



Policy # 53008.1

UNCLASSIFIED PERSONNEL HANDBOOK #53008.1

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CHAPTER I - OVERVIEW

A. PURPOSE/OBJECTIVE

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

The Unclassified Handbook is a reference that has been prepared to provide you information about The University's (University), its history, its mission, governance, administration, policies and procedures, opportunities, and obligations and responsibilities affecting employees of the University. Intended as a convenient guide, the Unclassified Handbook does not contain every policy and has only excerpts from others. You may obtain complete information from the actual policy documents located on the university's website (www.gram.edu). The University policies are subject to change at the sole discretion of the University. The most current information will be maintained by University Compliance. This Unclassified Handbook is not intended to form a contract, but it is an attempt to further 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 (ULS), or University policies as amended, the law or rule shall prevail. The on-line format of the Unclassified Handbook will allow for updates over time by amending provisions as deemed applicable. Gaps in updates of the Unclassified Handbook shall not be a basis for following a more recent local, state or federal law and/or University or ULS policy subsequently released and distributed.

University policies and procedures that appear in the Unclassified Handbook do not increase or diminish the legally enforceable rights of the University and its employees. The misapplication or failure to follow any specific provisions in this Unclassified Handbook should not be grounds for setting aside or modifying any employment decision when it has been determined by appropriate administration authority that the decision was fairly made and in the best interest of the University. The Unclassified Handbook is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with the University will be long-term, either you or the University may terminate this relationship at any time for any reason, with or without cause in accordance with Civil Service Rules. Please understand that no supervisor, manager, or representative of the University other than the President or his/her designee, has the authority to enter into any agreement with you for employment for any specified period or to make promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the President or his/her designee shall not be enforceable unless it is in writing and approved in accordance with ULS guidelines. We wish you

success in your position and hope that your employment with the University will be rewarding and enjoyable experience.

B. EMPLOYEE ORIENTATION PROGRAM

During your initial employment you will be required to participate in an orientation program conducted by the Human Resource Office and one conducted by your supervisor and/or Department Head. During these sessions you will receive information regarding basic policies, compensation, benefits program, performance expectations, and other information necessary to acquaint you with your job and your rights as a University employee. Please use these orientation programs to familiarize yourself with the University and our policies/procedures and benefits. We encourage you to ask questions so that you will understand all the guidelines that affect and govern your employment relationship with us. It is to your advantage to be attentive and to learn the policies and procedures which govern your employment.

C. EMPLOYEES EXCLUDED FROM UNCLASSIFIED HANDBOOK

The University's academic faculty, graduate assistants, and students are excluded from this handbook. Faculty members, including part-time faculties and adjuncts, at the rank of instructor or above, are excluded, as all policies and benefits applying to them are described in the Faculty Handbook. Student employees are temporary and are not eligible to receive employee benefits. These two groups are excluded from the Unclassified Handbook.

D. SCHOOL HISTORY

The story of how the University came to existence is one of resilience. Like many public HBCUs, early administrators were determined to succeed amid formidable odds. This mindset of success manifested an impressive gallery of accomplished alumni across a spectrum of industries and professions.

The University was initially founded by the North Louisiana Colored Agriculture Relief Association (Association) in 1896 by a group of African-American farmers, as the Colored Industrial and Agricultural School for the purpose of providing access to educational opportunities for Blacks in northern Louisiana. Specifically, 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 and as the founding president, 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 --**THE UNIVERSITY**. The university expanded and prospered between 1977 and 2000. Several new academic programs were incorporated and new facilities were added to the 384-acre campus, including a business and computer science building, school of nursing, student services building, stadium, stadium support facility and an intramural sports center.

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 The 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 The 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. In 1997, Leonard L. Haynes, III, Ph.D., was appointed acting president of the University. 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 the 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. In May 1999, U.S. President William “Bill” Clinton served as the graduation commencement keynote speaker.

As the University prepared to celebrate its centennial year in 2001, it found Dr. Neari 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 the 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.

On December 7, 2010, the Grambling State University Historic District, an area comprising 16 buildings dating from 1939 to 1960, was added to the National Register of Historic Places. In academics since the early ‘90s, new programs were established: doctoral programs in education and professional programs in mass communication, nursing, social work, and criminal justice. An academic reorganization in 2017 resulted in the current structure which consists of the College of Arts and Sciences, College of Business, College of Educational and Graduate Studies, and the College of Professional Studies. In 2019, the University broke ground for the first digital library on a HBCU campus. The \$20 million project despite several setbacks positioned to open in 2024.

No historical sketch would be complete without noting that the University 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. Robinson was working at a feed mill in Baton Rouge before learning from a relative that there was an opening for a football coach at Louisiana Negro Normal and Industrial Institute, later to become Grambling State University. After an interview with school president Dr. Ralph Waldo Emerson Jones, Robinson was chosen as the sixth head football coach of the Tigers.

Fully accredited by the Southern Association of Colleges and Schools, the 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.

What started with 3 teachers and 125 students has grown into a global brand that has produced more than 40,000 graduates worldwide.

E. UNIVERSITY PRESIDENTS

Charles P. Adams 1901 – 1936; Ralph W. E. Jones 1936 – 1977; Dr. Joseph B. Johnson 1977 – 1991; Dr. Harold W. Lundy 1991 – 1994; Dr. Raymond A. Hicks 1994 – 1997; Dr. Leonard L. Haynes III 1997 – 1998; Dr. Steve A. Favors 1998 – 2001; Dr. Neari F. Warner 2001 – 2004; Dr. Horace A. Judson 2004 – 2009; Dr. Frank G. Pogue 2009 – 2014; Dr. Cynthia Warrick 2014 – 2015; Dr. Willie D. Larkin 2015 – 2016; Richard J. Gallot, Jr., JD 2016 – 2023; Dr. Connie Walton 1/2024 – 3/2024; Martin L. Lemelle, Jr., D.B.A. – Present

F. LONGEST SERVING UNIVERSITY PRESIDENTS

Ralph W.E. Jones	1936 - 1977
Charles P. Adams	1901 - 1936
Joseph B. Johnson	1977 - 1991
Richard J. Gallot, Jr.	2016 - 2023

G. STATEMENT OF VISION

The 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 humankind and a provider of quality higher education.

The original mission of this institution was both timely and laudable. Today, however, the 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 meeting technology advancement head-on to minimize manual processes and embrace automation to truly become the digital campus mandated to meet the demands of the new student population to increase enrollment and retain premier professionals. The University 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.

The 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, the 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 to reduce costs and improve the delivery of services to our clientele.
- Elevate both the employee and student experience.
- 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 be the premiere University of choice in the world for all students that embraces educational opportunity and diversity. The University, *“Where Everybody is Somebody”*, will continue to be our motto.

H. STATEMENT OF INSTITUTIONAL MISSION AND PHILOSOPHY

The 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.

The 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."

I. THE UNIVERSITY GOALS

- I. To increase the student enrollment at the University;
- II. To strengthen and enhance the quality of academic degree programs to meet future demands of society and the workforce by producing graduates from its:
 1. undergraduate programs who:
 - a. possess excellent oral and written communication, numeracy, and computer technology skills,
 - b. understand the basic laws that describe the physical universe,
 - c. understand the evolution of biological systems,
 - d. are able to think critically,
 - e. understand the development of economic, political, and social systems,
 - f. understand the history of civilization and the contributions of African Americans,
 - g. have knowledge of a language and culture other than their own, (8) practice high ethical standards of conduct,
 - h. show through their work a commitment to service for humankind, and
 - i. have acquired skills and knowledge in a major academic discipline that afford them the option of graduate/professional study or career employment.
 2. graduate programs who:
 - a. contribute to the advancement of their fields, and
 - b. produce research that advances the academic disciplines in which programs are offered.
- III. To enrich the quality of student life and provide opportunities for total student development;
- IV. To advance the University's funding through fundraising and appropriations;
- V. To protect and further enhance the University's brand by increasing customer service, supporting ongoing employee professional development, establishing written processes and procedures in each department to support policies, promoting a culture of safety and compliance as a standard for the employee and student experience at the University.

J. HIGHER EDUCATION GOVERNING BOARDS

1. 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. It also promotes measures for students and HBCU's through the Council of Student Body Presidents and the HBCU Advisory Council.

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.

Louisiana Board of Regents Members

1201 N. Third Street, Suite 6-200, Baton Rouge, LA 70802

Phone: 225-342-4253 FAX: 225-342-9318

<https://regents.la.gov/boardmembers/>

2. THE UNIVERSITY OF LOUISIANA SYSTEM (ULS)

The University is one of nine institutions, as a member of the University of Louisiana System (ULS), governed by the University of Louisiana Board of Supervisors. The 10th president of the University, Richard “Rick” J. Gallot, Jr. became the ULS President in January of 2024.

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.

Board of Supervisors
1201 North Third Street, Suite 7-300, Baton Rouge, LA 70802
(225) 342-6950
<https://www.ulsystem.edu/board-members/>

3. GSU ADMINISTRATION

President: As Chief Executive Officer (CEO), the President is responsible for overall supervision of the University. The President is the appointing authority. The President is vested with the power to operate and direct the University toward achievement of its mission and goals, in accordance with applicable state laws and policies of the Board of Supervisors for ULS. The President reports to the President of ULS.

Chief Operating Officer: The Chief Operating Officer (COO) provides leadership and strategic direction for the operations and administration of the University and serves as a key member of the University senior leadership team. The COO is responsible for the efficiency and continuous enhancement of the organization and maintains control of diverse business data analytics to drive strategic initiatives across the University by establishing written policies and procedures while constantly reviewing resources for efficiency opportunities. The COO leads full-time direct report equivalents in the following areas: Title IX/EEO, ADA, legal affairs, insurance, compliance, safety and risk management, information technology, human resources, emergency management and university police.

Provost and Vice President for Academic Affairs: The Provost and Vice President for Academic Affairs, as chief academic officer of the University, has administrative jurisdiction over academic matters and academic personnel. Major functions of the Provost and Vice President for Academic Affairs include, but are not limited to (1) planning and development of academic goals and curricula; (2) directing, coordinating and assessing the instructional program; (3) recruiting and developing strong faculty; and (4) facilitating collaborative working relationships among all campus units. The Provost and Vice President for Academic Affairs reports to the President and is a member of the President's Cabinet.

Vice President for Finance: The Vice President for Finance, as chief fiscal officer of the University, is responsible for the executive management of the financial service units of the University as well as oversight of buildings, payroll, and custodial services. Major functions include, but are not limited to, (1) directing all fiscal matters; (2) preparing reports, audits and budgets; (4) providing cost-effective services and (5) managing all aspects of facilities management including, capital projects, demolitions, campus improvements, beautification, grounds and custodial services. The Vice President for Finance reports to the President and is a member of the President's Cabinet.

Vice President for Advancement & Innovation: The Vice President for Advancement & Innovation (VPAI) is the chief fund raising officer of the University. Major functions include assisting the President with the management of capital campaigns, annual giving programs and all events designed to raise funds for the University. The VPAI is responsible for strategic marketing and communications, legislative initiatives, alumni publications, economic development activities, reports by the President on the state of the University, and reports on the use of the Endowed Scholarship and the Endowed Professorships and Chairs Programs. The VPAI is the Executive Director to the Grambling University Foundation and Black & Gold Facilities Corporation serving as the main point of contact to the board of each entity. The VPAI reports directly to the President and is a member of the President's Cabinet.

Vice President for Student Affairs: The Vice President for Student Affairs (VPSA) provides leadership and recommends and implements all student-related goals, policies, regulations, disciplines and programs, activities and organizations. Major functions include, but are not limited to (1) advising the President on student attitudes, general student morale, and student discipline; (2) serving as an advocate for the total development of students; (3) promoting involvement of students in all phases of the institutional organizational structure; (4) promoting the intellectual, cultural, personal, and social development of students while enhancing their physical and psychological well-being; and (5) providing programs and services that support clarification of personal values, and identity, and intellectual growth. The VPSA reports directly to the President and is a member of the President's Cabinet.

Vice President for Intercollegiate Athletics / Athletic Director: The Vice President for Intercollegiate Athletics / Athletic Director provides leadership for all areas of Intercollegiate Athletics and is responsible for the administration, management, supervision, financial resources and athletic facility oversight of all Division I sports programs and the well-being of the student-athletes at the University whether on or off campus. Major functions include, but are not limited to (1) graduating student-athletes; (2) ensuring that

student-athletes compete successfully at the highest level of NCAA Division I Intercollegiate Athletics; (3) complying with NCAA and Southwestern Athletic Conference (SWAC) rules and regulations including compliance policies in and off season; (4) working effectively with the press, SWAC leadership, Grambling University Athletic Foundation, alumni, and other constituents; (5) supporting the total development of student-athletes and staff. The Vice President for Intercollegiate Athletics / Athletic Director reports directly to the President and is a member of the President's Cabinet.

Vice President for Research & Sponsored Programs: The Vice President for Research and Sponsored Programs (VPRSP) provides leadership for all areas of the University community with the submission of proposals for external support of research, creative, instructional, and service activities. Major functions include: (1.) providing comprehensive support services over the life cycle of the grant, starting from concept development through project close-out; (2) including the development and dissemination of policies and procedures; (3) ensuring compliance with the rules and regulations of the University and funding agencies, (4) preparing and submitting proposals and (5) reviewing documentation. The VPRSP reports directly to the President and is a member of the President's Cabinet.

CHAPTER II - AT-WILL UNCLASSIFIED EMPLOYMENT

POLICY #538008

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.

RECRUITMENT AND APPOINTMENT PROCEDURES

A. RECRUITMENT

- a. 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.

- b. The Vice Presidents, with the review and approval of the President and the Board, recruit and select: (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.
- c. 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.
- d. 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.
- e. 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.
- f. The University will continue to create contacts with individuals, groups, agencies etc., to ensure equal employment opportunity for all individuals and protected-class persons (e.g., minorities, the disabled, veterans, and women).
- g. 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 Department of Human Resources Management for review.
- h. 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 and qualification. All advertisements/announcements will carry the statement, ***“The University is an Affirmative Action/Equal Employment Opportunity Employer/Facilities Accessible to the Disabled.”***

- i. For each faculty and unclassified 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 (e.g., GSU employment portal/website, job posting boards, etc.). The selection of committee members should be made in the interest of Equal Employment Opportunity and Affirmative Action.
- j. All notices of internal employment openings and training opportunities will be made available to current University personnel.
- k. Application forms must be complete and signed through the online employment portal. Incomplete applications will not be considered. Applications and other required documents must also be received in a timely manner for full consideration.

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 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 qualified 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 and 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.

C. ACTING/INTERIM APPOINTMENTS

On occasion, units on the campus have a need to make interim 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 an 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 interim 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 the 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 employees to provide the Office of Human Resources Management with the official academic transcript for highest degree and/or professional certificates for all professional and/or administrative positions requiring such degrees and/or credentials.

These documents shall be provided prior to the appointment or start date but no later than 30 days after the start date.

CHAPTER III - OFFICE OF HUMAN RESOURCES PROCESSES

A. NEW EMPLOYEES AND TERMINATING EMPLOYEES

New employees and those terminating employment should immediately contact the Office of Human Resources via email (HR@gram.edu), telephone or in person if necessary (Long-Jones Hall, Room 148) for the proper procedures. New employees will be contacted to schedule an appointment for information pertaining to human resources, insurance and payroll to ensure proper completion via in-house or virtual 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
4. Appointment Documents (PAF) - in the employee's personnel file
5. Affirmative action documents - in the HR office.
6. 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. RETIREMENT SEPARATION

Unclassified staff contemplating retirement should consult appropriate persons in the Office of Human Resources Management, 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.

CHAPTER IV - EMPLOYMENT POLICIES, ACTS AND RIGHTS

A. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

It is the goal of The 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, handicap, union membership or any other protected class.

The 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.

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.

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 The 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**.

C. SEXUAL HARASSMENT COMPLAINT PROCEDURES

1. Any person who feels he or she has been the victim of sexual harassment should contact the Director, Office for Civil Rights and Title IX; Brown Hall, Room 127, Phone Number (318) 274-2660. To file a claim, a written and signed statement of the complaint must be submitted to the Title IX Coordinator by the complaining party so an investigation can proceed into the matter.
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.

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.

https://www.gram.edu/faculty/policies/docs/62002_1%20SEXUAL%20MISCONDUCT%20%20PROCEDURE%20RES.pdf

[Sexual Harassment Form](#)

D. AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of 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:

- E. when an applicant with a disability needs an accommodation in order to be considered for a job;
- F. 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
- G. 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 University Compliance – universitycompliance@gram.edu. or 2nd Floor of Long Jones Hall, RM 242.

<https://www.gram.edu/faculty/policies/docs/53004%20ADA%20policy.pdf>

Link: [GSU -ADA Employee Request for Accommodations](#)

Link: [GSU -ADA Physician's Documentation of Medical Condition](#)

E. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The 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 University's Registrar at the Registrar's Office located in Grambling Hall, room 18 or registrar@gram.edu.

F. UNIVERSITY AFFIRMATIVE ACTION STATEMENT

The 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 ensures 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.

G. 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 The 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.

Refer to [Drug-Free Workplace Act of 1988](#) policy for more information.

H. OPIOID EDUCATION, TRAINING AND REPORTING

Refer to Opioid Education, Training, and Reporting policy for more information (**#20201**)

I. SMOKING POLICY

It is the policy of The 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 as 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 grounds, buildings, vehicles, and leased spaces. This prohibition applies to any spaces located on or within property owned, leased, controlled, or operated by the university.

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

J. GENERAL SAFETY AND EMERGENCY OPERATIONS

As an employee of the University you are required to review at a minimum annually but as often as needed to adequately familiarize yourself with the proper procedures to protect yourself and others on a daily basis and in case of an emergency. Both policies are accessible at www.gram.edu

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1.) 58008.1 the **General Safety Manual Plan Policy – (Guide for Daily Safety Operations)**

The University, in its efforts to provide safe and efficient services to its students, faculty, staff and visitors, has developed and implemented a comprehensive safety and loss prevention plan identified as our General Safety Manual (Plan). The Plan includes information, policies and procedures designed to assist the University as it complies with LA R.S. Title 39, Section 1543 et seq. **The Plan contains safety concepts, policies, and procedures ideal for the daily operations at the University.** It is the responsibility of each department to have a sufficient safety program and that plan is outlined within the Plan for the benefit of every employee. It is the intent for the Plan to serve as a readily available reference for the most common situations that may arise in addition to the support from designated department heads and executive leadership.

2.) 58009 the **Emergency Operations Plan Policy – (Guide for Emergency Operations)**

The emergency operations plan and/or procedures guide has been designed to provide a manual for administrators, faculty, and staff for campus emergencies. While the guide does not cover every conceivable situation, it provides the basic guideline to cope with most conventional emergencies. The University policies and procedures in the plan are expected to be followed by all whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within these guidelines. Any exception to the crisis management procedures will be conducted by, or with the approval of, the University administrators directing the emergency operations efforts.

TYPES OF EMERGENCIES covered in policy

Types of emergencies covered by this manual are:

- a. Bomb Threat
- b. Chemical or Radiation spill
- c. Civil Disturbances or Demonstrations
- d. Earthquakes
- e. Explosion, Plane Crash on Campus

- f. Extreme Heat
- g. Fire
- h. Floods and Flash Floods
- i. Medical and First Aid (Epidemic Poisoning)
- j. Psychological Arises
- k. Thunderstorms and Lighting
- l. Tornado
- m. Utility Failure (power outage, sewerage, water main etc.)
- n. Violent or Criminal Behavior
- o. Winter Storms

K. EMERGENCY PHONE NUMBERS

POLICE	OR	Extension 2222 or 2219
AMBULANCE		Extension 2222 or 2219

L. GUIDE TO REPORTING ACCIDENT / INJURIES

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.

Fire and/or Explosions

The following is a guide to assist anyone involved with, or witnessing a fire and/or explosion on the 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:
- (5) **EXIT** the building, close door behind you,
 - (6) **USE** the nearest stairwell
 - (7) **DO NOT** use the elevator!!
 - (8) **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.

M. CAMPUS SAFETY AND SECURITY

The University police department are commissioned police officers by the Louisiana Department of Public Safety and Corrections Police with arrest power authority pursuant to LA R.S. 17:1805 et seq. The University police department is under the direct command of the Chief of Police. The University police provide general order and exercise police power over faculty, students, staff, visitors, contractors or any individual entering or remaining upon the University campus.

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 Officers assist motorists. Services include assistance with 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 274-3217.

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.

All students, faculty, staff and visitors MUST report security hazards to GSUPD at (318) 274-2219 or 2219.

Work orders for repairs are reported as follows: Facilities Planning - 274-6162, the Housing Department - 274-2504 for residential units. Technology requests are entered via email by choosing email address Track-IT.

N. SECURITY TRAINING AND EMERGENCY PREPAREDNESS TABLETOPS

Each semester tabletops and trainings are coordinated by the University's emergency management advisor to offer employees opportunities to learn tips to protect themselves and the University community. Upon employment, employees must enter emergency contact information into the Banner System to receive the University community's emergency notifications via email or text.

CHAPTER V - CODE OF CONDUCT & 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.

<https://www.gram.edu/faculty/policies/docs/53009%20-%20Code%20of%20Ethics%20for%20Business%20and%20Professional%20Conduct.pdf>

B. EMPLOYEE CODE 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.

<https://www.gram.edu/faculty/policies/docs/53013%20-%20Employee%20Code%20of%20Conduct.pdf>

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. 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.

Confidentiality Agreement

As an employee/student worker/volunteer of **Grambling State University** working in the office of _____ at **Grambling State University**, I acknowledge that I have been instructed regarding the confidentiality of all university business, university disclosures, activity and records and, except as required by law in the course of my duties, or where instructed in writing by the **Grambling State University Chief Operating Officer**, I am aware that all university disclosures, department/university books, records, files and memoranda are to be **treated in strict confidence**.

I pledge that I will not disclose information verbally or through social-media relating to the university, its business or of its faculty, students or staff during my work-study or employment, now or after termination thereof, whether such termination be voluntary or involuntary.

I understand that any breach of confidentiality will be grounds for my immediate dismissal as a university employee or disciplinary action if a student worker. I am aware that the university may pursue all available legal remedies for unauthorized disclosures made before, during or after termination of employment or graduation from the university as may be applicable. My duty to maintain confidentiality does not expire when I am no longer affiliated with the office that I am currently assigned or directly affiliated with Grambling State University.

This document is duly signed on the ___ day of _____, 20__.

Printed Name

Signature

Witness

Supervisor's Signature

CC: Personnel File

D. CODE OF GOVERNMENTAL ETHICS

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](#) .

<https://ethics.la.gov/Pub/Laws/ethsum.pdf>

The Louisiana Board of Ethics is the premier source and authority for information and direction on the application of the statutory provisions of the Code of Governmental Ethics, Campaign Finance Disclosure Act and the Lobbyist Disclosure Act, creating an environment where elected officials, public employees, candidates and lobbyists of the State of Louisiana operate in a manner to instill public confidence.

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:

- a. 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;
- b. 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;
- c. 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;
- d. 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;
- e. 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;
- f. 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;
- g. 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;

- h. 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;
- i. Contains restrictions against nepotism;
- j. 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;
- k. 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;
- l. 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.

E. 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 any other related statute.

Refer to [Nepotism](#) policy for more information

F. 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.

Link: [Outside/Dual Employment of University Employees](#)

In accordance with Louisiana Revised Statutes and policies of the University of Louisiana System, each **full-time** employee of The 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.

G. STATE OF LA DUAL EMPLOYMENT LAW

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.

For more information, see LA R.S. 42:61 *et seq.*

[https://app.la.state.la.us/llala.nsf/433F5C5D03D7744886257AB50074F1C1/\\$FILE/Dual%20Employment%20-%20Dual%20Office%20Holding%20FAQ.pdf](https://app.la.state.la.us/llala.nsf/433F5C5D03D7744886257AB50074F1C1/$FILE/Dual%20Employment%20-%20Dual%20Office%20Holding%20FAQ.pdf)

E. GRIEVANCE PROCEDURE

1. 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.

2. 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.

3. 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.

4. 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.

5. PROCESSING THE INTERNAL GRIEVANCE

The [University Grievance Form](#) is to be used when employees cannot settle a complaint/grievance at the informal stage, the form must be thoroughly completed, and the instructions must be adhered to.

First Step: All grievances should be presented within fourteen 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 fourteen 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 fourteen calendar days present his grievance in writing to the next University level supervisor, (Dean, Business Manager, 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 fourteen 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 fourteen calendar days. The Vice President shall issue a written report to all interested parties and render his decision within fourteen 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 or his designee within fourteen 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.

6. 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.

7. 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.

8. CONDUCT OF HEARING

The aggrieved employee and The 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.

9. 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 may be obtained from the University's web site under EEO.

CHAPTER VI - 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. Leave Policy for Classified and Unclassified:

- 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.

- 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 40hour work week.

2. Standard Regular Work-Hours

Monday – Thursday	7:30 AM – 5:00 PM
Fridays	7:30 AM – 11:30 AM

3. 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.
- b. Daily attendance and leave records shall be maintained for all faculty and unclassified employees.

4. Emergency Administrative Leave

Any person in the chain of command of an unclassified staff or faculty member may recommend to the President, or the 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.

5. 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.

6. 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:

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

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

a. 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:

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

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

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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.

To get more information on this policy please follow [Worker's Compensation](#)

D. 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).

The 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 non-payable 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 non-payable 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.

- **Eligible Employees**
- **Qualifying Events**
- **Advance Notice Requirements**
- **Medical Certification**
- **Intermittent or Reduced Leave**
- **Medical Health Coverage**
- **Unlawful Acts**
- **Return from Leave/Benefits**
- **Tracking of FMLA Leave**

To get more information on the policy please follow [Family and Medical Leave](#)

E. 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

- 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 administration to comply with the provision of this leave and sabbatical leave policy shall result in the forfeiture of tenure and/or employment.

A. 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. 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.
- b. 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.

- c. Those whose leave applications were not accepted will be notified not to expect leave for the period requested.
- d. 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 The 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.

B. 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 30 days from your effective date of employment.

4. LONG-TERM DISABILITY (SALARY CONTINUATION)

This coverage is optional for full-time (30 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 30 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.

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.

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

2. 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. 1 1:726 and 1 1:926(B).

3. 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.

4. 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.

5. 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 member's 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.

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 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 Trustee's institution 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).

<https://www.gram.edu/faculty/policies/docs/53019%20-%20Employees%20Taking%20Classes%20and%20Using%20the%20Tuition%20Exemption%20Form.pdf>

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 VII - GENERAL 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 receive 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, all individuals are required to submit a "Travel Expense Report" within ten (10) business days from the return travel date. 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. 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 person's 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.

The 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. Inventory 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 his or her supervisor unless a specific policy states otherwise. 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 the University are responsible for the safeguarding of property belonging to the University. Whenever an employee has knowledge or reason to believe property belonging to the 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 Property Manager and Director of Safety and Risk Management. Suspected theft should be reported immediately to the Campus Police and Property Manager as well for a police report and investigation. In all instances, all policies must be followed.
4. Property of the 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. **It is a strictly prohibited by law to give away state property under any circumstances.**
5. Property in use by employees of the 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 unless there is a written policy exception.
6. Property of the 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 The 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 \$5,000.00 require no competitive bidding; however, a written quotation signed by a company representative is required.
2. Purchases greater than \$5,001.00 but less than \$20,000 require a written and signed quotation from at least (3) bona fide bidders.
3. Purchases greater than \$20,001.00 but less than \$30,000.00 require a written and signed quotation from at least (5) bona fide bidders.
4. All purchases over \$30,000.00 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 (\$5,000.00 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 \$5,000.00

 Email quotes – 5 to 7 days

 Facsimile quotes – 5 to 7 days

If \$5,001.00 to \$20,000.00

 Telephone/facsimile quotes – 5 to 7 days

If \$20,001.00 to \$30,000.00

 Email/Fax bids – 10 days

If more than \$30,001

 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

F. 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.
9. Grambling State University prohibits consensual, intimate, personal, romantic or sexual relationships to ensure that students and employees are able to learn or work in an environment where they can be objectively supervised, instructed, or evaluated. (Policy #53034.8)

CHAPTER VIII - SUPPORT SERVICES

A. OFFICE OF HUMAN RESOURCES MANAGEMENT

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.

B. OFFICE OF UNIVERSITY COMMUNICATIONS

The Office of Strategic Communications and Marketing (SCM) is the central marketing and communication team for the University. The aim of SCM is to advance the brand of the institution through the strategic dissemination of meaningful content, insightful engagement with nascent topics, and the illumination of institutional success and impact for the purpose of inspiring

enrollment and investment. Our approach focuses on uplifting the impact provided by the University experience. Through branded marketing campaigns, social media, public relations, web development, brand education, and licensing, SCM supports and upholds the University's brand and identity.

To request services, visit SCM's online page on the gram.edu website for access to forms for the following:

Project Request

<https://form.jotform.com/222133664261146>

News Announcement Request

<https://form.jotform.com/222154469163153>

Photo Video Coverage Request

<https://form.jotform.com/222133821659152>

Artwork Approval Form

<https://form.jotform.com/222414672167152>

C. GRANTS ADMINISTRATION OFFICE

The functions of the Grants Administration office under the division of Research & Sponsored Programs 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 Research & Sponsored Programs, 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. KGRM RADIO STATION

The University operates a public supported, non-commercial educational radio station, KGRMFM (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.

I. GSUTV - TELEVISION STATION

The Television Center serves as a laboratory function in the Department of Mass Communication. Operated by students, under the guidance of faculty and staff, the Television Center broadcasts public service programming during the academic year. The Center's broadcasting provides educational, cultural, entertainment, news and information for the University campus and nearby communities. 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.

J. C.D. HENRY NATATORIUM / INTRAMURAL COMPLEX

The University, Recreation/Intramural Sports Department is designed for the purpose of providing the entire college community with the opportunity to participate in a variety of formal and informal activities. These activities encompass team sport, individual and dual sports, special event activities and competitive and noncompetitive activities for the benefit of faculty, students, staff and the community.

In addition to the obvious benefit of physical fitness, it is hoped that participants will also obtain from this program, improved skills, new and lifelong leisure time skills and social and ethical qualities. (Cooperation, trust, regard for others, etc.)

A high level of skill is not a prerequisite to participate in any activity offered by this department. Therefore, all eligible students, staff and faculty members are urged to take part in as many activities as time and interest might permit. It is felt that these objectives are consistent with the University Mission.

For further information, feel free to call 274-2325 or 274-3750.

CHAPTER IX - MISCELLANEOUS

A. COMPUTER USE

Each supervisor is required to ensure that only designated employees have access to passwords. For specific information regarding the use of personal computers, contact the Information Technology Center. Each employee is required to annual sign an acknowledgement of Policy #56015 Mobile Device, Cell Phone and Hot Spot which provides security measures and requirements for the use of personal and GSU owned devices used to access GSU's resources, including mobile phones, tablets, laptops, etc.

B. IDENTIFICATION CARDS

Identification Cards are issued to employees who are on a regular appointment basis. ID cards may be obtained from the Business Services Center and must be worn at all times while on University property.

C. 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.

D. EMPLOYEE ACCESS FORMS / DOCUSIGN FORMS & DOCUMENTS

There are employee forms and documents on gram.edu online to facilitate various requests with departments such as human resources, payroll, IT, Controller, etc.

<https://www.gram.edu/offices/infotech/teleworking/forms2.php>

E. AUTHORITY TO SIGN UNIVERSITY CONTRACTS

Only the University President, Chief Operating Officer, Vice President of Academic Affairs / Provost, Vice President of Finance have contract signing authority. The Athletic Director has limited signing

authority regarding athletics professional services contracts. All other employees are subject to disciplinary action for signing any document on behalf of a department, office, division or unit of the University in any capacity. All documents requiring a signature must be sent to universitycompliance@gram.edu for review and approval.

F. 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 university holiday calendar is available online at gram.edu.

G. 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.

H. 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).

I. 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.

J. 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.

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

