provided to the EEO Officer for compliance review.
8. Advertising will not carry qualifications of race, color, sex, religion, national origin, age, physical ability, or reference to veteran status unless the qualification is a bona fide occupation & qualification. All advertisements/announcements will carry the statement, *“Grambling State University is an Affirmative Action/Equal Employment Opportunity Employer/Facilities Accessible to the Disabled.”*
9. For each faculty, professional exempt, and unclassified administrative opening, a Search Committee must be appointed. If individuals external to the University are going to be considered, interviewed, etc., the announcement of position opening must be placed in or announced in external publications (i.e., newspapers, professional journals, sister universities, etc.). The selection of committee members should be made in the interest of Equal Employment Opportunity and Affirmative Action. The only exception is for promotions of unclassified staff within the same departmental unit, which does not require a Search Committee.
10. All notices of employment openings and training opportunities, both internal and external, will be made available to current University personnel.
11. Application forms must be complete and signed. Incomplete and unsigned applications will not be considered. On-line submission of applications and other required documents must also be received in a timely manner.
12. Administrative heads will maintain records demonstrating specific effort and results in the area of Equal Employment and Affirmative Action. Applicant Data Compliance Forms must be attached to the PAF.

**B. FILLING UNCLASSIFIED POSITIONS ON A REGULAR APPOINTMENT BASIS**

The University of Louisiana System Board of Supervisors (Board) requires that a Prior Approval is secured from the Board System office to create/fill unclassified administrative and professional positions. This is obtained by completing the “Unclassified Position Description,

Justification & Certification Form” and attaching required documents (in-depth job description, justification statement, and unit organizational chart).

This approval process indicates that funds are available for the position to be filled and the position vacancy can be posted and recruitment can be initiated. The Office of Human Resources posts and /or announces the position on the University’s website and departments post with the trade and professional journals. Recommendations for appointments are channeled through the appropriate Dean, Associate/Assistant Vice President, Vice President (or equivalent) and the President. Unclassified appointments must also be reported to and approved by the Board.

Unclassified positions can be filled by promotion, by lateral transfer or by hiring new applicants. However, whenever possible, vacancies should be filled from within the University in order to provide an avenue for advancement. In keeping with this policy, all vacant positions shall be posted in accordance with the University’s equal employment opportunity program. When applicants from outside the University are being considered, the position must also be advertised/announced in appropriate publications and/or with the external public. The intent is to attract a diversified and broad range of candidates.

The Search Committee for unclassified department heads and directors is appointed by the Vice President, and should have an opportunity to review all applications, interview the best candidates and make recommendations to the Vice President. The actual selection should be approved by the President and reported to the Board for approval. The department head is responsible for the search process for administrative/professional & support staff. The department head is responsible for verifying references and credentials, and determining that the selected applicant is proficient in oral and written communications. Additionally, the department head is responsible for ensuring that official transcripts and any certification/licensing documents (as required) are carefully reviewed. All persons recommended for appointment must meet the announced requirements.

**Intra-departmental** (within the department) promotions do not require the use of a search committee.

### **C. ACTING/TEMPORARY APPOINTMENTS**

On occasion, units on the campus have a need to make temporary or acting appointments in order to fill important positions quickly and with minimal disruption. The referenced Board Prior Approval Form is also required for such appointments.

No individual shall be appointed on a temporary (acting or interim) basis for more than 12 months, unless a truly compelling need exists and approval has been obtained from the Board. Every effort should be made to conduct the search process in a timely manner and fill the position on a regular basis.

An employee serving in an acting or temporary status cannot be converted to regular status without following the search procedures set forth in the section on regular appointments.

**D. UNAUTHORIZED EMPLOYMENT**

Any supervisor, administrator, or official of Grambling State University who either willfully or unintentionally allows, coerces, or otherwise permits a prospective employee to begin working prior to obtaining Board and University approval for filling the new or vacant position, may be subject to disciplinary action.

**E. TRANSCRIPTS OF ACADEMIC PREPARATION/LICENSING**

It is the responsibility of all Unit Heads to provide the Office of Human Resources with the official academic transcript for highest degree and/or professional certificates on all unclassified employees appointed to professional and/or administrative positions requiring such degrees and/or credentials. These documents shall be provided prior to the appointment.

**F. AT-WILL UNCLASSIFIED EMPLOYMENT - DEFINED**

All unclassified administrative staff shall hold their administrative appointment at the pleasure or will of the President and the Board of Supervisors. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year but, are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.

## **CHAPTER III**

### **PROCESSING WITH THE OFFICE OF HUMAN RESOURCES**

#### **A. NEW EMPLOYEES AND TERMINATING EMPLOYEES**

New employees and those terminating employment should immediately contact the Office of Human Resources (Long-Jones Hall, Room 148) for the proper procedures. New employees should make an appointment, when feasible, such that all documents pertaining to human resources, insurance and payroll are properly completed by the employee and explained by the H. R. staff via in-house orientation.

#### **B. RECORDS**

The records necessary to support personnel management are of paramount importance and must be scrupulously maintained. The maintenance includes systematic and timely placement of the necessary records into the file and constant monitoring of necessary changes to keep all files current. The following documents and appropriate domicile are indicated below:

##### **University Office of Human Resources**

1. Board of Supervisors Position Description/Certification Form maintained in chronological order by fiscal years in designated binders
2. Application for employment - in the employee's personnel file
3. Official academic transcript - in the employee's personnel file (as of 12/01/97 - when policy was approved)
4. Appointment Documents (PAF) - in the employee's personnel file
5. Affirmative action documents - in the EEO unit/office.
6. Annual letters stating conditions of employment - in the employee's personnel file
7. Employment status changes - in the employee's personnel file.

#### **C. UNCLASSIFIED PERSONNEL PLANNING / PERFORMANCE EVALUATION**

The University of Louisiana System Board of Supervisors sets forth the following statement relative to evaluation of unclassified personnel:

“Each Institution shall evaluate each faculty member and administrator at least on an annual basis, and the evaluation shall be filed in the appropriate personnel files.”



All University employees should be systematically evaluated, both orally and in writing. The results of the evaluation must be made available to the person evaluated. The primary uses of the evaluation will be to assess performance, to determine areas needing improvement, and to provide the basis for employment decisions such as merit increases, promotion, and continuation. Each Vice President, Dean and Director is responsible for seeing that established procedures are followed in the respective divisions.

The evaluation shall be maintained in the appropriate personnel file.

#### **D. FACULTY REVIEW EVALUATIONS**

All faculty members should be evaluated at least annually by the department chair/head, with review by the dean. The evaluation should be based on the faculty member's job responsibility and must indicate various levels of performance ranging from "unsatisfactory" to higher levels.

After two (2) consecutive unsatisfactory regular reviews or three (3) unsatisfactory reviews in a five (5) year period, tenured faculty shall be subject to mandatory remediation. The plan for remediation should be developed by the department head in conjunction with the faculty member and dean.

If the faculty member does not agree with the plan of remediation proposed by the department head, tenured faculty in the department will develop an alternate plan of remediation.

In cases where the faculty member, department head, and dean cannot agree on the plan of remediation (referred to in number 3 above), the Chief Academic Officer shall determine the final provisions of the plan based on the recommendations by the department head and tenured faculty in the department.

If the faculty member has not achieved significant improvement in performance after a minimum of two (2) years of remediation, a recommendation for dismissal may be made.

A recommendation for dismissal will automatically trigger a review by tenured faculty in the department. Based on all recommendations, including that of the tenured faculty in the department, the chief academic officer may recommend that the President or his designee institute proceedings for removal for cause including proper due process.

For any of the provisions listed above that require participation by a group or committee of tenured faculty in the department, and the number of departmental faculty is insufficient, tenured faculty from outside the department shall be selected to participate in the process. Appointments of faculty from outside the department require the approval of the Provost/Vice President for Academic Affairs.

## **E. RETIREMENT SEPARATION**

Unclassified Staff contemplating retirement should consult appropriate persons in the Office of Human Resources, with full expectation that such conversations will be confidential. If a final decision has been made to retire, the following notification procedure should be followed:

1. A letter stating the intent to retire should be submitted to the President and copies provided to the Department Head, Dean, Vice President and Office of Human Resources.
2. The President mails a letter of acknowledgment and/or approval to the employee and forwards a copy of the acknowledgment letter to the Office of Human Resources.
3. Before departing, the employee should complete the Exiting Forms located on the University's web site.
4. Retirement processing may take from one (1) to four (4) months with the retirement systems; therefore, contacting Human Resources several months prior to retirement is recommended.

## **F. CONFIDENTIALITY AGREEMENT**

University records and information on employees and students are confidential. Student records are governed by the guidelines of the Family Educational Rights and Privacy Act (FERPA). Individuals who have access to such records, or obtain information regarding students and employees must maintain confidentiality.

As a condition of employment with the University, individuals are required to read and sign an Employee Statement of Confidentiality. A breach of the Employee Statement of Confidentiality may lead to termination of employment.

## **G. CODE OF GOVERNMENTAL ETHICS**

The adoption in 1979 by the Legislature of Act 443 known as the [Code of Governmental Ethics](#) brought all public employees under the jurisdiction of a common code of ethics. Many of the provisions of the new code of Government Ethics are either identical or represent a streamline of the provisions in the earlier Code of Ethics.

The Louisiana Commission on Ethics for Public Employees was created by this Code of Governmental Ethics. It consists of five members appointed by the Governor. These individuals administer the provisions of the Code of Ethics. They have jurisdiction over allegations that the Code of Ethics has been violated by any public employee in the State and by any public servant in the State except elected officials.

The Code of Governmental Ethics is a conflict of interest statute. The Code contains specific restrictions against certain activities that could lead to a conflict of interest. They are:

1. Prevents a public servant from receiving anything of economic value from a person to whom the public servant has directed business of his appointing authority;
2. Prevents a public servant from receiving anything of economic value for any service that is generally related to his job description and to the services he is being paid by the State to perform;
3. Prohibits a public servant from receiving anything of economic value for any services rendered that draw substantially upon official data or ideas which have not become part of the general body of public information;
4. Prohibits a public servant from receiving anything of economic value for any service rendered to any person from whom he would be prohibited from receiving a gift;
5. Prohibits a public servant from receiving anything of economic value for services to be rendered to any person subsequent to the term of the employee's state service;
6. Prohibits a public servant from participating in any transaction in which he has a substantial economic interest or in which he is an officer, director, trustee, partner, or employee or in which any person with whom he has a contractor is seeking to gain a contract has a substantial economic interest;
7. Prohibits any public servant or any member of his family or corporation he owns stock in from bidding on or entering into any contractor subcontract under the supervision of his agency;
8. Prohibits a public servant from seeking or receiving any gift or gratuity from any person who either has a contract with his appointing authority, is seeking to obtain a contract with his appointing authority, is regulated by his appointing authority, or which has interests that might be affected by the performance or nonperformance of the public employee's official duty;
9. Contains restrictions against nepotism;
10. Prevents any member of the immediate family of a member of any board or commission of the chief administrative officer of any state agency from being employed by that governmental entity. However, there is a "grandfather" clause;
11. Contains restrictions applicable to former employees of the State. The Code provides a general prohibition against any employee for two years after he leaves the State assisting any other person in connection with a transaction in which he was involved during his state service;

## **CODE OF ETHICS (CONT.)**

12. Prohibits a former employee of the State from rendering to the State on a contractual basis any service that he had previously performed during his state service.

**NOTE:** This is a brief synopsis of the provisions of the Code of Ethics found at La. R.S. 42:1101 et seq. If you have questions, call the Ethics Administration at 225-763-8777.

## CHAPTER IV

### EMPLOYEE CODES OF CONDUCT AND GRIEVANCE PROCEDURES

#### A. PROFESSIONAL CONDUCT AND RELATIONS WITH CLIENTELE

The University is a community of professionals. As such, the University has the obligation to maintain an environment conducive to the sharing and learning of information. Unclassified staff are to conduct themselves in a professional and collegiate manner consistent with being a citizen of the larger University community. Acts which are detrimental to the University environment are a violation of University policy.

#### B. EMPLOYEE CODES OF CONDUCT

The University strives to achieve excellence in all employment related activities. Certain policies and guidelines are necessary for the smooth and efficient operation of the University.

Professionalism should be practiced among and with all employees, students and the external public. When answering the telephone, the department and the person answering should be identified in a calm, patient and polite manner.

Respect for authority and for one another is basic to the general welfare and to personal dignity. To all persons with whom an employee comes in contact, he/she represents the University. It is expected that employees observe reasonable standards of dress and cleanliness.

##### 1. Standards of Conduct

- a. Employees shall not discriminate against any person because of race, color, religion, sex, age, national origin, handicap, veteran's status, or any other non-merit factors during any employment practice, i.e., recruitment, appointment, training, promotion, or retention.
- b. Theft or unauthorized possession of University property or personal property belonging to another individual is prohibited.
- c. Transaction of private or personal business during assigned working hours is not permitted.
- d. Outgoing and incoming personal telephone calls shall be kept at a minimum. All personal telephone uses resulting in or requiring charges to the University are prohibited.
- e. Employees are prohibited from gambling on University premises.

- f. Salespersons may not transact business with employees for personal reasons during working hours unless approved by the university (i.e., insurance).
- g. Employees are prohibited from making unauthorized solicitations and/or distributions during the work day.
- h. All Health Department regulations shall be strictly observed.
- i. The possession, consumption, and dispensation of drugs and/or alcohol are governed as follows:
  - i. Employees are prohibited from having in their possession, consuming, using, selling, or dispensing drugs and narcotics other than those which may be medically prescribed or are obtainable “over the counter”, while on property owned or leased by the University.
  - ii. Employees are prohibited from reporting to work under the influence of non-prescribed controlled (illegal) substances. Employees discovered to be under the influence of illegal drugs while on University property shall be required to leave the premises.
  - iii. Employees are not permitted to have in their possession, to use or to sell, alcoholic beverages while on property owned or leased by the University. Employees are not permitted to report to work under the influence of alcoholic beverages. Employees discovered to be under the influence while on University property shall be required to leave the premises.
- j. Employees must perform their job duties in a truthful, accurate and thorough manner.
- k. Employees shall not use University equipment, property, proprietary information, supplies, or University time without proper authorization.
- l. Employees are required to report any defective work/safety issues to appropriate supervisory personnel.
- m. Employees shall not damage or destroy University property through willfulness or negligence. The improper use of State property, equipment or funds is prohibited.
- n. Employees are required to comply with all appropriate directives and assignments from authorized supervisors. Failure to comply constitutes insubordination.
- o. Employees are required to accomplish work in a satisfactory and timely manner.
- p. Employees are required to follow all established work procedures.

- q. Employees are not allowed to participate in physical or verbal altercations, “horseplay”, use of profanity or abusive language, and threatening or coercive behavior.
- r. Employees shall not use undue influence to gain, or attempt to gain, promotion, favorable assignment or other individual benefit or advantage.
- s. Employees must obtain and maintain all appropriate current licenses or certificates required by law or the University as a condition of employment.
- t. Employees shall not improperly use any type of leave or provide false information for any leave taken.
- u. Employees must immediately report to their supervisor any occupational injury/illness suffered or witnessed and any occurrences causing damage to University property.
- v. Employees shall not commit an act in the University setting detrimental to the safety or health of a fellow employee, student or university guest.
- w. Employees shall not possess or use weapons or explosives while on University property without proper authorization.
- x. Employees are prohibited from smoking in all University buildings.
- y. Employees are prohibited from sexual harassment which may include, but may not be limited to:
  - i. sex-oriented verbal teasing or abuse
  - ii. subtle pressure for sexual activity
  - iii. physical contact such as patting, pinching, or constant brushing against another’s body, or
  - iv. outright demand for sexual favors, accompanied by implied or overt promise of preferential treatment or threats.
- z. Employees are required to maintain a courteous, cooperative and harmonious working relationship with other University employees.
- aa. Employees shall refrain from behavior or conduct deemed offensive or undesirable.
- bb. Employees shall report to management suspicious, unethical, or illegal conduct by fellow employees, students or suppliers.
- cc. Employees shall not falsify, or alter any University record or report, such as an application for employment, a performance appraisal, a medical report, a

- time/attendance record, an expense account, an absentee report, a shipping/receiving record, or security related documents.
- dd. Employees are required to notify the Human Resources Office within five 5 working days of conviction of any criminal offense.
  - ee. Supervisors who fail to report delinquency or misconduct, or fail to take appropriate action (based upon the act), are not only evading their responsibility, but are also acting contrary to the best interests of the University and will be subject to disciplinary action. (Contact Human Resources for advisement on responses deemed appropriate for misconduct.)
  - ff. Employees shall refrain from conduct which is defamatory to the University.
  - gg. Employees, or someone on their behalf, must call in to report their absence to their supervisor or office designee. Employee should indicate the expected number of days for absence. If absence is longer than previously indicated, employee should notify supervisor. Failure to report this absence from work may result in leave without pay for the period of time the employee is absent and/or disciplinary action. Immediately upon return to work, an official leave form must be completed. Any sick leave in excess of three (3) days duration may require a physician's certification or other acceptable proof of illness.
  - hh. Employees shall request approval for annual leave prior to it being taken. Any leave taken without approval is considered unauthorized leave, for which leave without pay is charged. Disciplinary action may also be taken. In an emergency situation when a leave request form cannot be completed in advance, verbal approval for leave must be given by the immediate supervisor. The verbal request must be made by the employee unless again an emergency situation prohibits this. Immediately upon return to work, an official leave form must be completed. Excessive absences may result in dismissal.
  - ii. Employees shall not work beyond the regular designated workday unless authorized by the supervisor.
  - jj. Employees must immediately report all missing University property, without respect to cost or value, to the immediate supervisor or next level supervisor. The supervisor should then report the findings to the University Police Department. Missing personal property should be reported to the University Police by the person from whom items were taken.
  - kk. Employees shall immediately complete/update a "Change of Address" form (located on the university's web site) and submit it to the Office of Human Resources when there is a change of address.



2. Employees are encouraged to discuss the above codes of conduct with their supervisors. These codes provide standards, boundaries, and limits by which individual behavior can be evaluated. Failure to adhere to these codes may result in disciplinary action, up to and including termination.

## **C. GRIEVANCE PROCEDURE**

### **PURPOSE OF GRIEVANCE PROCEDURE**

Any organization may have conditions that lead to dissatisfaction and misunderstanding among employees. When employees believe they have been treated unfairly, their attitude and their work may be affected. Through the establishment of a grievance procedure such as outlined in this section, the University has provided a means to resolve these problems so employee morale and efficiency may be maintained at the highest level possible.

### **APPLICABILITY AS TO JURISDICTION**

A grievance procedure is a method of determining the specific cause for a grievance, and finding the best way to resolve it. Such a procedure is intended for use when a dissatisfaction arises in a day-to-day relationship between employees or between an employee and his supervisor.

### **GENERAL PROVISIONS**

The President or his designee's decision shall be final in all cases properly subject to processing through this grievance procedure. An employee must exhaust all administrative procedures at the University level before an appeal can be made to the ULS/Board.

Any employee who takes reprisal action of any kind against any employee who makes use of this grievance procedure shall be subject to administrative disciplinary action.

If a grievance hearing is conducted under this procedure, the party against whom the grievance complaint is made shall have the right to appear and testify at the hearing.

The decision to utilize this grievance procedure shall be the voluntary decision of the individual employee.

If an unclassified employee files a grievance to the Board, the Board may grant the grievant a hearing, if same determines it is warranted. If so, a fixed time for each party to present their case and all arguments will be provided by the Board.

It is not the intention of the Board to confer upon University employees any additional rights of substantive or procedural due process not mandated by law.

## DEFINITIONS

“*Abandonment of Grievance*” means the voluntary failure of an employee to pursue his grievance through the Grievance Procedure.

“*Affidavit*” means a signed and sworn statement offered for consideration in connection with a Grievance Procedure hearing.

“*Appointing Authority*” means the agency, department, board, or commission, and the officers and employees thereof authorized by statute or by the lawfully delegated authority to make appointments to positions in the State service.

“*Books*” means pamphlets or bound volumes which are not held to be confidential by State statute, public law, or Constitutional law.

“*Consolidation*” means the combining of two or more grievances involving the same controversy for purposes of a joint hearing.

“*Cross-examination*” means the questioning of a witness by an adverse party after his direct examination by the party calling him.

“*Employee*” means any person legally appointed to and serving in a position in the State agency with which a grievance is filed.

“*Employer*” means the appointing authority for the State agency where the employee who files a grievance through the Grievance Procedure is employed.

“*Examination*” means the questioning of a witness during a Grievance Procedure hearing.

“*Ex-parte Statement*” means a written statement made by one person, offered for consideration in connection with a Grievance Procedure hearing.

“*Grievance*” means an employee complaint or personnel problem.

“*Grievance Committee*” means a committee designated by an appointing authority to conduct grievance hearings and provide the appointing authority with resulting recommendations.

“*Grievance Hearing*” means a hearing conducted by a section, division, or unit head; by a personnel officer or other representative of an appointing authority; by a grievance committee; or by an appointing authority, at which any employee may have a reasonable opportunity to be heard in accordance with the provisions of this section.

“*Hearing Officer*” means an appointing authority or any person designated by him to conduct a hearing provided for in the Grievance Procedure.

*“Joint Hearing”* means a uniting of one or more grievances involving similar or related circumstances for the purpose of hearing.

*“Jurisdiction”* means the right to make decisions concerning the subject matter in a given case.

*“Notice”* means advance notification to all parties involved in a Grievance Procedure hearing, setting forth the date, time, and place of the hearing.

*“Papers”* means documents and writings which are not held to be confidential by State statute, public law, or Constitutional Law.

*“Records”* means official records of the State which are not held to be confidential by State statute, public law, or Constitutional Law.

*“Representative”* means a person authorized by an aggrieved employee to represent him in the processing of a grievance.

*“Reprisal”* means an act of retaliation taken against an employee because he utilized the Grievance Procedure.

*“Withdraw”* means to recall or retract a grievance from consideration under the Grievance Procedure.

*“Witness”* means one who sees, or otherwise has personal knowledge of anything relevant to the subject matter of a grievance with respect to which a grievance hearing is being held.

## **PROCESSING THE INTERNAL GRIEVANCE**

The University Grievance Procedure Form is to be used when employees cannot settle a complaint/grievance at the informal stage. The form (see Form that follows) must be thoroughly completed and the instructions must be adhered to.

**First Step** All grievances should be presented within seven calendar days from the date the grievant first became aware of, or should have become aware of, the cause of such grievance. The aggrieved employee should present his grievance to his department head and, if possible, it should be settled at that level through discussion. The supervisor should render a decision to the employee on the complaint as soon as possible, and must render a written decision within seven calendar days.

**Second Step** If the employee is not satisfied with the decision in the First Step, or if a decision is not rendered within the prescribed time limit, he may, within seven calendar days, present his grievance in writing to the next University level supervisor (Dean, Associate Vice President, etc.). The latter shall investigate, afford the employee an opportunity to present his viewpoint, and furnish the employee a written statement of his findings and recommendations. Such statement shall be furnished within seven calendar days of the receipt of the written grievance.

**Third Step** In the event the decision in the second step of the grievance process does not satisfy the employee, he may present his grievance to the next University level supervisor (Vice-President), if applicable, in writing within ten calendar days. The Vice President shall issue a written report to all interested parties and render his decision within seven working days. The aggrieved employee shall have the right, but shall not be required, to be represented by one individual of his choice during this step of the procedure.

**Fourth Step** In the case of dissatisfaction, upon receipt of decision from the Vice President, he may appeal to the President within ten calendar days. Upon receipt of appeal from the aggrieved employee, the President shall impanel a hearing committee to review the grievance and provide advisory recommendations for a final administrative decision. The President shall render a decision and provide same in writing to the aggrieved employee within twenty-one calendar days following the date the grievance entered the final step.

## **SUMMARY DISPOSITION OF GRIEVANCE**

At any time after the filing of a grievance in writing, an appointing authority may summarily dispose of the grievance on any of the following grounds:

- ❖ That the appointing authority lacks jurisdiction of the subject matter, or of the person against whom relief is sought
- ❖ That the grievance has not been made in the required manner or within the prescribed period of delay
- ❖ That a decision on the grievance would be ineffective

- ❖ That the aggrieved has failed to appear at the time and place fixed for the hearing of his grievance
- ❖ That the aggrieved has withdrawn or abandoned his request for grievance consideration

When an appointing authority summarily disposes of a written grievance, he shall notify all interested parties in writing.

### **TIME AND PLACE OF HEARING**

The place of the grievance hearing shall be specified by the appointing authority or his designated representative and shall be in a convenient place accessible to the aggrieved employee. All such hearings shall be held on the employer's premises or on the premises mutually agreeable to the parties and within regular working hours. With the approval of the appropriate appointing authority, a grievance hearing may continue beyond normal working hours.

### **CONDUCT OF HEARING**

The aggrieved employee and Grambling State University shall have the right to call, examine, and cross-examine witnesses who are employees of the agency against which the grievance is lodged and who have knowledge of the facts at issue.

The aggrieved employee shall have the right to require the production of books, papers, records, and other items which are within the control of the agency against which the grievance is lodged and are pertinent to the facts at issue. The items requested must not be held confidential by provision of State statute, public law, or Constitutional Law.

The aggrieved employee shall have the right, but shall not be required, to be represented by an individual of his choice.

Affidavits and ex-parte statements offered during the course of a grievance hearing may be received and considered by the Hearing Officer.

The Hearing Officer and Hearing Committee shall have the right to examine and cross-examine any witness. The Hearing Officer shall have the right to limit corroborative evidence.

When a pending case involves substantially the same question of law or fact as presented in a prior case, the Hearing Officer or Hearing Committee may consider any part of the record in such previous case as he or it may deem relevant; provided that in the application of this provision no party shall be deprived of the right to cross-examine any witness.

The testimony of all witnesses may be received under oath.

The Hearing Officer, on request of the aggrieved employee or on his or its own motion, may order that the witnesses in any hearing be separated so as to preclude any witness, other than the parties and their representatives, from hearing the testimony of any other witness.

If the aggrieved employee, in preparing his written appeal, omits facts which he considers pertinent to the grievance under consideration, the Hearing Officer or Hearing Committee shall permit the employee, prior to the conclusion of the hearing, to add to his original statement to include such facts.

When two or more grievance petitions involve similar or related circumstance, the Hearing Officer or Hearing Committee may order a joint hearing of any or all the matters at issue, or may order that all such petitions be consolidated.

Any officer or employee required to testify shall not be subjected to any adverse or disciplinary action by his appointing authority because he testifies, but may be held accountable for actions on his part revealed by his testimony.

## **STANDARDS IN PRESCRIBED GRIEVANCE PROCEDURE**

Adherence to the letter and spirit of the grievance procedure serves to improve morale, working conditions, and efficiency of University operations. In implementing the grievance procedure, the following standards will be observed:

- (1) Management officials, supervisors, and employees shall be encouraged to review the procedure and to become fully cognizant of its mechanics and purpose to facilitate the settlement of any employee problem.
- (2) The EEO Officer or some other appropriate official reporting directly to the head of the agency should have full and delegated responsibility for the administration of the procedure. Employees are encouraged to consult freely and informally with the EEO Officer.
- (3) The establishment of the grievance procedure outlined above or of a modified one affords an orderly method to present the employee grievance within the agency to the department supervisor and if necessary to those higher in the supervisory administrative line. The employee will have the assurance that if a satisfactory settlement is not made at a lower level, he may submit the matter to the President or his designee for review and a final administrative decision.
- (4) The grievance procedure recognizes the operating administrative responsibility of supervisors at all levels to receive and act promptly and fairly on the grievance of their subordinates, and provides for the delegation of appropriate authority to carry out this responsibility.

- (5) When a grievance is processed it must be presented in writing by the employee. The statement should indicate clearly who is aggrieved and the specific nature of the grievance. In such cases, provisions are made for a written decision.
- (6) Before the final decision is made on the grievance appeal, the employee shall be provided an opportunity to present the matter at a hearing before the appointing authority, or other designated representative.
- (7) In presenting a grievance, an employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisals of any type.
- (8) Provision is made for the dissemination of information on the grievance plan to all employees so they will be fully informed of their rights as to the presentation of their grievances and the procedures by which these rights may be exercised.

Grievance forms (**see attached form**) may be obtained from the Human Resources/Equal Employment Opportunity Office in Long-Jones Hall, Room 148 or from the University's web site.



**GRAMBLING STATE UNIVERSITY  
Grambling, Louisiana**

**UNIVERSITY GRIEVANCE PROCEDURE FORM**

The use of this form must comply with the time limits specified in the University Grievance Procedure Action Steps contained in the staff handbook.

**INSTRUCTIONS:** Complete all information requested on this form. If more space is required, attach additional pages. After completing each step of the grievance procedure, a copy should be forwarded to the EEO Officer.

**PART I - TO BE COMPLETED BY GRIEVANT/EMPLOYEE**      **DATE:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_      **SS#** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_      **DEPT:** \_\_\_\_\_

**GRIEVANCE STATEMENT**

State the incident which occurred that led to this dissatisfaction. Describe the incident including dates, places, individuals involved, etc.:

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State the reason(s) why you are dissatisfied: \_\_\_\_\_

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State relief sought: \_\_\_\_\_

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**Grievant's Signature:** \_\_\_\_\_

**EEO/AA**

**PART II-TO BE COMPLETED BY SUPERVISOR/ADMINISTRATOR AND EMPLOYEE**

**DECISION OF SUPERVISOR (DEPARTMENT HEAD OR DIRECTOR)**

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Response: Place a check mark ( ) in the appropriate box

- I am satisfied with the answer to my grievance.
- I am not satisfied with the answer to my grievance and will deliver this to the next level supervisor for next step.

**DECISION OF THE DEAN OR ASSISTANT VICE PRESIDENT**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Response: Place a check mark ( ) in the appropriate box

- I am satisfied with the answer to my grievance.
- I am not satisfied with the answer to my grievance and will deliver this to the next level supervisor for next step.

**EEO/AA**

**PART II - DECISIONS (CONTINUED)**

**DECISION OF THE VICE PRESIDENT**

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Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Response: Place a check mark ( ) in the appropriate box.

- I am satisfied with the answer to my grievance.
- I am not satisfied with the answer to my grievance and will deliver this to the next level supervisor for next step.

**DECISION OF THE PRESIDENT**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**EEO/AA**

## CHAPTER V

### BENEFITS FOR UNCLASSIFIED PERSONNEL

The rules and policies set forth below shall be applicable to faculty and to unclassified, non-civil service employees under the jurisdiction of the Board of Supervisors. It is the policy of the Board of Supervisors that unclassified employees shall enjoy benefits comparable to other classes of State employees, and these rules and policies are promulgated under the concept.

#### A. UNIVERSITY LEAVE POLICIES

##### 1. Definitions:

- a. Faculty Leave is leave granted to faculty members employed on the nine-month (academic year) basis in lieu of annual leave and is comprised of the days between terms and at holiday periods when students are not in classes. This special form of leave shall be taken as it is earned.
- b. Annual Leave is leave with pay granted to unclassified 12-month employees for the purpose of rehabilitation, restoration, maintenance of work efficiency or attention to other personal concerns.
- c. Sick Leave is leave with pay granted to an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment.
- d. Compensatory Leave is leave accrued and used by unclassified employees (12-month) for work and duties performed in excess of the normal 40-hour work week.

##### 2. Work-Week, Attendance and Leave Records for Unclassified Employees:

- a. For purposes of leave, appointing authorities shall establish work weeks of hours per week for full-time employees. The purpose of establishing the 40 hour week is to provide appointing authorities a system of accounting for and the taking of leave. It is understood that some faculty work is done outside the office such as the library and laboratories as well as off-campus sites.
- b. For purposes of leave, appointing authorities shall establish work weeks proportionate to the provisions of the previous paragraph for part-time employees.
- c. Daily attendance and leave records shall be maintained for all faculty and unclassified employees. These records shall be signed by the employee and

the supervisor and reported at least monthly to the appropriate office at the end of each regular pay period.

3. **Emergency Administrative Leave**

Any person in the chain of command of an unclassified staff or faculty member may recommend to the president or his designee that it is in the best interest of the university that the unclassified staff or faculty member be placed on Administrative Leave with pay.

Upon conducting an investigation deemed appropriate by the President or his designee, the President may place that individual on Administrative Leave. The action may be done orally by the President and shall be in no way considered a disciplinary action. A written communication regarding any Administrative Leave action shall be forwarded to the respective staff member and a record maintained by the university.

Such Administrative Leave is with pay and shall not be charged against the individual's leave record. During such leave with pay, the staff or faculty member shall be excused from the performance of any duties associated with the position of the individual except that the individual shall be considered a member of the university and subject to the directives of the President or his designee given in order to resolve the concerns of the University.

4. **Faculty Leave for Employees on Other Than 12-Month Basis:**

- a. Faculty leave shall be earned by each eligible faculty member who is employed for the academic year and has a regular tour of duty.
- b. Faculty leave shall be earned and taken as it is earned as specified by the official calendar of the institution served.

5. **Annual Leave for Unclassified Employees on the 12-Month Basis:**

- a. Annual leave shall be earned by each eligible employee who has a regular tour of duty. Personnel not employed on a continuing basis (temporary employees) shall not earn annual leave.
- b. Annual leave earned shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each pay period or calendar month in accordance with the following general schedule:

**DAYS OF ANNUAL LEAVE EARNED PER MONTH BY  
UNCLASSIFIED FULL-TIME EMPLOYEES**

<b>Years of Service</b>	<b>Less Than 3</b>	<b>3, But Less than 5</b>	<b>5, But Less Than 10</b>	<b>10, But Less Than 15</b>	<b>15 And Over</b>
Days(hours)of Leave Earned Per Month	1 (8 hours)	1 ¼ (10 hours)	1½ (12 hours)	1 ¾ (14 hours)	2 (16 hours)

- c. No twelve-month unclassified employee shall be credited with annual leave for any calendar month:
  - (1) until completion of that calendar month as an employee; or
  - (2) during which the employee was on leave without pay for ten or more working days; or
  - (3) while serving in the military.
- d. Accrued unused annual leave earned by an employee shall be carried forward to the succeeding years without limitation.
- e. When an employee changes his position from one state agency to another, his accumulated annual leave shall be forwarded to the new agency and shall be credited to him.
- f. Legal holidays, and other holidays declared by the President of the University, shall not be charged to annual leave.
- g. Annual leave shall be charged on an hourly basis.
- h. Annual leave shall be applied for in advance by the employee and may be taken only when approved by the department head. Requirements concerning the use of annual leave include the following:
  - (1) A department head may require an employee who has sufficient annual leave to his credit to take annual leave whenever the authority feels that is best for the employee or the department.
  - (2) Except when given special advance approval of absence from duty, an employee must be at his work station for the day in order to be classified as on duty. A work station normally will be one's office or elsewhere on the employer's premises, or at other locations while representing the employer.
  - (3) Upon resignation, death, removal, or other termination of employment of an unclassified employee, annual leave amounting to the same maximum as is provided for members of the classified service of the state by the Civil Service Commission and approved

by the Governor, and accrued to his credit shall be computed and the value thereof shall be paid to the employee or the heirs, provided that the annual leave has been accrued under established leave regulations and attendance records have been maintained for the employee by his supervisor. Such pay shall be computed at the employee's base rate of pay at the time of termination.

**6. Sick Leave for All Unclassified Employees**

Sick leave for unclassified employees shall be earned by each employee who has a regular tour of duty. The earning of such leave shall be based on the equivalent of years of full time State Service and shall be credited at the end of the calendar month in accordance with the following general schedule:

**DAYS OF SICK LEAVE EARNED PER MONTH BY UNCLASSIFIED FULL-TIME EMPLOYEES**

<b>Years of Service</b>	<b>Less Than 3</b>	<b>3, But Less Than 5</b>	<b>5, But Less Than 10</b>	<b>10, But Less Than 15</b>	<b>15 And Over</b>
Days (hours) of Leave Earned Per Month	1 (8 hours)	1 ¼ (10 hours)	1 ½ (12 hours)	1 ¾ (14 hours)	2 (16 hours)

- a. No unclassified employee shall be credited with sick leave for any calendar month:
  - (1) Until completion of that calendar month as an employee (except that nine-month faculty employed during the summer shall accrue sick leave prorated during the actual week of employment (for example, a faculty member employed for nine weeks in the summer shall be credited with 2 ¼ days).
  - (2) During which the employee was on leave without pay for ten or more working days.
  - (3) While serving in the military.
- b. Accrued unused sick leave earned by an employee shall be carried over to the succeeding year without limitation.
- c. When an employee changes his position from one state agency to another, his accumulated sick leave shall be forwarded to the new agency and shall be credited to him.
- d. Sick leave with pay may be taken by an employee with sufficient leave to his credit following:

- (1) Illness or injury which prevents performance of his work duties.
  - (2) Medical, dental, or optical consultation or treatment.
- e. There is no minimum charge for sick leave. It is to be charged on an hourly basis.
  - f. The employee may use sick leave for maternity purposes when her postnatal and prenatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition shall be six weeks unless a physician certifies the employee's inability to return to work.
  - g. Upon death or retirement of an unclassified employee, sick leave accrued to his credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a five-day week and on a four-week per month basis for personnel employed on less than the 12-month employment basis and on the basis of a five-day week and 52-week year for 12-month employees. The rate of pay shall be computed using the base rate the employee is receiving at the time of termination.

**7. Compensatory Leave Policy for Unclassified Professional Staff (12 month)**

Unclassified employees are hired on an annual basis and are not compensated for extra work beyond the normal 40-hour work week. Additionally, these employees do not receive compensatory leave for legal state holidays which are not observed by colleges and universities due to constraints of the academic calendar. All types of leave, other than compensatory leave, are the same for both classified and unclassified employees as outlined by Civil Service Rules.

A department head may require an employee to work overtime on a holiday or at a time that the employee is not regularly required to be on duty. Compensatory leave may be granted for overtime hours worked outside the regularly assigned 40-hour work week, and when the employee has not worked in excess of 40 hours due to holidays observed or leave taken. Earning of compensatory leave must have prior approval of the immediate supervisor and the appropriate Vice President. The amount of such leave shall be equal to the number of extra hours the employee is required to work (hour for hour).

Compensatory leave shall not be earned by the following employees: presidents, vice presidents, deans, athletic directors, and athletic coaches. Exceptions may be made to



permit these employees to be exempted from having to take leave when the university is officially closed. Such exceptions shall be included in the appointment letter of the individuals involved. In all events, any employee who is entitled to earn compensatory leave under the Fair Labor Standards Act shall earn such leave in accordance with Civil Service Rules and Regulations.

Compensatory leave shall be promptly credited to the employee and may be used with the approval of the immediate supervisor. Not more than 30 working days, or the equivalent thereof in hours, of accrued unused compensatory leave shall be carried forward into any fiscal year.

A department head may require employees to use their earned compensatory leave at any time. Employees will not be paid the value of their accrued compensatory leave upon separation from their unclassified positions.

In the event that an employee transfers, without a break in service, to another position within the State service, compensatory leave may be credited to the employee at the discretion of the new appointing authority. Compensatory leave shall be terminated when an employee separates from State service.

Employees cannot arbitrarily determine their own work schedules. In addition, work undertaken while at home does not constitute the earning of compensatory time.

The following administrative procedures will apply in earning and recording compensatory leave:

- a. The total number of hours worked shall be recorded on the monthly time sheet. All hours worked over 40 (inclusive of holidays observed or leave taken) are credited as hour for hour compensatory leave on the employee's leave record, within item 5c below.
- b. Employees will not earn compensatory leave while on "on call" status unless specifically approved by the President of the University.
- c. While on official travel on a regular University work day, an employee may earn a maximum of five (5) hours of compensatory leave for hours worked. During weekend official duty on travel, an employee may earn up to 8 hours per day.

## **8. Leave for Civil and National Service**

An employee shall be given time off without loss of pay, annual, or sick leave for civil and national services. The following are recognized by the Board as appropriate reasons:

- a. for performing jury duty;
- b. when summoned to appear as a witness before a court, grand jury, or other public body or commission;
- c. for performing emergency civilian duty in relation to national defense;
- d. for voting in a primary, general, or special election which falls on his scheduled working day, provided that not more than two hours of leave shall be allowed an employee to vote in the parish where he is employed, and not more than one day to vote in a parish other than the one where he is employed;
- e. when the appointing authority determines that employees are prevented from performing their duties by act of God;
- f. when the appointing authority shall determine that local conditions or celebrations make it impracticable for employees to work.

**9. Military Leave**

- a. Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time or annual or sick leave when ordered to active duty or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year.
- b. Employees who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

**10. Funeral Leave**

Regular employees may be given time off without loss of pay, annual leave, or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two days on any one occasion.

**11. Other Leave**

At the discretion of the appointing authority, a full-time faculty member may be granted

leave with pay to attend to personal emergencies. Such time may be charged against sick leave.

## **12. Workman's Compensation/Leave**

When an employee is absent from work due to disabilities for which he is entitled to Workmen's Compensation, he may, at his option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Workmen's Compensation in accordance with law.

Workman's Compensation Insurance provides for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The amount of the benefits payable and the duration of payment depend on the nature of the injury or illness, and the employee's salary. In general, all usual and customary medical expenses incurred in connection with an injury or illness are paid and partial salary payments are provided beginning after the 7-day waiting period.

If an employee is injured or becomes ill while on the job, a report must immediately be filed on such injury or illness with the employee's immediate supervisor or department head and with the Human Resources Office. This ensures that the University can assist in obtaining appropriate medical treatment and payment.

Employees are entitled to all necessary and reasonable medical expenses associated with the injury as provided by Louisiana Workers Compensation Law. The employee becomes eligible for temporary total benefits after the doctor certifies the employee as being unable to work and the employee has been out for 7 days following the injury. Workers' Compensation is computed at 66 and 2/3% of your average weekly earnings or a maximum not to exceed \$307/per week (subject to change). Wages lost during the first seven days after the injury are not replaced unless the employee is off the job for more than 42 days. Typically what happens is the employee uses his accrued sick leave and stays in full pay status with the University. The check for the employee's Temporary Total Benefits is sent to the Human Resources Office and at that time the employee is asked to sign the check over to the University. The check will be receipted by the Cashier Section of the Accounting Office. The check stub and the original receipt are given to the employee. The amount of Leave that the check will buy back is determined by dividing the employee's hourly rate of pay at the time of the accident into the amount of the check. The amount of the check then converts to leave time and that amount of time is added back to the employee's existing leave balances. If the employee does not have a sufficient amount of leave to use, then the employee may receive the worker's compensation check. For additional clarification of this procedure, contact the Human Resources Office.

**NOTE: THE EMPLOYEE CANNOT RECEIVE THE WORKERS' COMPENSATION CHECK AND A FULL PAYROLL CHECK.**

**NOTE: SEE THE ATTACHED INSTRUCTIONS AND FORM FOR COMPLETING WORKMAN'S COMPENSATION CLAIMS.**



**OFFICE OF HUMAN RESOURCES**  
**Reporting Procedure for Employee Incidents/Accidents**

1. Employee has an incident or accident.
2. Employee must report to immediate supervisor or designated alternate employee when the immediate supervisor is not available within twenty-four (24) hours.
3. Supervisor must complete the State Employee Incident/Accident Investigation Form (DA 2000), keep a copy in respective area and turn in to the Office of Human Resources.

NOTE: This form must be filled out completely and turned in even if the employee does not seek medical attention

4. If the employee seeks medical treatment, the original doctor's orders should be given to the immediate supervisor (including time off, light duty...etc). The immediate supervisor should keep a copy and forward a copy to the Office of Human Resources. If the employee's doctor gives an update/change to the orders and/or the employee's original date to return to work is changed, the Supervisor is to notify the Office of Human Resources immediately.
5. Any bills that the employee receives from the initial doctor's visit should be forwarded to the Office of Human Resources immediately.
6. The employee should bring a doctor's release when he/she returns to work.

**OFFICE OF RISK MANAGEMENT  
UNIT OF RISK ANALYSIS AND LOSS PREVENTION  
STATE EMPLOYEE INCIDENT/ACCIDENT INVESTIGATION FORM  
Worker's Compensation Claims—For Agency Use Only**

**(PLEASE TYPE OR PRINT)**

1. AGENCY \_\_\_\_\_
2. ACCIDENT DATE \_\_\_\_\_ 3. REPORTING DATE \_\_\_\_\_
4. EMPLOYEE NAME (LAST, FIRST) \_\_\_\_\_
5. JOB TITLE \_\_\_\_\_
6. IMMEDIATE SUPERVISOR \_\_\_\_\_
7. DESCRIBE IN DETAIL HOW INCIDENT/ACCIDENT OCCURRED (*USE ADDITIONAL SHEET IF NECESSARY*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. PARISH WHERE OCCURRED \_\_\_\_\_ 9. PARISH OF DOMICILE \_\_\_\_\_
10. WAS MEDICAL TREATMENT REQUIRED \_\_\_\_\_ Y \_\_\_\_\_ N
11. EXACT LOCATION WHERE EVENT OCCURRED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. NAME (S) OF WITNESSES \_\_\_\_\_
13. NAME OF PERSON COMPLETING THIS SECTION OF REPORT \_\_\_\_\_
14. SIGNATURE \_\_\_\_\_ 15. DATE \_\_\_\_\_

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION  
WHERE INCIDENT/ACCIDENT OCCURRED**

## MANAGEMENT SECTION

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT \_\_\_\_\_
17. POSITION/TITLE \_\_\_\_\_
18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION \_\_\_\_ Y \_\_\_\_ N
19. WAS EQUIPMENT INVOLVED \_\_\_\_ Y \_\_\_\_ N (If no, skip to question 20)
- A. TYPE OF EQUIPMENT \_\_\_\_\_
- B. IS THERE A JSA FOR EQUIPMENT \_\_\_\_ Y \_\_\_\_ N      C. DATE LAST JSO PERFORMED \_\_\_\_\_
20. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED \_\_\_\_ Y \_\_\_\_ N
21. DID INCIDENT INVOLVE SAME INDIVIDUAL \_\_\_\_ Y \_\_\_\_ N
22. SAME LOCATION \_\_\_\_ Y \_\_\_\_ N
23. WAS THE SCENE VISITED DURING THE INVESTIGATION \_\_\_\_ Y \_\_\_\_ N
- A. DATE & TIME \_\_\_\_\_      B. ARE PICTURES AVAILABLE \_\_\_\_ Y \_\_\_\_ N
- C. IF NO, REASON FOR NOT VISITING \_\_\_\_\_

### ROOT CAUSE ANALYSIS

<p><b>UNSAFE ACT (PRIMARY):</b> <input type="checkbox"/> Failure to comply with policies/procedures    <input type="checkbox"/> Failure to use appropriate equipment/technique    <input type="checkbox"/> Inattentiveness</p> <p><input type="checkbox"/> Inadequate/lack of JSA/standards    <input type="checkbox"/> Incomplete or no policies/procedures    <input type="checkbox"/> Inadequate training on policies/procedures    <input type="checkbox"/> Inadequate adherence of policies/procedures</p> <p>Other (specify) _____</p> <p>Detailed explanation of checked box _____</p> <p>_____</p>
<p><b>WHY WAS ACT COMMITTED:</b></p> <p>_____</p>
<p><b>UNSAFE CONDITION (PRIMARY):</b> <input type="checkbox"/> Inappropriate equip/tool    <input type="checkbox"/> Inadequate maintenance    <input type="checkbox"/> Inadequate training    <input type="checkbox"/> Wet surface</p> <p><input type="checkbox"/> Worn/broken/defective building components    <input type="checkbox"/> Broken equipment    <input type="checkbox"/> Inadequate guard    <input type="checkbox"/> Electrical hazard    <input type="checkbox"/> Fire Hazard</p> <p>Other (specify) _____</p> <p>Detailed explanation of checked box _____</p> <p>_____</p>
<p><b>WHY DID CONDITION EXIST:</b></p> <p>_____</p>
<p><b>CONTRIBUTORY FACTORS (IF ANY):</b></p> <p>_____</p>
<p><b>IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:</b></p> <p>_____</p>

*LONG RANGE ACTION TO BE TAKEN:*

*WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:*

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION**  
**WHERE INCIDENT/ACCIDENT OCCURRED**

### 13. FAMILY AND MEDICAL LEAVE ACT OF 1993

The purpose of this policy is to provide a uniform procedure to comply with the provisions of the Family Medical Leave Act (FMLA).

Grambling State University employees who have been employed for at least twelve (12) months and have actually worked at least 1,250 hours in the preceding twelve (12) month period, shall be eligible to take up to twelve (12) weeks a year (a 12-month consecutive period beginning with an employee's first usage of FMLA leave) of unpaid, job-protected leave for certain family and medical reasons (which shall be referred to as "qualifying events"). No part of this leave may be carried over from one usage year to the next. Furthermore, the employee may elect or the University may require that paid leave be substituted for unpaid leave.

When an employee has accumulated unused sick, annual and/or nonpayable compensatory leave and requires leave for the employee's own medical condition, the employee shall take the paid leave prior to going on unpaid leave. When an employee has accumulated unused annual and/or nonpayable compensatory leave and requires leave for a qualifying event other than personal illness, the employee shall take the paid leave. Additionally, an employee may voluntarily elect to use accumulated payable compensatory leave for any qualifying event.

- a. **Eligible Employees** - Employees who have been employed for at least twelve (12) months and have actually worked 1,250 hours in the preceding twelve month period are eligible for FMLA. This applies to all employee groups (regular, temporary, part-time).
- b. **Qualifying Events** - An "eligible" employee may receive leave for one or more of the following reasons:
  1. For the birth of a child and/or to care for the child within twelve (12) months of the birth.
  2. For placement of a child through adoption or through a foster care placement program as long as the leave is taken within 12 months after adoption or placement.
  3. For the care of the following persons if they have a serious health condition;
    - (a) an employee's spouse (wife or husband)
    - (b) a child under eighteen years of age
    - (c) a child over eighteen years of age that is incapable of self-care
    - (d) a parent, or a person who has stood in as a parent for the employee when the employee was a child
    - (e) for the care and/or treatment of an employee's own serious health condition which causes the employee to be unable to perform his/her essential duties.



## FAMILY AND MEDICAL LEAVE ACT OF 1993 (CONT.)

Spouses who are both employed by the University are jointly entitled to an aggregate (combined total) of twelve (12) weeks in a year for the birth or placement of a child or for the care of an employee's own sick parent who had a serious health condition. For care of a spouse or child with a serious health condition, or for the employee's own serious health condition, each employed spouse is entitled to a separate 12-week limit.

### c. Advance Notice Requirements

1. Foreseeable Events - Employees are required to provide at least thirty (30) days advance notice, unless the "qualifying event" is unforeseeable or a medical emergency.
2. Unforeseeable Events or Medical Necessity - When it is impossible or impracticable due to medical necessity to provide advance notice, the leave will be granted conditionally and verbally based on information provided by the employee. However, the employee will still be required to provide the appropriate certification within fifteen (15) working days to the employer. Such emergency requests shall be revoked should the certification not support the reasons originally provided. Should the request be revoked, the employee may be required to repay the leave and/or health/life insurance premiums, if applicable, and/or may be subjected to disciplinary action.

- d. Medical Certification - A newly designed form, Family and Medical Leave Act (FMLA) of 1993 Certification of Health Care Provider Form (see form that follows), shall be completed and certified by employee and physician. This form is available in the Office of Human Resources and on the university's web site and should accompany the employee's request for FMLA leave. If possible, the form should be submitted thirty (30) days prior to the effective date of leave. This form requires the signature of the employee, and the physician/practitioner. (For unforeseeable events, see C2).

The University may require a second medical opinion at no cost to the employee. If the first and second opinions differ, the University may require a third binding medical opinion approved jointly by the University and the employee, at no cost to the employee. Periodic recertification by the health care provider may also be required.

The University may require a medical statement from the physician/medical provider, releasing employee to return to work when he/she has been out due to his/her own medical condition. Medical records are protected by Federal law. All medical information/documentation supporting the employee's FMLA request

## FAMILY AND MEDICAL LEAVE ACT OF 1993 (CONT.)

shall be confidentially maintained with the employee's FMLA request in the Office of Human Resources.

- e. **Intermittent or Reduced Leave** - Intermittent leave or a reduced leave schedule will only be allowed because of foreseeable medical treatment such as therapy treatments, chemotherapy, etc. which is needed by the employee, spouse, child or parent. In these cases, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the workplace.

If the intermittent or reduced leave is taken by an employee, the University may require that the employee be reassigned to an alternate position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

- f. **Medical Health Coverage** - The University will pay the employer's part of the medical insurance coverage while the employee is on paid leave and will also pay the employer's share while the employee is on FMLA without pay. Employees on leave without pay should contact the Coordinator of Employee Benefits in the Human Resources Office for coverage continuation.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the employer may recover from the employee the cost of any payments made to maintain the employee's coverages, unless the failure to return to work was for reasons beyond the employee's control.

- g. **Unlawful Acts** - It is unlawful for any employee of the University to interfere with, restrain, or deny the exercise of any right provided under FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Any employee who believes that he/she has been denied a right granted under FMLA should contact the Office of Human Resources, Room 148 or 151 of Long-Jones Hall.

- h. **Return From Leave/Benefits** - Upon return from FMLA leave, employees will not lose any employment benefit that accrued prior to the start of an employee's leave.
- m. **Tracking of FMLA Leave** - The Office of Human Resources will be responsible for tracking the twelve (12) weeks of FMLA leave for each eligible employee.



<b>Family and Medical Leave Act (FMLA) of 1993</b> <b>Certification of Health Care Provider</b>
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Employee's Name:	Patient's Name is different from the Employee
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If the patient meets the criteria of a **“serious health condition”** please indicate by checking one of the following. *(Note please see definition of a serious health condition)*

- Hospital Care
- Absence Plus Treatment
- Pregnancy or Prenatal Care
- Chronic Condition
- Permanent/Long-Term Condition Requiring Medical Supervision
- Multiple Treatments (non-chronic condition)
- None of the above (specify):

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Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

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Approximate date the condition commenced	Probable duration of condition:
<hr style="border: 0; border-top: 1px solid black;"/>	<hr style="border: 0; border-top: 1px solid black;"/>

Probable duration of patient's present incapacity<sup>1</sup> *(if different from duration of condition)*

---

Will it be necessary for employee to work intermittently or on less than a full schedule as a result of the condition?

yes                       no

If yes, please give probable duration of need for intermittent or part-time work.

\_\_\_\_\_

If the condition is a chronic condition or pregnancy, is the patient presently incapacitated?

\_\_\_\_\_

Likely frequency of episodes of incapacity<sup>1</sup>.

\_\_\_\_\_

Likely duration of episodes of incapacity<sup>1</sup>.

\_\_\_\_\_

If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments

\_\_\_\_\_

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis:

- (1) provide and estimate of the probable number and interval between such treatments
- (2) provide actual or estimated dates of treatment (*if known*)
- (3) provide period required for recovery (*if any*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If any of these treatments will be provided by another provider of health services (e.g., physical therapist) please state the nature of the treatments.

\_\_\_\_\_

\_\_\_\_\_

If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen, (e.g. prescription drugs, physical therapy requiring special equipment):

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If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind.

yes       no

If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or the employer should supply you with information about the essential job functions)?

yes       no

If yes, please list the essential functions the employee is unable to perform:

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If neither of the above applies, is it necessary for the employee to be absent from work for treatment?

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If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for: (*check all that apply*)

- basic medical  
 personal needs  
 transportation

If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery?

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If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of the need:

---

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Signature of Authorized Health Care Provider	Date
Type of Practice	Phone Number
Address	

***To be completed by the employee needing FMLA leave to care for a family member:***

State the care you will provide and an estimate of the period during which care will be provided. Include a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule.

Employee's Signature	Date
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# Definition of Serious Health Condition

A “Serious Health Condition” means an illness, injury impairment, or physical or mental condition that involves one of the following:

1. Hospital Care – Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity<sup>1</sup> or subsequent treatment in connection with or consequent to such inpatient care.
2. Absence Plus Treatment – A period of incapacity<sup>1</sup> of more than three consecutive calendar days (including any subsequent treatment or period of incapacity<sup>1</sup> relating to the same condition), that also involves:
  - a) Treatment<sup>2</sup> two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
  - b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment<sup>3</sup> under the supervision of the health care provider.
3. Pregnancy – Any period of incapacity<sup>1</sup> due to pregnancy, or for prenatal care.
4. Chronic Conditions Requiring Treatments – A chronic condition which:
  - a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
  - b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - c) May cause episodic rather than a continuing period of incapacity<sup>1</sup> (e.g., asthma, diabetes, epilepsy, etc.)
5. Permanent/Long-term Conditions Requiring Supervision – A period of incapacity<sup>1</sup> which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a sever stroke, or the terminal stages of a disease.
6. Multiple Treatments (Non-Chronic Conditions) – Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in period of incapacity<sup>1</sup> or more than three consecutive calendar days in the absence of medical intervention or treatment, such as

cancer, chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

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- 1) “Incapacity,” for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore or recovery therefrom.
- 2) Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations.
- 3) A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.



14. **Leaves of Absence with Pay:** The following Board of Supervisors policy relative to Leaves of Absence is presented in a - f:

- a. **Application Procedure.** An individual requesting a leave of absence shall make application at the institution and, with the recommendation of the institution president, it shall be forwarded to the System President for Board consideration.
- b. **Exclusion.** An employee of an institution who is not a member of the faculty or administration is not governed under the Board's policy on leaves of absence for faculty members.
- c. **Length of Leaves.** Leaves of absence, other than for military leave, shall not exceed one year at a time. Faculty personnel on military leave (or special leave for war-connected services) from the institution shall be reemployed by the institution at the beginning of the next semester after the date on which the institution head shall receive written notification that such person wishes to return to his position, provided that such notification shall be given within 40 days after honorable discharge or termination of assignment from the armed forces.
- d. **Sabbatical Leave.** Provision for leave with pay for the purpose of professional or cultural improvement or for the purpose of renewal, is a well-established administrative device intended to improve the quality of higher education professional service. The Board recognizes that such a policy is justifiable and desirable and therefore provides for leaves of absence for full-time members of the faculty under the conditions specified below:

“Faculty” is defined in LSA-R.S. 17:3304 as follows: “Members of the instructional staff of each college and university having the rank of instructor or higher and persons engaged in library, artistic, research and investigative positions of equal dignity, shall constitute the faculty of each college and university.

The head of each college or university and its academic officers shall be members of the faculty.”

- i. For the purpose of professional or cultural improvement or renewal, this leave may be granted for two semesters (52 weeks for 12-month employees). It may be granted following any six or more consecutive fiscal years of active service in the institution where such individual is employed. An individual may not accumulate time in an attempt to qualify for more than one consecutive year of such leave. Leave also may be granted for one semester (26 weeks for 12-month employees) following three or more consecutive years of such service by an individual, provided that absence due to sick leave shall not be deemed to interrupt the active service provided for herein. A sabbatical leave

taken during a Summer Session shall be considered a semester for leave purposes.

- ii. The compensation from the state for the period of leave approved shall be at the rate of not more than 75 percent of the salary the individual will receive during the current fiscal year for the period of time leave is applied for and granted. Employers and employees shall contribute to the retirement system on the basis of full annual salary rate. Compensation payable to persons on leave shall be paid at the time at which salaries of the other members of the teaching staff are paid and in the same manner.
  - iii. In those cases where the faculty member or administrator receives outside compensation, such payment is to be approved in writing and in advance by the president as supportive of the purposes of the leave. If outside compensation plus paid leave would exceed the regular salary the leave pay will be reduced so that the institution will pay no leave if the outside compensation equals or exceeds the regular pay. Nothing shall prevent the faculty from being remunerated by outside agencies at higher rates than his regular pay.
  - iv. After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisor to indicate that the purpose for which the leave was granted has been achieved.
  - v. At no time during any semester of an academic year shall the number of persons on leave with pay (except sick leave) exceed 5 percent of the total faculty.
  - vi. In accepting a leave of absence with pay, the faculty member shall be understood to assume a legal obligation as listed in Acts 1991, 858 (R.S. 17-3328) to return to the institution for at least one year of further service. A copy of this rule shall be included in the institution faculty handbook and made known to each applicant for such leave.
  - vii. Individuals accepting sabbatical leave (with pay) are cautioned about prohibitions against dual appointments or dual employment as described in LSA-R.S.42:63.
  - viii. Sabbatical leave shall be granted only with prior Board approval.
- e. **Leave Without Pay:** Leave without pay may be granted for a maximum of one year at a time upon recommendation of the institution to the System President and with the approval of the Board.

- f. **Forfeiture of Tenure or Employment:** Refusal by a faculty member or administrator to comply with the provision of this leave and sabbatical leave policy shall result in the forfeiture of tenure and/or employment.

**B. PROCEDURE FOR INITIATING AND PROCESSING LEAVE APPLICATIONS FOR UNCLASSIFIED ELIGIBLE PERSONNEL**

The following procedure has been agreed upon for the handling of leave requests. In order that all persons can be evaluated on the same basis and in order that complete administrative concurrence can be established, everyone is requested to uniformly adhere to this procedure for all future leave requests.

1. **Leave With Pay**

- a. A faculty member desiring leave for a given period of time will initiate the request by submitting a proposal stating (a) his/her desire and plan, (b) his/her qualification, (c) the period and length of time for which leave is desired, (d) the time and length of the last leave with pay, (e) years of service, and (f) any other data deemed pertinent. Those attending summer institutes (or other short period arrangement) and receiving a stipend should contact their dean regarding the leave. Please indicate when the academic year leave requested is to be without pay.
- b. The appropriate leave form should be forwarded through the faculty member's department head and dean or other appropriate budget administrator, with approval also required of the Vice President, President and Board.
- c. The department head and dean or other administrator will note "approved" or "disapproved", date the notation, initial the notation, and forward the request without undue delay. If elaborations relative to the approval or disapproval are deemed important, a statement outlining such should be attached in memorandum form before forwarding.
- d. When all requests for leave during a given budget year have been received (by dates to be publicized), they will be considered on their individual and collective merits and ranked in order of priority, if favorably considered. There will be a ranking for summer leaves and one for academic year leaves. All are contingent on the availability of funds and sufficient personnel to carry out departmental operations.
- e. Those whose leave applications were not accepted will be notified not to expect leave for the period requested.

- f. After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisors to indicate that the purpose for which the leave was granted has been achieved.

## 2. **Leave Without Pay**

Leave of absence without pay may be granted to employees for good cause for a period up to but not exceeding one year providing the reasons are acceptable to the University and the operations of the granting department are not seriously affected. Normally, the person taking leave of absence without pay will return to the University after leave. Requests for leave without pay require approval at the Department Head, Dean, Vice President, President, and Board of Supervisors.

At Grambling State University, an employee cannot accept outside employment when approved for leave without pay.

After each leave period is completed, evidence as determined by the institution must be submitted to the appropriate supervisor to indicate that the purpose for which the leave was granted has been achieved.

## 3. **Personnel and Payroll Changes**

Personnel/Payroll changes for unclassified employees must be appropriately executed and delivered to the Accounting Office on or before the 20th day of each month. Personnel/Payroll changes received after the 20th day of each month will be processed (payroll adjustments) the following month along with the regular monthly payroll.

Personnel/Payroll changes for classified employees must be appropriately executed and delivered to the Accounting Office on or before the published schedule of due dates (to be provided by the Accounting Office). Personnel/Payroll changes received after the due dates will be processed the following pay date.

# C. **INSURANCE BENEFITS**

## 1. **GROUP HEALTH INSURANCE**

- a. **Eligibility for Coverage** - All probational and permanent employees who work 30 or more hours per week (full time for insurance purposes) are eligible for hospitalization coverage. In addition, employees on temporary appointments which will last more than 120 days are eligible as of the 121st day of full time employment.
- b. **Effective Rates** - An employee who enrolls in the insurance program will become effective on the first of the month coinciding with or next

following the completion of 30 days of employment.

Example 1: Employed as of 07/01/07 - effective; 08/01/07

Example 2: Employed as of 07/15/07 - effective; 09/01/07

In the event that an employee does not enroll within 30 days of their effective date of employment, the effective date is determined by the State Employees Group Benefits Program and proof of insurability will be required. The cost to provide this benefit is shared by the University and the employee.

**2. GROUP TERM LIFE INSURANCE**

Regular University faculty and staff employees are eligible for coverage under this plan. The face value is based on your annual salary and age, not to exceed a maximum of \$50,000 in coverage. This is an optional plan with the University and the employee sharing in the cost of the life insurance. The employee is totally responsible for the premiums on dependent life insurance coverage. In the event that an employee does not enroll within 30 days of their effective date of employment, the effective date is determined by the State Employees Group Benefits Program and proof of insurability will be required.

**3. SUPPLEMENTAL GROUP TERM LIFE INSURANCE**

Regular University faculty and staff employees are eligible for amounts up to \$100,000 guaranteed issue with no medical information needed if enrolled within 31 days from your effective date of employment.

**4. LONG-TERM DISABILITY (SALARY CONTINUATION)**

This coverage is optional for full-time (32 hours per week or equivalent) employees. The program will pay up to sixty percent of salary for total disability. Employees who are eligible must elect to purchase the insurance within 31 days of the date they become eligible, or proof of good health will be required.

**5. FLEXIBLE FRINGE BENEFITS PLAN**

Commonly referred to as a “cafeteria plan”, faculty and staff are allowed to tax shelter payroll contributions to fringe benefit plans under Section 125 of the Internal Revenue Code. Participation in this program results in a reduction of taxable income which increases spendable (net) income.

**6. OTHER INSURANCE BENEFIT PLANS**

Group dental and cancer plans through payroll deduction are available for full-time employees. These programs are ones in which the faculty/staff member pays the full insurance premium.

## **7. TAX SHELTERED ANNUITIES**

Faculty and staff members of public colleges and universities are eligible to purchase tax-deferred annuities. To purchase a tax-deferred annuity, the employee and the university enter into an agreement in which the employee authorizes a reduction in salary in order to release funds for the University to pay an annuity contract that is fully vested in the employee.

Within limits prescribed by the Internal Revenue Code, the amount of the reduction is not currently taxable as income to the employee. More information can be obtained from the "Employee Benefits Manual".

## **D. RETIREMENT BENEFITS**

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

Most faculty and unclassified employees are members of the Teachers' Retirement System of Louisiana. However, not all faculty and unclassified employees are eligible for this retirement system.

The following information relates to the Teachers' Retirement System of Louisiana, unless otherwise stated:

You are eligible for membership if you are a faculty employee with an appointment of 1 full year or more at 50% or greater FTE, or if you are an unclassified staff with an appointment of 1 full year or more at 51% FTE or greater. If you are a nonresident alien (J or F VISA), you are not eligible for membership in a retirement plan.

Contributions are made by both the employee, currently 8%, (through payroll deduction) and the employer (the state). The state contributes an actuarial determined rate determined annually. Retirement contributions are tax sheltered.

To retire, a TRSL member must meet minimum requirements as to age and years of service. When requirements are met, for example, the retirement benefit a member receives is calculated by this equation: Multiply 2 or 2.5 percent times the total years of service credit times the highest average compensation + \$300.00 annual supplemental benefit. Note that:

- the service credit contains appropriate credit for unused sick and/or annual leave;
- the highest average compensation is the annual average of the three highest years' salary within TRS guidelines in which a member earns no more than three years of service credit; and,
- the supplemental benefit of \$300.00 is not given to those who became members of TRSL after June 30, 1986;

- the retirement benefit will vary according to which retirement option chosen.

A member includes all those who are employed in any of the classifications defined as a “Teacher” by law for whom enrollment in TRSL is mandatory as a condition of employment and who meet the eligibility requirements.

A member is vested with 10 years of service for a benefit when 60 years of age.

## 2. **Retirement Formulas**

### **-The 2 percent formula:**

To retire under the 2 percent of average compensation factor, a member must be:

- \*Age 60 with at least 10 years of service credit, excluding military service purchased under provisions of LA. R. S. 11: 1 53 after Sept. 10, 1982; or,
- \*Any age with 20 years of service credit, excluding military service purchase under provisions of LA. R. S. 11: 1 53 after Sept. 10, 1982.

### **-The 2.5 percent formula:**

To retire under the 2.5 percent of average compensation factor, a member must be:

- \*Age 65 with 20 years of service credit, excluding any military service;
- \*Age 55 with 25 years of service credit; or
- \*Any age with 30 years of service credit.

## 3. **Optional Retirement Plan (ORP)**

The Optional Retirement Plan is an alternative retirement plan available to academic or unclassified employees of public institutions of higher education. The ORP allows portability of retirement contributions because the retirement benefit plan is provided by a private carrier.

Employees who choose to participate in an ORP do not contribute to TRSL and waive all rights to TRSL retirement, survivor, and/or disability benefits otherwise provided by LA. R.S. 11:726 and 11:926(B).

Active contributing members of TRSL’s Regular Plan who are academic or unclassified employees of public institutions of higher education and who have less than five years of creditable service in TRSL may elect to participate in the ORP and transfer accumulated employee contributions to the ORP.

Academic or unclassified employees who are part-time, seasonal, or temporary may choose to participate in ORP but will not be permitted to become members of

TRSL. This employee grouping will be required to contribute to full Social Security if they do not participate in ORP.

The decision to participate in an ORP is irrevocable; that is, members who choose the ORP can never change their minds and join TRSL. If they later change to employment which makes them eligible to belong to TRSL, they must continue to belong to ORP.

4. **Disability Retirement under TRSL**

To be eligible for disability retirement, a member must have at least five years of eligibility credit in TRSL.

After a review of medical records and/or medical examination of the member, the State Medical Disability Board must certify that the member is mentally or physically incapacitated for further performance of the duties currently being performed, that the incapacity is likely to be total and permanent and that the member should be retired. If the member is not in active service at the time of application and has not withdrawn his or her contributions, it will be necessary that the System receive clear, competent, and convincing evidence that the disability occurred while the member was an active contributing member.

5. **Refunding Contributions from TRSL**

If you leave state service before you retire under TRSL, you may request from the Retirement System a refund of your accumulated contributions. You will then receive the amount you contributed each pay period in one lump-sum check from the Retirement System.

Refund requirements- the member must be separated a minimum of 90 days before becoming eligible.

Retirement refunds are subject to a 20% federal excise tax penalty for withdrawing money from a retirement plan. When an employee is refunded his contributions, all service credit with the retirement system (TRSL) is forfeited.

6. **Deferred Retirement Option Plan (DROP)**

The DROP is an optional program in which a member of the Teachers' Retirement System of Louisiana (TRSL) chooses to freeze his regular monthly retirement benefit and to have this benefit deposited each month in a special account at TRSL while he or she continues to work and draw a salary from the TRSL employer (the University).



A member must specify the consecutive period of time he or she plans to participate in DROP (any period of time up to two or three years, depending on eligibility).

Once this participation period begins, the decision to participate is irrevocable and the period of participation cannot be extended. The participation period may only be shortened by the determination of employment or death.

During DROP, a members' pay may increase because neither members nor employers make retirement contributions to TRSL.

At the end of DROP, the member may either (1) terminate employment and begin regular retirement or (2) continue working. If the member retires, he or she may begin withdrawing funds in the DROP account.

If the member continues working, he or she cannot make withdrawals from the DROP account during continued employment and employee and employer contributions to TRSL must resume. The member earns additional service credit to the period of continued employment.

Members who terminate DROP early do not lose funds already deposited in their DROP accounts.

There are stringent restrictions for returning to work as a **DROP** participant who has actually retired. Prior clearance should be granted from the TRSL.

For information on eligibility for DROP and making DROP application, please contact the Office of Human Resources, where "The Deferred Retirement Option Plan" publication is available.

#### **E. FEE EXEMPTION FOR FACULTY/STAFF AND DEPENDENTS**

A faculty or staff member who has been employed full-time at a University of Louisiana System institution or System office at least two years may enroll for undergraduate or graduate instruction at a reduced fee schedule which shall annually be set by the board.

1. Spouse and children of full-time faculty and staff members employed at a Trustees' institution for five years may attend that institution for undergraduate instruction only at a reduced fee schedule which shall be set by the Board, plus any student assessed fees at the institution. Generally, children who qualify will be limited to those who are eligible dependents for tax purposes during the calendar year in which the fee exemption is issued.
2. The reduced fee schedule for qualified faculty, staff and dependents shall provide for a minimum charge of \$150 per semester for full-time students and a minimum

per credit hour charge for part-time students based on a proration of the full-time minimum charge.

3. Dependents of deceased faculty and staff shall be eligible for the tuition exemption provided for herein provided the faculty or staff was in service to the institution and eligible for the exemption when death occurred.
4. Dependents of the disabled faculty and staff, as determined by the Teachers' or State Employees' Retirement Systems but otherwise eligible for the tuition exemption provided for herein, shall maintain eligibility for the tuition exemption.
5. Faculty and staff are granted the tuition exemption from self-assessed fees, but dependents shall not be exempted from self-assessed fees.
6. Board staff shall also be eligible for fee waivers at any system institution in accordance with the provisions of this section. (Revision approved 2/24/95)
7. Fee exemptions for faculty, staff and/or dependents not eligible according to the provisions stated above may be approved on an individual basis by the System President. Any request for such exemption, with complete justification, shall be submitted by the institution president. (Addition approved 6/29/95).

#### **F. TAKING COURSES DURING THE WORKDAY**

One course (maximum of 4 semester hours) may be taken during the regular workday. The University does consider the noon hour as part of the workday. A workday will not always be 8 A.M. - 5 P.M., as some units have adopted work hours to ensure proper coverage to their areas.

## CHAPTER VI

### GENERAL UNIVERSITY REGULATIONS AND POLICIES

#### A. TRAVEL POLICIES

It is the policy of the University to reimburse persons who travel on official University business. In this connection, only the necessary expenses are allowable.

If traveling on University business, authorization before making the trip is required. Electronic travel requests must be have approval at least three (3) working days (72 hours) prior to scheduled time of departure.

A Leave From Duty Form (available on the university's web site) must also be executed. Special Leave for University (SLU) should be indicated on the leave form.

Aside from traveling on official University business, there are instances when unclassified staff members are authorized to attend professional meetings of their associations. When this is the case, legitimate expenses are chargeable to funds allocated to departmental travel.

In order to receive reimbursement for expenses incurred as described above, one is expected to execute the Travel Expenses Account Form, which may be obtained from the Controller's Office. This form must be signed by appropriate officials. Paid bills for meals, lodging, and travel must be attached to the voucher to substantiate one's claim for money which is reimbursable. This voucher must reach the Controller's Office no later than 15 days after the trip has been made. All employees are governed by The State Travel Rules and Regulations.

#### B. PARKING AND TRAFFIC REGULATIONS

The operation of a vehicle on GSU's campus is a privilege granted by the institution. Serious or excessive violations can result in the loss of this privilege as well as disciplinary action.

Rules governing vehicle operation and parking on campus are strictly enforced. The parking area of the campus is divided into several zones. All students, staff, and faculty members are assigned to specified zones. It is required that all persons park in assigned zones and abide by regulations set forth by the University Police Department.

The Rules and Regulations pertaining to parking on campus are as follows:

- Motor vehicles operated by faculty, staff, and students must be registered with the University Police Department. When parking on campus, please display your parking permit by hanging it from the rear-view mirror support, facing out-word.
- No vehicle may park or stop within twenty (20) feet of any fire hydrant or park in a posted Fire Lane or along curbs or in driveways that are painted RED.

- No Parking on grassy areas or in an unpaved area of the campus or across sidewalks or cement drain ditches.
- No parking in Handicapped areas. Handicapped areas are for the use of Disabled Persons only. The parked vehicle must display a valid State-issued disabled plate or placard.

Any violation of these Rules may result in your vehicle being cited, removed, and towed. Any parked or unattended vehicle may be removed from the campus and impounded if such vehicle in any way obstructs traffic or creates a hazard to persons or property. The owner and driver of such vehicle will be required to pay all costs involved in removing, impounding, and storing of such vehicles.

Grambling State University assumes no responsibility for damage to, or theft from, any vehicle parked at any University parking area or elsewhere on University property, or any vehicle which is damaged while being towed or in storage.

### **C. PROCEDURE FOR PROPERTY CONTROL**

All items of movable non-consumable property (furniture and equipment) and similar items having an original acquisition cost of one hundred dollars (\$100) or more, including gifts and other property, must be inventoried. Inventoriable property includes property used by a State agency, even if it was not purchased with State budgeted funds.

The property control officer is responsible for the property in general. The Property Control Department tags newly acquired equipment with an identification number unique to the University and then records the item in the Asset Management System. The department head is responsible specifically for property assigned and purchased in his/her area.

Annual physical inventories consisting of the sighting of assets, verifying their location and description and reporting any discrepancies are conducted by the Property Control Department for all assets in the custody of each GSU department.

State property should not be taken off the campus, nor should it be loaned to individuals, moved from one department or another, or from one building to another without prior approval from the property control officer. Equipment to be used away from campus require an Off-Campus Transfer Form and equipment transferred between departments or from room to room require completion of a Transfer of Equipment Form. The Budget Unit Head, Vice President, Inventory Specialist, Property Control Manager, and Director of Title III (if necessary) must sign the both forms which can be found on the University's Web Site.

When an employee's service is discontinued, he is required to relinquish any University property he has in his possession to the property control officer. This is required prior to issuance of his final paycheck and/or severance pay.

#### **D. UNIVERSITY EMPLOYEE PROPERTY RESPONSIBILITY**

Each person to whom property is assigned shall be liable for the payment of damage whenever his/her wrongful or negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property in the area that he/she is responsible for and such damages maybe recoverable in a civil suit.

1. The Dean, Acting Dean, Department Head, Acting Dean or Inventory Specialist will be responsible for all items on his/her inventory until such time as it has been transferred to another department or agency. The transfer process is not complete until the proper paper work is completed and signed by the Property Manager.
2. Once equipment is assigned to an employee it is the responsibility of that employee to care for that equipment as long as employment with the University is current. Each assigned employee will have his/her name associated with all equipment that is in use by that employee.
3. All employees of Grambling State University are responsible for the safeguarding of property belonging to the University. Whenever an employee has knowledge or reason to believe property belonging to Grambling State University is lost, stolen, damaged or destroyed through vandalism, fire, windstorm or other acts of God, he/she will immediately notify the Dean, Acting Dean, Department Head, Acting Head, Inventory Specialist and Property Manager. Suspected theft should be reported immediately to the Campus Police and Property Manager.
4. Property of Grambling State University shall not be sold by any person or legal entity or otherwise alienated or be transferred, assigned or entrusted to any other agency without the written authorization of the Property Manager. Property of Grambling State University Shall not be given to any person for off-campus usage, without the consent of the Dean, Acting Dean, Department Head, Acting Head and Property Manager.
5. Property in use by employees of Grambling State University shall not be taken from the campus by any person for any reason without written authorization of the Property Manager and notification to immediate supervisor.
6. Property of Grambling State University shall not be disposed of by any University employee other than authorized personnel in the Property Control Office.

#### **E. PURCHASING DEPARTMENT POLICIES**

The purpose of the Purchasing Department is to accurately and efficiently provide centralized procurement and vendor related services for all departments of Grambling State University, in accordance with university, state and federal laws and regulations.

The key to completing the purchasing process in a timely manner requires serious PLANNING. It is very important that each requisitioning department plan in advance, taking into consideration when items being requisitioned are needed, when a certain event or function is to

be held, and the amount of time required to properly process a purchase requisition, from beginning to end.

The following are a few facts you should know, to better assist you in the purchasing process.

### **Quotations and the Bid Process**

When a purchase requisition is received in the Purchasing Department, it is assigned to a Buyer. The Buyer determines, based on the dollar amount of the purchase requisition, the number or quotes, in accordance with the Louisiana Procurement Code.

### **Louisiana Procurement Code**

1. Purchases under \$1,000.00 require no competitive bidding; however, a written quotation signed by a company representative is required.
2. Purchases greater than \$1,000.00 but less than \$5,000 require a written and signed quotation from at least (3) bona fide bidders.
3. Purchases greater than \$5,000.00 but less than \$25,000.00 require a written and signed quotation from at least (5) bona fide bidders.
4. All purchases over \$25,000.00 must be advertised and written invitations for bid submitted to at least (8) bona fide, qualified bidders. Written invitations for bid shall contain complete specifications, the quantity required, delivery point and other information sufficient for a supplier to make an acceptable bid.

Competitive bids (\$1,000.00 and over) are awarded to the lowest responsive bidder.

### **Purchase Order Processing Time**

How long does it take to award a purchase order?

Generally - Routine Purchases

If less than \$1,000.00

Telephone quotes – 3 days

Facsimile quotes – 3 days

If \$1,000.01 to \$5,000.00

Telephone/facsimile quotes – 3 days

If \$5,000.01 to \$25,000.00

Fax or mail bids – 10 days

If more than \$25,000

Sealed written bid responses - 25 – 30 days

Advertise in newspapers

## **Other Sources Used for University Purchasing**

State contracts - If a competitive statewide contract exists and the amount is above the minimum order quantity, procurement from state contract is used, and requires no competitive bidding. This is an expeditious means of purchasing; however, planning ahead is important to allow for product availability and delivery.

Bookstore Annex - The Bookstore Annex offers a wide variety of office supplies. No purchase order is required to purchase these items. An approved interdepartmental requisition is required for this type of purchase.

## **Dealing with Vendors**

The Purchasing Department encourages departments to seek information on products and services for vendors. When needed, the Purchasing Department should be contacted for assistance in locating a vendor and developing a procurement plan. To assist you in avoiding some common pitfalls, the following guidelines are suggested:

1. All vendors should be given identical specifications, so each has an equal opportunity to compete.
2. Contact more than one vendor whenever possible. The more alternatives the better.
3. It is imperative that you state on your requisition a complete description of the item(s) being purchased, and attach all pertinent information about the suggested vendor (name of company, representative, address, telephone number, product literature, etc.)
4. Do not commit the University by telling a vendor he or she has the order. Only a purchase order signed by the Director of Purchasing can commit the University.
5. Do not receive merchandise from a vendor before a signed purchase order has been issued. Do not receive items purchased by the University for personal use. Failure to adhere to the above guidelines would constitute an unauthorized purchase, and payment will not be made by the University.
6. Never accept payment or gifts from vendors.
7. Do not wait until the last minute to submit your requisition. The more time Purchaser (and the vendor) has to process the purchase order, a better job can be done for you. Processing of purchase orders occur only after the approved purchase requisition is received by the buyer.

## **The Purchase Order**

Once the purchase process has been properly completed, copies of the purchase order are distributed:

Department (making the purchase)

Accounts Payable

Receiving (2 copies)

Purchasing

The requisitioning department is responsible for verifying the receipt of good/services ordered.

To insure payment for goods/services received, the department must sign the completion copy of the purchase order at the Receiving Department. The Receiving Department will forward to Accounts Payable to issue payment to the appropriate vendor, provided, the vendor has submitted an original invoice to Accounts Payable.

Required items include:

- Approved on-line requisition
- Names, addresses, phone numbers and fax numbers for all vendors (email addresses, if possible)
- Department Head verification of amount available in budget prior to online approval

## **E. POLICIES FOR SUPERVISING STUDENT EMPLOYEES**

The following policies must be enforced by all supervisors of student employees:

1. Students should be given the opportunity to work all hours which they are assigned.
2. Supervisors who are unaware of the exact number of hours which their student employees have been assigned must consult the CWSP Control Listing on file in the Office of Student Financial Aid. This listing shows the number of hours awarded, the cumulative hours earned, and the remaining hours to be worked.
3. Student employees must not be permitted to work beyond the hours stated on their time sheets and on the CWSP Listing.
4. Any immediate supervisor who permits student employees to work beyond the official number of hours assigned by the Office of Student Financial Aid will pay for the hours in question.
5. All time sheets must be submitted via the web by the students, and electronically approved by their supervisors and the department heads. Sign in sheets are also



submitted to the supervisors for approval. These sheets are then submitted to the Payroll Office. Supervisors must not sign sheets for student employees. Time sheets will not be processed for payment until all requirements are met. Once the process is completed within the designated time frame, students will receive payment on the next pay date.

6. Student employees who do not perform in a satisfactory manner (as expected on the job and in accordance with the CWSP Policies and Procedures Manual) will be terminated by their supervisors.
7. Supervisors must terminate student employees who fail to execute their CWS checks in a timely manner.
8. Supervisors who violate the above-listed stipulations are subject to disciplinary action and the loss of their departmental student employees.

## CHAPTER VII

### SUPPORT SERVICES

#### A. CAMPUS SECURITY

Grambling State University in Grambling is an integral part of the statewide system of publicly supported higher education. The university has a definite and binding responsibility to create and maintain order on the campus. This responsibility must be shared by all members of the university community.

The policies governing standards for student behavior, referred to as The Code of Student Conduct, reinforce the university's right and duty to promulgate regulations for the safety and welfare of the university community. Some policies are designed to provide a timely remedy, by means of exclusion from the university premises, for students who commit overt acts of violence and illegal conduct which disrupt the orderly operation at the university. Every student who registers at Grambling State University will be issued a copy of the Code of Conduct Handbook as well as a description of fines, penalties, and other information regarding student behavior.

#### B. UNIVERSITY POLICE

The Grambling State University Police Department is the university's enforcement agent. The Police Department provides many service-oriented functions to the university community. The department provides police and security services twenty-four hours a day, seven days a week to all university students, faculty, staff, and visitors. The university rules and regulations as well as all state and federal statutes, and all local laws are enforced by the University Police Department. All Grambling State University officers are commissioned Louisiana Police Officers with all the authority and responsibility of any police officer in the state of Louisiana. They are empowered to make arrests in the matters concerning felonies and misdemeanors. The enforcement authority is Act 269 of the 1974 Legislature, Section 1805 of Title 17 of the Louisiana Revised Statutes of 1950.

University Police officers are responsible for a full range of safety services, including crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, parking violations, enforcement laws regulating consumption of alcoholic beverages, the use of controlled dangerous substances, weapons, and all other incidents requiring police assistance.

University Police compile information, prepare reports and submit report data to state reporting agencies. The department shares information on arrests and serious crimes with the Sheriff's Department. Computer checks of warrants for wanted persons can be conducted through computer link up with the Louisiana Department of Public Safety. The computer provides access to the National Crime Information Center-(NCIC), which accesses the computer files of all criminal justice systems within 50 states, the District of Columbia, The Commonwealth of Puerto Rico, The Virgin Islands, and Canada.

University Police patrol offers assistance to motorists. Services include assistance to stalled vehicles and to unlock vehicles upon request. Potential criminal activity and other emergencies on University property can be reported directly by any student, faculty, staff or visitor. University Police can be reached from any telephone by dialing 274-2219, 274-2222 or 3217.

The remainder of the campus is maintained by members of facilities planning and operations, grounds, landscape management and housing department. All students, faculty, staff and visitors are encouraged to report security hazards or repairs to the proper departments: Facilities Planning - 274-6162, the Housing Department - 274-2504; or University Police 274-2219.

### **C. SAFETY EDUCATIONAL PROGRAMS**

Educational programs which emphasize security and safety and what students, faculty and staff can do to help themselves are available through the University Police Office. Personal Protective Measures training may be arranged upon request for students, faculty and staff.

Students attending Grambling State University are informed of security and safety procedures principally through orientation, resident hall programs, the Code of Student Conduct and other informal sessions via representatives from the University Police Department and Housing Office. Orientations (and early orientation) are conducted prior to the beginning of each academic year, while residence hall programs are scheduled throughout the entire year.

### **D. GRAPHIC ARTS SERVICES (Hours 8:00 - 5:00 Monday through Friday)**

Graphic Arts is a service of the University. It is designed to provide most of the University's copying, duplicating and printing needs.

The services rendered include: reproducing a variety of articles, newsletters, brochures, pamphlets, programs, carbonless forms, formal announcements, certificates, business cards, envelopes, and many other graphic communication services. Spot color and duotones are utilized.

In order to facilitate these services, the following general practices are to be observed:

1. The requisition must be initiated in the department and forwarded to Graphic Arts for verification of price. Graphic arts will forward the requisition to budget to encumber funds.
2. If budgeted funds are available, the requisition will be processed in the Budget Office and the requisition will be forwarded to Graphic Arts for production services.
3. All copyright materials to be copied must be accompanied by a letter of permission to copy, from the publisher.
4. All jobs to be copied in Graphic Arts should be typed legibly.

5. As a general rule, a minimum of seven (7) working days (from the time the requisition is approved in the Budget Office) should be allowed for materials to be printed, such as envelopes, letterheads, forms, fliers, and four (4) page programs. Some jobs will take longer, depending upon the complexity and the number of similar jobs in progress. Allow a month for previously listed items, but keep in mind that brochures, newsletters, and booklets are being printed for many departments at the same time. Therefore, a month may not be enough time for a given job. It depends upon the number of brochures, newsletters, etc., that are in progress. Graphic arts can provide an expected completion date for those items.

## **E. OFFICE OF HUMAN RESOURCES**

The Office of Human Resources exists to contribute to the growth and productivity of the University through an integrated and trained human resource system. The Human Resources Office is committed to providing equal and fair employment practices and to providing quality, timely and accurate service using cost-effective, best-practice methods with the highest professional and ethical standards. This unit is responsible for: ensuring that all Federal, State, governing boards, and university policies and procedures relative to human resource management are complied with; maintaining an inventory of qualified potential employees; and ensuring that employment, fringe benefits, performance evaluation, disciplinary measures, and wage and salary administration are effectively administrated and monitored. Human Resources is also the central office for maintaining the official personnel records for all faculty and staff of the University.

## **F. OFFICE OF MEDIA RELATIONS**

The primary functions of the Office of Media Relations are to plan, design, edit and produce a variety of articles, brochures, newsletters, pamphlets and other periodicals which keep the public informed about university activities, achievements and developments; and to maintain close, positive ties between the university and its various publics.

The University is publicized and its image enhanced through frequent nationwide news releases, newsletters and photographs to wire services and over 100 newspapers, radio and television stations, magazines, and other journals.

### **Procedural Matters**

All requests for photographic coverage of events should be made as far in advance of the event as possible, providing ample time to make the necessary arrangements with the university photographer.

Similarly, adequate coverage of the university's academic activities and other events can be assured only when the department heads or other responsible faculty and staff members work closely with this bureau. Sufficient lead time may thus be provided for advance

publicity and staff coverage, or arrangement for campus visits by news reporters of the press, radio, or television.

Steadfast efforts are made to provide comprehensive campus-wide coverage, but it should be recognized that to do this requires the full cooperation of the faculty, staff, and student body. The President, Vice Presidents, Deans, Department Heads, Student Government Association officials and others involved in newsworthy events should keep the Media Relations Office apprised of all new items of interest to the general public or to special publics.

## **G. GRANTS ADMINISTRATION OFFICE**

The functions of the grants administration office are:

1. To serve as general coordinator of all grants and awards and provide general supervision in program management, operation, and accountability for all grants and awards received by the University.
2. To assist in the formulation of administrative policies and procedures relative to sponsored research or program grants.
3. To provide leadership, technical assistance, and direction for faculty, students and administrators in the procurement of grants and other awards, and to prevent duplication of effort.
4. In cooperation with the Vice President for Academic Affairs, to assist in the monitoring of service load of personnel involved in sponsored research or program grants.
5. To insure compliance with regulations and policies of funding agencies and the University.
6. To serve as the official clearinghouse for the initiation and submission of all grants and contracts and as a resource center to provide information about grants and sources of funding.
7. To serve as the University Federal Relations Officer and to represent the institution at state, regional, and national conferences and meetings.

## **H. EQUAL EMPLOYMENT OPPORTUNITY**

The Equal Employment Opportunity Officer reports jointly to the President and the Director of Human Resources. The major functions of this office are to provide leadership and direction to assure university compliance with State and Federal regulations regarding equal opportunity. University grievances are monitored by the Office of EEO.

## **I. KGRM RADIO STATION**

The University operates a public supported, non-commercial educational radio station, KGRM-FM (91.5) over a 50,000 watts transmitter. KGRM serves a dual purpose as a laboratory function for students in the Department of Mass Communication and provides service to the community. The station is on the air for 24 hours a day through the automation system operating on the 91.5 frequency. A variety of music, news, sports, and public affairs programming are offered daily on KGRM. Programs such as talk shows, speeches, group discussions with students, faculty and community leaders are also offered. Three times daily, a community calendar announces events, programs, and activities going on at the university or in the community.

The station is run by students and supervised by an Operations Manager. KGRM-FM is an educational station known as Historically Black FM. Any announcements or ideas are cordially accepted and will be acted upon accordingly when submitted.

## **J. KGRM-CC-TELEVISION STATION**

The Communications and Theater Department now includes the KGRM-CC-TV Station as part of its training facilities for Radio and Television majors.

The TV studio is located in Room 40 of Woodson Hall--phone number (318) 274-2116--where programs are transmitted through the community cable system. The Radio and television majors are able to get hands-on experience by producing programs for airing on the cable system.

## **K. A. C. LEWIS MEMORIAL LIBRARY**

The A. C. Lewis Memorial Library supports the curricula and provides an opportunity for study and research through a collection of scholarly and professional print and non-print resources. Grambling State University online catalog (GOPAC) provides comprehensive information about the library's resources. GOPAC can be accessed on the University's network. Internet services are also available to staff. The library maintains several electronic resources and databases.

Each staff member must have a barcoded pictured ID in order to check out library materials. The loan period is one semester. Staff personnel have access to resources from libraries in the state through the Louisiana Academic Library Information Network Cooperative Borrowing Program (LALINC). The color coded ID card permits staff to borrow resources from participating libraries.

## **L. INTRAMURAL COMPLEX**

The Intramural Complex is open to Grambling State University students, faculty and staff and their spouses at designated hours. No children are allowed. For further information, feel free to call 274-2325 or 274-3750.

## CHAPTER VIII

### MISCELLANEOUS

#### A. CHANGE OF ADDRESS

All employees are required to immediately complete a Change of Address Form in the Office of Human Resources when there is a change of address. This form is also located on the University's web site.

#### B. COMPUTER USE

Each supervisor is required to insure that only designated employees have access to passwords. For specific information regarding the use of personal computers, contact the Information Technology Center.

#### C. IDENTIFICATION CARDS

Identification Cards are issued to employees who are on a regular appointment basis. ID cards may be obtained from the University Police Department.

#### D. INSURANCE DEDUCTIONS

Deductions for insurance programs are figured on 12 pay periods a year for twelve-month employees and employees serving on a 9 or 10 month appointment are required to pay for 12 month coverage in 9 deductions.

#### E. INTERDEPARTMENTAL MAIL/OFF CAMPUS MAIL

**Interdepartmental Mail** - The University has a uniform system of distributing and receiving interdepartmental mail. Each department is assigned a box with a key in the mail room of the Student Union. Outgoing mail from each department is delivered to the mail room between the hours of 10:00 AM. and 4:00 P.M. Mail for each department should be picked up daily at a time convenient for the department. Mail room personnel will sort all mail by department on a daily basis. The use of interdepartmental mail for personal transactions is prohibited.

**Off Campus-Mail** - Mail that pertains to University business and requires postage should be left at the Post Office in the Favrot Student Union. Mail leaves daily from the Student Union at 9:00 AM. and 3:00 P.M. The use of University letterhead and meter mail for personal mailing and non-university business is prohibited.

#### F. LONG-DISTANCE TELEPHONE ACCESS CODE

Long-distance access code is the responsibility of the employee. The employee is responsible for the professional use of the phone service. The employee is accountable for its use and discretion in usage. (For additional information regarding the telephone system, contact the

Telecommunications Department).

#### **G. LOYALTY OATH**

Each new employee is required by State Law to complete an appointment affidavit, which is essentially a loyalty oath, within 15 days following their appointment. The form is retained in the employee's personnel file.

#### **H. MEDICARE DEDUCTIONS**

Employees hired after March 31, 1986, contribute 1.45% of gross earnings for a Medicare tax which is a payroll deduction. The University also contributes 1.45% as required by Public Law 99-272, which is subject to change.

#### **I. OBSERVANCE OF HOLIDAYS**

During the period when the University is closed for the observance of holidays, unclassified employees may take compensatory or annual leave for closure days not designated as holidays. If an employee does not have sufficient compensatory or annual leave to carry them through the holiday period, leave without pay will be charged. There are fourteen legally designated holidays per year for state employees. The holidays are announced from the Office of the President.

#### **J. OUT PROCESSING/TERMINATION**

Employees separating from the University must give a two-week advance written notice to their immediate supervisor and the President to remain in good standing with University. The Department/Unit Head shall ensure that the Department of Human Resources is notified of all employee separations. When an employee separates from employment with the University, they must complete an Authorization for Issuance of Final Paycheck Form and an Inventory Clearance Form. It is the responsibility of the separating employee to turn in all University property, such as uniforms (if applicable), keys, I. D. cards, etc. The employee should also complete necessary out processing forms concerning the continuation of insurance coverage and applicable forms relative to the retirement system with the Office of Human Resources.

#### **K. PAY PERIODS**

Unclassified employees are paid on a monthly basis via direct deposit issued the last working day of the month.

(Exceptions: holiday periods whereby the Office of Comptroller announces dates of paycheck issuance).

#### **L. PAYROLL, INSURANCE AND BENEFICIARY INFORMATION**

Federal and state laws require withholding of taxes from wages or salary payments. Deductions are made in accordance with information furnished by the employee. Employees have the



responsibility of keeping the Office of Human Resources advised as to changes in tax exemptions, marital status, home addresses, and beneficiary information.

#### **M. SAVINGS BOND PROGRAM**

The University participates in the payroll deduction plan which permits employees to purchase Series "E" U. S. Savings Bonds. Employees can purchase the bond through the payroll system; the bond is mailed to the employee by the designated bank. For a brochure regarding the savings bond program, contact the Office of Human Resources.

#### **N. SECURITY REQUIREMENTS FOR EMPLOYEES**

It is the policy of the University to provide security for its property, students, employees, and guests. Security is the responsibility of all University employees.

1. Employees shall immediately report all security risks (i.e., suspicious persons, open windows after business hours, broken locks, etc.) to the University Police department.
2. Employees must immediately report lost, stolen or damaged items such as University keys and property to their supervisor and the University Police department.
3. Employees are subject to search and questioning when probable cause exists and when such action is necessary to maintain security.
4. The University will not tolerate any crime, no matter how petty, and employees who commit crimes will be disciplined appropriately.

#### **O. SELLING AND/OR SOLICITING**

Individuals or groups not affiliated with the University may not advertise, solicit, or sell on the campus without prior written permission from the Vice President for Finance. University personnel may not advertise, solicit or sell on the campus during working hours without authorization.

In general, the University or none of its agencies, offices or organizations may favor a commercial enterprise in purchasing or contracting for purchase. The University's Purchasing Office will be used in all such transactions in accordance with State purchasing regulations. The acceptance by University employees of gifts, discounts or other compensation from commercial agencies in exchange for special privileges regarding commercial transaction with the University, its students or employees is to be considered conflict of interest and is forbidden.

## **P. EMERGENCY PROCEDURES**

The following section is provided for your use in those first few stressful moments when an emergency situation is perceived and one must make an immediate response to it. The following information is brief, to the point, and limited to the situation confronted. Follow-up procedures may be required and can be found in the Grambling State University's Emergency Response Manual.

1. **Emergency Phone Numbers**  
**POLICE** **Extension 2222 or 2219**  
**OR**  
**AMBULANCE** **Extension 2222 or 2219**

### **2. Accidents and Injuries**

The following is a guide to assist someone confronted with an accident or injury on campus. The term accident shall be defined as any unforeseen incident during which a person or persons sustains physical injuries. The term injury includes any physical trauma incurred during the accident.

- a. Notify University Police at extension 2222 or 2219
- b. If an ambulance is required, you will call extension 2222 or 2219

Be prepared to tell University Police:

- a. **Nature** of the emergency
- b. Exact **location** of the victim
- c. Your **name** and **address**
- d. **Do not** hang up until advised that it is all right to do so.

### **3. Fire and/or Explosions**

The following is a guide to assist anyone involved with, or witnessing a fire and/or explosion on the Grambling State University campus. The purpose is to protect human life and property.

#### **Procedure:**

- a. Notify and/or remove all persons in immediate danger.
- b. Pull the Fire Alarm. The building alarm rings only in some buildings.
- c. Immediately report the fire by calling extension 2222 or 2219.
- d. Without endangering yourself or others, attempt to extinguish a minor fire.

When calling University Police at extension 2222 or 2219, be prepared to tell:

- (1) **Location** of incident
- (2) Any **injuries**

- (3) The current situation
  - (4) Your **name**
- e. If the fire does not extinguish, or if you feel the fire cannot be extinguished:
- (1) **EXIT** the building, close door behind you,
  - (2) **USE** the nearest stairwell
  - (3) **DO NOT** use the elevator!!
  - (4) **ASSIST** the physically challenged in exiting the building.
- f. Remain in the vicinity to assist response personnel.

**\*\*\*CAUTION\*\*\***

**Fires in laboratories may involve toxic vapors and fumes. If you suspect a potentially dangerous situation, evacuate the area immediately.**

# The Alma Mater

*Old Grambling, dear Grambling  
We love thee, dear old Grambling  
We're loyal to thee, our dear old school  
We'll fight for thee for evermore  
And when life's game is fought and won  
The Hills will ring with victory's song  
Old Grambling, dear Grambling  
We love thee, dear old Grambling.*

*Old Grambling, dear Grambling  
We love thee, dear old Grambling  
Long may thee stand 'til all the land  
Has felt the worth of thy great hand  
And when thy sons to battle go,  
The hills will ring from shore to shore  
Old Grambling, dear Grambling  
We love thee, dear old Grambling.*

SCHOOL COLORS

Black and Gold

MASCOT

Tiger

# GRAMBLING STATE UNIVERSITY CAMPUS MAP 2008



**No. Building Name**

- 1 A. J. Brown
- 2 Assembly Center
- 3 Athletics
- 4 Attucks Hall
- 5 Auditorium
- 6 Bethune Hall
- 7 Bowen Hall
- 8 Brown Hall
- 9 Bus Cover
- 10 C. P. Adams
- 11 Carver Annex
- 12 Carver Hall
- 13 Criminal Justice
- 14 Douglas Hall
- 15 Drew Complex
- 16 Dunbar Annex
- 17 Dunbar Hall
- 18 Electrical
- 19 Facilities Administration
- 20 Facilities Annex
- 21 Facilities Shop
- 22 Favrot Student Union
- 23 Food Court
- 24 Foster-Johnson
- 25 Garner Hall
- 26 Grambling Hall

**No. Building Name**

- 27 Holland Hall
- 28 Hunter Hall
- 29 Institutional Advancement/Telecom
- 30 Intramural Recreation
- 31 J. T. Stewart
- 32 Jeanes Hall
- 33 Jewett Hall
- 34 Kitchen/Library
- 35 Knott Hall
- 36 Lab Gym
- 37 Lab High School
- 38 Lab Junior High
- 39 Laundry
- 40 Lee Hall
- 41 Library
- 42 Long-Jones Hall
- 43 McCall Dining Hall
- 44 Men's Gym
- 45 Natatorium
- 46 New Dunbar Hall
- 47 Nursing
- 48 Old Tiger Stadium
- 49 Phase I Housing Clubhouse
- 50 Phase I Housing, Bldg. 100-A
- 51 Phase I Housing, Bldg. 100-B

**No. Building Name**

- 52 Phase I Housing, Bldg. 200
- 53 Phase I Housing, Bldg. 300
- 54 Phase I Housing, Bldg. 400
- 55 Phase I Housing, Bldg. 500
- 56 Phase I Housing, Bldg. 600
- 57 Pinchback Hall
- 58 President's Residence
- 59 Receiving
- 60 Richmond Hall
- 61 Robinson Hall
- 62 Robinson Memorial Stadium
- 63 ROTC
- 64 Stadium Support Facility
- 65 Stadium Support Meeting Rooms
- 66 Student Judicial
- 67 T. L. James
- 68 T. L. James Annex
- 69 Truth Hall
- 70 Tubman Hall
- 71 University Police
- 72 Upward Bound
- 73 Washington-Johnson Complex
- 74 Water Tower
- 75 Water Tower
- 76 Wheatley Hall
- 77 Women's Gym
- 78 Woodson Hall

Revised 04/2008  
GSU ITC

# INDEX

<b>A. C. Lewis Memorial Library .....</b>	<b>98</b>
<b>Acting/Temporary Appointments .....</b>	<b>34</b>
<b>Americans with Disabilities.....</b>	<b>17</b>
<b>Annual Leave.....</b>	<b>57</b>
<b>At-Will Unclassified Employment Defined .....</b>	<b>35</b>
<b>Board of Regents .....</b>	<b>9</b>
<b>Campus Security .....</b>	<b>94</b>
<b>Change of Address .....</b>	<b>99</b>
<b>Code of Governmental Ethics .....</b>	<b>38</b>
<b>Compensatory Leave .....</b>	<b>60</b>
<b>Computer Use.....</b>	<b>99</b>
<b>Conduct of Hearing .....</b>	<b>50</b>
<b>Confidentiality Agreement.....</b>	<b>38</b>
<b>Consulting and External/Outside Employment .....</b>	<b>24</b>
<b>Definitions (Grievance) .....</b>	<b>47</b>
<b>Definitions (Leave) .....</b>	<b>56</b>
<b>Definitions (FMLA) .....</b>	<b>75</b>
<b>Disability Retirement.....</b>	<b>84</b>
<b>DROP .....</b>	<b>84</b>
<b>Emergency Administrative Leave .....</b>	<b>57</b>
<b>Emergency Procedures.....</b>	<b>102</b>
<b>Employee Codes of Conduct .....</b>	<b>41</b>
<b>Equal Employment Opportunity.....</b>	<b>97</b>
<b>Equal Opportunity/Affirmative Action Policy .....</b>	<b>11</b>
<b>Faculty Leave for Employees on Other than 12-month Basis .....</b>	<b>57</b>
<b>Faculty Review Evaluations.....</b>	<b>37</b>
<b>Family and Medical Leave Act of 1993.....</b>	<b>68</b>
<b>Family Education Rights and Privacy Act .....</b>	<b>20</b>
<b>Fee Exemption for Faculty, Staff and Dependents .....</b>	<b>85</b>
<b>Filling Unclassified Positions on a Regular Appointment Basis.....</b>	<b>33</b>
<b>Flexible Fringe Benefits Plan (“Cafeteria Plan”).....</b>	<b>81</b>
<b>Forms (FMLA) .....</b>	<b>71</b>
<b>Funeral Leave .....</b>	<b>62</b>
<b>General Provisions .....</b>	<b>46</b>
<b>Grants Administration Office.....</b>	<b>97</b>
<b>Graphic Arts Services.....</b>	<b>95</b>
<b>Grievances Procedures .....</b>	<b>46</b>
<b>Group Health Insurance .....</b>	<b>80</b>
<b>Group Term Life Insurance .....</b>	<b>81</b>
<b>GSU GOALS .....</b>	<b>7</b>
<b>Identification Cards.....</b>	<b>99</b>
<b>Incident/Accident Investigation Form (Workman’s Comp).....</b>	<b>65</b>
<b>Insurance Benefits .....</b>	<b>80</b>
<b>Insurance Deductions .....</b>	<b>99</b>
<b>Interdepartmental Mail/Off Campus Mail.....</b>	<b>99</b>

<b>Intramural Complex</b> .....	<b>98</b>
<b>Introduction</b> .....	<b>1</b>
<b>KGRM CC-TV Station</b> .....	<b>98</b>
<b>KGRM Radio Station</b> .....	<b>98</b>
<b>Leave for Civil and National Service</b> .....	<b>62</b>
<b>Leave with Pay</b> .....	<b>79</b>
<b>Leave without Pay</b> .....	<b>80</b>
<b>Leaves of Absence</b> .....	<b>79</b>
<b>Long-Distance Telephone Access Code</b> .....	<b>99</b>
<b>Long-Term Disability</b> .....	<b>81</b>
<b>Loyalty Oath</b> .....	<b>100</b>
<b>Medicare Deductions</b> .....	<b>100</b>
<b>Military Leave</b> .....	<b>62</b>
<b>Nepotism</b> .....	<b>24</b>
<b>New Employees and Terminating Employees</b> .....	<b>36</b>
<b>Observance of Holidays</b> .....	<b>100</b>
<b>Office of Human Resources</b> .....	<b>96</b>
<b>Office of Media Relations</b> .....	<b>96</b>
<b>Optional Retirement Plan</b> .....	<b>83</b>
<b>Other Insurance Plans</b> .....	<b>81</b>
<b>Other Leave</b> .....	<b>62</b>
<b>Outprocessing/Termination</b> .....	<b>100</b>
<b>Parking and Traffic Regulations</b> .....	<b>87</b>
<b>Pay Periods</b> .....	<b>100</b>
<b>Payroll, Insurance and Beneficiary Information</b> .....	<b>100</b>
<b>Personnel and Payroll Changes</b> .....	<b>80</b>
<b>Policies for Supervising Student Employees</b> .....	<b>92</b>
<b>Procedure for Initiating and Processing Leave Applications for</b> <b>Academic/Unclassified Eligible Personnel</b> .....	<b>79</b>
<b>Procedures for Property Control</b> .....	<b>88</b>
<b>Processing the Grievance (Steps)</b> .....	<b>49</b>
<b>Professional Conduct and Relations with Clientele</b> .....	<b>41</b>
<b>Purchasing Department Policies</b> .....	<b>89</b>
<b>Purpose of Grievance</b> .....	<b>46</b>
<b>Records</b> .....	<b>36</b>
<b>Recruitment</b> .....	<b>32</b>
<b>Refunding Contributions from TRSL</b> .....	<b>84</b>
<b>Reporting Procedure (Workman’s Comp)</b> .....	<b>64</b>
<b>Retirement Benefits</b> .....	<b>82</b>
<b>Retirement/Separation</b> .....	<b>38</b>
<b>Safety and Emergency Plan</b> .....	<b>22</b>
<b>Safety Educational Program</b> .....	<b>95</b>
<b>Savings Bonds Program</b> .....	<b>101</b>
<b>Security Requirements for Employees</b> .....	<b>101</b>
<b>Selling and/or Soliciting</b> .....	<b>101</b>
<b>Sexual Harassment</b> .....	<b>11</b>



<b>Sick Leave .....</b>	<b>59</b>
<b>Smoking Policy .....</b>	<b>23</b>
<b>Standards and Prescribed Grievance Procedures.....</b>	<b>51</b>
<b>State of Louisiana Dual Employment Law .....</b>	<b>30</b>
<b>Statement of Institutional Mission and Philosophy .....</b>	<b>6</b>
<b>Statement of Vision .....</b>	<b>4</b>
<b>Summary Disposition.....</b>	<b>49</b>
<b>Supplemental Group Term Life Insurance .....</b>	<b>81</b>
<b>Taking Courses During the Work Day .....</b>	<b>86</b>
<b>Tax Sheltered Annuities .....</b>	<b>82</b>
<b>Teachers Retirement System of Louisiana .....</b>	<b>82</b>
<b>Time and Place of Hearing.....</b>	<b>50</b>
<b>Transcripts of Academic Preparation/Licensing .....</b>	<b>35</b>
<b>Travel Policies .....</b>	<b>87</b>
<b>Unauthorized Employment .....</b>	<b>35</b>
<b>Unclassified Personnel/Planning &amp; Performance Evaluation .....</b>	<b>36</b>
<b>University Affirmative Action Statement .....</b>	<b>21</b>
<b>University Employee Property Responsibility .....</b>	<b>89</b>
<b>University Leave Policies .....</b>	<b>56</b>
<b>University of Louisiana Systems, Board .....</b>	<b>10</b>
<b>University Police.....</b>	<b>94</b>
<b>University Policy on Drug-Free Workplace Act of 1988.....</b>	<b>22</b>
<b>University Procedures Grievance Form .....</b>	<b>53</b>
<b>Workman’s Compensation/Leave .....</b>	<b>63</b>
<b>Work-Week, Attendance and Leave Records .....</b>	<b>56</b>