

**CLASSIFIED**  
**PERSONNEL HANDBOOK**



**GRAMBLING**  
STATE UNIVERSITY

*Grambling, Louisiana*

“WHERE EVERYBODY IS SOMEBODY”

**Richard J. Gallot, Jr., JD**  
**President**



Richard J. Gallot, Jr., JD  
President, Grambling State University

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

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

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## THE HISTORY OF GRAMBLING STATE UNIVERSITY

Grambling State University opened on November 1, 1901 as the Colored Industrial and Agricultural School. It was founded by the North Louisiana Colored Agriculture Relief Association, organized in 1896 by a group of African-American farmers who wanted to organize and operate a school for African Americans in their region of the state.

In response to the Association's request for assistance, Tuskegee Institute's Booker T. Washington sent Charles P. Adams to help the group organize an industrial school. Adams became its founding president.

In 1905, the school moved to its present location and was renamed the North Louisiana Agricultural and Industrial School. By 1928, after becoming a state junior college and being renamed the Louisiana Negro Normal and Industrial Institute, the school began to award two-year professional certificates and diplomas. In 1936, the curriculum emphasis shifted to rural teacher education; students were able to receive professional teaching certificates after completing a third academic year. The first baccalaureate degree was awarded in 1944, in elementary education.

In 1946, the school became Grambling College, named after P.G. Grambling, the white sawmill owner who had donated the parcel of land where the school was constructed. In addition to elementary educators, Grambling prepared secondary teachers and added curricula in sciences, liberal arts and business, transforming the college from a single purpose institution of teacher education into a multipurpose college. In 1949, the college earned its first accreditation by the Southern Association of Colleges and Schools (SACS).

In 1974, the addition of graduate programs in early childhood and elementary education gave the school a new status and a new name – Grambling State 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.

### University Presidents

Following Founding President Charles P. Adams, who served for 35 years, Ralph Waldo Emerson Jones became the second president in 1936. Five presidents served from 1977 to 2001: Dr. Joseph Benjamin Johnson, Dr. Harold W. Lundy, Dr. Raymond Hicks, Dr. Leonard Haynes III and Dr. Steve A. Favors. Grambling State University's first female president, Dr. Neari Francois Warner, served a three-year interim term until the selection of Dr. Horace Judson, who became the institution's seventh president in 2004. After leading an ambitious five-year campaign to rebuild the institution's facilities, Judson resigned in 2009. After Judson's departure, Frank G. Pogue, Ph.D., a highly respected educator and administrator with a distinguished 47-year career in higher education assumed the role of interim president and was later named the university's eighth president. Prior to his selection as president, Dr. Pogue served as the president of Edinboro University of Pennsylvania, interim president at Chicago State University and State University of New York (SUNY)-Cobleskill. Dr. Pogue retired after serving a five-year term as president, and Dr. Cynthia Warrick, Ph.D., RPh. was named as interim president in 2014 during the presidential

search. Warrick ventured into higher education 16 years ago serving in multi-faceted leadership roles as an administrator, public servant, healthcare professional, environmental research scientist, faculty member, and accreditation reviewer. Dr. Willie D. Larkin , Ph.D. was named ninth university president in 2015 (May) and server a one-year term. Dr. Larkin had previously served as Chief of Staff to leaders of Morgan State University and the University of Wisconsin Colleges, where he worked directly with the chancellor, and the president at Morgan State University, to provide oversight of nearly 3,000 employees and an operating budget of more than \$300 million. At Auburn University, he was the faculty advisor to the university's Board of Trustees and the first African American to chair the university's 90-member University Senate.

Our current president is Richard J. Gallot, Jr. The University of Louisiana System (ULS) Board of Supervisors announced (07/26/2016) that the tenth President of Grambling State University (GSU) will be former Louisiana state senator, and state representative, Richard J. Gallot, Jr. Gallot is a 1987 GSU graduate where he received a bachelor of arts in Arts & History. He earned his Juris Doctorate from Southern University in 1990. From 2000 to 2012, Gallot held the District 11 seat in the Louisiana House of Representatives. He served three terms in the house before winning his first term in the senate in 2011. Gallot did not seek re-election in the October 24, 2015 election.

## **Grambling State University Mission**

Grambling State University is a comprehensive, historically black, public institution that offers a broad spectrum of undergraduate and graduate programs of study. Through its undergraduate major courses of study, which are undergirded by a traditional liberal arts program, and through its graduate school, which has a 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 in the world. The University advances the study and preservation of African American history, art, and culture.

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

**CODE OF GOVERNMENTAL ETHICS**

<http://ethics.la.gov/Pub/Laws/Title42Ch15.pdf>

**LOUISIANA STATE CIVIL SERVICE RULES**

<https://www.civilservice.louisiana.gov/CSRules/Index.aspx>

**LOUISIANA STATE CIVIL SERVICE DEFINITIONS**

<https://www.civilservice.louisiana.gov/CSRules/Chapter1.aspx>

**GRAMBLING STATE UNIVERSITY POLICIES AND PROCEDURES**

<https://www.gram.edu/faculty/policies/index.php>

## **APPOINTMENT PROCEDURES AND PERSONNEL ACTIONS**

In filling a position within a department, first consideration is given to present employees within the department and the University. Vacancies may be filled by employment of new personnel when their qualifications are more specifically suited to the requirements for the positions, when they are superior to the qualifications of employees available within the department and University, or when current employees do not actively seek the vacant position.

Notices of vacant classified positions are posted for a minimum of five working days on the University's web site. Any interested employees who meet the minimum qualifications for a vacant position may submit their name for consideration. It is the responsibility of each employee to take the appropriate Civil Service examination for any classification which might be of interest to them and for which they meet the minimum qualifications. If necessary, the Human Resources Department will provide assistance to employees in completing applications for examination (testing) purposes.

Classified employees are initially appointed in accordance with Civil Service regulations. In many instances, these appointments are made from a competitive Civil Service Certified List of Eligibles. All such appointments are recommended by the department seeking the employee, through normal channels with final approval granted by the State Department of Civil Service.

### **Probational Appointment**

A probational appointment of an employee is a period of time for the employee's work to be observed to determine whether or not the employee will make a satisfactory or unsatisfactory employee. An employee whose work performance does not meet the required standards may be removed from his position at any time before the expiration of his probationary period, in accordance with Civil Service Rules. An employee who successfully completes the probationary period will become a permanent employee upon certification by the appointing authority. A probationary period lasts no less than six months or more than twenty-four months.

### **Noncompetitive Reemployment**

A former permanent employee who has been separated from the classified service may, within ten years from separation, be noncompetitively reemployed in any job for which he is qualified and which has the same or lower maximum salary as the current maximum for the job in which he had permanent status. Further, if the job in which an employee or former employee held permanent status undergoes a change in title, other than an upward reallocation of the position after the employee separated from it, or undergoes a change in minimum qualification requirements, he shall not lose his reemployment eligibility for such position or lower position in the same job series, if such exists, except where the qualification lacking is one required by law or under a recognized accreditation program. In this case eligibility remains, even if the maximum pay has moved upward. Further, he shall be eligible to be reemployed in any other job at the same or lower current maximum pay as the job to which his position changed in title, provided he meets the minimum qualification requirements.

All former employees who are noncompetitively reemployed must serve a probationary period for

up to one year from the date of reemployment before they acquire permanent status (Rule 9.1.a.3). Upon reemployment, the former employee earns sick and annual leave based on his former State service. Subject to the provisions of Rule 11.19, when a former employee is reemployed with permanent or probationary status within 5 years of his separation, all accrued annual and sick leave that was cancelled upon separation shall be reccredited to him; provided, that the privileges of Rule 11.18(b) shall not extend to an employee whose last separation was by dismissal or resignation to avoid dismissal.

The pay of an employee reentering the classified service, other than one being restored to duty following military service, may be fixed at any rate in the range that does not exceed the highest salary he previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at range minimum. If the former salary is higher than the range maximum, his pay rate shall be set no higher than the range maximum.

### **Job Appointment**

A job appointment is a temporary appointment of an employee to fill a position in the classified service for a limited period of time. An appointing authority may use a job appointment to fill a position for a period not to exceed four years. For rational business reasons, an appointing authority may request a longer term job appointment. The Civil Service Commission may approve such requests or delegate approval authority to the Civil Service Director. The appointing authority, Civil Service Commission or Director may, at any time, cancel a job appointment.

Job appointments may be made without the use of a certificate if;

1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).
2. For out-of-state vacancies under Rule 22.8(b).
3. By reemploying a former employee under Rule 23.13.

### **Classified WAE Appointment**

A classified WAE appointment is a temporary appointment of an employee to fill a position in the classified service for a limited period of time and hours in order to address filling the position in a regular manner, or to address an emergency or work overload situation. An appointing authority may use a classified WAE appointment to fill a position when the hours worked do not exceed 1245 hours during a twelve (12) month period. For rational business reasons, an appointing authority may request to exceed 1245 hours during the twelve month period. The Commission may approve such requests or delegate approval authority to the Director. The appointing authority may terminate the classified WAE appointment at any time. Classified WAE appointees must meet the minimum qualifications for the job. Under such appointment, the appointee does not attain permanent status, does not earn sick and annual leave, and may be separated by the appointing authority at any time. A person employed on a WAE appointment does not receive payment for holidays.

## **POSITION CHANGES**

### **Promotion**

A promotion results in a change of a permanent employee from a position of one class to a position of another class for which a higher maximum rate of pay is provided in the pay plan without change in status. No new probationary period is involved. If an employee currently occupies a position in a particular class, he may be noncompetitively promoted to any other position in the same class without retesting. If the employee is being promoted from outside the class, then he must pass a test currently in use for at least one position in that class. If the employee has passed a test for any position in that class, he may be noncompetitively promoted to any other position in the same class without retesting. However, the test passed must be one currently in use, not an obsolete test.

All positions open at the University, non-classified, are posted on the University's website ([www.gram.edu](http://www.gram.edu)) the classified positions open have a hyperlink to the State Civil Service website <https://www.governmentjobs.com/careers/louisiana> .

Any employee who meets the qualification requirements established for the vacant position and has taken the appropriate Civil Service exam, if necessary, should contact the appropriate department head and make arrangements for an interview if he is interested in being considered for the vacancy.

The length of service, experience, and educational background, along with such personal qualities as dedication, habits and conduct, observance of rules, attendance, etc., are points of consideration in the promotion of an employee. An employee will not be promoted to a higher classification based on years of service alone. Upon promotion, an employee shall receive a 7% increase for one pay grade change, a 10.5% increase for a two grade change and a 14% increase for a three or more pay grade change or his pay will be brought to the minimum of the new pay grade whichever is the greater amount.

### **Reallocation**

An appeal for a change in the official allocation of a position may be made by the employee assigned to a position or by the University. If the duties of your position change significantly or if additional duties are added to your position through changes in the organization and distribution of work assignments and responsibility, your position may require a change of its allocation. The reallocation of a position from one class to another is determined by the Department of Civil Service. Before the appeal is forwarded to the Director of Civil Service, the appointing authority has the responsibility of determining if the appeal is an employee appeal or an agency appeal. Forms to request reallocation of a position may be obtained in the Human Resources Department.

## **Transfer**

Transfer means the changing of an employee from a position in one department/agency to a position in another department/agency without a break in service of one or more working days. The University will re-employ individuals with prior state service on a non-competitive reemployment basis in accordance with Civil Service Rules. Classified employees who are reemployed without a break in service may serve a probationary period. This policy requires permanent state employees at other state agencies to resign their position prior to being re-employed at Grambling State University.

## **Demotion**

The demotion of an employee may result from inefficiency, from the employee's own request, or from other causes. When an employee voluntarily takes a demotion from a higher classification to a lower classification, his rate of pay will be determined in accordance with Civil Service Rule 6.10.

## **Reassignment**

An appointing authority may, with approval of the Director of Civil Service, re-assign within the same agency any probationary or permanent employee from one position in a class to another position in a different class for which he is qualified and which has the same minimum entrance rate of pay.

## **Detail to Special Duty**

Whenever there is a temporary need for the services of an employee in a position other than to which he is regularly assigned, he may be detailed to perform the duties of the position. This action is generally used to fill a position important to the University's operations until a regular replacement can be found or to fill a temporary vacancy until the regular employee returns.

The employee who is detailed into another job will receive a rate of pay equal to at least the minimum rate in the classification to which he is detailed. The detail must be approved by the Department of Civil Service, if it exceeds thirty days.

## **Market Adjustment**

Effective July 1, 2018, per State Civil Service Rule 6.6 (a) which states, "When the pay range for the grade to which a job is currently assigned is either not sufficient to compete with prevailing market conditions, or is found to exceed prevailing market rates, the Director may, in accordance with Rules 6.1 and 3.1(n), authorize the assignment of the job to a grade with a more appropriate pay range. The individual pay rate of employees occupying jobs which are affected shall be set in accordance with Rule 6.8.1." When the Director assigns a job to a different grade or changes the allocation of a position from one job to another by job correction,

(a) If the job to which the position is job corrected is in a higher grade in the same pay schedule or is in a grade with a higher range maximum in another pay schedule, or if the job is assigned to a higher grade in the same pay schedule or to a grade with a higher range maximum in another schedule, the affected employee's pay shall not change. An employee shall not be paid below the minimum of the higher range.

(b) If the job to which the position is job corrected is in a lower grade in the same pay schedule or is in a grade with a lower range maximum in another pay schedule, or if the job is assigned to a lower grade in the same pay schedule or to a grade with a lower range maximum in another schedule, the affected employee's pay shall not change, but shall be subject to provisions of Rule 6.15.

(c) If the job to which the position is job corrected is in the same grade in the same pay schedule or is in a grade with the same range maximum in another pay schedule, or if the job is assigned to the same grade in the same pay schedule or to a grade with the same range maximum in another schedule, the affected employee's pay shall not change.

## **EMPLOYMENT POLICIES**

### **UNIVERSITY AFFIRMATIVE ACTION POLICY**

<https://www.gram.edu/faculty/policies/docs/53005%20-%20Affirmative%20Action.pdf>

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

<https://www.gram.edu/faculty/policies/docs/53011%20-%20Drug%20Free%20Workplace.pdf>

Grambling State University (GSU) is committed to providing a safe academic environment and workplace that is free from harassment or discrimination to our community, faculty, staff, students, guests and service providers. In accordance with federal and state laws, we will promptly address all complaints of discrimination and sexual harassment, and related retaliation.

Harassment and discrimination, is prohibited by Grambling State University and illegal under federal and state statutes such as Title IX of the Education Amendment of 1972.

### ***What is Title IX?***

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

If the incident or situation is criminal in nature, immediately contact [University Police Department](#) or the local police where the incident occurred.

**University Police** are located at 100 South Main, 318-274-2222 or 1-911 for emergencies

Students are strongly encouraged to report incidents and share information about sexual misconduct and harassment, even if the complainant or witness has concerns about underage drinking, drug use or other prohibited activity. To encourage reporting, the university pursues a policy of offering alleged victims amnesty from policy violations and will not pursue disciplinary action related to the incident.

### **SEXUAL MISCONDUCT POLICY**

<https://www.gram.edu/faculty/policies/docs/62002-SEXUAL%20MISCONDUCT%20POLICY.pdf>

### **SEXUAL MISCONDUCT PROCEDURES**

[https://www.gram.edu/faculty/policies/docs/62002\\_1%20SEXUAL%20MISCONDUCT%20%20PROCEDURES.pdf](https://www.gram.edu/faculty/policies/docs/62002_1%20SEXUAL%20MISCONDUCT%20%20PROCEDURES.pdf)

### **Where to go file a complaint**

<https://www.gram.edu/student-life/titleIX/docs/Know%20Where%20to%20Go-Title%20IX%20-2016.pdf>

## **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 Grambling State University) with outside employers or to self-employment (including consulting) and does not relate to employment in which arrangements are made officially through the institution by contract with or grants to the institution. For additional information/clarification, contact the Office of Human Resources.

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

A member of the faculty or staff may engage in outside activities, paid or unpaid, which do not conflict, delay or in any manner interfere with instructional, scholarly, and/or other services he must render in the nature of his college or university employment. A full-time member of the faculty or staff who is presently engaged, or who plans to engage, in such activities outside of his broad institutional responsibilities, during any period of full-time employment by the institution, shall report to the chairman or head of his department in writing the nature and extent of such activities, and the amount of time the work will require. In all such instances, the department head or chairman shall forward the report to the employee's administrative superior who will make a complete disclosure of these facts to the campus head or his designee. A similar procedure shall be followed by deans in reporting to their vice-presidents and by vice-presidents in reporting to their president. No full-time member of the faculty or staff shall engage in such outside employment (or continue such employment if already so engaged) without the written approval of the department head and dean. In the event that either the department head or the dean believes that such outside employment involves, or may involve, a matter of public interest or interfere with duties to the institution, the matter shall be referred through the appropriate channels to the president of the college or university or his designee for approval. It is the responsibility of the employee to make clear to any outside employer that in accepting such employment, he does so as an individual independent of his capacity as a member of the staff of the college or university. This might best be accomplished by providing with oral testimony or written reports a statement to the effect that the views expressed are those of the employee and do not necessarily reflect the views of the institution. In no case should the individual concerned use the name of the institution or his college or university title officially, or in any way, in support of any position he may take. The institution recognizes the fact that a person qualifies as an expert because of his training and experience. Therefore, biographical data, including a statement of employment by the college or university, may be included as introductory material to written reports (but not incorporated in the body of the written report) by the outside employer, or orally in the case of expert witness, by way of establishing the writer a qualified expert. Institutional resources shall not be used for personal gain. No college or university personnel, laboratories services or equipment are to be used without administrative authorization in connection with outside employment of college or university employees.

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

<http://www.gram.edu/faculty/policies/docs/53028%20-%20OUTSIDE%20DUAL%20EMPLOYMENT%20OF%20UNIVERSITY%20EMPLOYEES.pdf>

## STATE OF LOUISIANA DUAL EMPLOYMENT LAW

### LA R.S. 42:63 Prohibitions

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. No person holding an elective office in any branch of state government shall contract, on a full-time basis, to provide health or health-related services for any agency of state government. No person engaged in a contract on a full-time basis with any agency of state government to provide health or health-related services shall hold an elective office in any branch of state government.

### R.S. 42:61 Dual full-time employment

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

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

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

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

## **Family and Medical Leave Act (FMLA) Leave Policy**

<http://www.gram.edu/faculty/policies/docs/FMLA%20Leave%20Policy.pdf>

## **Employee Procedure for Requesting Family and Medical Leave Act (FMLA) Leave**

[http://www.gram.edu/faculty/policies/docs/53022\\_5%20-%20Procedure%20for%20requesting%20FMLA.pdf](http://www.gram.edu/faculty/policies/docs/53022_5%20-%20Procedure%20for%20requesting%20FMLA.pdf)

## **Supervisor's Procedure When An Employee Request FMLA Leave**

<http://www.gram.edu/faculty/policies/docs/GSU%20Supervisor%20Procedure%20When%20An%20Employee%20Request%20FMLA%20Leave.pdf>

**NOTE: The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.**

## UNAUTHORIZED PURCHASES

All purchases shall be made only after an approved **Purchase Order** has been issued to the vendor. Any deviation from this policy will constitute an unauthorized purchase.

Under no circumstances should one enter into a purchase contract, or obligate the University to any indebtedness, prior to the issuance of a Purchase Order to the vendor for the requested services or goods.

Persons who make unauthorized purchases may be held personally liable for payment.

Any supervisor, administrator, faculty, staff member or official of Grambling State University who purchases goods and services prior to obtaining official approval is subject to disciplinary actions.

All goods, except for specialty items, **must** be officially received in the Receiving Department prior to being delivered to their departmental destination(s). Any deviation from this policy will constitute an unauthorized receipt.

Under no circumstances should one assume possession of goods from a vendor, or obligate the University to any indebtedness, prior to proper delivery and receipt of said goods in the University's Receiving Department.

Persons who make unauthorized receipts may be held personally liable for payment.

Receipt (and subsequent use) of goods by an employee of Grambling State University without adherence to the receiving policy is grounds for disciplinary action.

## NEPOTISM

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

### Definitions

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

## SMOKING POLICY

<https://www.gram.edu/faculty/policies/docs/53036%20-%20Smoking%20Policy.pdf>

## TRAVEL POLICY - USE OF PERSONAL VEHICLES/TRAVEL EXPENSE VOUCHERS

All employees engaging in official university travel must submit a "Request for Authorization to Travel" form (travel request form) approved by all required personnel (10) days prior to the date of travel. For employees incurring no expense, the form is required for risk management (insurance) purposes. Until the form has been processed by the Travel Office and the traveler has been notified as such, a travel is not considered approved.

All travel expense vouchers involving the use of University or personal vehicles must be processed as authorized on the **approved** Travel Request. In cases where a University vehicle is requested and approved on the Travel Request and is not available to the prospective traveler at the time of departure, the prospective traveler may seek authorization to use his/her personal vehicle from the **Transportation Coordinator**.

All travel expense vouchers must be submitted to the Accounting Office within **fifteen (15) calendar days** after returning from the trip. Only those approved travel expense vouchers submitted to the Accounting Office within the above-specified time period with the attached receipts will be honored by the University. There will be no reimbursement for prior-year expenses.

## USE OF CREDIT CARDS (STATE TRAVEL POLICIES & REGULATIONS)

A State-Owned (University) credit card is to be used in **State Vehicles Only!** Use in privately owned vehicles is prohibited. Usage shall further be limited to: petroleum products, lubricants and emergency minor repairs.

Credit cards may be used to purchase gasoline, oil and other automotive supplies only in connection with official University travel and when using a University vehicle. The purchase of oil and other automotive supplies may be made via state gasoline credit cards only when away from official domicile on travel status.

The use of a University credit card for unallowable items may result in immediate termination of any University employee found guilty of said violation.

## INFANTS AND CHILDREN VISITATION POLICY

<https://www.gram.edu/faculty/policies/docs/53010%20-%20Infant%20and%20Children%20Visitation%20Policy.pdf>

## **VENDOR POLICY**

Any vendor desirous of selling merchandise on the campus of Grambling State University must obtain a vendor's permit from the Business Services office. Vendor permits will be issued to sell merchandise that is not sold by the University through any of its retail operations. The cost of a vendors permit shall be \$500 for athletic events and \$100 for non-athletic events. All student organizations that are officially recognized by the University shall be exempt from this policy. The University reserves the right to confiscate any/and all merchandise being sold on the University's campus without a vendor's permit.

Any exception to this policy must be approved by the Vice President for Finance.

The University reserves the right to reject any and all applications.

## **UNIVERSITY POLICE AND CAMPUS TRAFFIC INFORMATION**

The University Police Department at the Grambling State University was established primarily to maintain and preserve the peace on campus. It also serves to protect the life and property of all the individuals who utilize the college facilities including students, faculty, staff, and visitors. Telephone numbers for the University Police Department are (318) 274-2222 (24-Hours) and 274-2219.

### **General Traffic Information:**

- All university parking areas are designated or reserved. Refer to the map on the reverse side for zone designations.
- All parked vehicles must display Grambling State University parking permits appropriate for designated parking area.
- The vehicle registrant will be responsible for all tickets issued to his/her vehicle, including violations incurred by member(s) of his/her family and other drivers.
- The operator of an unregistered vehicle is responsible for all tickets issued to that vehicle regardless of ownership.
- Vehicles found to be presenting a hazard to campus in any manner, destroying or defacing university property or bringing discredit to the university, will be towed off campus without notification and at the owner's expense.

### **Enforcement Hours:**

- Parking regulations are enforced in from 7:30 a.m. to 5:00 p.m., Monday thru Friday in all parking areas. In addition, handicap parking regulations are enforced 24 hours a day, 7 days a week in all parking areas.
- In addition to the University's traffic and parking regulations, city ordinances and state laws relating to motor vehicles are also enforced on campus.
- Unauthorized vehicles parking in reserved spaces and/or designated areas will be ticketed, towed, and/or both.

- A vehicle receiving three (3) or more such citations is subject to be towed or immobilized by the university.

### **Faculty/Staff/Student Parking:**

A visitor is defined as a person who is not directly affiliated with the University and who needs to park an unregistered vehicle on campus. Visitors are required to secure a temporary Visitor's Pass before parking on campus. Visitor permits are available through the University Police Traffic Division upon request. Designated visitor parking spaces will be available.

### **Vehicle Registration:**

- All registrants must show proof of insurance and a valid driver's license.
- Faculty/staff are not permitted to register a vehicle for any student except their own children.
- Vehicles are registered for one year beginning August 31st of each year. Fees are as follows:

### **Parking Permit Fees:**

**Faculty/staff:** Fall - \$30.00, Spring - \$22.00, Summer Sessions I & II – \$11.00

Purchase Permits

Long-Jones Hall-Cashiers' Window  
(318) 274-2671

### **Parking Policies:**

- The absence of a "no parking sign" does not institute that parking is allowed.
- Parking regulations are in effect at all times from the beginning of the first day of class each semester and all summer sessions.
- Service drives/loading zones are designated by signs and/or a yellow curb; these locations are closed to parking at all times except to authorized University vehicles and commercial vehicles making deliveries.
- Parking at fire hydrants or red curbs is prohibited at all times. Vehicles parked by red curbs will be ticketed and/or towed.
- During the hours of regulation parking, registered vehicles may park only in assigned lots.
- Operating or parking an unregistered vehicle on campus will result in the issuance of a citation.
- Only students or employees who have obtained a handicap automobile license plate or state issued decal from the State of Louisiana will be eligible to park in a handicap space.

### **Payment of Fines:**

Fines may be paid in cash, check, money orders or credit cards at the Cashiers Window located in Long-Jones Hall, between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday. Return check fee is \$25. Unpaid fines result in a hold being placed on a student's account, prohibiting registration, graduation or requesting transcripts.

### **Appeals:**

University citations may be appealed through the Traffic Appeals Committee. Appeals must be in writing and submitted to the Traffic Office within (7) business days from the issuance of the citation. Failure to file an appeal within seven days may result in the loss of the right to appeal until after the citation has been paid.

### **Contact:**

**Department of University Police  
Traffic and Parking Division  
Grambling State University  
(318) 274-2222**

<http://www.gram.edu/student-life/traffic/docs/Parking%20Pamphlet%2018-19.pdf>

## **HEALTH SERVICES**

While the Foster-Johnson Health Center and other services are maintained for students, it will administer first aid as feasible to employees while regular medical arrangements are being made. Telephone numbers for University Health Center are (318) 274-2351 and 274-3411.

## **PROPERTY INVENTORY**

Each person to whom property is assigned shall be liable for payment of damages whenever an act of negligence or omission causes any loss, theft, disappearance, damage to, or destruction of property in the area of assigned responsibility and such damage may be recoverable in a civil suit.

Equipment/Property Transfer Forms should be submitted as required. Unless said forms are utilized, property control records will not be correct as required by state and federal regulations. Forms are available from the Property Control Office and the University's web site.

Property can be loaned to another University Department only when authorized by the Inventory Specialist or the Department Head. When loaning property and for property removed for the purposes of repair, the Inventory Specialist should complete an Equipment Transfer Form, secure proper signatures, and submit to the Property Control & Receiving Office.

The University Police Department and Property Control & Receiving Office must be notified in writing within two working days of any theft of property or knowledge of the theft.

All items valued at \$1,000.00 and above not reported on the annual physical inventory printout, should be reported to the Office of Property Control & Receiving within five (5) working days after receipt of the printout or at the time it becomes known to the Department Head.

Under no circumstances shall state/federal property be disposed of without proper authorization from the Property Control Office.

## EMPLOYEE CODES OF CONDUCT

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

All members of the University staff are expected to conduct themselves in a professional manner. They should respect the privacy and reputation of co-workers and all other persons.

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.

### A. Standards of Conduct

1. Employees must be ready to start work at the start of a shift and after lunch or rest breaks.
2. Except in extreme emergencies, employees may not leave their department or assigned job during working hours without permission of their direct supervisor.
3. Theft or unauthorized possession of University property or personal property belonging to another individual is prohibited.
4. Transaction of private or personal business during assigned working hours is not permitted.
5. Outgoing and incoming personal telephone calls shall be kept at a minimum.
6. Employees are prohibited from gambling on University premises.
7. Salespersons may not transact business with employees for personal reasons during working hours unless approved by the university (i.e., insurance).
8. Employees are prohibited from making unauthorized solicitations and/or distributions during the work day.
9. Tools and equipment shall be kept clean and in safe operating condition and must not be intentionally damaged. Unless properly authorized, tools and equipment may not be removed from University premises.
10. All Health Department regulations shall be strictly observed.
11. The possession, consumption, and dispensation of drugs and/or alcohol are governed as follows:

- a. 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.
  - b. 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.
  - c. 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.
12. Employees must perform their job duties in a truthful, accurate and thorough manner.
  13. Employees shall not use University equipment, property, proprietary information, supplies, or University time without proper authorization.
  14. Employees are required to report any defective work/safety issues to appropriate supervisory personnel.
  15. Employees shall not damage or destroy University property through willfulness or negligence. The improper use of State property, equipment or funds is prohibited.
  16. Employees are required to comply with all appropriate directives and assignments from authorized supervisors. Failure to comply constitutes insubordination.
  17. Employees are required to accomplish work in a satisfactory and timely manner.
  18. Employees are required to follow all established work procedures.
  19. Employees are not allowed to participate in physical or verbal altercations, "horseplay", use of profanity or abusive language, and threatening or coercive behavior.
  20. Employees are required to wear designated safety equipment.
  21. Employees are prohibited from sleeping during work hours.
  22. Employees shall not use undue influence to gain, or attempt to gain, promotion, favorable assignment or other individual benefit or advantage.

23. Employees must obtain and maintain all appropriate current licenses or certificates required by law or the University as a condition of employment.
24. Employees shall not improperly use any type of leave or provide false information for any leave taken.
25. Employees must immediately report to their supervisor any occupational injury/illness suffered or witnessed and any occurrences causing damage to University property.
26. Employees shall not commit an act in the University setting detrimental to the safety or health of a fellow employee, student or university guest.
27. Employees shall not possess or use weapons or explosives while on University property without proper authorization.
28. Employees are prohibited from smoking in all University property.
29. Employees are prohibited from sexual harassment which may include, but may not be limited to:
  - a. sex-oriented verbal teasing or abuse
  - b. subtle pressure for sexual activity
  - c. physical contact such as patting, pinching, or constant brushing against another's body, or
  - d. outright demand for sexual favors, accompanied by implied or overt promise of preferential treatment or threats.
30. Employees are required to maintain a courteous, cooperative and harmonious working relationship with other University employees.
31. Employees shall refrain from behavior or conduct deemed offensive or undesirable.
32. Employees shall report to management suspicious, unethical, or illegal conduct by fellow employees, students, outside contracted employees or suppliers.
33. Employees shall not falsify, or alter any University record or report, such as an application for employment, performance evaluation, a medical report, a time/attendance record, an expense account, an absentee report, a shipping/receiving record, or security related documents.
34. Employees shall not use their job for political purposes. Employees may serve as a commissioner or an official poll watcher at the polls in any election. For more information on this subject, contact the Office of Human Resources Management or the State Civil Service Rules Chapter 14.
35. Employees are required to notify the Office of Human Resources Management within five 5 working days of conviction of any criminal offense.

36. 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 the Office of Human Resources Management for advisement on responses deemed appropriate for misconduct.)
37. Employees shall refrain from conduct which is defamatory to the University.
38. Employees, or someone on their behalf if the employee is not able to communicate, must call in to report their absence to their direct 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 (SF-6) 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.
39. Employees shall request approval for annual leave prior to it being taken. Any leave taken without approval is considered unscheduled 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. As soon as possible, a DocuSign Classified leave form must be completed. (See link below) Excessive absences may result in dismissal.

<https://www.gram.edu/offices/infotech/teleworking/docusigntips.php?FormId=d886c262-dd6f-41b7-8d14-6ba605ea5b2a>

40. Employees (for whom this is applicable) shall not clock in or clock out for another employee.
41. Employees shall not work beyond the regular designated workday unless authorized by their Direct supervisor or 2<sup>nd</sup> Level supervisor.
42. Employees must immediately report all missing University property, without respect to cost or value, to the Direct supervisor or 2<sup>nd</sup> 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.
43. Employees shall immediately contact the Office of Human Resources Management when there is a change of address.
44. 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. Employees are encouraged to discuss the above codes of conduct with their Direct 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 dismissal.

## **EMPLOYEE DISCIPLINE**

**This narrative does not represent all conceivable types of offenses but does reflect those that occur most frequently. This section explains the general procedures for effective disciplinary action and for separation of Civil Service employees.**

Grambling State University has the right to expect employees to be on time; to attend regularly; to put in a full day's work; to be mentally and physically prepared for the tasks at hand; to respond positively to direction; to learn the job at hand and the jobs to come; to adapt to change; to get along well with customers, supervisors, and fellow employees; to know and to follow the rules and procedures; and to meet the technological and ethical standards of the enterprise. In other words, the employee must fit into the culture of the agency – which is not too much to ask of anyone who draws a paycheck. Most people do fit in. However, when they do not, the need arises to confront the difference between what is expected and what is delivered.

Certain standards of performance and conduct must be maintained in any work group. Generally, these standards are recognized and observed by individual members of the work group without any need for action by the supervisor. When an employee does not observe these standards, an oral reminder by a supervisor normally results in correction of the problem. When an employee does not respond to oral reminders, more formal discipline may be necessary. Discipline should be used to correct performance, not punish. It should be fair, firm, and consistent. The Evaluating supervisor must decide, based upon the circumstances in each case, what appropriate discipline should be recommended. No two cases are identical. On the other hand, fairness and consistency require that certain general principles of administering discipline be followed. Discipline is not an end in itself but – along with specific instruction, performance standards, counseling, and supervisory plans – is a tool to shape the employee's behavior to conform to the best interests of public service. The good manager will accompany discipline with further direction about what he expects of the employee and an offer to improve or to leave state service. Separation is appropriate when the employee has demonstrated a lack of fitness for further service and may be used without any prior action against the employee, but most often results from a failure of one or more attempts to reshape the employee's behavior. The Associate Vice President of Human Resources or a Human Resources designee is available to discuss the nature of the appropriate course of action in a particular case.

### **12.1 Authority to Discipline, Remove, and Separate**

This rule empowers the appointing authority to discipline, remove, or separate employees under his jurisdiction. Every action authorized by Chapter 12 must be taken by an appointing authority. If an action is challenged in an appeal, the agency must prove that the person who took the action had appointing authority. Otherwise, the action will be reversed and the employee will be awarded back pay and possibly attorney's fees. There are different types of appointing authorities. They are:

**Statutory Appointing Authority** – The person in the agency given the power to appoint employees to positions in the state service by the state constitution or a state statute. It is important for each governmental entity to know its statutory appointing authority, and if in doubt, seek legal counsel to determine who has that authority.

**Delegated Appointing Authority** – The statutory appointing authority can legally delegate his authority in a number of ways.

The appointing authority for warnings, coaching, counseling or reprimands is the Evaluating or Second Level Supervisor. The appointing authority for suspensions, demotions, reassignments and dismissals is the President. The responsibility for disciplining Civil Service employees of Grambling State University shall be handled in accordance with the following:

1. Proposed disciplinary actions, excluding warnings and reprimands, must be reviewed by a designee of the Office of Human Resources. Responsibility to administer these disciplinary actions shall be vested in the President or his designated representative(s).
2. The decision to administer corrective action or disciplinary action shall be governed by the nature, extent, seriousness and effect of the act, error or omission; the type and frequency of previous violations; the period of time elapsed since a prior offensive act, and consideration of mitigating circumstances.
3. Based upon the information and evidence presented and the individual circumstances of the case, the President or his designated representative shall approve the appropriate action to be taken.
4. If a corrective action is administered, the Evaluating supervisor shall maintain a written record including date, time and action taken. This record will be placed in the employee's departmental file. The supervisor shall discuss with the employee the consequences he/she will face if he/she fails to follow corrective instructions.
5. If a disciplinary action is imposed, the employee shall be advised in writing of the specific details of the offense, the disciplinary action being administered, why it is being imposed and, if appropriate, the corrective actions he/she should take and the consequences he/she will face for future violations. The action (excluding warnings and reprimands) shall be entered as an official record in the employee's personnel file.

## **GENERAL GUIDELINES FOR ADMINISTRATION OF DISCIPLINE**

General principles that should be followed in administering discipline include: For repeated, but relatively minor incidents of substandard performance or misconduct, discipline should be "progressive." For example, an employee who is developing a lateness problem should first be counseled with concerning the problem. A written record of the date and content of such discussion should be kept. If the problem continues, a more formal discussion should take place. This discussion should be confirmed by a letter to the employee sufficiently detailed to let him know how he has failed to meet the required standards. The letter should contain such essential information as the date, time, and place of the discussion the supervisor had with the employee as well as any witnesses present during the discussion. The letter must also contain the date, time, and place of the incident of substandard performance or misconduct as well as a detailed account of the incident. The name of any employee who witnessed the misconduct should also be given in the letter. If an employee continues to fail to meet standards in spite of warnings, he will be subject to further disciplinary action. The number of written warnings or suspensions which should precede termination depend upon the circumstances in each case. Such circumstances include the seriousness of the offense or substandard performance, any mitigating circumstances, the employee's length of service, and the length of time since the last incident. Progressive discipline is not used for serious offenses such as theft or other gross misconduct. Employees involved in theft or serious misconduct detrimental to state service are subject to immediate dismissal. If an employee is found on the job in a condition that could be considered dangerous to other employees or to himself, a supervisor has the authority to send the employee home, instructing him to return to work the next day to meet with the appropriate University officials to determine the cause of the condition the previous day. Only in emergency cases should a supervisor send

an employee home. Though the supervisor may send an employee home, this does not give the supervisor the authority to dock the employee's pay for the period of time he is absent from work. Whenever possible, a supervisor should have a witness to verify the facts concerning the condition of the employee. If, upon observation of an employee, the supervisor determines that the employee is in a condition making him incapable of performing his duties, but not considered dangerous to himself or to other employees, the evaluating supervisor should immediately make an oral and written report of the incident to the 2<sup>nd</sup> level supervisor. The written report should contain the information as stated in the above paragraph regarding written reports. **No permanent employee may be removed or subjected to any disciplinary action, other than an emergency suspension, until he has been given oral or written notice of the proposed action(s) and reasons supporting the action(s).**

Civil Service Rule 12.9 states:

### **12.9 Improvement Letters**

- (a) An appointing authority may issue letters (such as warnings, counseling, coaching, reprimands, supervisory plans, etc.) to attempt to improve an employee's conduct.
- (b) An employee may respond in writing to an improvement letter. The employee's response must be attached to each copy of the letter kept by the agency.
- (c) If the same or similar conduct recurs, an improvement letter can be used to support the severity of future discipline, but only if the letter advised the employee that the letter would be used for this purpose and advised the employee of his right to respond.
- (d) An improvement letter is not discipline, is only appealable under [Rule 13.10\(b\) or \(c\)](#), and may not be included in any publicly accessible personnel record until used to support future discipline.

## **METHODS USED FOR DISCIPLINE**

**Warning** - An evaluating, 2<sup>nd</sup> level supervisor as well as other supervisors in the chain of command are delegated the authority to issue both oral and written warnings.

**Counseling or Coaching** – An evaluating, 2<sup>nd</sup> level supervisor as well as other supervisors in the chain of command are delegated the authority to issue both oral and written warnings.

**Reprimand or Supervisory Plans** - An evaluating, 2<sup>nd</sup> level supervisor as well as other supervisors in the chain of command are delegated the authority to issue both oral and written reprimands.

**Suspension** - The temporary exclusion from employment of an employee for disciplinary reasons, while criminal proceedings, without pay, are pending or while an investigation, with pay, is being conducted. A suspension pending investigation shall not exceed 260 work hours.

**Demotion** - An employee may be demoted to a position of less responsibility and pay level for disciplinary reasons.

**Separation** - As a last resort, employment with the University may be separated.

## ATTENDANCE AND LEAVE RECORDS

Civil Service Rule 15.2 states, "The appointing authority or his agent designated for this purpose shall certify on each payroll or subsidiary documents the fact of actual rendering of service in the position the actual number of hours of attendance on duty, and the number of hours absent from duty. Each employee shall certify also the fact of the actual rendering of service, the number of hours of attendance on duty and the number of hours of absence from duty."

All Civil Service employees are required to sign their time sheet at the end of each pay period. An employee who uses a time clock must punch his own time card.

Grambling State University, an equal opportunity employer, has established a workweek which begins at 12:01 am. Saturday and ends at 12:00 p.m. Friday. This workweek is seven (7) consecutive 24-hour periods and should be used for computing overtime pay or the accumulation of compensatory leave.

## LEAVE RECORDS

Civil Service Rule 15.5 requires Grambling State University to install and maintain a leave record showing, for each employee who holds a position in the Classified Service: (1) annual leave earned, used and unused; (2) sick leave earned, used and unused; and (3) compensatory leave earned, used and unused as applicable. Such record shall be documentary evidence to support and justify the certification of authorized leave of absence with pay. A DocuSign Classified Leave Form has been developed for employee use in making application for any type of leave. **Grambling State University requires each employee to complete a DocuSign Classified leave form for any leave to be authorized.** The form must be completed in advance of leave being taken whenever practical; however, in emergency situations when the form cannot be completed in advance, verbal approval for leave must be given by the Direct supervisor. The verbal request for leave must be made by the employee, unless again an emergency situation prohibits this.

## LEAVE EARNING RATES

<u>Years of Service</u>	<u>Per Hour</u>	<u>Per Pay Period</u>	<u>Approximate Days Per Year</u>
Less than three	.0461	3.6880	12
Three but less than five	.0576	4.6080	15
Five but less than 10	.0692	5.5360	18
10 but less than 15	.0807	6.4560	21
15 or more	.0923	7.3840	24

No employee shall be credited with annual or sick leave: (1) for any overtime hour; (2) for any hour of leave without pay; (3) for any hour in on-call status outside his regular duty hours as defined in Rules 11.1 and 11.2; (4) for any hour of travel or other activity outside his regular duty hours as defined in Rules 11.1 and 11.2; and (5) for any hour of a holiday or other non-workday which occurs while he is on leave without pay.

## USE OF SICK LEAVE

Application for sick leave will be made via Standard Form 6 (SF-6) to the appropriate supervisor in advance when feasible or immediately upon returning to work. Sick leave may be utilized by an employee who has sufficient leave to his credit for necessary absence from duty because of illness or injury which prevents him from performing his usual duties, or because of medical, dental, or optical consultation or treatment.

Sick leave shall not be charged for non-workdays.

Sick leave may be taken only when the employee is ill or injured or when medical, dental, or optical treatment is needed. Leave taken because of the illness of a child, spouse, or relative cannot be claimed as sick leave. Such absences would be charged to annual leave, compensatory leave, or leave without pay.

Sick leave may be taken for maternity purposes in accordance with established University policy. (See Family Medical Leave Act).

If an employee cannot report to work because of illness, the employee must request sick leave by contacting his supervisor or the appropriate person **immediately**.

Any sick leave in excess of three (3) days duration may require a physician's certification or other acceptable proof of illness. If a pattern of sick leave becomes unusual, the employee will be notified in writing of this fact by the supervisor. After any such notification, the employee may then be required to present a physician/medical provider certification or other evidence to support sick leave absences, for less than a three (3) day absence.

## LEAVE

### USE OF ANNUAL LEAVE

Application for annual leave will be made via Standard Form 6 (SF-6) to the appropriate supervisor at least one day prior to the requested leave date. Approval will be based upon the department's work load and the employee's attendance record. Requests for vacation and leave activities should be submitted for approval.

When justifiable emergency situations occur, the supervisory official may waive the one-day prior notice. However, no employee shall be granted annual leave if it is not requested and approved by the supervisor. The supervisor may request reasons for leave, should the circumstances warrant. Any employee not reporting to work when a request for leave has been denied will be considered on unauthorized leave and will be subject to disciplinary action as well as leave without pay for that period of time.

### ENFORCED ANNUAL LEAVE

Subject to the paragraph below, and military leave provisions in Rule 11.26, an appointing authority may require an employee to take annual leave whenever in his administrative judgment

such action would be in the best interest of the University, provided no employee is required to reduce his accrued annual leave to less than thirty working days.

No employee shall be required to reduce his accrued annual leave to less than thirty working days or the equivalent thereof in hours (240), provided (1) that an employee may be required to take any part or all his accrued annual leave prior to being granted leave without pay, but subject to the right granted the employee by the military leave provisions of the Civil Service rules; (2) where it is determined that the need to be absent from work is because of a condition covered by the United States Family and Medical Leave Act; or (3) if the leave is required during closures in accordance with Rule 17.1(b) as a layoff avoidance measure.

### **MATERNITY LEAVE**

An absence from work caused by maternity reasons is considered to be a temporary disability similar to any other illness and affected employees are eligible to use their accumulated sick leave for this purpose. Employees may still request annual leave, compensatory leave and/or leave without pay for maternity absences after exhausting their accumulated sick leave. All applicable laws regarding the Family Medical Leave Act do apply for maternity leave (See Family Medical Leave Act).

An employee wishing to use sick leave for maternity purposes prior to the birth of a child must furnish a statement from her physician to the effect that she can no longer perform her duties (See Family Medical Leave Act).

### **COMPENSATORY LEAVE**

There are two types of compensatory leave--payable and non-payable.

Payable compensatory leave is when you actually physically work over 40 hours during a work week. Payable compensatory leave is earned at the time and one-half rate.

Example of payable compensatory leave earned:

You have physically worked 45 hours during the week. The 5 hours in excess of 40 hours is payable compensatory leave. (5 hours x 1.5 = 7.5 hours payable compensatory leave earned).

Non-payable compensatory leave is when you have not actually physically worked over 40 hours and have taken enough leave (annual, sick, holiday or compensatory) that the workweek hours total more than 40. The excess of 40 hours is credited as non-payable compensatory leave. Non-payable compensatory leave is earned at the hour-for-hour rate.

Example of non-payable compensatory leave earned:

You have physically worked 32 hours during the workweek and have used one and a half days of sick leave (12 hours). The total hours for the workweek is 44, you did not physically work over 40 hours; therefore, the 4 hours in excess of 40 is considered non-payable compensatory leave earned. (4 hours x 1 = 4 hours of

non-payable compensatory leave earned).

Civil Service Rule 21.10 establishes caps on accumulation of compensatory leave.

Employees who accrue compensatory leave at the time and one-half rate shall accumulate no more of such compensatory leave than allowed under the Fair Labor Standard Act. Currently, hours earned (time and one-half) in excess of 240 (regular employees) and 480 (emergency personnel) shall be paid in cash.

### **TERMINAL LEAVE PAYMENT**

The payment of annual leave upon separation, under Civil Service Rule 11.10, is based on the total number of accrued hours of annual leave remaining to the employee's credit on the date of his termination. The number of hours accrued is multiplied by the employee's hourly salary rate. Payment for terminal leave cannot exceed the value of 300 annual leave hours, computed on the basis of the salary being paid the employee at the time of his separation.

The payment of unused payable compensatory leave, regardless of the number of hours, will be paid to the employee at his straight hourly rate. Payable compensatory leave is calculated at the time and one-half rate when it is accrued.

When an employee is removed in accordance with Rule 12.6 (a)1, he shall be paid the value of his accrued sick leave in a lump sum, based on his regular hourly rate of pay, unless he is reemployed in probational or permanent status in the classified state service or is reemployed in the unclassified service, without a break in service of one or more working days, in which cases the sick leave will transfer to the employing agency. Otherwise, an employee is not paid for any sick leave or non-payable compensatory leave upon termination. Employees who are members of the Teachers Retirement System of Louisiana (TRSL) upon retirement, receive terminal leave payment based on the TRSL system.

### **Funeral Leave**

Probationary and permanent employees may be granted 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, grand-parent, or grand-child; provided such time off shall not exceed two days on any one occasion.

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

An employee serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave, or sick leave when:

Performing jury duty. Summoned to appear as a witness before a court, grand jury, or other public body or commission, provided that for purposes of this Subsection a plaintiff or defendant shall not be considered a witness, nor shall this Subsection apply to an employee summoned as a witness as a result of employment other than State employment. Performing emergency civilian

duty in relation to national defense. His appointing authority determines that he is prevented by an act of God from performing duty. Participating in a State Civil Service examination on a regular work day, or taking a required examination pertinent to the examinee's State employment, before a State licensing board. The appointing authority determines that because of local conditions or celebrations it is impracticable for his employees in such locality to work. The employee is ordered to report for pre-induction physical examination incident to possible entry into the military forces of the United States. The employee is a member of the National Guard and is ordered to active duty incident to local emergency, act of God, civil or criminal insurrection, civil or criminal disobedience, or similar occurrences of an extraordinary and emergent nature which threatens or affects the peace or property of the people. Engaged in the representation of a client in a criminal proceeding pursuant to an order of a court of competent jurisdiction, provided if compensation for such services is available from another source, he may not accept the special leave and the compensation. The employee is a current member of a Civil Air Patrol and incident to such membership is ordered to perform duty with troops or participate in field exercises or training, except that such leave shall not exceed 15 working days in any one calendar year and shall not be used for unit meetings or training conducted during such meetings.

### **Voting Leave**

A probationary or permanent employee may be granted time off without loss of pay, annual leave or sick leave when voting in a primary, general or special election which falls in his regularly scheduled work day, provided not more than two hours of leave shall be allowed to vote in the parish where he is employed and not more than one day to vote in another parish.

### **Voluntary Disaster Service Leave**

A full-time probationary or permanent employee may be granted time off without loss of pay, annual leave, compensatory leave, or sick leave, for a period not to exceed 15 work days in any calendar year, to participate in American Red Cross relief services in Louisiana for disasters designated at Level III or above in the American Red Cross Regulations and Procedures. Such employees must have received a certification from the American Red Cross as a Trained Disaster Volunteer. All such requests must be made in writing and approved by the appointing authority.

### **Educational Leave**

Leave without pay for educational purposes may be granted an employee for a period equivalent to the period of attendance at the educational institution. Educational leave with pay may be granted an employee for a maximum of thirty calendar days in one calendar year if the course of instruction to be taken is pertinent to the work of the employee in his Department, provided that a permanent employee may be granted such leave for a maximum of ninety calendar days in one calendar year if the Department requires him to take special training. Employees granted educational leave without pay may be granted a stipend if there are funds available for that purpose.

## LEAVE OF ABSENCE WITHOUT PAY

A leave of absence without pay may be requested for consideration by an employee listing the reasons needed, the duration of the leave, and obligations of the employee during the period requested. Leaves of absence without pay may be granted for maternity leave or Family and Medical Leave. (See Family Medical Leave for more information). **Leaves of absence to pursue employment elsewhere is not allowed.**

During a period of leave without pay, benefits associated with pay status are affected unless on FMLA leave. Insurance may be continued by making advanced payments of premiums. Annual and sick leave do not accrue during a period of leave without pay. Contributions may not be withdrawn from the state retirement systems without the action being considered as a termination or resignation from employment.

If an employee who has been granted leave fails to report to duty on the first working day following the expiration of leave, he shall be considered on unauthorized leave and disciplinary action may be taken. If an employee is on a provisional or probational appointment, termination shall occur.

Grambling State University may, for any reasonable cause, or at the request of the employee, curtail a period of leave of absence without pay, provided such curtailment is in the best interest of the University and proper notice is furnished to the employee. After 30 days of approved leave without pay, the Department of Civil Service is notified through the submission of an SF-1 Personnel Action form that the employee is on leave without pay. The employee's adjusted service date is corrected to reflect actual state service when the employee returns to duty.

## MILITARY LEAVE

The provisions of this rule shall apply to members of a Reserve Component of the Armed Forces of the United States who are called to duty for military purposes, and to members of National Guard Units which are called to active duty as a result of a non-local or non-state emergency.

### (a) Military Leave with Pay.

1. Provided they give advance notice, employees serving on job appointment, probationary or permanent status, shall be entitled to military leave with pay.
2. No advance notice is required when such notice is either precluded by military necessity, or otherwise impossible or unreasonable.
3. Maximum military leave with pay for military purposes is 15 working days per calendar year.

### (b) Use of Annual and Compensatory Leave for Military Purposes.

1. Employees serving on job appointment, probationary or permanent status, who give advance notice of military obligations and apply for annual or compensatory leave for military purposes, shall be granted such leave.

2. No advance notice is required when such notice is either precluded by military necessity, or otherwise impossible or unreasonable.

(c) Use of Leave Without Pay for Military Purposes.

Employees serving on job appointment, probationary or permanent status, who have either exhausted annual leave and compensatory time or choose not to use their paid leave for military purposes, shall be placed on leave without pay. This period of leave without pay for military purposes shall not exceed six years. After six years, he/she shall be separated from the classified service. This rule does not extend the term of temporary appointments which were made for less than six years; if the original term of the appointment was less than six years, the agency may end the appointment as originally scheduled and the employee may be separated.

(d) Rights Upon Return.

Probational and permanent employees and employees serving on job appointments returning to their classified positions under the provisions of this Rule or Rule 23.15, which governs time frame requirements for restoration to state employment, shall return with such seniority, status, pay, and annual and sick leave accrual rates as they would have had if they had not been absent for military training or military active duty; however, probational status shall be governed by the provisions of Rule 9.3.

(g) The provisions of this section of the rule apply to employees serving on job appointment, probationary or permanent status, who are called to active duty, and who are on Leave Without Pay by choice or because all annual and/or compensatory leave has been exhausted. The provisions of this subsection (g) shall apply retroactively to September 11, 2001. The provisions of this subsection (g) shall NOT apply to employees on "inactive duty for training" (weekend drills).

1. When Military Leave with Pay as provided in Rule 11.26(a) has been exhausted, an employee whose military base pay is less than his state base pay shall be paid the difference between his military base pay and his state base pay in his regular position. Such payment shall be made on the same frequency and manner as the employee's regular state pay, unless other voluntary arrangements are made. Employees receiving the pay differential shall provide to agency officials any documentation appropriate to ensure the payment amount is calculated correctly. Employees who choose to use their annual leave during their period of military absence shall not be eligible for receipt of the pay differential, unless the leave was used between September 11, 2001, and the date of the adoption of this rule, in which case subparagraph (4) shall apply.
2. Employees shall continue to accrue sick and annual leave for the entire period of service, beginning the date of the service. Leave shall be accrued on the same basis as though the employee had not been activated. Leave earned shall be credited to the employee upon his return from active duty.
3. Employees who are on Leave Without Pay shall receive, each calendar year, the full 15-days of Military Leave with Pay provided in Rule 11.26(a)3. The pay differential allowed in 11.26(g)1 shall be suspended until the 15-day Military Leave with Pay period is exhausted and the employee returns to Leave Without Pay status.
4. If paid leave has been used during any portion of service from September 11, 2001, through the date of adoption of this rule, an employee who chooses to use the pay differential option shall have his leave balance reccredited with a leave amount equal to

the value of the pay differential the employee would have received had this rule been in effect on September 11, 2001.

(h) A probationary or permanent employee, who was called to active duty for military purposes and who resigned from state service, may, at his request, and within 90 days of his release from active duty, have his resignation rescinded and become eligible for the benefits of subsection (g) of this rule.

### **Holidays**

An employee, who is required by his appointing authority to work on his official holiday, shall be entitled to compensatory leave or overtime pay benefits as authorized in the Civil Service Rules 21. When a holiday falls on an employee's regular day off, and the appointing authority requires the employee to work on his designated holiday and the actual holiday, the appointing authority shall select only one of the two days as the employee's official holiday for overtime compensation as provided by the Rules contained in the Civil Service Rules 21. The other day is to be compensated as regular overtime work.

## WORKER'S COMPENSATION/LEAVE

To provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by workers' compensation insurance. 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 14 days following the injury. Workers' Compensation is computed at 66 and 2/3% of your average weekly earnings or a maximum not to exceed \$478.00 /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.

An employee may use his accrued sick leave and stays in full pay status with the University or . 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 employees 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.**

## OFFICE OF HUMAN RESOURCES

### Supervisor's Reporting Procedure and Information for Employee Incidents/Accidents

1. Employee notifies Supervisor that he/she has had an incident or accident
2. Supervisor **must** complete the State Employee Incident/Accident Investigation Form (DA 2000), Employer Report of Injury/Illness (DA1973-E1) and an updated job description of the injured employee. Keep a copy in respective area in the employee departmental file and forward the original to the Office of Human Resources immediately. These forms must be filled out completely and turned in even if the employee does not seek medical attention. The Management Page will be completed by a representative in the Office of Safety and Risk Management.

**NOTE: The root cause analysis portion is the responsibility of the immediate supervisor.**

3. Supervisor advises the employee to go to the Office of Human Resources to get additional questions or concerns addressed.
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 the original to the Office of Human Resources. The employee must use his sick leave for all days off. The Human Resources Analyst B must be notified of the time the doctor orders off. 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. Advise employee that all bills that the employee gets from the initial doctor's visit should be forwarded to the Office of Human Resources immediately
6. The employee must bring a doctor's release when he/she returns to work. A copy must be forwarded to the Office of Human Resources.

**Note: Family and Medical Leave Act Leave automatically runs concurrently with all employees on extended Workers Compensation Leave**

DA2000 -

[www.gram.edu/offices/infotech/teleworking/docs/safety/ACCIDENT%20report%20for%20GSU%20Employees.pdf](http://www.gram.edu/offices/infotech/teleworking/docs/safety/ACCIDENT%20report%20for%20GSU%20Employees.pdf)

## OVERTIME POLICY

<https://www.gram.edu/faculty/policies/docs/53029-Overtime%20Policy.pdf>

### Rule 21.7 Definition of State Overtime

When an employee is not entitled to overtime under FLSA, State Overtime is credited as follows:

(a) A day off from work due to paid leave or a holiday observed, is considered a day worked for purposes of State Overtime. This part of the rule allows an employee to earn STATE OVERTIME even when the employee has not worked in excess of 40 hours in a week due to a holiday or leave taken.

(b) **State Overtime** is work performed by an employee at the direction of the appointing authority or his designee for the following:

- **In excess of the employee's regularly scheduled work day.** For example, an employee whose regularly scheduled work day is 8 hours earns State Overtime as soon as he has worked in excess of 8 hours. A non-exempt employee will earn FLSA overtime if this work, at the end of the week, has caused him to work in excess of his normal work period (i.e. 40 hours/week for most employees). For exempt employees, and for non-exempt employees who took leave during the week or observed a holiday during the week and thus did not work in excess of their regular work period, this time worked in excess of the employee's regularly scheduled work day will be State Overtime.
- **In excess of the employee's regularly scheduled work period.** For example, work performed on an employee's normal day off is State Overtime for exempt employees, and is State Overtime for non-exempt employees when it does not cause the employee to work in excess of his FLSA overtime period (i.e., 40 hours per week for most employees).
- **On a holiday, including a designated holiday.** For example, a non-exempt employee who works on a holiday AND also works in excess of his regularly scheduled work period (40 hours/week for most employees) will earn FLSA overtime after the 40th hour has been worked. A non-exempt employee who works on a holiday, but does NOT work in excess of his regularly scheduled work period, will earn State Overtime only. Exempt employees are eligible ONLY for State Overtime, and thus, if they work on a holiday, they may earn State Overtime regardless of the number of hours worked. Remember that "no overtime compensation" is always an option for exempt employees. (See Rule 21.9.)
- **During official office closures.** For example, an employee required to work during an official closure of his agency on a regular workday earns State Overtime. A non-exempt employee who works in excess of his regularly scheduled work period (40 hours in a week for most employees) will earn FLSA overtime. The non-exempt employee will receive State Overtime for work during an official closure and the exempt employee may receive State Overtime for work during an official closure.

**METHODS OF COMPENSATION FOR OVERTIME HOURS WORKED - CIVIL  
SERVICE RULE 21.4**

Compensation for overtime shall be one of the following:

- (a) cash payment at the time and one-half rate; (for each hour actually worked beyond the fortieth hour in a given workweek);
- (b) cash payment at the regular rate;
- (c) compensatory leave earned hour for hour; or
- (d) compensatory leave earned at the time and one-half rate; (for each hour actually worked beyond the fortieth hour in a given workweek).

**NON-EXEMPT POSITIONS**

The appointing authority shall determine, in accordance with Civil Service Rule 21.2, which positions do not meet the criteria to be exempt from the provisions of the Fair Labor Standards Act. In such case it is the responsibility of the appointing authority to notify the Department of Civil Service periodically as to positions in this category which are nonexempt relative to the Fair Labor Standards Act.

**OVERTIME PAY FOR STATUTORY (PAID) HOLIDAYS**

An employee who is required to work by his appointing authority on any University designated holiday will receive overtime pay in accordance with Civil Service Rule 21.7(a) for holiday work.

**ADVANCE APPROVAL OF OVERTIME PAY REQUIRED**

Advance approval is required for overtime pay (cash). Overtime work is not permitted without approval from the supervisor. Overtime should be worked only in special circumstances.

The supervisor should attempt to provide the employee with reasonable notice when the need for overtime work arises. However, advanced notice may not always be possible.

## EMPLOYMENT BENEFITS

### LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM

<https://lasersonline.org/>

The narrative concerning retirement is provided to you for informational purposes only and is not intended to serve as a basis for legal interpretation. Any questions you may have regarding the information presented in this section should be discussed with the University Human Resources Department and then presented to the retirement system in writing if further clarification is needed.

### MEMBERSHIP

**Participation** - Membership in LASERS is mandatory for all state employees whose employing agencies are LASERS participants. The Louisiana State Employees' Retirement System (LASERS) was established by an Act of the Louisiana Legislature in 1946. LASERS administers a qualified pension and retirement plan under section 401(a) of the Internal Revenue Code. LASERS is a trust fund created to provide retirement and other benefits for state officers, employees, and their beneficiaries.

**Contributions** - Any Regular Member of LASERS whose first employment began *on or before June 30, 2006*, pays a contribution rate of 7.5 percent. This means that 7.5 percent of your salary is deducted from each of your paychecks, and placed in a trust account that is used to pay benefits.

Any Regular Member of LASERS whose first employment began *on or after July 1, 2006*, pays a contribution rate of 8 percent.

If you were employed on or before June 30, 2006, but terminated state service and refunded all of your contributions, you will be considered a newly hired employee if you return to state service. If employed as a Regular Member, you will pay a contribution rate of 8 percent.

The employer contribution rate for contributing agencies is set by the Public Retirement Systems' Actuarial Committee (PRSAC) and changes annually. Employer contributions are not credited to individual member accounts but are deposited in the LASERS trust account to help fund the defined benefits payable to all members and their beneficiaries.

**Refund of Contributions** - Persons who leave state service may, under certain circumstances, be eligible for a refund of their accumulated contributions in the retirement system. Accumulated contributions include all employee contributions paid by a member, excluding interest paid on the repayment of a refund. All funds paid to purchase Air Time are considered "accumulated contributions" and will be included in the refund. If you feel that you qualify, contact the human resources office of your **last employing agency** to complete Form 2-01, **Refund of Accumulated Contributions**.

Once the completed form is received, receipt will be confirmed, and you will be notified by mail if any additional information is required. LASERS will issue your refund only after all required documents have been received, and all of your contributions have been processed. Most refunds are paid within 90 days. It is not necessary to contact LASERS regarding the status of your refund.

Refunds of contributions automatically cancel all service credit in LASERS. In other words, a refund cancels your membership in the retirement system, and renders you ineligible for benefits. The refund will only be of your contributions, not your employer's contributions, and will not include interest.

If you received a refund of your contributions, and returned to work in a LASERS-eligible position as a Regular Member after July 1, 2006, the eligibility requirement for retirement is five or more years of service at age 60 or thereafter or 20 years of service at any age, with an actuarially reduced benefit. If you received a refund and returned to work after January 1, 2011, you will be subject to the provisions of Act 992 of the 2010 Regular Session.

The amount of contributions sheltered from federal income tax (amounts paid after January 1, 1984) are subject to federal taxes when refunded, unless the sheltered refund amount is rolled over into another qualified retirement plan (such as an IRA). If not rolled over, these funds are subject to a mandatory 20 percent federal withholding tax. You may also be subject to a 10 percent federal early withdrawal penalty. LASERS does not withhold Louisiana taxes on your refund. An IRS tax notice is attached to each refund application. You should read this tax notice carefully before applying for a refund. The tax notice is a summary and should not be taken as tax advice. **LASERS encourages you to contact a tax consultant to determine if the provisions are applicable to your specific situation.**

To accept a rollover you must have established an account at a financial institution prior to the refund distribution. Your financial institution must complete Form 2-1A, **Authorization for Direct Rollover** verifying your account information. You must submit this form along with Form 2-01, **Refund of Accumulated Contributions**.

Your refund of employee contributions will be mailed to the address indicated on Form 2-01. Your IRS Form 1099R will be mailed at the end of the year to your address on file with LASERS.

### **Hazardous Duty Services Plan (HAZ PLAN)**

Hazardous Duty personnel employed on or after January 1, 2011, and those employees in Hazardous Duty Positions employed prior to January 1, 2011, who made the affirmative choice to join the HAZ PLAN (HAZ PLAN Members).

**Participation** – All campus police officers employed by any institution of postsecondary education, who are P.O.S.T.-certified, who have the power to arrest, and who hold a commission as required for employment as such officers, who are otherwise members of LASERS and are not members of any other retirement system.

Persons whose first employment making them eligible for membership in a state system occurred on or after January 1, 2011, will automatically be enrolled in the HAZ PLAN. Persons employed in these positions prior to January 1, 2011, are eligible to join the HAZ PLAN.

**Contribution Rate** - HAZ PLAN Members pay a contribution rate of 9.5 percent.

**Retirement Eligibility** - If you are a HAZ PLAN Member, you become eligible for retirement upon reaching one of the following criteria:

- 12 years of service credit at age 55
- 25 years of service credit any age

20 years of service at any age, with an actuarially reduced benefit (Deferred Retirement Option Plan [DROP] participation and retirement with an Initial Benefit Option [IBO] are not available to members who choose this option). The actuarial reduction is based on the number of months you are away from HAZ PLAN Regular retirement eligibility. This reduction can be affected depending on whether you are in state service or out of state service at the time of your retirement.

**Status Terminates** - when a member withdraws his accumulated contributions or when a member separates from active service with a retirement allowance, or when a member dies.

## **DISABILITY RETIREMENT**

If you are a Regular Member and become totally disabled and incapable of performing your normal job duties, you may be eligible to start receiving a Disability retirement benefit. Disability retirement must be approved by a LASERS authorized physician.

**Eligibility** You are eligible to apply for Disability retirement if you are a Regular Member, are unable to perform your work duties, and you meet both of the following criteria:

10 years of service at any age  
Active member at the time the disability application is submitted

If you are a Regular Member eligible for Regular retirement, including the 20 years at any age actuarially reduced retirement, you cannot apply for Disability benefits.

## **REGULAR RETIREMENT**

### **Retirement Eligibility (La. R.S. 11:441)**

If you are a Regular Member of LASERS, and were hired ***on or before June 30, 2006***, you become eligible for retirement upon reaching one of the following criteria:

30 years of service at any age  
25 years of service at age 55  
10 years of service at age 60  
20 years of service at any age, actuarially reduced  
(Deferred Retirement Option Plan [DROP] participation and retirement with an Initial Benefit Option [IBO] are not available to members who choose this option). The actuarial reduction is based on the number of months you are away from Regular retirement eligibility. This reduction can be affected depending on whether you are in state service or out of state service at the time of your retirement.

If you are a Regular Member of LASERS hired ***on or after July 1, 2006***, you become eligible for retirement upon reaching one of the following criteria:

5 years of service at age 60  
20 years of service at any age, actuarially reduced  
(Deferred Retirement Option Plan [DROP] participation and retirement with an Initial Benefit Option [IBO] are not available to members who choose this option). The actuarial reduction is based on the number of months you are away from Regular retirement

eligibility. This reduction can be affected depending on whether you are in state service or out of state service at the time of your retirement.

**You cannot use unused annual and sick leave to reach eligibility for retirement. Also, certain service purchases may not be used to meet retirement eligibility.**

**Estimate of Benefits** - If you are within 18 months of retirement eligibility you may request a benefit estimate from LASERS. You may request estimates for the following types of retirement:

Regular retirement  
Actuarially reduced retirement  
Initial Benefit Option (IBO)  
Deferred Retirement Option Plan (DROP)  
Retirement after DROP  
Disability Retirement  
Self-Funded COLA

If you include your balance of unused annual and sick leave on the estimate request, LASERS will provide you with estimates for benefits without credit for unused leave, benefits with credit for unused leave, and the lump-sum payment amount of actuarial value of leave according to La. R.S. 11:424(E). To apply for a benefit estimate, you must submit Form 5-01, *Request for Retirement Benefit Estimate* to LASERS. You may also visit Active Member Self-Service to generate your own estimates. Please see the chapter on the LASERS website for more information.

### **DEFERRED RETIREMENT OPTION PLAN (DROP)**

The Deferred Retirement Option Plan (DROP) is an optional retirement method that allows you to defer your retirement benefit for a maximum period of 36 months while you continue to work. Neither you nor your employer will pay contributions to LASERS, and you do not earn additional service credit during the participation period. Your monthly DROP benefit will be deposited into an individual DROP account which you can access after you have retired. You will continue to earn your regular salary and accrue annual and sick leave while in DROP.

#### **Eligibility**

A Regular Member must be eligible for retirement before participating in DROP. Members who take an actuarially reduced (early) retirement may not participate in DROP.

You may participate in DROP if you have service credit with another retirement system recognized by LASERS pursuant to the provisions of La. R.S. 11:142 (reciprocal recognition). Your combined service credit must meet the minimum eligibility requirements of each retirement system. You must submit an Application for DROP to both of the retirement systems.

### **RETURN OF CONTRIBUTIONS GUARANTEED**

Each member is guaranteed that he and/or his beneficiary or estate shall receive from the retirement system at least an amount equal to his employee contributions in a refund, monthly

benefits or a combination of the two.

## **RE-EMPLOYED RETIREES**

If you retired regularly and return to state service in a LASERS eligible position, you must select from one of three options when you are rehired (if you retired under Disability, see the Disability Retirement section for re-employment options). The selection is irrevocable, and is effective for the full term of your re-employment. If you return to state service in any capacity, you will be considered a re-employed retiree.

Classes of employees that **are** subject to re-employed retiree provisions include, but are not limited to:

Part time

Work-as-needed (WAE), except under the Department of Revenue

Temporary

Job appointments

Seasonal employees

These restrictions do not apply to any member who retired prior to June 30, 2001, was re-employed prior to May 9, 2002, and has remained continually employed. These options do not apply if you are employed in private industry or you are in a public position that is not eligible to participate in LASERS.

## **OPTIONAL MEMBERSHIP IN LASERS**

Membership in LASERS is optional for employees who are age 60 at date-of-hire or age 55 at date-of-hire and have at least 40 quarters in the Social Security system.

**Benefit Payments** - are immediately subject to federal income tax withholding. State employees' group health and life insurance premiums shall be deducted from the retiree's gross retirement benefit if the retiree elects to continue such coverage after retirement. The retirement system provides for automatic direct deposit of monthly benefits to your checking/savings account at any financial institution that is a member of the Automated Clearing House System.

## **SOCIAL SECURITY**

University employees not covered by Louisiana State Retirement, Louisiana Teachers Retirement and excluding those employed as rehired annuitants, are covered by the Federal Social Security program. The employee and the University contribute 6.2% of gross earnings (subject to change).

## TUITION FEE EXEMPTION FOR FACULTY, STAFF, AND DEPENDENTS

– Policy at [GSU website](#)

### [Employees Taking Classes And Use of the Tuition](#)

## EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program or EAP is a University referral assistance program which helps employees and their families resolve problems affecting their personal lives and/or job performance. Besides being confidential, the program is voluntary. The program is designed to allow the employees to seek help on their own. However, referrals to the EAP may be initiated by the Supervisor when a serious job performance problem occurs.

Discussion of the problem is strictly between the employee and the EAP representative, who provides referral literature to the employee for follow-up. The Employee Assistance Program representative is the University's Benefits Coordinator, Room 151 of Long-Jones Hall at phone number 274-2493.

## GROUP HEALTH INSURANCE

**Eligibility for Coverage:** All probational and permanent employees who work 32 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.

**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 07/01/93 - effective; 08/01/93

Example 2: Employed as of 07/15/93 - effective; 09/01/93

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.

## 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.

## **SUPPLEMENTAL GROUP TERM LIFE INSURANCE**

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

## **LONG-TERM DISABILITY (SALARY CONTINUATION)**

This coverage is optional for full-time employees. Program will pay up to sixty percent of salary for total disability.

## **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.

## **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.

## **TAX SHELTERED ANNUITIES**

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

Within limits prescribed by the Internal Revenue Code, the amount of the reduction is not currently taxable as income to the employee. More information can be obtained from the Human Resources Department.

## **Performance Evaluation System (PES)**

The Performance Evaluation System is a tool used to measure individual performance and to develop employees into high-performing individuals. This Performance Evaluation System is effective July 1, 2012, and applies to all classified employees except for those serving as classified When Actually Employed (WAE) employees. The performance evaluation year shall be July 1st through June 30th of each year. The Performance Evaluation System shall consist of at least the following components:

1. A performance plan that lists the performance factors on which the employee's overall performance will be evaluated,
2. A planning session at which the evaluating supervisor and the employee discuss the performance plan,
3. A standard planning and evaluation form approved by the Director,
4. A three-level evaluation system, and
5. A planning and evaluation instruction manual that is accessible to all employees.

### **Evaluating Supervisor**

The President shall designate an Evaluating Supervisor for each employee. Generally, the Evaluating Supervisor should be the person who, in the President's judgment, is in the best position to observe and document the employee's performance. Failure to designate an Evaluating Supervisor shall be a violation of these rules. The Evaluating Supervisor shall be responsible for administering the performance evaluation system for his designated employees in accordance with these Rules and any applicable agency policies. An Evaluating Supervisor who fails to administer the performance evaluation system in accordance with the Civil Service Rules shall not be eligible for a performance adjustment for that year.

### **Second Level Evaluator**

The President shall designate a Second Level Evaluator for each employee. Generally, the Second Level Evaluator is the Evaluating Supervisor's supervisor. The Second Level Evaluator must approve the performance plan and the performance evaluation prepared by the Evaluating Supervisor before they are given to the employee for signature. The Second Level Evaluator shall be responsible for administering the performance evaluation system in accordance with these Rules and any applicable agency policies. A Second Level Evaluator who fails to administer the performance evaluation system in accordance with the Civil Service Rules shall not be eligible for a performance adjustment for that year.

### **Performance Evaluations**

Each employee will be evaluated on his overall performance based on work tasks and behavior standards determined by the evaluating supervisor to be requirements of the employee's job. Additionally, each supervisory employee shall be evaluated on his administration of the performance evaluation system.

## **Performance Plan and Performance Planning Session**

The Evaluating Supervisor will prepare a performance plan at the beginning of each evaluation period. The performance plan shall list work tasks and behavior standards on which the employee's overall performance will be evaluated. These shall be recorded on the planning and evaluation form. The Evaluating Supervisor will obtain the Second Level Evaluator's signature approval of the performance planning and evaluation form prior to presenting it to the employee for final signature. After obtaining the Second Level Evaluator's signature approval of the performance plan, the Evaluating Supervisor will conduct a performance planning session with the employee. During the planning session, the Evaluating Supervisor will present the performance planning and evaluation form to the employee and discuss the performance work tasks and behavior standards on which he will be evaluated and the performance that will be expected of him during the coming evaluation period. The Evaluating Supervisor and the employee shall sign and date the performance planning and evaluation form to document the planning session. The employee shall be given a copy of the form. Should the employee decline to sign the performance planning and evaluation form, the Evaluating Supervisor shall note this on the form and record the date that the planning session occurred. An employee cannot prevent the planning session from becoming official by refusing to sign the form.

Planning sessions shall be conducted during the first three (3) calendar months following:

1. the appointment of a new employee;
2. the permanent movement of an employee into a position having a different position number with significantly different duties;
3. the beginning of the new performance evaluation year (no later than 9/30).

A performance planning session may be conducted when:

1. the employee gets a new Evaluating Supervisor,
2. performance expectations change, or
3. the Evaluating Supervisor deems a performance planning session is appropriate.

## **Overall Performance Evaluation**

At the end of the performance evaluation period, the Evaluating Supervisor will assign one of the three values listed below to the employee's overall performance based upon the work tasks and behavior standards established in the performance plan.

**Exceptional:** Work and behavior consistently exceeded the performance criteria.

**Successful:** Work and behavior met the performance criteria.

**Needs Improvement/Unsuccessful:** Work and/or behavior did not meet the performance criteria.

An Evaluating Supervisor may elect to assign an employee who worked less than three calendar months within the performance evaluation year a default overall evaluation of "Not Evaluated." An overall evaluation of "Not Evaluated" shall have the same effect as an evaluation of "Successful." "Not Evaluated" evaluations may be given only when:

1. the employee is active as of June 30th, the end of the performance year, and
2. the employee has worked less than three (3) months at the evaluating agency within the performance year, and
3. the appointing authority determines that not enough time has elapsed to create an evaluation for the employee.

When an evaluation is in violation of these rules, the employee shall receive an overall evaluation of "Unrated." "Unrated" evaluations shall have the same effect as an evaluation of "Successful."

### **Official Performance Evaluations and Evaluation Sessions**

Official performance evaluations are required for all classified employees except those serving as classified WAE employees. The Evaluating Supervisor shall base the official evaluation of the employee's performance on the work tasks and behavior standards as stated on the performance planning and evaluation form. Official evaluations shall be made after the performance year has ended and must be rendered no later than August 31st. All official overall evaluations will be recorded with an effective date of July 1st. Evaluations become official on the date they are rendered. No evaluations shall be rendered after August 31st. To render an official evaluation, the Evaluating Supervisor will:

1. complete a performance evaluation form after June 30th of the evaluation year,
2. provide documentation to support an evaluation of "Needs Improvement/Unsuccessful" or "Exceptional,"
3. obtain the Second Level Evaluator's signed approval of the evaluation form prior to discussion with the employee,
4. discuss the evaluation with the employee and present the evaluation form to the employee to be signed and dated, and
5. give the employee a copy of the evaluation form with his official overall evaluation noted.

When an employee is not available, the provisions of Civil Service Rule 10.7 shall be satisfied when notification to the employee is made by mail. If the employee is notified by mail, the notification shall be deemed timely if it was mailed to the employee's most recent address on or before August 31st, as evidenced by official proof of mailing. The agency must maintain documentation that the employee was notified on or before August 31st. If the employee declines to sign the performance evaluation form, the Evaluating Supervisor shall note this on the form and record the date that the evaluation session occurred. An employee cannot prevent the evaluation from becoming official by refusing to sign the form. Evaluations of "Unrated" shall be indicated on the final overall performance evaluation form by the Evaluating Supervisor, Second Level Evaluator, or Human Resources officer. An employee shall be notified when he has been assigned an official overall evaluation of "Unrated".

## **Effects of the Needs Improvement/Unsuccessful Evaluation**

An evaluation of "Needs Improvement/Unsuccessful" is not a disciplinary action. Any employee whose official overall evaluation is "Needs Improvement/Unsuccessful" will not be:

1. eligible for a performance adjustment, a promotion or permanent status, or
2. detailed to a higher level position unless approved in advance by the Director of Civil Service.

An employee whose official overall evaluation is "Needs Improvement/Unsuccessful" may be separated or disciplined in accordance with the rules applicable to the employee's status. Permanent employees shall have a right to request a review in accordance with the provisions of Civil Service Rules 10.11 and 10.12.

## **Effect of the Absence of an Official Evaluation**

An employee who is not evaluated in accordance with the provisions of Civil Service Rules shall have an official overall evaluation of "Unrated" on the evaluation effective date of July 1st. Permanent employees shall have a right to request a review in accordance with the provisions of Civil Service Rule 10.11.

## **Record Keeping and Reporting Requirements**

Each completed performance evaluation form shall be kept in the agency Human Resource office or other designated, secure location not accessible to the public, and shall not be considered a public record. Completed forms must be available upon request to the Department of Civil Service for auditing purposes, to other agencies of the State of Louisiana for purposes of checking employment references and to the employee.

## **Agency Review**

A permanent employee who receives an overall performance evaluation of "Unrated" or "Needs Improvement/Unsuccessful" may request an official review of that evaluation by an Agency Reviewer(s). The President will designate the Agency Reviewer or an Agency Review Panel. The Reviewer(s) will not be either the Evaluating Supervisor or the Second Level Evaluator who signed the evaluation being reviewed. The official overall evaluation may only be changed by the Agency Reviewer(s). A request for review must be submitted in writing and be postmarked or received in the employing agency's Human Resources office no later than September 15th following the evaluation year. In the request for review, the employee must explain and provide supporting documentation for the request for review. If the request for review is timely, the Agency Reviewer(s) must review the employee's request, the evaluation given and any supporting documentation provided. The contested evaluation must be discussed with the employee and the Evaluating Supervisor. The Agency Reviewer(s) shall give the employee, the Evaluating Supervisor, and the Human Resources office written notice of the results of their review. This notification shall be provided no later than October 15th. Any change in evaluation shall be retroactive to July 1st. The performance evaluation form, the employee's request for review, the

Agency Reviewer(s)' decision, and the supporting documentation attached to the performance evaluation, as well as any documents requested from the employee or supervisor during the review, shall be maintained in the employee's official personnel file or other secured performance file maintained in Human Resources.

### **Request for Review by the Director of Civil Service**

A permanent employee who receives an overall evaluation of "Needs Improvement/Unsuccessful" following an Agency Review may request to have his performance file reviewed by the Director or the Director's designee. A request for review must be postmarked or received by the Director no later than 10 calendar days following the date the employee received the Agency Review decision. In the request, the employee must explain why he is contesting the decision of the Agency Reviewer(s). If the request for review is timely, the Director or his designee shall obtain and review the employee's performance file. The Director may either affirm the overall evaluation or change the overall evaluation to "Unrated". The Director's decision shall be final. The Director shall provide a written decision to the employee, the Evaluating Supervisor, and the Human Resources Officer no later than thirty (30) calendar days following the date the request for review was received.

## GRIEVANCE PROCEDURE

### PURPOSE OF GRIEVANCE PROCEDURE

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

### APPLICABILITY AS TO JURISDICTION

A grievance procedure is a method of determining the specific cause for a grievance, and finding the best way to resolve it. Such a procedure is intended for use when a dissatisfaction arises in a day-to-day relationship between employees or between an employee and his employer. **Only those grievances which are not appealable to the Civil Service Commission or to the Director of the Department of Civil Service should be processed through the campus grievance procedure. The University's grievance process shall not be used to review or reconsider performance ratings or a procedural violation of the Civil Service Rules found in Chapter 10.**

It is extremely important that employees distinguish between the grievance procedure and appeals to the Director of Civil Service or the Civil Service Commission. The reason is that time limits have been set within which either a grievance or an appeal may be filed. If an employee chooses the wrong forum, he may find that the time limit for the correct procedure has expired by the time he discovers the mistake.

It is not possible to determine in advance all of the types of grievances which should be referred to the grievance procedure and all of the matters which should be appealed to the Director of Civil Service or to the Civil Service Commission. As a general (but not all-inclusive) guide, it can be said that the Commission has in the past assumed jurisdiction over the following types of grievances:

- (1) Removal of a permanent employee for cause.
- (2) Demotion of a permanent employee as a disciplinary action.
- (3) Political, religious, or racial discrimination.
- (4) Suspension without pay as a disciplinary action.
- (5) Discrimination practiced in violation of Civil Service Law or a Civil Service Rule.
- (6) Assignment of "Needs Improvement" or "Poor" service ratings.
- (7) Layoff or layoff avoidance action in violation of Chapter 17 of the Civil Service Rules.

Grievances of the above-listed types and others which are described in Civil Service Rule 13.10 should be filed with the Civil Service Commission as appeals in the manner and within the time limits indicated in the part of the manual dealing with appeals. Other types of grievances should be referred to the local grievance procedure on campus through the EEO Office.

## **GENERAL PROVISIONS**

Nothing herein shall be so construed as to deprive a classified employee of the right of appeal to the Director of Civil Service or the Civil Service Commission in appropriate cases, or to alter or extend the time within which an appeal is required to be filed with the Civil Service Commission, or to alter in any way the Rules of the Civil Service Commission.

The President or his designee's decision shall be final in all cases properly subject to processing through this grievance procedure.

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.

A classified employee selected by a grievant to represent him in the processing of a grievance through this procedure shall, at such times as his supervisor may approve, be granted necessary time off during his working hours to investigate the grievance and represent such other employees without loss of pay and without reduction of any annual or compensatory leave balance.

## 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.

*“Director”* means the Director of Personnel for the Department of Civil Service.

*“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 not appealable to the Director of Civil Service or to the Civil Service Commission,

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

## **POLICY AND GRIEVANCE PROCEDURES**

<https://www.gram.edu/student-life/titleIX/powerbasedviolence/policy-and-grievance-procedures.php>

## APPEALS TO THE CIVIL SERVICE COMMISSION

An appeal may be made to the Commission by:

- (a) Any person in the Classified Service who alleges that he has been discriminated against or subjected to any disciplinary action because of his political or religious beliefs, sex, or race.
- (b) Any person in the Classified Service who, having gained permanent status, alleges that he has been subjected to any disciplinary action or removal in violation of any provision of Chapter 12 of these Civil Service Rules.
- (c) Any person in the Classified Service who alleges that he has been deprived of any right, discriminated against, or adversely affected by the violation of any provision of the Article or of any Rule of this Commission.
- (d) Any person in the Classified Service who shall have failed to obtain relief from an allocation or reallocation of a position to a class or by the Classification Plan or any change thereof after a written request for review thereof by the Director or his representative as provided in Civil Service Rule 5.3 and who alleges that the Director's decision has been discriminatory.
- (e) Any person in the Classified Service who alleges that he has been discriminated against by the application of the Pay Plan or by the application of any change thereof.
- (f) Any person who shall have applied for or been examined for the Classified Service, without having acquired permanent status therein, and who alleges discrimination in the review of his application, admission to an examination, scoring of examinations, the establishment of an eligible list or certification therefrom, or in the Directors decision under Civil Service Rule 7.5(d).
- (g) By any person expressly granted the right to appeal to this Commission by the Article or by any Rule of this Commission.
- (h) Any person who alleges that he has been the subject of discrimination as defined in Rule Civil Service Rule 1.14.1.
- (i) Any person who alleges that he has been discriminated against by any official action taken by the Director.
- (j) Any person seeking a review of a decision made by an appointing authority under the provisions of Civil Service Rule 10.4.
- (k) Any person in the Classified Service who alleges that he has been demoted, dismissed, discriminated against, or subjected to any disciplinary action based solely on the grounds assigned for an unsatisfactory service rating.
- (l) Any applicant for employment in the Classified Service and any employee in the Classified Service who alleges that he has been discriminated against because of his membership

or non-membership in any private organization.

- (m) Any person in the Classified Service who alleges that he has been subjected to any layoff or layoff avoidance action in violation of any provision of Chapter 17 of these Civil Service Rules.

### **Delay for Making an Appeal**

A notice of appeal by an employee to the Civil Service Commission must be in writing. The appeal must be received at the Department of Civil Service within thirty (30) days after:

- (1) the date on which the employee received written notice of the action on which the appeal is based; or
- (2) the date when the employee learned or was aware that the action complained of had occurred when no written notice is required by Civil Service Rules.

Employees are advised to see Chapter 13 of the Civil Service Rules prior to making an appeal to the Civil Service Commission. A copy of Chapter 13 of the Rules may be obtained from the University Human Resources Department in Long-Jones Hall, room 148.

## **PROHIBITED POLITICAL ACTIVITIES**

### *State Civil Service Chapter 14*

<https://www.civilservice.louisiana.gov/CSRules/Chapter14.aspx>

## **FACILITIES AND SERVICES**

### **UNIVERSITY LIBRARY**

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

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

### **INTRAMURAL COMPLEX**

The Intramural Complex is open to Grambling State University students, faculty and staff and their spouses at designated hours. No children are allowed.

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

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

### **OFFICE OF HUMAN RESOURCES MANAGEMENT**

The Office of Human Resources encourages employees to come by when information or advice is needed. However, appointments should be made in advance when an employee needs to seek advisement from one of the staff. All information regarding employee records are held in complete confidence and are available only to direct supervisors and other limited personnel on a need-to-know basis. Employees may review their own personnel file in the presence of a staff member from the Human Resources Office.

The Director of Human Resources shall be responsible for representing the University to the Department of Civil Service. Official University correspondence and contact with the Department

of Civil Service shall be conducted by the Office of Human Resources. This is not to deprive employees of the right to contact the Department of Civil Service relative to any problems concerning them. However, employees should indicate to the Department of Civil Service that they are not representing Grambling State University when contacting them about an individual matter.

## **IDENTIFICATION CARDS**

Identification Cards are issued to employees who are on a regular appointment basis. ID cards may be obtained from the Campus Card Services.

## **INSURANCE DEDUCTIONS**

Deductions for insurance programs are figured on 24 pay periods a year for twelve-month employees and 18 pay periods a year for nine- and ten-month employees. It should be noted that biweekly employees (12-month pay basis) are paid 26 times a year. Therefore, there are two months a year in which an employee receives three payroll checks. No insurance is withheld from the third pay check, with the exception of long-term disability.

## **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 is 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 Student Union Building. Mail leaves daily from the Student Union at 9:30 AM and 3:30 P.M. The use of University letterhead and meter mail for personal mailing and non-university business is prohibited.

## **LONG-DISTANCE TELEPHONE ACCESS CODE**

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

## **LOYALTY OATH**

Each new employee is required by State law (Act 284 of 1950) to complete an appointment affidavit, which is essentially a loyalty oath, within 15 days following their appointment. The form is retained in the employee's personnel file.

## **MEDICARE DEDUCTIONS**

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

## **OBSERVANCE OF HOLIDAYS**

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

## **OUTPROCESSING/SEPARATION**

Employees separating from the University must give a two-weeks advance written notice to their immediate supervisor and the President to remain in good standing with the 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, an Inventory Clearance form, and an Exit Interview form. It is the responsibility of the separating employee to turn in all University property, such as uniforms (if applicable), keys, ID. 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 Human Resources Department. Exit documents will be provided to the employees upon receipt of an official response from the President.

## **PAY PERIODS**

Civil Service employees are paid on a biweekly basis with payroll checks issued every other Friday. All classified employees will receive their paychecks one week after the close of their biweekly work period.

## **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 Human Resources Department advised as to changes in tax exemptions, marital status, and home addresses. **It is especially important to keep life insurance and retirement beneficiary information current.**

## **REST PERIODS (BREAKS)**

The policy on rest periods is a University policy and not one that is governed by the Department of Civil Service. Each department has the authority to establish its own procedures relative to rest periods. However, certain guidelines must be followed, They are: (1) No rest period shall exceed 15 minutes; (2) rest period time shall not be added to the lunch hour or other off-duty time; (3) rest period time cannot be accumulated to provide for a prolonged rest period; and (4) the scheduling of a rest period for an employee should not interfere with the department's normal function.

## **SECURITY REQUIREMENTS FOR EMPLOYEES**

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

1. Employees shall immediately report all security risks (i.e., suspicious persons, open windows after business hours, broken locks, etc.) to the University Police department.
2. Employees must immediately report lost, stolen or damaged items such as University keys and property to their supervisor and the University Police department.
3. Employees are subject to search and questioning when probable cause exists and when such action is necessary to maintain security.

The University will not tolerate any crime, no matter how petty; and, employees who commit crimes will be disciplined appropriately.

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 any 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 its employees is to be considered conflict of interest and is forbidden.

## **STANDARD WORKWEEK**

The standard workweek for classified employees of the University is from 00:01 Saturday to 24:00 hours Friday. Any exceptions to the standard University workweek must be approved in writing by the appointing authority.

Grambling State University adheres to Civil Service Rule 11.1(a) which states that the workweek of a full-time employee in the classified service will be forty hours.

## **UNIFORMS**

Certain departments within the University may require classified employees to wear uniforms as a condition of employment. The uniform policy is not listed here, but is distributed to employees when the uniforms are issued. Violation of the uniform policy by an employee can result in loss of pay and disciplinary action. A copy of the uniform policy can be obtained upon request from the employee's department in which he works.

## **UNION MEMBERSHIP**

Grambling State University has an Employee Union-Local No. 886, Council 17, of the American Federation of State, County and Municipal Employees (AFSCME). It is the policy of this agency and the Department of Civil Service that no benefits will accrue to or be denied any employee by virtue of membership or non-membership. Union dues are payroll deductible on authorization by the employee. The deduction will be continued for the duration of employment unless the employee formally withdraws from the Union in accordance with the agreement.

Employees who are officers of the union (including stewards) will be authorized the use of special leave for attending state meetings. Employees who are not officers of the Union are required to use annual leave or compensatory leave if approved by the supervisor.

## EMERGENCY PROCEDURES

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

### A. Emergency Phone Numbers

**POLICE**                      Extension 2222 or 3217  
**OR**  
**AMBULANCE**                Extension 2222 or 3217

### B. 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.

1. Notify University Police at extension 2222 or 3217.
2. If an ambulance is required, you will call extension 2222 or 3217.

Be prepared to tell University Police:

1. **Nature** of the emergency
2. Exact **location** of the victim
3. Your **name** and **address**
4. **Do not** hang up until advised that it is all right to do so

### C. Fire and/or Explosions

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

Procedure:

1. Notify and/or remove all persons in immediate danger.
2. Pull the **Fire Alarm**. The building alarm rings only in some buildings.
3. Immediately report the fire by calling extension 2222 or 3217.
4. Without endangering yourself or others, attempt to extinguish a minor fire,

When calling University Police at extension 2222 or 3217, be prepared to tell:

- a. **Location** of incident
- b. Any **injuries**
- c. The current situation

- d. Your name

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

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

5. If the fire does not extinguish, or if you feel the fire cannot be extinguished:
- a. **EXIT** the building, close door behind you,
  - b. **USE** the nearest stairwell
  - c. **DO NOT** use the elevator!!
  - d. **ASSIST** the physically challenged in exiting the building.
6. Remain in the vicinity to assist response personnel.

## THE ALMA MATER

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

*Old Grambling, dear Grambling  
We love thee, dear old Grambling  
Long may thee stand 'till 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