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FOREWORD

This Staff Handbook is a basic reference concerning policies and procedures, privileges and opportunities, and obligations and responsibilities affecting employees of Louisiana State University and Agricultural & Mechanical College. Intended as a convenient guide, this Handbook does not contain every policy and has only excerpts from others. You may obtain complete information from the actual policy documents located in offices of deans and directors on campus or on the LSU* Web site (www.lsu.edu). These include the following:

- **Bylaws and Regulations of the Board of Supervisors**—comprehensive policies concerning the entire LSU System.
- **Permanent Memoranda (PM)**—policies concerning the various campuses in the LSU System, issued by the Office of the President.
- **Policy Statements (PS)**—the official governance documents for the University administration and faculty, issued by the Office of the Chancellor.
- **LSU General Catalog**—policies and descriptions concerning the University’s structure and academic programs, including policies and programs of the Graduate School.
- **Code of Student Conduct**—issued by the Office of Student Life & Academic Services.
- The **LSU Handbook of Rights and Responsibilities in the Student-University Relationship**—policies concerning student governance, issued by the Office of Student Life & Academic Services.
- **Finance & Administrative Services Operating Procedures (FASOP)**—policies governing the conduct of University business activities, issued by the Office of Finance & Administrative Services.

Information contained in this Handbook does not create any contractual rights for University employees. This Handbook neither incorporates nor adopts the Constitution and Bylaws of the Staff Senate, which are provided in Appendix D for the convenience of the staff.

Policies contained in this Handbook do not increase or diminish the legally enforceable rights of the University and its employees. The misapplication or failure to follow any specific provision in this Handbook should not be grounds for setting aside or modifying any employment decision when it has been determined by appropriate administrative authority that the decision was fairly made and is in the best interest of the University. Because the University is the initiator of change and is also subject to various external legal and regulatory forces requiring change, the information in this Handbook will be revised as the University determines that conditions warrant. Refer to the LSU Human Resource Management Web site (www.lsu.edu/hrm) for the most current revisions of this Handbook.

*All references in this publication to “Louisiana State University,” “LSU,” or “the University” are to be understood as meaning the institution in Baton Rouge (the official name of which is Louisiana State University and Agricultural & Mechanical College, Baton Rouge). Any reference to the LSU System or to any other institution within the System is clearly indicated.*
LOUISIANA STATE UNIVERSITY

LSU today holds a prominent position in American higher education and is committed to meeting the challenge of pursuing intellectual development for its students, expanding the bounds of knowledge through research, and creating economic opportunities for Louisiana. LSU is in a state of dynamic transformation—changing and evolving to meet the needs of its students, faculty, and the people of Louisiana. LSU 2010, the national flagship agenda, brings into focus the University’s commitment to excellence at every level. The goal of this agenda is to have LSU reach the upper tier of national prominence by the year 2010, the University’s 150th anniversary.

LSU is one of only 25 universities nationwide designated as both a land-grant and sea-grant institution and was designated a space-grant institution in 2005. It also holds the Carnegie Foundation’s designation as a Doctorate-granting University, with very high research activity.

The chief administrative officer of LSU is the chancellor. Directly responsible to the chancellor are the executive vice chancellor and provost, vice chancellor of communications and university relations, president of the LSU Foundation, president of the Alumni Association, and the athletic director. The vice chancellor for finance & administrative services and comptroller, vice chancellor for research and economic development, vice chancellor for strategic initiatives, and vice chancellor for student life and academic services report to the executive vice chancellor and provost, except that the vice chancellor for finance and administrative services, in fiduciary matters and in his or her role as comptroller, reports directly to the chancellor.

TYPES OF EMPLOYEES

LSU employees include the following:

- **Faculty Members**—Faculty members are full-time members of the academic staff, holding the rank of instructor or above, and equivalent ranks.

- **Other Academic Employees**—“Other academic employees” includes part-time members of the academic staff and full-time members of the academic staff below the rank of instructor, or equivalent. Employees with academic responsibilities who do not hold faculty rank are also included in this classification. For the purpose of this Handbook, this category also includes part-time faculty (instructors and above); clinical, teaching, research, and library associates; lecturers; and adjunct faculty. Employees in this category are sometimes termed “nonfaculty academic.”

- **Professional Employees**—This category includes administrative officers and professional staff, as well as all employees in positions exempt from the provisions of the State Civil Service System. Employees in this category are sometimes termed “unclassified.”

- **Classified/Civil Service Employees**—Classified/civil service employees are all employees in positions covered by the provisions of the State Civil Service System. All actions affecting classified employees are made in accordance with civil service rules and regulations.

EMPLOYEES EXCLUDED FROM THIS HANDBOOK

Although LSU’s exceptionally large student staff makes a continuing contribution to the University, student employees are temporary and, as such, are not eligible to receive employee benefits. For the same reason, temporary or contingent (formerly known as transient) employees, hired for a maximum of 180 days and 120 days respectively, are not eligible for employee benefits. These two groups are thus excluded from the provisions of this Handbook. Faculty members, including part-time faculty at the rank of instructor or above, are also excluded, as all policies and benefits applying to them are described in the Faculty Handbook.

LEGAL COUNSEL

University operations are increasingly affected by law and by various regulations having legal effect. Pursuant to the provisions of Louisiana Revised Statutes 9:2798.1, “Liability shall not be imposed on public entities or their officers or employees based upon the exercise or performance or the failure to exercise or perform their policy-making or discretionary acts when such acts are within the course and scope of their lawful powers and duties.” Furthermore, in accordance with Louisiana Revised Statutes 13:5108.1, the state will indemnify University officers and employees from financial loss arising out of claims brought by reason of the negligence or other act of the officer or employee, provided that the officer or employee was acting in the discharge of his or her duties and within the scope of his or her employment and was not committing a wrongful act or engaging in gross negligence. The officer or employee must provide a copy of the pleading to the attorney general’s office within five days of the date the pleading was served in order to preserve the right to indemnification.
It is, therefore, a matter of some importance to the staff to be familiar with University policy and procedures. University policy is stated in a number of documents with which employees should be familiar. A complete index of Policy Statements is provided in Appendix B of this Handbook. These documents are on file in departmental and college offices; individual copies are available through the Office of the Chancellor and on the University’s Webpage (www.lsu.edu).

University personnel may not contact University attorneys without prior approval from the appropriate vice chancellor.

NEW EMPLOYEES—GETTING STARTED

► PAYROLL

If you are a classified employee, you will be paid biweekly. If you are an academic or professional employee, you will be paid monthly. If you are on academic-year appointment, you may have your salary reappropriated and distributed over 12 months instead of nine months.

All employees are required to participate in direct deposit. Therefore, your earnings will be deposited by the University directly into the bank account you designate. Forms to sign up for direct deposit are part of the orientation package or may be obtained in the Office of Accounting Services.

Upon your request, the Office of Accounting Services will deduct (in addition to regular insurance, retirement, and tax deductions), parking fees, tax-sheltered annuity payments, Credit Union payments, United Way donations, U.S. Savings Bond purchases, your deferred tuition and/or deferred tuition for your dependents, Lab School tuition, season athletic ticket purchases, and membership fees for the Faculty Athletic Club, Student Recreational Sports Complex, and various other campus organizations.

Any change in the number of dependents claimed or your address should be reported immediately to the Office of Human Resource Management.

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

► PARKING

The University is committed to providing adequate on-campus parking for all students, employees, and visitors who use an automobile as transportation to and from campus. The LSU campus is designated as a “walking” campus, with traffic restricted in some areas during the work day.

To park a vehicle on campus, you must register with the Office of Parking, Traffic, & Transportation, Public Safety Building, South Stadium Road. Office personnel will assist you in selecting a parking plan to suit your needs.

LSU and Southern University “hangtags” are recognized as valid parking tags on either campus.

The Visitor Center, the central point of contact for visitors to campus, provides information, maps, and parking passes to any office or event at LSU.

Additional information about parking may be obtained by calling 578-5000.

► IDENTIFICATION CARDS

The Tiger Card is LSU’s official identification card. The Tiger Card is issued to all eligible employees by the Tiger Card Office, 207 Union Building. The Tiger Card is used as a means of identification and to give you access to a number of campus services, including use of the LSU library, a 10 percent discount on most items at the LSU Bookstore (including the e-Commons coffee shop), and admission to cultural and athletic events and facilities.

Your Tiger Card can also be used to make purchases on and off campus. Using the TigerCASH program, you can use your Tiger Card at vending machines across campus, all on-campus dining facilities including the Faculty Club, and even select dining and retail facilities off-campus. You will never have to carry cash on campus again! For more information about your Tiger Card, go to www.lsu.edu/tigercard and click on the “Faculty and Staff” button.

► HOURS

The standard University workday is eight hours—usually 8 a.m.–4:30 p.m., Monday through Friday, with a half-hour lunch break from noon to 12:30 p.m. Some departments deviate from this schedule to meet their special needs.

► BREAKS

The University provides employees two 15-minute breaks, or rest periods, per day—preferably around the middle of each half-shift, i.e., for office staff, midmorning and midafternoon. Time for these breaks cannot be accrued, nor should it be used to extend your lunch period or
shorten your scheduled workday. No charge is made to paid leave or leave without pay for such breaks.

**COMPUTING**

You will be issued a PAWS (Personal Access Web Services) account and password at the new employee orientation session. PAWS is an electronic portal providing you with access to a suite of services via the Web, including payroll information, grade posting, and e-mail. As an employee, you are granted certain privileges and incur certain responsibilities, as outlined in the LSU Computer Usage Policy (PS-107, Use of Computing Resources). Because your PAWS account provides access to your personnel information, you are reminded to maintain the privacy of your password.

For additional information about computing services available to employees, contact the Information Technology Services Help Desk at 578-3375 or refer to the Information Technology Services Web site at www.lsu.edu/its.

**INSURANCE BENEFITS**

**MEDICAL INSURANCE PLANS**

LSU offers you and your eligible dependents financial protection against a wide range of health care expenses resulting from illness or injury. As part of LSU’s continuing effort to provide benefits to meet the varying needs of its employees, a choice of health insurance plans—including, but not limited to the following plans offered by the Louisiana Office of Group Benefits: Health Maintenance Organization (HMO), Preferred Provider Organization (PPO), Exclusive Provider Organization (EPO), a Managed Care Option (MCO), and an LSU System Health Plan, which is a consumer-driven health care option. For more information about the options available to you, see your Employee Benefits Booklet.

Your premiums for medical, vision, dental, and Group Benefits Life Insurance are eligible for tax sheltering under the Tax-Saver Premium Only Plan.

**Eligibility**

As an active employee of LSU, you are eligible for insurance benefits, provided you are employed at 75 percent of full-time effort or greater (30 hours/week) for a duration of 121 days or greater.

**Effective Date of Coverage**

If you enroll within your first 30 days of full-time employment, your health or supplemental insurance coverage will be effective the first of the month following your first full calendar month of employment. For example, if your date of hire is August 20, your effective date of coverage is October 1. Please note that the effective date of coverage for Accidental Death and Dismemberment and Long-Term Disability Insurance is the first of the month following your full-time hire date.

If you enroll yourself and/or your dependents into a health plan after your first 30 days of employment, you are considered a late applicant. Paperwork to apply as a late applicant is due in HRM by the 14th of the month for coverage to be effective the first of the following month. For example, for coverage effective October 1, your completed application is due by September 14.

All employees, whether applying as a timely or late applicant, must provide proof of prior insurance coverage in order to avoid a one-year preexisting condition exclusion.

**Premiums for Medical Insurance**

The state (LSU) contributes 75 percent of each employee’s premium and 50 percent of the dependent premium. You are responsible for the remaining portion of your premium.

**Continuation of Medical Insurance at Retirement**

You may continue your medical plan upon retirement if you meet the eligibility requirements for age and years of service under the Teachers’ Retirement System of Louisiana (TRSL) or Louisiana State Employees’ Retirement System (LASERS). If you are a member of TRSL’s Optional Retirement Plan, you must meet the eligibility requirements, as defined by the TRSL, to continue coverage.

If you begin participating in a health plan through the State of Louisiana on or after January 1, 2002, the state subsidy of your premium after retirement will be based on the number of years you have participated in a Group Benefits program, such as the PPO, HMO, or LSU System Health Plan. The following schedule is used in determining the state’s subsidy of a retiree’s premium:
• 10 years or less of participation—19 percent of premium paid by the state
• More than 10, but less than 15 years of participation—38 percent of premium paid by the state
• More than 15, but less than 20 years of participation—56 percent of premium paid by the state
• 20 or more years of participation—75 percent of premium paid by the state

*If you elect to cancel medical insurance as a retiree, coverage can only be reinstated under very limited provisions (see plan document for explanation).

Premiums for Group Benefits Life Insurance
The state (LSU) contributes 50 percent of each employee’s premium for term life insurance. You are responsible for the remainder of the employee premium and 100 percent of the dependent life insurance premium.

Premiums for Supplemental Insurance Benefits
You are responsible for 100 percent of these premiums.

SUPPLEMENTAL INSURANCE PLANS
In addition to the medical insurance plans, LSU also offers you and your family a variety of supplemental benefits including the following:

• Accidental Death and Dismemberment Insurance—insurance coverage in the event you are killed or dismembered in an accident, either on or off the job.
• Long-Term Disability Insurance—financial insurance protection that covers 60 percent of your annual salary once an elimination period of 90 days has been met and all sick leave has been exhausted.
• Comprehensive Dental and Vision Insurance
• Term Life Insurance
• Long-Term Care Insurance—coverage is available for both you and your spouse, as well as your and your spouse’s parents and grandparents.
• Flexible Benefits Plans—The Premiums Only Plan (POP) allows you to tax-shelter eligible premiums under Section 125 of the IRS Code. Flexible Spending Accounts allow you to tax shelter day care and non-reimbursable medical expenses through payroll deduction. The amount you tax-shelter is subject to IRS guidelines. Reimbursement is made directly to your checking account.

For more information about the options available to you, see your Employee Benefits Booklet.

LEAVE WITHOUT PAY
If you are on leave without pay (LWOP) you may continue your medical and supplemental insurance coverage for a period not to exceed one calendar year, but you must pay both the employee and employer premiums unless the leave is under the provisions of the Family and Medical Leave Act.

ANNUAL ENROLLMENT
April is designated each year as “Annual Enrollment” month. During this month, you may switch medical insurance carriers, enroll in or drop from the Flexible Benefits Plan, enroll in or drop from the dental or vision plan, or electively drop dependents carried under the medical, dental, or vision plans. The effective date of such changes made during “Annual Enrollment” is July 1.

RETIREMENT OPTIONS
With few exceptions, the State of Louisiana does not participate in the Social Security program. If you are enrolled in a Louisiana state retirement plan (described below), you do not pay Social Security tax; however, if you were hired after April 1, 1986, you are required to pay the Medicare portion of the FICA tax (1.45 percent of your salary).

If you are a classified/civil service employee with an appointment of greater than 50 percent of full-time effort and greater than two years, you will be automatically enrolled in the Louisiana State Employees’ Retirement System (LASERS). This membership is required.
RETIREMENT FOR EMPLOYEES ON A J OR F VISA

If you are an employee on a J or F visa, you are not eligible for membership in a retirement plan and, in most situations, you are not subject to Social Security and Medicare taxes; however, once you meet the Internal Revenue Service (IRS) test for “substantial presence” in the U.S., you must pay FICA tax. For more information, see IRS Publication 519, U.S. Tax Guide for Aliens, or call the LSU Payroll Office, 578-3321.

LASERS

LASERS is a defined-benefit plan that was first established by an act of the Louisiana Legislature in 1946. This plan allows both you and LSU to make contributions to a pool of funds from which you receive a retirement income, based on a benefit formula. Detailed information about LASERS is provided in the Membership Handbook.

If your appointment is 50 percent or less, if you are 60 years of age or more at the time of employment, or if you are 55 years of age or more at the time of employment and have paid at least 40 quarters into Social Security, your membership in LASERS is optional. You need to discuss this option with a Human Resource Management representative.

TEACHER’S RETIREMENT SYSTEM OF LOUISIANA

Teacher’s Retirement System of Louisiana (TRSL), a defined benefit plan first established in August 1936, is the largest public retirement system in Louisiana. This plan allows both you and LSU to make contributions to a pool of funds from which you receive a retirement income, based on a benefit formula. Detailed information about TRSL is provided in the Membership Handbook.

If you are a staff member with an appointment of 51 percent or greater effort and you are appointed for more than two years, you are eligible for membership in TRSL or in an Optional Retirement Plan (ORP). If you do not make an alternate selection, your membership will default to TRSL.

OPTIONAL RETIREMENT PLAN

The Optional Retirement Plan (ORP), an alternative plan to TRSL, was first offered to Louisiana state employees in 1990. ORP is a defined-contribution plan to which both you and LSU make contributions that are invested in a retirement annuity contract in your name. ORP benefits are paid in the form of a lifetime income and, except for death benefits, lump-sum roll-overs or single-sum payments are not permitted. Three approved ORP carriers are ING Financial Services, Teacher’s Insurance and Annuity Association, and Variable Annuity Life Insurance Company. For more information on these providers, refer to your Employee Benefits Booklet. Please be aware that the decision to enroll in ORP is irrevocable.

LOUISIANA DEFERRED COMPENSATION PLAN / SOCIAL SECURITY

If you are a staff member with an appointment of less than 51 percent of effort, or you have an appointment of less than two years, you will be enrolled in Social Security with a chance to elect either an Optional Retirement Plan or a Louisiana Deferred Compensation Plan. This is one of the few exceptions in which you, as a Louisiana state employee, are permitted to pay Social Security tax. LSU matches your contribution of 6.2 percent dollar for dollar.

In lieu of Social Security, the Louisiana Deferred Compensation Plan (DCCL) offers you, as an LSU employee, a government-approved savings incentive program. You are eligible to either withdraw or roll over both your contribution and LSU’s contribution at the time your LSU employment terminates, without incurring an early withdrawal penalty.

TAX DEFERRED SUPPLEMENTAL RETIREMENT ACCOUNTS

Supplemental Retirement Accounts (SRAs) for employees of the University permit you to reduce your current federal and state income tax by setting aside a portion of your salary toward the purchase of annuities, stocks, and bonds. Income tax on the diverted income is postponed until benefits are withdrawn. This can result in substantial tax savings for you, in addition to supplementing your retirement income.

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

University employees (including student workers) are covered by the Louisiana Workers’ Compensation Law. This law is designed to protect you from loss of income due to injuries occurring on the job. Every person performing services within the normal course and scope of employment is covered by this program. The Office of Risk Management, Suite 124, Public Safety Building, South Stadium Road, can furnish details.

**HOLIDAYS**

If you are employed on an academic-year basis, your holidays are the same as those for students. If you are employed on a fiscal-year basis, the University holiday schedule (PS-31), issued annually, provides 14 holidays. Because of its unique nature, the University does not follow the state holiday schedule exactly; however, the number of holidays for state employees and University fiscal-year employees is intended to be the same each year. No holiday payment will be made for any holiday(s) that intervenes while you are on leave without pay status.

**LEAVE FROM THE UNIVERSITY**

► **ANNUAL LEAVE**

Annual (vacation) leave is leave with pay that you are granted for the purpose of rehabilitation, restoration, maintenance of work efficiency, or transaction of personal affairs. Annual leave may be used for any personal purpose at any time after it is credited, if approved by your department (see PS-12, Leave Guidelines).

If you are employed on a fiscal-year basis but are to be transferred to an academic-year basis, you should be permitted, where feasible, to take any accumulated annual leave prior to the effective date of such change in status. Any annual leave not taken by the effective date of such change in status is to be retained to your credit for future use if you change back to a fiscal-year appointment, or for payment and/or service credit upon separation or retirement from the University, in accordance with applicable policies.

Annual leave is granted at the convenience of the University for either periods of long (one week or more) or short (less than one week) duration. Long-duration leave is granted to you as an employee by your supervisor, and is based on the department’s workload, as well as the scheduled vacations of fellow employees. You should make written application for this type of leave at least one week in advance. Normally, leave for short periods is more disruptive than leave for longer periods because of difficulties with work schedules. Approval for short-duration leave is based on the department’s workload and your work and attendance record. You should apply for such leave in writing to the appropriate supervisor for approval at least one day prior to the requested leave date. When a justifiable emergency situation occurs, your supervisor may waive the one-day notice.

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

Under University regulations, annual leave cannot be advanced if you have used all your annual leave credit. The minimum charge to annual leave cannot be less than one-half hour except in the case of Family and Medical Leave, when the minimum charge to annual leave shall not be less than one-tenth (0.1) of an hour or six minutes.

The amount of annual leave you earn is based on your length of service and is credited at the end of each regular pay period. All classified employees accrue leave in accordance with the civil service leave schedule (see the following table).
Civil Service Schedule

There is no limit on total accumulation. Equivalent rates are based on full-time employment. If you are a part-time employee, you will accrue leave in proportion to your assigned percent of effort.

This leave schedule applies to all classified employees covered by civil service annual leave regulations.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount of Annual Leave Accrued for Each Hour in Pay Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>.0461 hour of leave accrued (equivalent to 8 hours or 1 workday per month)</td>
</tr>
<tr>
<td>Between 3 and 5 years</td>
<td>.0576 hour of leave accrued (equivalent to 10 hours or 1.25 workdays per month)</td>
</tr>
<tr>
<td>Between 5 and 10 years</td>
<td>.0692 hour of leave accrued (equivalent to 12 hours or 1.5 workdays per month)</td>
</tr>
<tr>
<td>Between 10 and 15 years</td>
<td>.0807 hour of leave accrued (equivalent to 14 hours or 1.75 workdays per month)</td>
</tr>
<tr>
<td>15 years or more</td>
<td>.0923 hour of leave accrued (equivalent to 16 hours or 2 workdays per month)</td>
</tr>
</tbody>
</table>

Regular members of the academic and professional staff on fiscal-year appointment at greater than 50 percent effort may elect to accumulate annual leave in accordance with one of the following schedules. This decision is irrevocable.

Accrual of Annual Leave—Schedule I

There is no limit on total accumulation. Equivalent rates are based on full-time employment. If you are a part-time employee with greater than 50 percent effort, you will accrue leave in proportion to your assigned percent of effort.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount of Annual Leave Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>8 hours or 1 workday per month</td>
</tr>
<tr>
<td>Between 3 and 5 years</td>
<td>10 hours or 1.25 workdays per month</td>
</tr>
<tr>
<td>Between 5 and 10 years</td>
<td>12 hours or 1.5 workdays per month</td>
</tr>
<tr>
<td>Between 10 and 15 years</td>
<td>14 hours or 1.75 workdays per month</td>
</tr>
<tr>
<td>15 or more years of service</td>
<td>16 hours or 2 workdays per month</td>
</tr>
</tbody>
</table>

Accrual of Annual Leave—Schedule II

Equivalent rates are based on full-time employment. If you are a part-time employee with greater than 50 percent effort, you will accrue leave in proportion to your assigned percent of effort.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount of Leave Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10 years</td>
<td>14 hours or 1.75 workdays per month, with total accumulation limited to 22 workdays</td>
</tr>
<tr>
<td>Between 10 and 15 years</td>
<td>14 hours or 1.75 workdays per month, with no limit on total accumulation</td>
</tr>
<tr>
<td>15 or more years</td>
<td>16 hours or 2 workdays per month, with no limit on total accumulation</td>
</tr>
</tbody>
</table>

SICK LEAVE

Sick leave is leave with pay that you may be granted if you are disabled as a result of accident or illness and are unable to perform your usual duties and responsibilities. Sick leave is also used for childbirth and for medical, dental, or optical consultation or treatment (see PS-12, Leave Guidelines). Temporary employees and employees appointed at 50 percent effort or less do not accrue sick leave.

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

Sick leave may be used any time after it is credited. The minimum amount you may charge to sick leave cannot be less than one-half hour except in the case of Family and Medical Leave, when the minimum charge to sick leave shall not be less than one-tenth (0.1) of an hour or six
minutes. Sick leave may not be used for the purpose of child rearing. Nonemergency medical/
dental appointments are subject to approval by your supervisor, based on business necessity.

There is no limit on the amount of unused sick leave you may accumulate, but University
policy does not permit sick leave to be advanced to you if you have used all your sick-leave credit.
If you are an academic or professional employee, you will accrue sick leave according to the
following schedule.

**Accrual of Sick Leave**

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount of Sick Leave Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>8 hours or 1 workday per month</td>
</tr>
<tr>
<td>Between 3 and 5 years</td>
<td>10 hours or 1.25 workdays per month</td>
</tr>
<tr>
<td>Between 5 and 10 years</td>
<td>12 hours or 1.5 workdays per month</td>
</tr>
<tr>
<td>Between 10 and 15 years</td>
<td>14 hours or 1.75 workdays per month</td>
</tr>
<tr>
<td>15 or more years of service</td>
<td>16 hours or 2 workdays per month</td>
</tr>
</tbody>
</table>

There is no limit on total accumulation. Rates are based on full-time employment. If you are
a part-time employee (greater than 50 percent effort), you will accrue leave in proportion to
your assigned percent of effort.

As an academic or professional employee, if you are absent from work for 10 or more work-
days, you will be required to submit written certification from a registered physician or other
acceptable proof of disability. Written certification may be requested for shorter periods when
circumstances so warrant.

If you are a classified/civil service employee, you will earn sick leave at the same rate at
which you accrue annual leave. See the “Civil Service Schedule” in this Handbook. As a classified
employee, if you are absent from work two days or less, normally no certification is required;
if you are absent between three and five days, your supervisor may require certification from
a registered physician or other acceptable proof of illness. If you are absent for more than five
working days, you will be required to submit written certification from a registered physician or
other acceptable proof of disability.

The need for written proof of short-term illness (including that of two days or less) will be
determined based on your attendance record and other matters of which your supervisor may
have knowledge. Disciplinary action may be taken against you if you abuse the sick leave privi-
lege.

If you are unable to perform the essential duties of your position due to disability, you
should contact the Employee Relations Section, Office of Human Resource Management, to
request an accommodation.

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**CIVIL, EMERGENCY, AND SPECIAL LEAVE**

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

- If you are performing jury duty.
- If you are subpoenaed to appear as a witness before a court, public body, or com-
  mission (a request for such appearance from appropriate authority may be honored
  without issuance of subpoena), provided that, for these purposes, a plaintiff or
  defendant shall not be considered a witness.
- If you take a state civil service examination or take any other examination pertinent
to your employment at the University. Scheduling of such examinations is subject to
departmental approval.
- If you are required to perform emergency civil duties in connection with national
defense or other civil emergencies.
- If you, as a member of the National Guard, are ordered to active duty because of a
  specified emergency situation that threatens peace and property.
- If you are required to report for a preinduction physical exam for possible entry into
  the U.S. military forces.
- If your scheduled workday is between the hours of 7:30 a.m. and 5 p.m. on an elec-
tion day and you are unable to vote prior to or after your workday, up to two hours
of leave may be allowed for you to vote within a 30-mile radius or within the parish
where you are employed. You may be granted up to four hours of leave with pay to
vote within a 31–60 mile radius of the campus, and not more than one day to vote 61
or more miles from the campus (see PS-12, Leave Guidelines).
Leave with pay may also be granted to you by your department head if the chancellor determines that, because of local conditions, it would be impossible or impractical for you to report to work (see PS-12).

Additionally, you may be granted leave with pay to attend the funeral of a relative. You may be granted a maximum of two days of special leave to attend the funeral rites of a spouse, parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, mother-in-law, father-in-law, grandparent, or grandchild. You may request annual leave to attend the funeral of a relative not mentioned above.

**LEAVE WITHOUT PAY**

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

During such leave, you may not accumulate sick leave or annual leave. While you are on leave without pay, you may continue your membership in the University group insurance programs (except for Accidental Death and Dismemberment, which may be reinstated when you return to a paid position), but you will be responsible for both the employee and employer contributions, with the exception of leave approved in accordance with the Family and Medical Leave Act (see the following section).

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

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

- extended illness (after sick leave is exhausted);
- the need to provide care for a family member;
- education that will directly increase job effectiveness; and/or
- adoption of a child.

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

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

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

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

LSU will maintain employer contributions for medical insurance if you have been approved for leave without pay under the Family and Medical Leave Act (see below). Questions pertaining to such coverage should be referred to the Benefits Service Center, Office of Human Resource Management, 578-8200.

**FAMILY AND MEDICAL LEAVE ACT OF 1993**

The Family and Medical Leave Act (FMLA) provides for you, as an eligible employee, to take up to 12 workweeks of leave for any one or more of the following:

- Birth of a son or daughter and to provide care for the child.
- Placement of a son or daughter for adoption or foster care.
- Care for a spouse, son, daughter, or parent who has a serious health condition.
- Inability to perform the functions of your position because of your own serious health condition.

If you are eligible for FMLA, you are required to take annual leave or sick leave, depending on the nature of the absence (see PS-12). If you have exhausted your sick leave but have annual leave, you may be allowed, with supervisory and HRM approval, to use your annual leave to continue your leave status or you may request leave without pay. If you have exhausted your annual leave but have sick leave, you may not use your sick leave to continue your leave status. The appropriate type of leave must be exhausted before approval will be granted to use leave.
without pay for FMLA. Normally, entitlement must be verified by the Office of Human Resource Management prior to beginning any FMLA period of leave.

Questions pertaining to eligibility for this type of leave should be referred to the Employee Relations Section, Office of Human Resource Management, 578-8200.

**MILITARY LEAVE**

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

**TERMINAL LEAVE PAYMENT**

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

Upon death in service or retirement from active duty only, if you are an eligible academic or professional employee, you will be paid the value of accrued sick leave not to exceed 200 hours.

**UNEMPLOYMENT INSURANCE**

As a University employee, you are covered by the Louisiana Employment Security Law. If you should lose your job, this entitles you to receive unemployment compensation benefits, provided the monetary requirements established by the Employment Security Law are satisfied. Details are available from the Employee Relations Section, Office of Human Resource Management.

**EDUCATIONAL PRIVILEGES**

If you are a full-time employee other than faculty and you have been employed at least one year at 100 percent effort, you may—with the approval of your immediate supervisor, department head or chair, and the Office of Human Resource Management—register for job-related courses up to six hours per semester (three hours in summer term) and receive full tuition exemption. Only three hours per week of the approved job-related courses may be taken during work time without charge to annual leave. In order to continue participation in this tuition exemption program, you must make satisfactory progress, as determined by your supervisor. Generally, “satisfactory progress” will be interpreted to include completion of the course with a passing grade.

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

Part-time employees are not eligible for these educational benefits. Auditing and nondegree credit courses are not covered. “Job-relatedness” is to be narrowly interpreted and will be based on whether the course would be beneficial to you in performing the functions outlined in your position description, to advance to the next higher position to which you might logically aspire within the unit, or if it is required for a degree program in which you are enrolled and if the degree program is also job-related.

Rooms in many University buildings may be reserved for staff meetings without charge.
If you are a nonfaculty employee who holds a position in which there is no potential for conflict of interest, you may be permitted to pursue a doctorate; if you are in a position in which a conflict of interest could exist, you are ineligible. The chancellor makes the final determination regarding the existence of a conflict (see PM-12, Educational Privileges for Full-Time Nonacademic and Other Academic Employees).

If you are a full-time faculty member or professional employee who has completed three consecutive years of service, you may apply for a leave of absence with partial pay to pursue an advanced degree. Such leave must be approved, through channels, by the Board of Supervisors for not more than one year of study that will culminate in the receipt of an advanced degree within five years. The pay received while on such leave is to be individually determined, but in no event shall it exceed one-half of your regular salary. Upon completion of this leave, you will be required to return to your University duties for two years before accepting employment elsewhere.

Full-time employees of the LSU System, their spouses, and dependent children are exempt from the payment of nonresident (out-of-state) fees.

## SERVICE AWARD PROGRAM

When you have achieved 10, 15, and 20 cumulative years of LSU service at 50 percent or more paid effort, you will be presented a service award certificate. When you reach 25 years of qualified LSU service, and in five-year increments thereafter, you will be presented appropriate awards at an annual reception hosted by the chancellor.

## EMPLOYMENT POLICIES

### EQUAL OPPORTUNITY

LSU firmly supports the national policy of Affirmative Action/Equal Employment Opportunity, as outlined in the University’s Affirmative Action Plan. The University’s policy of equal opportunity (PS-1) is administered without regard to race, creed, color, religion, sex, sexual orientation, age, national origin, physical or mental disability, marital status, or veteran’s status.

This policy also prohibits sexual and other forms of harassment, in accordance with federal and state laws and regulations. Please see the following section entitled, “Policy on Sexual Harassment” for more information.

The University fully embraces equality of opportunity by affirming that it will take affirmative action to ensure that all applicants receive fair consideration for employment and that employees are treated fairly in all employment practices, including recruitment, promotion, selection for training, upgrading, transfer, rates of pay or other forms of compensation, tenure, demotion, layoff, and termination.

The Office of Human Resource Management is responsible for continuing development, implementation, and monitoring of the Affirmative Action Plan, and for implementing auditing and reporting systems that:

- measure the effectiveness of the University’s Affirmative Action Plan;
- provide indications of need for remedial action; and
- determine the degree to which University goals and objectives are being attained.

If you have questions regarding the University’s Affirmative Action/Equal Opportunity Policy, you should contact the Office of Human Resource Management, 304 Thomas Boyd Hall, 578-8200. If you believe you have been discriminated against contrary to federal law, you are entitled to make an inquiry or file a complaint with the U.S. Equal Employment Opportunity Commission, 701 Loyola Avenue, New Orleans, Louisiana 70113; or the U.S. Education Department, 1999 Bryan Street #2630, Dallas, Texas 75201.

### AMERICANS WITH DISABILITIES ACT OF 1990

The Americans with Disabilities Act prohibits discrimination on the basis of disability in all employment practices, public accommodations, public transportation, and telecommunications. LSU’s policy governing disability issues is outlined in PS-26, Policy for Persons with Disabilities. If you need an accommodation to perform your essential duties, you should make a request through your department to the Office of Human Resource Management. Normally, such requests must be accompanied by medical documentation regarding the disability.

All grievances related to the Americans with Disabilities Act, including faculty grievances, will be heard under PS-80, Grievance Procedures. If you believe you have been or are being discriminated against, you may contact the Office of Human Resource Management.

### POLICY ON SEXUAL HARASSMENT

Consistent with Title VII and Title IX of the Civil Rights Act of 1964, the University reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors, such as ability and performance; and that is free of dis-
At least once a year, each employee’s performance will be evaluated. Your supervisor will discuss this evaluation with you, and you will be given a copy of your rating.
If you are interested in an advertised classified/civil service position, you should submit a civil service application (SF-10) to the Employment Section, Office of Human Resource Management, 304 Thomas Boyd Hall, between 8 a.m. and 4:30 p.m., Monday through Friday. Employment recruiters are available from 9 a.m. to 11 a.m. and 1 p.m. to 3 p.m. to discuss your application and answer your questions. Applications are also accepted by mail or fax, 578-5981. You must have permanent status to apply for any promotional opportunity. If you have obtained prior permission from your supervisor, you will not be charged leave when applying and interviewing for any position on campus.

Some civil service positions require testing. If you wish to apply for such a position, you should have your test score prior to applying for the position.

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

**CODE OF ETHICS**

University employees are covered by the State of Louisiana’s Code of Governmental Ethics (Louisiana Revised Statutes 42:1101, Act 443 of 1979). Several key provisions are listed below.

**Gifts and Favors**

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

**Nepotism**

It is the policy of LSU to recruit and employ the best-qualified individuals solely on the basis of merit. In accordance with this policy, if you are a member of the immediate family of a University employee, you will not be excluded from employment by the University. However, it is contrary to University policy and state law for immediate family members to be placed in a supervisor-employee relationship in any form of employment, including student employment. “Immediate family” is defined to mean children, brothers, sisters, parents, a spouse, the parent of a spouse, or the spouses of children.

Accordingly, if you are an immediate family member of an administrator, you may not be employed in that administrator’s area of responsibility, whether at the campus, college, department, or other administrative unit level and whether or not intervening levels of supervision between the administrator and family member are present.

This policy is not intended to hinder, alter, or in any way affect normal promotional advancement where a member of an employee’s immediate family becomes the head of an administrative unit, provided that the employee had been employed in the unit for at least one year prior to the family member becoming its head. In such cases, the supervisor will pass to his or her immediate supervisor all responsibility for making decisions involving direct benefit to the employee who is a member of his or her immediate family.

Under no circumstances, however, will a University employee be permitted to initiate or participate in any institutional decision involving direct benefit (initial appointment, retention, promotion, salary increase, leave of absence, etc.) to a member of his or her immediate family. In the case of a decision involving faculty participation (recommendation for promotion, retention, tenure, etc.), a faculty member who is also a member of the immediate family of the person about whom such a decision is being made shall recuse himself or herself from the decision-making process.

Violation of this policy may subject the employee, his or her immediate supervisor, and the agency head to both disciplinary penalties and fines under state law.

Exceptions to the nepotism policy are not permitted. However, employees who marry may continue to work in that unit even though one of the employees is the unit head, provided that the supervising spouse avoids participation in transactions in which the subordinate spouse has a substantial economic interest. See Chapter II, Section 2-13, of the Bylaws and Regulations of the Board of Supervisors.

Questions about the University’s nepotism policy should be directed to the assistant vice chancellor of human resource management.

**POLITICAL ACTIVITIES**

As a full-time employee, you may not accept any appointive political office or seek or hold any elective, remunerative political office without the consent of your department head, dean, the chancellor, and the president of the LSU System. You may, however, exercise your rights as an individual citizen to attempt to influence legislation or public policy. You may not utilize state resources to do this, and you must make it clear that you are speaking as a private individual and not as a University representative.

Further restrictions on political activities are placed on classified employees by the Louisiana Civil Service Law. If you are a civil service employee, you may not take part in the management
or affairs of any political faction or party in any political campaign. This regulation is not intended to interfere with your right as a citizen to express your opinion privately, to serve as a commissioner or official watcher of the polls in elections, or to vote freely. It does, however, provide you with protection from political intimidation and job security free from political interference.

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**SELLING OR SOLICITING ON CAMPUSS**

Selling, soliciting, and distributing literature or deliveries of personal orders in University buildings or on University grounds is permissible only with the approval of the vice chancellor for student life and academic services, where solicitations of or by students are involved, or approval of the vice chancellor for finance and administrative services, if students are not involved. You should feel free to ask agents calling on you whether such permission has been secured. Violations of this policy should be reported to the appropriate office.

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**DRUG-FREE WORKPLACE**

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

The term “workplace” includes any location on University property, in addition to any location where University business is being conducted while such business is being conducted. Without reference to any sanctions that may be assessed through criminal justice processes, if you violate this policy, you will be subject to University disciplinary action up to and including termination of employment (see PS-67).

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**OUTSIDE EMPLOYMENT**

As a full-time University employee, if you are presently engaged or plan to engage in outside employment, you must report such activity in writing to your department head for appropriate approval (see PM-11).

You may be employed by another state agency in the executive branch only on a part-time, intermittent basis provided you are either on leave without pay, render the service to the other agency after regular LSU working hours, or perform the service for the other agency while on authorized annual leave from LSU. If you are a classified employee, you should check with the Employment Section, Office of Human Resource Management, prior to accepting any outside employment with another state agency to avoid problems with rules regarding dual employment in state service. A proposal for a personal services contract with another state agency must have advance written approval from the president of the LSU System (see PM-11).

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**GRIEVANCES**

If you have a job-related problem or are involved in a work situation with which you are dissatisfied and unable to resolve on your own, you may seek formal resolution of this problem by following the University’s grievance procedures. These procedures allow you, as an employee, to discuss your concerns with the appropriate authorities with freedom from reprisal. The University’s grievance procedure involves sequential steps outlined in PS-80. Employees are responsible for familiarizing themselves with this policy since failure to file in a timely manner results in forfeiture of the right to file a grievance. The Office of Human Resource Management provides grievance counseling and assistance in completing the appropriate forms.

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**DISCIPLINE**

As a University employee, if you do not meet performance and/or conduct standards, you may be subject to disciplinary action up to and including termination, depending on the seriousness of the offense and your employee category. PS-8 describes the University’s policy regarding employee discipline. All employees should become familiar with this document. For more information, contact the Employee Relations Section, Office of Human Resource Management.

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**TERMINATION**

“Just cause” for dismissal from the University may include—but is not limited to—conduct seriously prejudicial to the University, insubordination, theft, neglect of duty, illegal use of drugs or alcohol, inefficiency, incompetence, unsafe action, property damage or misuse, falsifying records, or concealing improper actions. The University is required to terminate the employment of a convicted felon, in accordance with state law (Louisiana Revised Statutes 42:1414). Terminations may not be grieved under PS-80.

**Termination of an “Other Academic Employee”**

If you are an “other academic employee,” the University’s obligation to you extends through the period specified on your most recent appointment papers. “Other academic employees” are entitled to 90 days’ notice prior to termination. Termination prior to the expira-
tion of such an appointment may be made without the prescribed notice for just cause or due to declared financial exigency. Additionally, the appointment of an “other academic employee” may be terminated prior to expiration if the position is funded by grants and those grants are terminated by the funding agency. However, in this case, you are entitled to 90 days’ notice.

Termination of a Professional Employee

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

Termination of a Classified Employee

The first 12 months of service with the University constitute a probationary period to be used as an adjustment period for you as a new employee. During this probationary period, you may be terminated if your performance does not meet the required standard of work, provided the reasons for this termination are furnished to you in writing and are sent to the director of the Department of Civil Service. Termination during the probationary period may not be appealed to civil service unless you allege discrimination.

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

EMPLOYEE FACILITIES AND SERVICES

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program provides for your rehabilitation as a University employee with medical/behavioral problems that result in your not being able to meet acceptable work standards for your position. Such problems include alcohol and drug abuse, marital and family problems, and financial problems. The program does not offer on-campus treatment for these problems, but it does provide diagnosis, counseling, and assistance in obtaining off-campus sources of treatment and rehabilitation. You may become involved in the program on a voluntary basis or upon referral by supervisory personnel.

Employee assistance services are confidential. No information about your participation or problems will be divulged to any person or agency without your written authorization. Furthermore, this information is not recorded in your personnel files and does not serve as a negative factor in personnel decisions.

To receive information regarding a referral, contact the Employee Assistance Program at 578-4277.

OMBUDS OFFICE

The University Ombudsperson provides informal, neutral, and confidential services to staff and faculty, for the purpose of resolving university-related problems and concerns. The Ombudsperson advocates for a healthy work environment by listening impartially, brainstorming possible solutions to problems, engaging in conflict resolution, referring visitors to campus resources, and forwarding information about campus trends and patterns of concerns in a confidential manner to the Chancellor or other relevant administrators. No referral is necessary to visit the Ombuds office, and visits are kept completely confidential, except in the unusual case of an imminent danger of harm to self or others. The Ombudsperson is not designated by LSU as an individual authorized to receive and/or act on reports of any violations of University policy. Therefore, communications made to the Ombudsperson regarding possible violations of University policies or of unlawful practices do not constitute notice to LSU. This allows the Ombudsperson to preserve the confidential and impartial nature of the office. The Ombuds function is informal, and visits are completely voluntary and not part of any grievance procedure. More information about Ombuds office hours and services is available at the Ombuds office Web site: http://www.lsu.edu/chancellor/ombuds.htm.
EMPLOYEE DEVELOPMENT CENTER

The Employee Development Center is a joint endeavor between LSU and the East Baton Rouge Parish School System's Department of Adult Education. Opportunities are provided to you as an LSU employee and to your family to improve basic skills such as reading, writing, language, and mathematics, as well as to prepare for tests such as the American College Test (ACT), General Educational Development (GED), and some civil service tests. You may be eligible for up to three hours per week of release time from work to attend the Employee Development Center for job-related study. Contact the Training and Development Section, Office of Human Resource Management, 578-6654, for additional information about the Employee Development Center.

THE LSU UNION

The LSU Union houses a U.S. Post Office, barber shop, games area, several types of dining and snack facilities, an art gallery, a creative arts center, ballroom, meeting rooms, bookstore, duplication facilities, lost-and-found, storage lockers, a full-service branch of Campus Federal Credit Union, travel agency, box office, automatic teller machines, and an information desk.

Faculty and staff members receive a 10 percent discount on Bookstore purchases upon presentation of a valid ID card.

Dining facilities in the Union include the Tiger Lair Food Court, PJ's Coffee, Magnolia Room Restaurant, eCommons Café, McDonald's, and W. W. Cinnamon's Bakery.

Recreational facilities provided in the Union include billiards, video games, crafts, and television. The Union Theater, adjoining the main building, contains 1,250 seats, with a smaller auditorium, the Colonnade, on the lower level.

Union membership, available to you as a faculty or staff member, entitles you to a number of special privileges, such as advance notice for a wide variety of Union-sponsored events; the use of craft facilities and classes; invitations to art gallery receptions, exhibitions, and programs; and private-room use for private, catered functions.

Each semester, the LSU Union sponsors more than 150 leisure classes including dance and music; drama; food, wine, and spirits; health and fitness; hobbies and personal skills; languages; sports; crafts; and children's classes. Call 578-5118 for more information.

LSU DINING

LSU Dining operates the Faculty Club, the LSU Union, Highland and Pentagon Dining Halls, and other dining locations on campus. The Faculty Club serves lunch 11:30 a.m.–1:30 p.m. Monday through Friday and is open to faculty, staff, students, and the public. The Union Tiger Lair food court offers breakfast 7–10:30 a.m. and lunch 11 a.m.–1:30 p.m.

POSTAL SERVICE/MAILING SERVICES

University Station, Baton Rouge, Louisiana 70893 and 70894 is a federal government post office located in the LSU Union Building. Mail service is provided to students, staff, and faculty members who are post office box holders or who receive mail through University departments.

As a faculty or staff member, you may rent a post office box for the year or for six months. Rental fee information may be obtained by writing to: Manager, University Station, Baton Rouge, Louisiana 70893. General delivery service is not available. Please note that the 70893 zip code is for post office boxes numbered 16000-19999; 70894 is for post office boxes numbered 20000-55000. All other campus mail should carry the 70803 zip code.

Mailing Services, located in the Copy and Mail Center, South Stadium Drive at CEBA Lane, delivers incoming and interdepartmental mail to all departments. To aid in prompt delivery, interdepartmental mail must be clearly labeled with the department name and building name. Campus mail should not be used for any personal mail.

CAMPUS FEDERAL CREDIT UNION

Campus Federal Credit Union (CFCU) is available to full- and part-time LSU faculty, staff, students, alumni, and family members of these groups. CFCU provides a variety of products and services designed to meet the financial needs of its members, including savings, checking, money market, certificates, and Individual Retirement Accounts. Deposit accounts are federally insured by the National Credit Union Administration (NCUA) up to $100,000.

Consumer loans for every need are also available. CFCU offers first and second mortgages, home equity, automobile, signature, student loans, credit cards, and more. Other services such as direct deposit, payroll deduction, money machines, telephone banking, online banking, online bill pay, and VISA debit cards make doing business with CFCU convenient.
CFCU has three locations in Baton Rouge. The LSU Union branch, located on the bottom floor of the LSU Union, is open Monday through Friday, 8:30 a.m.–4:30 p.m. The other campus branch, located on Nicholson Extension adjacent to the Energy, Coast, and Environment Building, is open Monday through Friday, 8:30 a.m.–4:30 p.m. Drive-through window hours at this location are 7:30 a.m.–5:30 p.m.

The main location, the Perkins Financial Center, is located at 6230 Perkins Road, adjacent to the Pennington Biomedical Research Center. The Perkins Center offers the same lobby and drive-through window hours listed above. In addition, it is open Saturdays from 9 a.m.–2 p.m. For more information about credit union membership or services, call 769-8841 or visit us online at www.campusfederal.org.

**CHECK CASHING**

The Office of Bursar Operations, located in the lobby of Thomas Boyd Hall, will cash your personal checks, up to $25 per day, free of charge and will also honor two-party checks with a valid LSU I.D.

You may also cash checks in the LSU Union Bookstore, cashier’s office, and box office. There is a service charge of 10 cents per check and a limit of $25 for personal and two-party checks cashed in the Union.

You may not cash LSU payroll and travel advance checks at either of these locations. A valid LSU ID is required for all check cashing on campus.

**RECREATION**

Various recreational activities are available on campus for you and your family:

- **You can buy season tickets, if available, for home football games (limit two tickets at a reduced surcharge) and for home basketball games (limit two tickets). Football tickets go on sale each spring for the following season; basketball tickets are sold in early fall. Ticket purchases may be made through the Athletic Ticket Office, located in the Athletic Administration Building, or on the Internet at www.lsusports.net. Faculty and staff may be admitted to volleyball, gymnastics, women’s basketball, and baseball games with a valid LSU ID.**

- **In addition to recreational activities and facilities in the Union, Student Recreational Sports Complex, and Maddox Fieldhouse, there are tennis courts, handball courts, and an all-weather track available for your use.**

- **Six restricted tennis courts, which belong to the Athletic Department, may be used by faculty and staff occasionally. These courts may be reserved for a nominal rental charge.**

- **The Department of University Recreation provides programs and facilities for faculty, staff, and their families to participate in a wide range of fitness and recreational activities. Membership in the Student Recreation Complex is affordable; facility hours are 5:45 a.m.–11 p.m. most days. Please call 578-8601 for more information.**

- **You may also participate in a variety of intramural sports activities. In addition, the Division of University Recreation will assist in the planning of University-oriented recreational occasions (including reservation of the pool and arrangements for sports equipment and supplies).**

- **Other recreation opportunities available at LSU include various speeches, concerts, theater and ballet performances, art exhibits, panel discussions, movies, and student productions. Many of these activities are free. The student newspaper, *The Reveille*, announces many of these events, as do bulletin boards in the Union and the biweekly staff publication, *LSU Today*, published by the Office of Public Affairs. A calendar of official LSU events is published at the beginning of each semester in *LSU Today*.**

- **You can buy season tickets, if available, for home football games (limit two tickets at a reduced surcharge) and for home basketball games (limit two tickets).**

- **The University also operates an 18-hole golf course and a practice range located south of Tiger Stadium. Faculty and staff members may use these facilities for a nominal fee; there is an additional fee for family members. The Golf Shop sells a complete line of golfing equipment (including clothing) and rents clubs, carts, and lockers.**
**STUDENT HEALTH CENTER**

Because the Student Health Center is funded by student fees, its services are intended primarily for students. Nonstudent spouses can utilize services by paying the Student Health Center fee. These services include a medical clinic with a full-service laboratory, diagnostic imaging, and pharmacy; Mental Health Service; and a Wellness Education Department.

Faculty, staff, visitors, and families of students may receive limited services, primarily for on-campus emergencies or work-related injuries. Some immunizations may be obtained for University-related foreign travel. The center also administers allergy shots and flu shots (at specific times) to faculty and staff. Finally, the Student Health Center offers comprehensive blood screening for faculty and staff to assess coronary risk and other factors, including abnormalities in liver and kidney function, blood fats, and blood sugar.

For costs and additional information, call 578-6271. Routine injections, such as insulin shots, are not available to faculty and staff.

**CONTINUING EDUCATION**

For more than 80 years, Continuing Education has extended the University’s educational programs beyond the scope of academic degrees and the campus confines. Today, it provides access to the highest quality of nontraditional educational initiatives to help individuals and groups meet their learning needs not addressed by traditional on-campus, classroom-based undergraduate and graduate instruction. Through its Office of Off-Campus Extension Credit Programs, both undergraduate and graduate courses are taught off-campus at various locations throughout Louisiana. Correspondence and Internet-based courses are offered through the Office of Independent & Distance Learning to persons in every Louisiana parish, every state in the U.S., and in 70 countries throughout the world. The lessons and examinations for these courses, which are graded by LSU faculty members, carry regular course credit. All outreach programs developed and managed through Continuing Education follow applicable University policies and state regulations, and they are designed to be self-supporting.

Continuing Education also conducts a number of special-purpose, noncredit programs through its noncredit departments: Computer Training, Corporate and Custom Training, Lagniappe Studies Unlimited, Paralegal Studies Program, Professional Development, and Youth Programs. Each LSU Continuing Education department has a unique vision and mission to meet the needs of the various publics it serves. Departments work in partnership with community groups such as the Baton Rouge Area Chamber, the State Department of Labor, the State Department of Tourism, and other community/state-based outreach programs.

If you are interested in participating in a nontraditional learning experience either as an instructor or a student, you are encouraged to contact Continuing Education at 578-3162.

**LSU LIBRARIES**

LSU Libraries, a centralized system containing more than 3.2 million volumes, includes the Middleton Library and Hill Memorial Library. The Government Documents Department is a regional depository for U.S. government and UN documents. For more information about library hours, procedures, and services, contact the Reference Desk at Middleton Library, 578-8875.

If you are a new faculty or staff member, you may request a tour by calling the Reference Desk between the hours of 8 a.m. and 4 p.m. on weekdays. As a staff member, you may borrow books upon presentation of a valid ID card. You are responsible for fines and lost book fees.

The Hebert Law Center and the School of Veterinary Medicine maintain separately administered, specialized libraries.

**LSU PRESS**

Founded in 1935 as an integral part of the plan to expand and improve Louisiana State University, the LSU Press quickly established itself as a major publisher of books about the South. As one of the outstanding scholarly publishers in the country and the only academic publisher in the state, LSU Press remains committed to publishing the best books—books that will inform, educate, and enlighten readers.

As a faculty or staff member, you are entitled to a 10 percent discount on all books published by the Press.

**NATIONAL CENTER FOR SECURITY RESEARCH & TRAINING**

LSU has established the National Center for Security Research & Training (NCSRT) to coordinate efforts in security research and training. The University is currently a leader in providing training on anti-terrorism and counter-terrorism techniques, and regularly supports projects initiated by state and federal law enforcement agencies. The purpose of the center is to establish
a coordinated, University-based system to promote interaction and collaboration toward the common objectives of safety and security; to coordinate the activities of existing units that focus on security and emergency preparedness; to create a collaborative structure that incorporates faculty expertise; and to partner with private and public entities.

The LSU units that are directly aligned under the NCSRT umbrella are the Fire & Emergency Training Institute (FETI), Law Enforcement Online/Infragard (LEO), and the National Center for Biomedical Research & Training (NCBRT).

**ADMINISTRATIVE AND SUPPORT SERVICES**

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**INFORMATION TECHNOLOGY SERVICES**

*Information Technology Services (ITS)* provides comprehensive information technology services for the instruction, research, and administrative communities of LSU. These services include the planning, implementation, and operation of strategies to integrate technology into a rapidly changing educational environment. Electronic mail, software site licenses, inexpensive Internet access, training courses, and a Help Desk are available through ITS. Public computing labs with state-of-the-art computers and software, with Internet access, are available throughout the campus. Wireless connections are increasingly available.

Other computing resources, including a large-scale enterprise server, high-performance UNIX clusters, and LAN servers, are available via a high-speed campus network backbone.

The divisions of Information Technology Services include the following:

- **University Information Systems (UIS)** is responsible for developing, implementing, and supporting applications that streamline the administrative operation of the University. In 1983, analysts began work on a systems infrastructure that now includes more than 10,000 programs. These systems cluster into eight service areas: institutional finances, human resource management, facilities management, student enrollment, student finances, student services, information resource management, and general administrative support. On average, users throughout the LSU community issue over 250,000 IMS transactions a day to view or update data managed by these systems.

UIS is also responsible for extending University services—including enterprise, workgroup, and personal services—to the LSU community 24 hours a day via the World Wide Web. Personal Access Web Services (PAWS) is a Web portal developed by UIS to deliver these services. Each PAWS portal is customized to reflect its owner’s relationship to the University. Since its introduction on September 2, 1997, over 100,000 desktops have been implemented.

- **User Support and Student IT Enablement (USS)** provides support services and technical expertise to meet the computing needs of the LSU community. Public computing labs, located prominently around the campus, provide students access to more than 1,000 personal computers 16 hours per day. Coordinated Help Desk services are provided to assist with a variety of technology, connectivity, and related support issues for faculty, staff, and students. The ITS Training Center provides technical classroom training sessions on a variety of introductory and advanced topics, as well as providing customized training upon request.

- **Network, Infrastructure, and Research IT Enablement (NIR)** consists of high performance computing (HPC) resources management in addition to network and telecommunications services. NIR fosters the development of network-intensive applications for Internet2, manages centralized UNIX systems, and maintains the campus telephone system—a 14,000 station Avaya S8700 PBX and a Cisco Gigabit Ethernet backbone data network with more than 22,000 nodes—that provides service to the entire campus, including offices and residence halls. NIR installs network facilities for the distribution of voice, data, and video services on campus. Fiber-optic networks provide the campus community with high-speed communications and Internet access. Additionally, the campus is blanketed in 1,000 wireless access points.

LSU is one of the research universities developing and participating in the next generation of the Internet: Internet2, an evolving, high-speed network that connects universities and research institutions via fiber-optic technologies, enabling faster research and collaboration efforts. LSU also connects to the National Lambda Rail (NLR), Louisiana Optical

*LSU Libraries, a centralized system containing more than 3.2 million volumes, includes the Middleton Library and Hill Memorial Library.*
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Network Initiative (LONI), and the commercial Internet.

- **High Performance Computing (HPC)**, a partnership between the Center for Computation & Technology (CCT) and NIR, supports clusters and other systems that provide more than 13 million CPU hours and nearly nine teraflops, in addition to user support and consulting services to the research community. HPC provides Linux support and Open Source Software mirrors for the LSU community. Basic UNIX system administration and infrastructure support for campus e-mail, athletic ticket sales, digital document management, and campus-wide backup are provided by HPC. HPC’s UNIX support enables the Louisiana Library Network (LOUIS) to provide library automation, union catalog, and digital library services to higher education institutions across the state of Louisiana. Currently, HPC and USS are working to deploy Condor across all public access computers to increase available research computing cycles, in keeping with the Flagship IT Strategy.

- **LONI**: The Louisiana Optical Network Initiative is a fiber optic network that interconnects IBM Power 5 clusters deployed at Louisiana’s major research universities, allowing computation speeds more than 1,000 times the rate previously possible, and transforming the research capability of Louisiana’s educational institutions. HPC manages the five super computers used for state-wide research computing. Governor Kathleen Babineaux Blanco has pledged $40 million over 10 years for the development and support of LONI.

- **LOUIS**: The Louisiana Library Network is responsible for the automation of Louisiana’s academic libraries and works in partnership with the Louisiana Board of Regents, the State Library of Louisiana, and the Louisiana Department of Education to provide Louisiana’s academic, public, and K-12 school libraries with economical access to electronic resources.

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**TELEPHONE SERVICE/CAMPUS TELEPHONE DIRECTORY**

Questions concerning telephone use or requests for telephone service should be directed to NIR Customer Services, 578-4015.

The database for listing individual faculty and staff members in the Faculty/Staff Directory is maintained by the Office of Human Resource Management. Information for the “Administrative” and “Departments and Offices” sections is maintained and updated by the Office of Public Affairs. Home addresses and home telephone numbers for faculty/staff are not listed in the campus directory and are not given out by campus information operators.

You may place an on-campus call by dialing only the last five digits of the telephone number (i.e., 8-XXXX or 4-XXXX). To place an off-campus call, you must first dial “9.” For campus information, call 578-3202. LSU telephone operators will assist you in placing calls if you dial “0” from any campus telephone. Please check the Faculty/Staff Directory before dialing the operator.

If you need to make long-distance calls concerning University business, you will be assigned a Long Distance Authorization Code for the University's long-distance service. This code and instructions for its use are available from the ITS Business Office, with appropriate authorization from your department.

Telephone calling cards are also available if you regularly need to make calls while traveling on University business. Long-distance calls are billed to University departments and offices, and itemized listings of these calls are sent to each department monthly. Personal use of University long-distance service is strictly prohibited. User signatures are required on call detail listings to certify that all calls made were for University business.

Telephone trouble should be reported to the ITS Help Desk, 578-3375.

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**OFFICE OF PURCHASING**

The expenditure of University funds for purchases of goods and services is governed by many state laws, rules and regulations, and is further subject to many University and departmental policies and procedures. The Office of Purchasing is statutorily responsible for the University’s procurement function and audit compliance with state requirements.

Employees are responsible for requisitioning and submitting their needs through the proper department and University channels for pre-purchase approvals. Employees are not authorized to make purchases nor obligate the University in any procurement unless otherwise delegated.

Departments are instructed to procure goods and services through University resources when available. These include:

- Procurement Auxiliary Services (Graphic Services/Printing, Paw Prints, Mailing Services, Copier Management, University Stores)
- Facility Services (building services, grounds maintenance, construction and renovation)
- Centers for Excellence in Learning & Teaching (instructional technologies; faculty development)
• Public Affairs (external communications, media relations, publications/design, photography)

LSU procurement policies and procedures are published and updated on the Office of Purchasing Web site (www.fas.lsu.edu/purchasing). This comprehensive Web site serves as the University's purchasing handbook and resource tool for LSU employees; and it includes a “Department Information” Webpage and an informative A-Z Index for commodity-specific requirements.

Employees should never make uninformed assumptions involving the expenditure of public funds. If in doubt, research the purchasing Web site or seek prior guidance from your department's business office or the Office of Purchasing. LSU AgCenter, Hebert Law Center, and Pennington Biomedical Research Center employees are to consult their campus business or purchasing office for assistance.

When an emergency situation arises that requires an immediate purchase, contact the Office of Purchasing for assistance. An emergency condition is defined as “a situation that creates a threat to public health, welfare, safety, or property.” See our A-Z “Emergency Purchases” Webpage for additional details and requirements. Poor planning does not constitute an emergency!

Employees who incur charges against the University without delegated authority and prior approval may be held personally responsible for payment. Similarly, employees who make purchases with personal funds without prior approvals will not typically be reimbursed by the University.

The Office of Purchasing conducts employee training on a regular basis—see our A-Z “Training Classes” Webpage for available classes. Employees are strongly encouraged to attend, at a minimum, the “Basics of Purchasing” class. Enroll online at the Human Resource Management Training Web site (www.lsu.edu/hrm).

**OFFICE OF PUBLIC SAFETY**

LSU is dedicated to preserving a peaceful and safe environment for all faculty, staff, students, and guests. As an employee, you are urged to be aware of and alert to the existence of criminal activity on campus and to report all crimes or suspicious activity to the campus Police Department, Public Safety Building, South Stadium Road, 578-3231.

If you need to file a complaint or report a fire, accident, chemical spill, or other type of emergency, call 911. The Police Department will respond promptly to any location on campus and will request municipal fire, EMS, or police support, as required.

The Office of Occupational & Environmental Safety is responsible for enforcing life safety and environmental safety measures on campus. Standards for the University Safety Program, as defined in PS-19, may be obtained from the Office of Occupational & Environmental Safety, Public Safety Building, South Stadium Road, 578-5640.

In accordance with the Student Right-to-Know (Clergy) Act, LSU’s annual security report includes statistics for the previous three years concerning reported crime that occurred on campus, in certain off-campus buildings owned or controlled by LSU, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the LSU Police Department or from their Web site at www.lsu.edu/police.

**OFFICE OF FACILITY SERVICES**

The Office of Facility Services is responsible for maintaining the campus buildings, utilities, and grounds. This office employs custodians, skilled craftsmen, technicians, engineers, managers, architects, and a range of other technical, clerical, and professional/paraprofessional people. Facility Services, located on CEBE Lane, is made up of several departments—Office of Building Services, Office of Energy Services, Office of Facility Development, Office of Systems Maintenance, Office of Building Automation, Office of Utility Operations, Office of Environmental Maintenance, the Golf Course and Driving Range, Office of Landscape Services, and Office of Resource Services.

The Office of Facility Services operates 24 hours a day, seven days a week, and provides full service building and grounds maintenance and renovation to University facilities and premises. These services consist of:

• **General Building Maintenance**—Painting, carpentry, plastering, lock rekeying, and repair; roof repair; elevator repair.

• **Systems Maintenance**—Electrical, plumbing, and air conditioning repair and installation; light bulb replacement; welding and sheet metal work; and insulation.

• **Environmental Maintenance**—Asbestos, lead, and mold inspection, testing, and abatement. Professional assessment of hazards and mitigation.
• **Building Services**—Custodial services; moving and hauling services; paper recycling; emergency cleanup services; setups for special events.

• **Utility Services**—Operation, maintenance, and repair of all underground utilities, including water, chilled water, natural gas, and electrical utilities to buildings; all drainage and sewer systems on campus.

• **Energy Services**—Procurement of energy; management of the LSU Cogeneration Plant, the Central Powerhouse, Highland Utility, and South Campus Powerhouse. These facilities generate electricity, chilled water, and steam necessary to provide cooling and heating of campus facilities.

• **Building Automation**—Manages state-of-the-art energy management system for alarms and air conditioning; scheduling and monitoring of HVAC equipment.

• **Grounds Maintenance**—Trash removal; pavement repair; concrete work; and grounds and tree maintenance.

• **Construction and Renovation**—Architectural services; interior and furniture design; mechanical, electrical, and structural design and inspection; code compliance review and advice; estimating, scheduling, construction, and renovation.

• **Auto Repair Center**—Campus-wide full-service auto maintenance and repair, such as engine overhaul, tune-ups, oil changes, brakes, fluid inspection and replacement, air-conditioning, upholstery repairs, transmission, tire repair, and safety inspections, for University departments.

For all building-related emergencies, power outages, air-conditioning services, scheduling, work requests, and estimates, contact Work Control Customer Service, 578-3186. For emergencies, call 578-2327 (24 hours).

You may submit work order/estimate requests online at www.lsu.edu/ofc. For general information regarding services and billing, please contact facility services at 578-6964.

Please be advised that all work involving University facilities and/or property, such as construction, renovation, alteration, maintenance, and/or installation of new equipment, must be authorized and performed by or under the supervision of the Office of Facility Services. Any excavation or installation inground or underground requires permit. Please refer to PS-23, PS-49, and PS-84.

**UNIVERSITY BUILDINGS AND GROUNDS**

As a staff member, you have responsibility for the proper use of University facilities and for the care of University property, including supplies, materials, and equipment. You should report missing items immediately to your department chair and to LSU Police. Please note the following with regard to use of University facilities:

• Nonscheduled use of classrooms should be cleared in advance with the Office of the University Registrar.
• Academic space is the responsibility of the Office of the Executive Vice Chancellor & Provost.

• Use of University facilities, outdoor space, and the LSU Union should be arranged through the Event Services Office of the LSU Union. Event services can be contacted at 578-5959 or via e-mail at uniones@lsu.edu.

• Any social event other than a student-sponsored event that includes alcoholic beverages must be registered with the Office of the Vice Chancellor for Finance & Administrative Services. Student-sponsored events that include alcoholic beverages must be registered with the Office of the Dean of Students.

► PERSONAL PROPERTY

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

► LOST AND FOUND

A lost-and-found service is maintained in the LSU Union at the information desk on the main floor. In addition, lost items are often turned in to the Athletic Department and the Police Department.

► PROCUREMENT AUXILIARY SERVICES

Five separate operations make up LSU Procurement Auxiliary Services: Copier Management, Design Services, Duplicating Services (Paw Prints), Mailing Services, Printing Services, and University Stores.

• **Printing Services** (578-2800), located on River Road, is capable of meeting almost any printing need of the University, from simple one-color leaflets to complex four-color printing of brochures, booklets, flyers, and posters. The largest printing unit at any university in the southeastern U.S. and among the four largest in the country, the facility is linked to campus users through the mainframe computer and by the Internet.

• **Design Services** is a full-service design studio offering experienced designers, including student interns from the School of Art and the Manship School of Mass Communication. Another component of Digital Services is digital color output. The 70 ppm high-speed color digital press produces color flyers and brochures quickly.

• **Mailing Services** (578-2710), located in the Copy and Mail Center, South Stadium Drive at CEBA Lane, offers first class, international, and bulk mailing services. Package mailing is offered, along with overnight, registered, certified, and special-needs mailing services. Mailing Services is an authorized UPS Shipping Center. Mailing Services also delivers incoming mail to all departments and delivers interdepartmental mail. To aid in prompt delivery, interdepartmental mail must be clearly labeled with department name and building name.

• **Paw Prints** (Duplicating Services, 578-2017) is located in the Copy and Mail Center, South Stadium Drive at CEBA Lane. Paw Prints offers quick turn-around pickup and delivery service for faculty, staff, and students’ needs, including high-speed copying, color copying, engraving, and binding.

• **Copier Management** is responsible for all office copying machines on campus. Copier and printer supplies and copier maintenance are provided by Copier Management; new copiers and billing administration are from Graphic Services. Individual departments may not purchase or lease copier equipment from off-campus vendors. Coin-operated copiers, located throughout campus, are also serviced and administered by Copier Management.

• **University Stores**, located on Skip Bertman Drive, maintains an inventory of general hardware, as well as electrical, plumbing, refrigeration, and janitorial supplies. University Stores also fills the University's needs for office supplies, furniture, and some computer supplies. Departments may obtain materials and supplies, furniture, and certain equipment items from University Stores. A daily pick-up service is offered in Baton Rouge for miscellaneous nonstock items ordered through University Stores and available in the city.

University Stores also stocks and orders items related to various scientific areas. Staff members offer aid in repairs and deliveries, maintain a cross-referenced library of scientific catalogs, and coordinate sales by scientific representatives.
OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs, a division of the Office of Communications & University Relations, consists of five divisions that work to inform the public of the University’s activities, accomplishments, policies, and plans.

- The Communications staff research, write, and edit text for electronic and print publications. This division provides clear, accurate, and consistent messages on behalf of the University and its individual units. Our editing procedures ensure that the University’s materials meet the highest standards.

- The Creative Services area produces high-quality marketing, promotional, recruitment, fund-raising, and informational communications for LSU. The staff of graphic design and multimedia professionals provide full services for planning, developing, and producing a wide range of communications, including brochures, Web sites, and computer-based presentations.

- Digital Imaging produces audio and visual messages on behalf of LSU. Our talented team use video and photography to support the creative and informative functions within Public Affairs. Projects include broadcast television and radio production, print and news photography, and DVD production, as well as streaming video and photography for LSU’s Web site.

- The Marketing staff manage, protect, and promote the University’s brand to advance the image of LSU. By recording and tracking data, the marketing staff have developed an understanding of the needs and attitudes of those who directly influence the success of LSU. In addition, our marketing strategists can assist the campus community with advertising needs.

- The Media Relations staff publicize the University by pitching news and feature stories to the press, providing the media with expert opinions, and disseminating information to media representatives for their respective assignments. The department’s goal is to work with media in promoting LSU and informing the University’s local, state, and national publics about research, teaching, programs, and events taking place on campus.

Many services provided by the Office of Public Affairs are free to University departments; however, there are charges for prepress production, audiovisual production, and some photography services. Detailed information regarding University policies concerning all aspects of public relations is provided in PS-10, Internal and External Communications.

Contact the Office of Public Affairs, 578-8654 or www.lsu.edu/pa, for more information on services.

CENTERS FOR EXCELLENCE IN LEARNING & TEACHING

The Centers for Excellence in Learning & Teaching (CELT) is committed to providing leadership, direction, and resources for the advancement of learning and teaching at LSU. The CELT consists of three service centers—Assessment and Evaluation, Electronic Learning, and Faculty Development.

- The Center for Assessment & Evaluation provides both theoretical and practical support for assessment and evaluation programs, methodologies, and services.

- The Center for Electronic Learning provides opportunities for faculty to enrich student learning through innovative and practical applications of instructional technologies and strategies for the electronic learning environment.

- The Center for Faculty Development fosters an institutional climate that encourages instructional innovation and teaching excellence by providing a coordinated array of services, resources, and programs for LSU faculty, graduate teaching assistants, and their colleges and departments.

Detailed information about the CELT is available at www.celt.lsu.edu.

OFFICE OF BUDGET & PLANNING

The Office of Budget & Planning combines in a single administrative division those service functions dealing with institutional research, planning, and budget. The office is responsible for developing and preparing the annual state appropriation request, for the operating budget of the University, and for maintaining data systems to support planning.

Management data are collected, compiled, organized, and maintained for use in planning resource allocations. Special studies are conducted at the request of various administrative and academic units. This office also serves as the principal resource for external reporting of institutional data to state, regional, and national agencies.
Various organizations connected with the University may be of interest to you as an LSU employee. Some of these are listed below. Information about additional organizations is included in Appendix A, beginning on p. 28.

**LSU ALUMNI ASSOCIATION**

The LSU Alumni Association (LSUAA), a nonprofit organization whose members are graduates, former students, or friends of LSU, is dedicated to helping the university through its worldwide alumni chapter program, scholarships for the best and brightest students, professorial stipends for exceptional professors, various awards and honors recognizing academic achievement and a host of alumni services. While all levels of giving are encouraged, active membership is a minimum $50 annual contribution to the LSUAA’s Alumni Fund.

The LSUAA publishes the LSU Alumni Magazine which is sent quarterly to members and faculty. In addition to reunions, homecoming activities and a host of programs which honor the achievements of students, professors, or alumni, the LSUAA offers travel programs open to the entire LSU community. The Touring Tigers program offers alumni and friends opportunities for deluxe group travel to premier destinations around the world. The Traveling Tigers program offers group travel to away football games and various post-season sporting events.

The national headquarters of the LSUAA is the Lod Cook Alumni Center which is prominently located overlooking the LSU Lakes at 3838 West Lakeshore Drive. This landmark facility serves as a beacon of activity for educational seminars, workshops, and lectures, and as the conference center for the University and entire community. The LSUAA complex also includes the Jack and Priscilla Andonie Museum and the Cook Hotel. The Andonie Museum provides a unique showcase for LSU sports memorabilia and other artifacts significant to the history and heritage of LSU. The Cook Hotel, open to the public 365 days a year, features premium overnight accommodations and offers 128 rooms and deluxe suites. A wide variety of quality LSU apparel and gifts can be purchased in The John and Rose Ann Shelton Gift Shop, located in the Cook Hotel. The entire selection of merchandise can also be accessed online.

For more information on any program or offering sponsored by the LSU Alumni Association call 578-3838 or visit our Web site at www.lsualumni.org.

**LSU FOUNDATION**

Chartered in January 1960, the LSU Foundation is a nonprofit, tax-exempt organization whose members include business, professional, and civic leaders concerned with the welfare and development of LSU. The foundation solicits financial support from businesses, philanthropic foundations, and individuals to fund programs of educational excellence for LSU.

The Foundation has provided LSU with many elements of academic enrichment that would not have been available otherwise. Private giving through the Foundation supports professorships, distinguished lecture series, faculty fellowship awards, and staff incentive awards for nonacademic employees of LSU; scholarships and fellowships; studies in the humanities and professional fields; and acquisitions of library resources, museum artifacts, and many other similar items that usually cannot be supported entirely by the University’s budget.

The Foundation accepts undesignated gifts to be used in any academic area of the University where need is greatest; restricted gifts, used exactly for the purpose designated by the donor; special gifts such as objets d’art and rare library materials; and planned gifts made through wills, life insurance policies, and trusts.

Additional information may be obtained from www.lsufoundation.org.

**TIGER ATHLETIC FOUNDATION**

The Tiger Athletic Foundation (TAF), a private, nonprofit corporation, is the central fundraising organization supporting LSU athletics. Its mission is to facilitate the development of a comprehensively superior athletic program.

Unrestricted contributions benefit every athlete and team through scholarships and other academic awards, as well as through the construction and maintenance of athletic facilities. TAF also provides scholarships and teaching awards for each of the undergraduate academic units.

TAF is administered by its own board of directors, comprised of TAF donors, who meet quarterly. Officers are elected biannually. Annual contributions to TAF begin at $50.

For more information contact the TAF office at 578-4823 or by e-mail at info@lsutaf.org.
LABOR UNION

The University has entered into agreements with Local No. 1784 of the American Federation of State, County, and Municipal Employees as AFL-CIO and Local 29 of the Union of Police Associations, IUPA, AFL-CIO. Under the terms of these agreements, the University recognizes the union as the designated bargaining representative for covered employees—as far as establishing salaries, wages, hours, and other conditions of employment—insofar as the constitutional or statutory provisions of the state permit.

The union agreements recognize the right of the University to maintain reasonable work rules and rules of conduct, to determine duties to be included in job classifications, and to maintain discipline when necessary and with just cause through appropriate disciplinary action.

STAFF SENATE

Organized in 1976, the LSU Staff Senate is the official representative body for nonfaculty professional and classified employees, advising the chancellor on issues affecting all staff members. The Staff Senate monitors internal and external factors affecting University personnel, reviews and recommends changes in current University policies and procedures, and advocates adoption of new policies and procedures to improve the welfare of staff members.

All employees hired as nonfaculty for a minimum of six consecutive months—excluding graduate assistants, full-time students, members of the administrative council, and employees working less than half time—are automatically members of the Staff Senate electorate. Employees in each of six EEO categories elect senators who serve in the senate for three-year terms. Each senator represents 100 employees in that category. Meetings of the Staff Senate are held monthly and are open to the general electorate. The various committees of the Staff Senate conduct meetings throughout the senate term; members of the electorate are eligible to serve with elected senators on Staff Senate committees.

The Staff Senate investigates and reviews personnel policies, procedures resulting from the implementation of University policy, general problems and needs of employees, employee benefits and security programs, and any proposed changes anticipated by the University affecting nonfaculty employees. All University staff members are encouraged to read the Staff Senate Constitution and Bylaws included in this Handbook. For information on the current senate membership, operational structure, committee functions, and meeting schedules and activities, all University staff members are invited to explore the Staff Senate Web site at www.lsu.edu/staff-senate.

EMPLOYEE BENEFITS

The following items are some of the “lagniappe” you receive as an employee of LSU.

As an employee, you have probably been told what will be expected of you on the job, seen or heard some of the history and impressive facts about LSU, and had the opportunity to walk through the campus to view the beauty of its stately oaks and graceful architecture. Now, we want to introduce you to parts of the campus you may not have heard about or seen.

This section of the Staff Handbook provides you with a brief look at some of the extras that will help you “settle in” to your new surroundings. This list of extras is about you—your opportunities for involvement on campus, your extra privileges and conveniences as part of the LSU family, and your special interests matched with campus activities and events.

Telephone numbers have been listed in this section for your convenience. It is wise, however, to check the current Faculty/Staff Directory before calling to be sure the number has not changed.

EDUCATIONAL OPPORTUNITIES

Continuing Education • 578-6325

Through its Professional Development Programs section, Continuing Education offers opportunities for self-improvement and enhancement of career skills through not-for-credit courses, instructional programs, workshops, and seminars. Topics include business and management, computer applications and networking, paralegal studies, communications, environmental management, and more. Prices vary by course, and payroll deduction is available as a method of payment.

This office is always looking for new subject areas and instructors. Faculty and staff members who wish to share their knowledge and receive extra compensation at the same time may offer to teach a class through Continuing Education.

Youth courses and summer day camps are also conducted by Continuing Education.

For a catalog and more information, please visit the Continuing Education Web site at www.outreach.lsu.edu, stop by 1115 Pleasant Hall, or call 578-6325.
Independent & Distance Learning • 578-3171

Independent & Distance Learning courses are “anytime, anywhere” instruction that allow you to take either high school or college-level courses. As an LSU employee, you may choose from a variety of print-based or Internet-based courses that you may apply toward a degree. For more information, please visit the Independent & Distance Learning Web site at www.is.lsu.edu.

Academic Programs Abroad • 578-6801

Teaching in another country appeals to many LSU faculty and staff members. Additionally, opportunities for study in foreign countries—ranging from summer programs taught by LSU professors to semester and year-long programs—are offered. For more information, contact the Office of Academic Programs Abroad.

Lod Cook Alumni Center • 578-3838

The Lod Cook Alumni Center, national headquarters of the LSU Alumni Association, rents various rooms for events such as wedding receptions, meetings, seminars, dinners, banquets, and conferences. Rental fees vary according to the rooms being used. A University rate is available to all departments for official University functions. The Alumni Center staff will assist in program planning; set up and breakdown of tables, chairs, and staging platforms; and coordination with caterer, florist, and audiovisual equipment provider. For more rental information, please contact the Event Coordinator at 578-4671 or visit the Alumni Center's Web site at www.lsualumni.org.

The LSU Union

Visit our Web site at www.lsu.edu/union.

Union Art Gallery • 578-5162

Exhibits in the Art Gallery feature both national and local artists. The gallery is located in the LSU Union on the main floor. Hours are 10 a.m.–6 p.m., weekdays. There is no admission charge.

Union Barbershop • 578-5140

Located on the ground floor of the Union Building, the Barbershop is open 8:30 a.m.–6 p.m., Monday through Friday, and 8:30 a.m.–3 p.m., Saturday.

Union Bookstore • 578-5137

Located in the Union, the Bookstore offers a 10 percent discount to LSU employees (with a valid ID card) on all textbooks, gift items, supplies, drug store items, and souvenirs. Bookstore hours are 8 a.m.–6 p.m., Monday through Friday, and 10 a.m.–4 p.m., Saturday. Summer hours are 8 a.m.–5 p.m., Monday through Friday.

Union Box Office • 578-5128

The LSU Union Box Office, located on the main floor of the Union, sells tickets to campus events, except LSU athletic events. Box office hours are 10 a.m.–5 p.m., weekdays, and 10 a.m. until curtain time on performance days.

Union Programs • 578-5118

The LSU Union Program Council provides a wide variety of events of interest to LSU staff members. These include exhibits in the Art Gallery, a broad selection of films (including popular and foreign films), the Perspectives Speakers Series, the Great Performances Theater Series, free concerts and comedy shows, poetry readings, jazz concerts, and programs that emphasize multiculturalism and diversity. Some of these events are free, while others require the purchase of tickets from the Union Box Office.

Union Creative Arts Center and Frame Shop • 578-5117

Located in 323 Union Building, the Creative Arts Center and Frame Shop gives a 10 percent discount to LSU employees. Hours are 10 a.m.–8:30 p.m., Monday through Friday, and 1–5 p.m., Sunday.

Union Leisure Classes • 578-5118

Escape the stresses of the day while learning a new skill through the Union Leisure Classes. Crafts, cooking, dancing, writing, sports, and other leisure classes offered through the LSU Union provide opportunities for personal, intellectual, and social growth. Classes for children are also available. Classes are taught throughout the year and vary in length and cost. To receive a list of classes, to register for a class, or to apply to teach a class, call 578-5118 or go by the Union Program Department, 304 Union Building, between 8:30 a.m.–4 p.m. on weekdays. Classes are also listed on the LSU Union Web site, www.lsu.edu/union.
U.S. Post Office • 387-1546

The U.S. Post Office, located in the LSU Union, is open from 9 a.m.–4:30 p.m., Monday through Friday, and closed on weekends and University and federal holidays. The lobby, however, remains open additional hours, allowing mail to be picked up from boxes between 7 a.m.–11 p.m.

Entertainment

Department of Theatre and Swine Palace • 578-4174/578-3533

The Department of Theatre and Swine Palace provides quality, professional theatre for the University community. Swine Palace is the largest professional, Equity theatre in the southern region. Tickets for LSU Theatre and Swine Palace productions are available to faculty and staff at discounted rates and can be purchased individually or by season. LSU Union Box Office (578-5128), Reilly Theatre Box Office (578-3527); www.theatre.lsu.edu, www.swinepalace.org

Music • 578-3261

During each academic year, the LSU School of Music offers a comprehensive series of concerts by instrumental and choral ensembles, as well as faculty and student recitals. Also, the LSU Opera Theater, the only opera theater available in Baton Rouge, presents two major opera productions each year.

The School of Music also offers a lecture series that brings distinguished music scholars and historians to the campus each year.

Most music events held in the School of Music Recital Hall are free. Admission is charged for programs held in the Union Theater, with tickets available at the Union Box Office (578-5128).

Concerts in the Maravich Assembly Center • 578-8205

Throughout the year, various concerts may be held in the Maravich Assembly Center. These concerts are announced a few weeks prior to the event on radio stations and in the “Fun Section” of The Advocate. Concert tickets may be purchased at the Maravich Assembly Center or LSU Athletic Ticket Office.

Athletic and Other Events

Athletic Ticket Office • 578-2184

LSU has all major university sports, including football, basketball, baseball, softball, soccer, tennis, volleyball, gymnastics, and track and field. Tickets may be purchased from the LSU Athletic Ticket Office in the Athletic Administration Building. For information on purchasing season tickets for football, basketball and baseball please visit www.lsusports.net.

Admission to regular season events for volleyball, gymnastics, baseball, soccer, softball, track and field, and women’s basketball is free with a valid LSU ID. Additional tickets may also be purchased on the Internet at www.lsusports.net.

Livestock Show Office • 578-2255

The LSU AgCenter facilities plays host to educational programs for 4H and FFA exhibitors, garden shows, the LSU Book Bazaar, blood drives, and many other events. A student rodeo is held in the fall. Most events are free of charge.

Museums and Galleries

LSU Museum of Art • 389-7200

The LSU Museum of Art is located at the Shaw Center for the Arts in downtown Baton Rouge. The museum’s permanent collection consists of more than 4,000 objects and is divided between the fine arts (paintings, sculpture, works on paper) and the decorative arts (porcelain, silver, glass, lighting devices, and textiles). The museum galleries span the entire fifth floor of the Shaw Center, offering over 15,000 square feet of exhibition galleries. A selection of the permanent collection is always on display, as well as a rotating schedule of notable traveling exhibitions. The Museum Store offers unique gifts and original arts and crafts, and is located in the atrium of the Shaw Center.

Museum hours are: Tuesday, Wednesday, Friday, and Saturday, 10 a.m.–5 p.m.; Thursday, 10 a.m.–8 p.m.; Sunday, 1 p.m.–5 p.m. Admission is reduced for LSU faculty and staff. Check our Web site (www.lsumoa.com) for a complete listing of upcoming exhibitions, lectures, tours, and workshops.

Museum of Natural Science • 578-2855

The Museum of Natural Science, the largest component of the Louisiana Museum of Natural
History, is a major research museum with large collections in the areas of vertebrate biology, paleontology, and archaeology. The museum’s exhibits include nine major dioramas that depict the flora and fauna of selected scenes from North America, including several habitats unique to Louisiana and a new, 40-foot long, interactive geoscience exhibit describing LSU’s geological research in Antarctica. The museum, located in Foster Hall, is free and open to the public from 8 a.m.–4 p.m., Monday through Friday. The museum is closed on most University holidays. For additional information on the research collections, please go to our Web site at www.museum.lsu.edu. To schedule a visit, print a copy of our activity book for children, or to view details on our exhibits and outreach programs, select “Education” on the Museum of Natural Science Web site.

**Rural Life Museum and Windrush Gardens • 765-2437**

The Rural Life Museum, located on the 500-acre Burden Research Plantation, off Essen Lane about five miles from campus, provides insight into the lifestyles and cultures of preindustrial Louisianians. The museum and Windrush Gardens are open daily—except New Year’s Day, Easter Sunday, Thanksgiving, Christmas Eve, and Christmas Day—8:30 a.m.–5 p.m. An admission fee is charged.

**BREC, LSU, BRAS Highland Road Park Observatory • 768-9948**

A current schedule of events for the observatory is available at www.bro.lsu.edu or by calling 768-9948. All events are free and open to the public. The following events are held every week: Friday, 7 p.m., informal campfire program; 8 p.m., sky observing (weather permitting); Saturday, 11 a.m., public exhibits; 7 p.m., public lecture, 8 p.m., sky observing (weather permitting); Sunday, noon, public exhibits.

**LSU Planetarium • 578-2261**

The LSU Planetarium will schedule shows for schools and other groups. The LSU Planetarium is located in Room 363 of Nicholson Hall. The Spitz A3P projector has been refurbished and reinstalled at the planetarium. The LSU Planetarium is available for both LSU classes and off campus groups. Call 578-6849 to schedule shows.

**Landolt Astronomical Observatory • 578-2261**

The Landolt Astronomical Observatory is located on the LSU campus on the roof of Nicholson Hall on Tower Drive, immediately west of the LSU Student Union (across Tower Drive). The public observing schedule is available at www.phys.lsu.edu/landoltobservatory.

Admission is free and you need not bring anything.

**Hilltop Arboretum • 767-6916**

Hilltop Arboretum, a part of the School of Landscape Architecture, serves as an outdoor museum for the preservation of the native flowering shrubs and trees of Louisiana. The arboretum, located at 11855 Highland Road, south of LSU, is open only during daylight hours. Admission is free.

**Jack and Priscilla Andonie Museum • 578-3828**

Dedicated in 2004, the museum houses the LSU sports memorabilia collection given to the LSU Alumni Association by the Dr. Jack Andonie family. When you visit the museum you will look, listen, touch, feel, explore, discover, smile, laugh, and maybe shed a tear as you enjoy and relive the history, heritage, and traditions of LSU and LSU Athletics. Located at 3828 West Lakeshore Drive, the museum can be enjoyed Monday through Friday, 8:30 a.m.–5 p.m., and Saturday, 9 a.m.–noon. Groups are welcome. For more information and admission prices, call 578-3828 or visit the LSU Alumni Association Web site at www.lsualumni.org.

**Earnings**

**Paychecks • 578-3321**

All employees are required to participate in direct deposit; therefore, your earnings are deposited directly to the financial institution you designate. You may sign up for direct deposit online through PAWS or use the forms that are part of the orientation package. Forms are also available on the payroll section of the Accounting Services Web site at www.fas.lsu.edu/acctservices/pay/dd.html.

Your salary will be posted to your account on your designated payday. If your payday falls on a weekend or a holiday, your salary will be posted to your account on the last working day before the holiday or weekend. If you have a PAWS account, your deposit ticket will be distributed electronically. If you do not have a PAWS account, you will receive a paper deposit ticket through your department.

**Travel Expenses • 578-3321**

After traveling on official business, you may request reimbursement of your expenses by submitting a travel expense voucher to the Office of Accounting Services: Accounts Payable & Travel Division. The travel expense voucher must be supported by appropriate approvals, documentation, and receipts. Reimbursement limits are regulated by PM-13, University Travel Regulations. The
University sponsors a Visa Corporate Travel Card through Bank of America that is made available at no cost to all eligible employees. Air travel arrangements must be made through the contracted state travel agency, Louisiana Travel Service. Complete travel regulations, state contracts for airfare and vehicle rental, and applications for the Corporate Travel Card are available on the “Accounts Payable and Travel” section of the Accounting Services Web site at www.fas.lsu.edu/acctservices/acctpay.

**Credit Cards** • 578-3838

Bank of America offers MasterCard and American Express cards that benefit the LSU Alumni Association. One percent of all net charges made to these cards is donated to the Alumni Association at no charge to the user. The Alumni Association supports scholarships, distinguished professorships, and other projects that benefit the University and alumni. Applications for this card may be obtained from the LSU Alumni Association through its Web site, www.lsualumni.org (click on “Extra Links”), or from Bank of America at 1-800-932-2775. Please refer to code RGX8 when you call.

**Campus Federal Credit Cards** • 769-8841

Campus Federal Credit Union (CFCU) offers both VISA and VISA GOLD credit cards for CFCU members. You can apply for a credit card by applying at any branch office, completing an online application through the CFCU Web site, www.campusfederal.org, or filling out an application through the CFCU automated telephone banking system (FAC).

**Eating Facilities**

**Restaurants**

**Faculty Club** • 578-2356
11:30 a.m.–1:30 p.m., weekdays • open to faculty, staff, students, and the public • Highland Road at Raphael Semmes Road.

**Magnolia Room** • 578-1111 or 578-2198
11 a.m.–1:30 p.m., weekdays • buffet • LSU Union, mezzanine floor • open fall and spring semesters.

**Dining Halls**

**Highland Dining Hall** • 578-5908
**Pentagon Dining Hall** • 578-5275

These dining halls are open to faculty and staff, as well as to students. Visit the LSU Dining Web page at www.lsu.edu/dining.

**Quick Service**

**Cook Hotel** • 383-2665
Plate lunch only, Monday through Friday, 11:30 a.m.–1:30 p.m. • in the Shaquille O'Neal Lodge in the Cook Hotel, 3848 West Lakeshore Drive.

**Foster Hall Café** • 578-6668
Open 7 a.m.–6 p.m., Monday through Thursday; 7 a.m.–4 p.m., Friday; closed Saturday and Sunday • basement of Foster Hall.

**Laville Food Emporium** • 578-4050
Currently closed for remodeling.

**McDonald's** • 578-0959
Open 7 a.m.–9 p.m., Monday through Thursday; 7 a.m.–8 p.m., Friday; 8 a.m.–8 p.m., Saturday; and 11 a.m.–4 p.m., Sunday • LSU Union, ground floor.

**Mini-Mart** • 578-5113
Open 7 a.m.–11 p.m., Monday through Friday; noon–10 p.m., Saturday and Sunday; open game days • off Dalrymple across from the Indian Mounds.

**Pierre's Landing** • 578-5696
Open 7 a.m.–6 p.m., Monday through Thursday; 7 a.m.–4 p.m., Friday; closed Saturday and Sunday • next to CEBA Building.

**Union Tiger Lair** • 578-5468
Open 7 a.m.–7 p.m., Monday through Friday, and 10:30 a.m.–6:30 p.m., Saturday and Sunday • LSU Union, main floor.

**Desserts**

**LSU Dairy Store** • 578-4392
The Dairy Store offers LSU’s homemade gourmet ice cream and specialty cheeses. Ice cream is available in bulk for special events • open 8:30 a.m.–5 p.m., Monday through Friday • corner of South Stadium Road and Tower Drive.
Catering
The LSU Union, 578-5952, and the Faculty Club, 578-2356, offer a wide array of catering services for a variety of departmental and personal event needs.

On-Campus Guest Lodging/Conference Facilities

Cook Hotel • 383-2665
Dedicated in 2001, the hotel and conference center is open to the public and features 128 rooms and suites, conference rooms, light dining, pool, spa, fitness center, and executive center. The LSU community now has beautiful overnight accommodations for meetings, seminars, workshops, and lectures. Additional information or reservations may be obtained by calling 383-2665 or visiting the Web site, www.thecookhotel.com.

Faculty Club • 578-2356
The Faculty Club has 15 rooms available for conferences and departmental visitors or guests.

Exercise

LSU University Recreation • 578-8601
To meet the diverse needs of the University community, the Department of University Recreation provides opportunities for participation in a variety of activities and services. University Recreation has developed a comprehensive program including aquatics, intramural sports, informal recreation, fitness programs, sport clubs, special events, outdoor recreation, athletic medicine, and instructional sports.

University Recreation operates the facilities described below. A modest entry fee and facility user fees provide funding for the operation of these facilities.

- **Student Recreation Complex** • A 112,000-square-foot, $8.4 million facility, located at the corner of South Campus Drive and Minnie Fisk Drive, provides the University community with the latest recreational sports equipment and facilities for year-round, daily use (including weekends).

- **Natatorium** • This facility, containing a 50-meter pool and diving well, is used primarily for varsity swimming events. However, there are some designated hours for informal swimming.

Disabled persons are encouraged to become active participants in Recreational Sports programs and activities.

For additional information about any Recreational Sports program or facility, please call 578-8601.

Golf Course • 578-3394
The golf course, located on Gourrier Lane at Nicholson Drive, is open to the public daily during daylight hours. Payment of a greens fee allows you play all day. Riding carts are available for rental on a 9- or 18-hole basis.

Golf Driving Range • 578-3394
The driving range, located on Gourrier Lane, is open from 7 a.m.–9 p.m., seven days a week.

Golf Course Nine-Hole Pitch and Putt • 578-3394
The nine-hole pitch and putt course is open from 7 a.m.–9 p.m., seven days a week.

Campus Organizations

Campus Club
Campus Club is a social organization that has been a part of LSU for more than 83 years. Membership is open to women who are members of the teaching faculty holding the rank of instructor, assistant professor, associate professor, or professor; persons who hold equivalent rank in the Agricultural Experiment Station, the Cooperative Extension Service, CAMD, Pennington Biomedical Research Center, and LSU Libraries; the teaching faculty of the University Laboratory School; women holding administrative or professional rank; and head residents and housemothers of fraternities, sororities, and residence halls.

Membership is also open to the wives of men employed in the above-mentioned areas, as well as members or wives of members of the military departments, Athletic Department, the LSU Union, those who are directors of the religious student centers, University physicians, and federal employees who have offices on the campus.

The club provides one or two annual scholarships awarded on a competitive basis by the Student Aid and Scholarships Committee to a child or grandchild of a dues-paying member of the club.

The club includes special-interest groups such as a Bridge Club, Gardening Club, Book Club, Travel Club, Lunch Bunch, and an Antique Club. You must be a member of Campus Club in order to participate in the various interest groups. See the Faculty/Staff Directory for the current president’s name and telephone number.
LSU Woman’s Faculty Club

Since 1928, the LSU Woman’s Faculty Club has provided an opportunity for women faculty and professional staff to network, socialize, and hear a variety of interesting speakers. The club meets for lunch once a month during the academic year. Annual dues are used to provide a cash award each year for an outstanding female student. See the Faculty/Staff Directory for the current president’s name and telephone number.

Friends of the LSU Museum of Art • 578-4003

The LSU Museum of Art is supported by this organization through providing funds for art purchases, sponsoring loan exhibitions and tours, and helping with the conservation of objets d’art. Members are eligible to attend special museum openings and the annual soirée. Different levels of membership are available.

Friends of the Museum of Natural Science • 578-3080

This organization supports the Museum of Natural Science through fundraising and various service opportunities. Members receive a newsletter and may attend special programs sponsored by the museum. Dues vary with membership level. To become a member, please go to our Web site at www.museum.lsu.edu and click on “LSU Museum of Natural Science.” You may register your donation by selecting the “Giving Campaign” logo and access our secured donation Webpage. You may also contact us by e-mail at mused@lsu.edu or by phone to receive a Giving Form.

LSU Geoscience Associates • 578-3080

The geoscience component of the Museum of Natural Science is supported by this organization through lectures and field trips for members. Members receive a newsletter and may attend special programs sponsored by the museum.

LSU Museum of Art • 389-7200

Membership in the LSU Museum of Art (MOA) entitles you to: free admission to the museum; our quarterly newsletter, LSU MOA Art Talk; a 10 percent discount in the museum store and other local businesses; an LSU MOA lapel pin; routine notification about exhibition openings, lectures, and special events; and special invitations to member-only events. Memberships also help support the operations and goals of the museum. Different membership levels are available. Check our Web site (www.lsumoa.com) for complete information on memberships.

World Aquaculture Society • 578-3137

The World Aquaculture Society promotes the educational, scientific, and technological advancement of aquaculture throughout the world. Members receive a quarterly scientific journal on aquaculture, a quarterly aquaculture news periodical, discounts on the society’s book series, and reduced registration fees at the society’s annual meeting and workshops. Different levels of membership are available.

EXTRA/EXTRAS

• Jitney Service, 578-5000, provides employees with free same-day campus delivery for packages and other items. The service is coordinated by the Office of Parking, Traffic, & Transportation.
• Mailing Services, 578-2710, located in the Copy and Mail Center, handles LSU departmental mail and processes incoming, outgoing, and interdepartmental mail.
• Employees may ride any campus or city bus free with a valid LSU ID. A brochure listing campus bus routes may be obtained from the Office of Parking, Traffic, & Transportation, Public Safety Building, South Stadium Road, 578-5000.
• The School of Veterinary Medicine has two animal clinics (small animal, 578-9600; large animal, 578-9500) open to the public 8 a.m.–5 p.m., weekdays, and for emergency care on weekends. Appointments are required.
• The Tiger Gift Center, 578-6974, located at Gate Five in Tiger Stadium, offers a 10 percent discount on all LSU gift items to employees with a valid LSU ID.
• The Department of Horticulture hosts an Annual Spring Garden Show in the John M. Parker Coliseum in March of each year. For information, please call 578-2158.
• Clothing, jewelry, and other LSU items are available to employees and departments at a 10 percent discount at the John and Rose Ann Shelton Gift Shop (Cook Hotel). For more information, call 383-0241 or 578-3838, or visit the Cook Hotel, 3848 West Lakeshore Drive. Open to the public 8 a.m.–6 p.m., Monday through Friday, and 8 a.m.–5 p.m., Saturday. You may also shop online at www.lsualumni.org.
• Traditions is remarkable work of bronze sculpture depicting Mike the Tiger. Dedicated in 2005 as the symbol of alumni pride and achievement marking the 100 anniversary of the LSU Alumni Association, Traditions has become the ultimate photo opportunity for every LSU graduate and fan. The 1,200-pound, eight-foot long, four-foot tall sculpture welcomes all who visit the LSUAA complex located on the campus of LSU at 3838 West Lakeshore Drive.
LSU AgCenter produce is sold seasonally at the Burden Center on Essen Lane. For additional information, call 763-3990.

Periodic meat sales are held by the Department of Animal Sciences, 578–3241. Quality beef, pork, and lamb are sold.

Plant sales are held in the fall and spring by the Horticulture Club. For dates and additional information, call the Department of Horticulture, 578-1028.

Twice a year, the Ceramic Art Student Association sells ceramics made by students and faculty. These sales take place in front of the Union at the end of each fall and spring semester. For more information, contact the School of Art, 578-5411.

Employees and students may purchase supplies for personal use from University Stores, Skip Bertman Drive, 578-6086. Personal checks are accepted. Departmental purchases require a University account number.

The Office of Bursar Operations, 125 Thomas Boyd Hall, 578-3357, offers check cashing for faculty and staff up to $25 per day with a valid LSU ID.

Christmas trees are sold by the student chapter of the Society of American Foresters each year in early December. For more information, contact the School of Renewable Natural Resources, 578-4131.

The Office of Intellectual Property’s objectives are to protect the University’s intellectual property—new ideas, inventions, and discoveries—by obtaining patents and copyrights; by seeking clients in the U.S. and worldwide to commercialize those technologies, and by negotiating and licensing those technologies for the benefit of society, as well as for the monetary gain of the University and the inventors. For more information, call 578-6941 or visit the office’s Web site at www.lsu.edu/intellectual_property.

The Copy and Mail Center offers duplicating and mailing services to faculty, staff, students, and departments for University-related work. A budget code is required for departmental work, unless an account has been established through Procurement Auxiliary Services. Large jobs should be submitted well ahead of the expected delivery date.

Operated by the Friends of LSU Libraries, the Book Barn, located at 3555 River Road, sells used textbooks at bargain prices. Hours are: 9 a.m.–noon, Monday; 9 a.m.–3 p.m., Wednesday; and 9 a.m.–noon, Thursday. Once a year, the Friends of the LSU Libraries sponsors a Book Bazaar that is open to the public. This event features used books, from collectors’ items to the latest best sellers, all sold at reduced prices. Schedules vary throughout the year. Call 578-5925 for information.

Visitors to campus can obtain a parking permit and a campus map at the Visitor Center, 578-5030, located at the corner of Highland Road and Dalrymple Drive. Hours are 7:30 a.m.–7 p.m., Monday through Friday.

The following services are available to faculty and staff at the Student Health Center, 578-6271:

- medical care for on-campus emergencies and work-related injuries
- allergy shots
- immunizations for University-related foreign travel
- flu shots, offered at specific times
- mental health consultations and referrals concerning students, 578-8774
- health and wellness education presentations for classes, 578-5718

Additionally, the LSU Profile-Plus, a comprehensive blood screening, is offered by appointment only from 8–10 a.m., Monday through Friday. The cost for the Profile-Plus is $20.

The Baton Rouge Crisis Intervention Center (“The Phone,” 924-5781) offers counseling and referral to LSU faculty, staff, and students—as well as the general public—experiencing or recovering from a crisis. The center operates a 24-hour confidential counseling service, “The Phone,” providing crisis counseling information and referral to appropriate community agencies.

**HELPFUL TELEPHONE NUMBERS**

More questions? The following numbers and Webpages may help.

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<tr>
<th>Service</th>
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<tr>
<td>Campus Information</td>
<td>578-3202</td>
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<td>Campus Police</td>
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<td><a href="http://www.lsu.edu/police">www.lsu.edu/police</a></td>
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<td>Benefits Service Center</td>
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<td><a href="http://www.lsu.edu/ofgs">www.lsu.edu/ofgs</a></td>
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<td>Faculty Senate Office</td>
<td>578-6651</td>
<td><a href="http://senate.lsu.edu">http://senate.lsu.edu</a></td>
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APPENDIX B

LISTING OF LSU POLICIES

University policy is stated in a number of documents with which staff members should be familiar. The following is a listing of these documents, which are on file in departmental and college offices or on the LSU Web site (www.lsu.edu).

Bylaws and Regulations of the Board of Supervisors
Permanent Memoranda (PM), issued by the Office of the LSU System President
Policy Statements (PS), issued by the Office of the Chancellor

Permanent Memoranda

The following are Permanent Memoranda (PM) originating from the Office of the President of the LSU System. The date in parentheses indicates the most recent revision.

PM-1 Permanent Memoranda from the Office of the President (1/18/54)
PM-2 Policy on Naming University Facilities (11/7/00)
PM-3 Compensation Limitations (1/6/00)
PM-4 Student Travel Accident Insurance (8/10/05)
PM-5 Holiday Schedule (issued annually)
PM-6 Lease of Immovable Property (2/6/91)
PM-7 Guidelines for Awarding Honorary Degrees (4/19/99)
PM-8 Definition of Student for Campus Employment Process (1/6/00)
PM-9 LSU System Investment Policy (6/7/04)
PM-10 Indirect Cost Allowances on Grants and Contracts (9/26/91)
PM-11 Outside Employment of University Employees (5/12/93)
PM-12 Educational Privileges, Educational Leave, Sabbatical Leave (12/12/00)
PM-13 University Travel Regulations (7/1/04)
PM-14 Operation and Maintenance of Physical Plant (5/29/73)
PM-15 Copyright Guidelines Regarding Electronic Learning (3/25/02)
PM-16 Technology Transfer (3/7/95)
PM-17 Fair Use of Copyrighted Material (1/3/00)
PM-18 Registration of Motor Vehicles (5/29/73)
PM-19 Determination of Teaching Loads and Proper Utilization of Facilities (5/2/73)
PM-20 Leave Policies for Academic, Unclassified, and Classified Personnel (10/28/03)
PM-21 Use of University Automobiles and Trucks (5/29/73)
PM-22 Commonly Used Name Designations, System and Component Institutions (3/24/03)
PM-23 Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff (5/31/02)
PM-24 Council of Faculty Advisers (5/29/97)
PM-25 Use of University Funds for Entertainment (10/11/73)
PM-26 LSU System Policy on International Employees and Visitors (3/9/05)
PM-27 Placement of Sponsored Agreements (4/21/98)
PM-28 Visiting Scholars (3/11/58)
PM-29 Student Referendums to Establish a New Special Service Fee or to Increase an Existing Fee (10/14/98)
PM-30 Radiation Protection Program (6/1/00)
PM-31 Residence Regulations of the LSU System (8/1/00)
PM-32 Use of LSU System Facilities and Premises (5/6/03)
PM-33 Drug-Free Workplace and Drug Testing Policy (11/2/98)
PM-34 Procedure for Reviewing Disability Retirement Claims Under the Optional Retirement Plan (12/3/02)
PM-35 Review of Faculty Ranks (5/23/00)
PM-36 Louisiana State University System Information Security Plan (4/19/05)
PM-37 (rescinded 5/7/90)
PM-38 (canceled 7/21/93; covered by PM-11)
PM-39 (rescinded 2/14/74)
PM-40 Contracts for University Procurement of Professional, Personal, and Consulting Services (6/18/01)
PM-41 Salary Cost Distribution and Conversion of Salaries (11/1/72)
PM-42 Physical Facilities Inventory and Analyses (9/9/74)
PM-43 (canceled 3/28/89)
PM-44 Execution of Contracts and Other Similar Documents (5/10/00)
PM-45 (rescinded 3/17/94)
PM-46 (canceled 9/12/84; covered by PM-23)
PM-47 (canceled 9/12/84, covered by PM-23)
PM-48 (rescinded 5/31/02)
PM-49 (canceled 6/17/73)
PM-50 (rescinded 3/20/70)
PM-51 (canceled 6/11/73)
PM-52 (canceled 6/11/73)
PM-53 (canceled 9/12/84; covered by PM-23)
PM-54 (canceled 9/8/99)
PM-55 Equal Opportunity Policy (9/15/00)
PM-56 (canceled 12/17/97)
PM-57 (canceled 12/8/82)
PM-58 Commitments for Data Processing and Computing Equipment (4/9/86)
PM-59 Classification of Academic Current Funds Expenditures by Function (4/25/73)
PM-60 Execution of University System Contracts (2/5/91)
PM-61 (rescinded 11/1/99)
PM-62 (canceled 12/8/82)
PM-63 Channels of Communication with the Board of Regents (9/9/75)
PM-64 Intellectual Property—Distribution of Royalties and Other Matters (1/3/97)
PM-65 Payroll Deduction Authorization (11/8/99)
PM-66 (rescinded 5/12/93; covered by PM-11)
PM-67 Contracts Between the University and its Faculty Members (10/6/97)
PM-68 Construction, Modification, Maintenance, Care, and Operation of Sorority and Fraternity Houses Located on University Property (8/25/94)
PM-69 Delegation of Authority to Execute Personnel Actions (12/13/99)
PM-70 Return to Work Policy for Employees on Workers’ Compensation (8/15/00)

Policy Statements
University Policy Statements (PS) are as follows. The date in parentheses indicates the most recent revision.

PS-1 Equal Opportunity (8/7/00)
PS-2 Vacant/New General Fund Positions (5/1/77)
PS-3 Teaching Assignments for Nonfaculty Personnel (8/22/77)
PS-4 Commuting Faculty Exchange Participants (6/10/75)
PS-5 Remuneration for Professional, Personal, or Consulting Services (5/12/03)
PS-6 Solicitation of Advertisement (6/5/89)
PS-7 Academic Honorifics (5/28/01)
PS-8 Employee Discipline Procedures for Professional, Other Academic, and Classified Employees (6/16/97)
PS-9 Continuing Education, Outreach, and Service Programs (2/23/98)
PS-10 Internal and External Communications/Advertisements (12/17/03)
PS-11 Use of University Funds for Entertainment (7/21/01)
PS-12 Leave Guidelines for Academic, Administrative, Professional, and Classified Employees (11/8/04)
PS-13 Non-varsity Athletics (6/10/75)
PS-14 Soliciting and Deliveries of Personal Orders (11/23/94)
PS-15 (rescinded 11/1/97)
PS-16 (superseded by PS-23, 7/1/95)
PS-17 (rescinded 6/1/93)
PS-18 Emergency Response Plan (7/1/99)
PS-19 University Occupational and Environmental Safety (6/1/96)
PS-20 Title, Position, and Salary Control for Professional and Administrative Personnel (10/1/93)
PS-21 Graduate Assistantships (1/30/04)
PS-22 Student Absence from Class (3/1/96)
PS-23 Facilities Design and Development (8/30/04)
PS-24 Administrative Council (5/1/79)
PS-25 Nepotism (12/9/04)
PS-26 Policy for Persons with Disabilities (1/26/93)
PS-27 (canceled, see PS-1)
PS-28 Employment and Payment of Contingent Employees (6/2/97)
PS-29 Environmental Control in the Classroom (11/18/91)
PS-30 Privacy Rights of Students—Buckley Amendment (11/1/96)
PS-31 Holiday Schedule (issued annually)
PS-32 Proposal Review and Approval Procedures (11/24/03)
PS-33 Student Employment (7/5/95)
PS-34 Salary Savings (11/1/76)
PS-35 Performance Evaluation of Administrative, Professional, and Other Academic Staff (5/1/96)
PS-36 Criteria for Evaluating Academic Performance; Policy and Procedures on Faculty Appointment, Performance Evaluation, Reappointment/Non-reappointment, Promotion, and Tenure; Appeal Procedures (7/1/97)
PS-37 Minimum Class Size (8/1/91)
PS-38 Academic Credit for Individual Off-Campus Study (9/30/91)
PS-39 Performance Evaluations (Classified) (3/1/01)
PS-40 Confidentiality of Personnel Records of University Employees (6/1/94)
PS-41 Assignment of Space and the Opening and Closing of Buildings for Activities on Holidays and Weekends (5/1/79)
PS-42 Course Fee Policies (12/15/77)
PS-43 Additional Compensation Limitations for Academic and Administrative/Professional Employees and Computation of Summer Salary Rates for Academic Employees (5/16/95)
PS-44 Grades (3/1/96)
PS-45 Courses and Curricula (10/5/95)
PS-46 (canceled 8/1/00)
PS-47 Employee Benefit and Indirect Cost Rates (5/1/78)
PS-48 General Appeal Procedure Available to Students (1/1/02)
PS-49 Building Coordinators (10/1/99)
PS-50 Responsibilities and Concerns of University Personnel (5/28/01)
PS-51 Confidentiality in Sponsored Projects (5/12/03)
PS-52 Registered Student Organizations—Due Process Protection (2/6/03)
PS-53 The University’s Participation in the Pretrial Intervention Program of East Baton Rouge Parish (1/1/92)
PS-54 Policy Governing the Applicability of the Code of Student Conduct to Students with Dual Relationships with the University (4/24/80)
PS-55 Rights and Privileges of Retired Faculty and Staff Members (10/9/00)
PS-56 Campus FM Radio Station (2/6/06)
PS-57 (rescinded 5/28/01; replaced by PS-7)
PS-58 (rescinded 7/11/95; replaced by PS-18)
PS-59 Employee Assistance Program (10/31/96)
PS-60 Food Service Within LSU Facilities and Premises (8/18/97)
PS-61 Overtime Policy (11/29/04)
PS-62 Public Prayer (5/18/87)
PS-63 Procedure for Notice When a Regularly Enrolled Student Dies (3/1/92)
PS-64 (canceled 2/11/88)
PS-65 Management of Human Body Fluids/Waste (6/1/99)
PS-66 The Flying of the United States Flag and the Louisiana Flag (12/15/87)
PS-67 Illegal Use of Drugs and Alcohol Misuse (11/1/98)
PS-68 University Intellectual Property Rights in Sponsored Research Projects (2/6/03)
PS-69 Research Misconduct (3/1/06)
STAFF SENATE CONSTITUTION FOR LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

Article I  Purpose

The Louisiana State University and Agricultural & Mechanical College Staff Senate is made up of duly elected representatives from the staff employees of the University. To this end, the Staff Senate will:

• Promote and protect the welfare of the LSU staff to the extent that the Staff Senate policies are consonant with State Civil Service regulations, Bylaws and Regulations of the Board of Supervisors, University Policy Statements (PS), and System Permanent Memoranda (PM), and do not impinge on the academic life of the University.

• Promote the effective exchange of information between the LSU administration and staff.
• Propose and maintain programs to enhance the personal and professional welfare of the staff, as well as encourage their vocational and educational development.

Article II • Authority

Within the bounds of this Constitution, the Staff Senate will have the authority to adopt bylaws, rules, and resolutions to fulfill its responsibilities. After adoption, all formal actions of the Staff Senate shall be forwarded to the Chancellor for review, recommendation, and approval.

Article III • Organization

Section 1. Representation

The LSU Staff Senate will represent all staff who are employed at least half time and who have been with the University for a minimum of six consecutive months. Those represented must be in one of the following groups of employees, as defined in the LSU Staff Handbook:

• Unclassified Employees—Administrative officers and professional staff, as well as all nonfaculty employees in positions exempt from the provisions of the State Civil Service System or from the Classified Service under the State Constitution.

• Classified Employees—All employees in positions covered by the provisions of the State Civil Service System.

• Other Academic Employees—Part-time members of the academic staff and full-time members of the instructional staff below the rank of instructor, or equivalent; employees with academic responsibilities who do not hold faculty rank. This category includes associates, assistants, lecturers, and coordinators not represented by the Faculty Senate, excluding students.

Section 2. Senate Membership

The LSU staff senators will be elected by the various categories of nonfaculty employees, as defined by the University’s Office of Human Resource Management. There will be one senator representing every 100 employees, with a minimum of two senators from each category. If the final count is less than 100 but greater than 66, then an additional senator will be elected from that category. No single category will have majority representation on the Staff Senate.

Reevaluation of the representation process will take place at such a time as Staff Senate membership reaches 30.

A. Qualifications

Senators must be qualified as staff:

1. as defined under Article III, Section 1;
2. who are employed at least 75 percent effort;
3. who must have completed at least one year of continuous employment at LSU immediately prior to the qualifying date of the Staff Senate election.

B. Terms of Office

Senators will be elected for three-year terms. Terms of office will be staggered to ensure that one-third of the Staff Senate is elected each year.

C. Senate Officers

The Staff Senate will elect from its membership a president, a president-elect, a secretary, and two at-large members. Each will be elected in accordance with the Staff Senate Bylaws.

Article IV • Meetings

Section 1. Regular Meetings

Regular meetings of the Staff Senate will be held monthly at a time and place specified by the Executive Committee, which is empowered to cancel or reschedule meetings. With the exception of executive sessions, these meetings will be open to the public. Only members of the Staff Senate or their proxies and invited speakers will be eligible to speak.

A simple majority of the membership of the Staff Senate will constitute a quorum. Each member of the Staff Senate will have one vote. Voting by proxy is permitted.

Section 2. Special Meetings

Special meetings may be called by:

1. the president;
2. the Executive Committee;
3. written petition of five senators;
4. telephoned requests of five senators.

Special meetings, with the exception of executive sessions, will be open to the public. Only members of the Senate and invited speakers will be eligible to speak.
Section 3. Agenda

Meetings of the Staff Senate will be governed by an agenda established by the Executive Committee.

Section 4. Release Time

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

Article V • Committees

Section 1. Executive Committee

The Executive Committee will consist of five voting members of the Staff Senate as follows: president, president-elect, secretary, and two at-large members. The past president will serve ex-officio. The Executive Committee will establish standing committees, as defined in Article VI of the Bylaws.

Section 2. Standing Committees

Standing committees will be established by the Executive Committee as defined in Article VI of the Bylaws. Any member of the University community may be invited to serve on a standing committee.

Section 3. Ad Hoc Committees

Additional committees may be established by the Executive Committee, as needed. Any member of the University community may be invited to serve on an ad hoc committee.

Section 4. University Committees

The Staff Senate will request representation on, and appoint members to, University committees that affect the welfare of the staff and the University.

Section 5. Release Time

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

Article VI • Ratification

This Constitution will be considered ratified and official upon approval by a majority of the total votes cast by qualified staff members, as defined in Article III, Section 1.

Article VII • Amendments

Section 1. Proposals

An amendment to this Constitution may be proposed either by the Staff Senate or by a petition signed by at least 100 qualified members and presented to the Staff Senate.

Section 2. Senate Approval

A proposed amendment must be introduced at least one month prior to being voted on. To pass, the proposed amendment must receive the vote of a simple majority of the senators present.

Section 3. Vote by Staff

An amendment approved by the Staff Senate will be submitted to the staff for a vote. To pass, the amendment must receive two-thirds of the votes cast by qualified staff members.

Section 4. Chancellor’s Approval

An amendment that has been approved by the Staff Senate and qualified staff members will be submitted to the Chancellor for review and approval.

APPENDIX D

BYLAWS OF THE STAFF SENATE

Article I • Election to Staff Senate Membership

A. Election of members to the Staff Senate will be conducted by the Elections Committee, in accordance with the guidelines established by the Staff Senate. In cases where there are as many candidates in a category as vacancies, the candidates will be declared elected.

B. If no one files for a particular Staff Senate position, that position will be declared vacant. The vacancy will be filled by appointment from within the by the president, with approval of the Staff Senate.
C. Staff Senate elections will be held during the month of April, at a time determined by the Elections Committee and approved by the Staff Senate.

D. Vacancies
1. A vacancy on the Staff Senate will be filled by the eligible runner-up within that category from the last regular election. This person will serve until the term of said position expires.
2. If no person is qualified, the president will appoint, subject to Staff Senate approval, an eligible staff member from within the category in which the vacancy has occurred. The person appointed will serve until the term of said position expires. Persons not eligible to run for election to the Staff Senate will not be eligible for appointment.
3. A senator whose category changes may complete the term to which he or she was elected. Such category changes will not constitute vacancies during the current term.

E. Alternative representation
Absent senators may be represented by proxy. Said proxy must be eligible for Staff Senate election and be from within the absent senator’s job category. At the meeting, the proxy will present written authorization to the presiding officer. A senator may hold more than one proxy for absent senator(s), provided he or she is their designee in the same job category.

Article II • Removal from Staff Senate Membership
A. A senator may be removed for due cause by a two-thirds majority vote of the Staff Senate.
B. A senator may be removed by written petition stating due cause signed by at least one third of the constituents in the senator’s EEO category. Signatures on said petition must be validated by the Elections Committee.
C. Nonattendance at Staff Senate meetings will also be cause for removal.
1. A record of attendance for the year (April 1 through March 31) will be kept at each Staff Senate meeting.
2. If a senator is absent for two meetings during the year, the president shall declare the seat vacant. Only two proxies are allowed per Staff Senate year.
   a. Nonattendance at special meetings or absences caused by a change of the regular meeting date will not count as an absence for purposes of this section.
   b. Representation by proxy constitutes attendance.
3. A senator may petition for reinstatement to the Senate only once during the year. Such petition must be submitted in person by the individual at the first regularly scheduled meeting following removal from office. Reinstatement may be granted by an affirmative vote of two-thirds of those senators present.

Article III • Officers
There shall be a president, president-elect, secretary, and two at-large members.
A. Officers will be elected for a one-year term at the next meeting following the installation of new senators in April, with terms to become effective in July. Those senators elected as officers in the third year of their term who do not seek re-election or who run and are defeated will have their term as officers expire in July after their Senate term expires. The president-elect will automatically become president in July following the one-year term as president-elect.
B. Election Procedure
1. Nominations for officers will be made verbally from the floor of the Senate.
2. Elections will be held by secret ballot. If no one receives a majority vote on the first ballot, there will be a second balloting between the two persons receiving the largest number of votes.
3. In the event of a tie in the election of any officer, another balloting will be held between the tied candidates. If the tie is not broken after the second balloting, then the tie will be broken by a flip of a coin.
4. In the event any officer should resign his or her position, an election to fill that vacancy will be held by the Staff Senate members at the next scheduled meeting.
C. Duties

1. President—The president will be the presiding officer at meetings of the Staff Senate, and will have primary responsibility for preparing the agenda for each meeting. The president will see that agendas, as well as minutes of previous meetings, are properly circulated. As an elected representative, the president may vote on any and all issues. The president may appoint a parliamentarian who will be prepared to advise the Staff Senate on points of order in accordance with Robert’s Rules of Order, except where these rules are in conflict with the Constitution and/or Bylaws of the Staff Senate. A ruling may be overruled by majority vote of the Staff Senate.

2. President-elect—The president-elect will assume the responsibilities of the president whenever the president is absent or otherwise unable to perform specified duties. The president-elect will serve as liaison to the Faculty Senate.

3. Secretary—
   a. The secretary will assume the responsibilities of the president in the absence of both the president and president-elect.
   b. The secretary will be responsible for maintaining accurate records, including attendance, of all business conducted by the Staff Senate. An administrative secretary will be provided to assist the secretary in these duties. The administrative secretary will provide a transcript of the Staff Senate meetings to the secretary for review and approval; the approved minutes shall be distributed to the Executive Committee.

4. At-Large Members—Duties of the at-large members will be determined by the Executive Committee.

Article IV • Meetings

A. Regular meetings will take place at an hour designated by the Staff Senate on the third Wednesday of each month unless a conflict occurs with the University Academic Calendar. The Executive Committee will determine the place and time of special meetings.

B. Notices of regular meetings will be published in the Staff Senate Report and LSU Today. Either written or telephone notification will be given to all members of the Staff Senate in advance of special meetings.

C. The agenda of the regular meeting and the proposed minutes from the previous meeting(s) will be circulated to all members of the Staff Senate prior to the meeting. After tentative approval by the Executive Committee, the minutes will be distributed to the Staff Senate prior to the meeting.

D. A simple majority of the Staff Senate will constitute a quorum.

E. Meetings of the Staff Senate will be open to the public, but only senators and invited speakers are entitled to speak. However, the presiding officer may permit others to speak, time permitting, for a period not to exceed three minutes (see Article V, Section A.3).

F. The Staff Senate reserves the right, upon majority vote, to go into executive session, but no final action can be taken in executive session.

G. The president, the Executive Committee, or the Staff Senate by majority vote is authorized to invite guests to speak about matters of interest to the Staff Senate.

H. A majority vote of the senators present will be necessary to take action on all matters. A senator unable to attend a meeting may authorize a proxy vote on specific issues by submitting an oral or written proxy to the administrative secretary prior to the meeting. In the absence of the administrative secretary, an officer can be contacted.

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

J. The minutes of any prior meeting will be made available to any member of the staff upon request.

Article V • Order of Business

A. Attendance
   1. Each member will register his or her attendance.
   2. Proxies will present written authorization of representation to the administrative secretary (see Article IV, Section H).
   3. Each guest will register and indicate if he or she wishes to address the Staff Senate on a particular subject.

B. Revision and approval of minutes

C. President’s report

D. Committee reports
E. Old business
F. New business

Article VI • Committees

A. Executive Committee
1. The Executive Committee will consist of five voting members of the Staff Senate, as follows: president, president-elect, secretary, and two at-large members to be elected by the Staff Senate. The immediate past president will serve ex-officio for a period of one year.
2. The priority of topics on the regular Staff Senate agenda will be established by the Executive Committee.
3. The regularly scheduled Executive Committee meeting will be held no sooner than the week following the regularly scheduled Staff Senate meeting and no later than eight working days prior to the next Staff Senate meeting.
4. Special meetings of the Executive Committee can be scheduled by the president or by a call from a minimum of three committee members to the administrative secretary.
5. The Executive Committee will serve as liaison between the Staff Senate and the Chancellor.

B. Standing Committees
1. Standing committees will be Benefits and Policies, Elections, Governmental Relations, and Long-Range Review and Planning.
2. The Executive Committee will appoint a senator to serve as chair for each of the standing committees, subject to the approval of the Staff Senate. Terms of standing committee chairs will be one year, expiring upon appointment of a new chair. Chairs may be reappointed for successive terms.
3. The Executive Committee will select committee members and the chair may appoint a vice-chair, if appropriate, to act in the absence of the chair.
4. Membership on the standing committee will normally be for a period of one year; however, the Executive Committee will review membership applications annually.
5. Each standing committee chair will submit written reports at each meeting. Written reports of special assignments will be submitted by standing committees when the assignments are completed.
6. Charges of the standing committees are listed in the Appendix.

C. Special Committees (or Ad Hoc)
1. The Executive Committee will appoint special committees (ad hoc) and assign their charge as deemed necessary.
2. Special committees (ad hoc) will submit written reports at each monthly meeting until their work is finished.

Article VII • Additional Participation by Senators

Senators will be required to be a member or chair of a standing or ad hoc Staff Senate committee, or a liaison to various groups, as assigned by the Executive Committee.

Article VIII • Amendments

These Bylaws may be amended by a simple majority of the Senate, providing that the proposal for such change was introduced at least one regular meeting in advance of the vote. The Chancellor shall have final approval on any amendment before it becomes a part of the Bylaws.

Appendix • Bylaws

Elections Committee

Charge—The Elections Committee will have full responsibility for conducting elections. Duties of the committee will be to:
1. Certify the number of senators to which each EEO category is entitled.
2. Provide filing statements.
3. Verify eligibility, as defined in the Constitution, of all staff members filing for office.
4. Make all physical arrangements pertaining to the election.
5. Report election results to the president of the Staff Senate.

Election Procedures—Notice of election procedures to be followed in electing representatives to the Staff Senate will be sent to each staff member at least one month prior to the election. The number of senators to be elected from each specified EEO category will be included in the notice of
election procedures. In the case of an eligibility dispute, the University’s Office of Human Resource Management shall verify employment and appropriate category.

**Filing Information**—The deadline for candidates filing for senate elections will be no sooner than one week after the election procedure notice has been distributed.

Candidates who wish to withdraw their names from the election must indicate their intent by sending a letter to the Elections Committee no later than 10 calendar days after the filing date. After this date, all names certified in the filing process will appear on the ballot.

In case no one files for a particular Staff Senate position, that position will be declared vacant and filled according to procedures in Article I, Section B, of the Staff Senate Bylaws.

**Campaigning**—Candidates will be responsible for their own campaign, including expenses, should they wish to campaign.

Each candidate will be provided with a complete list of all persons in his or her EEO category, as defined by the University’s Office of Human Resource Management, upon request. Each candidate will be provided with a copy of the Constitution and Bylaws.

**Election**—Election of members of the Staff Senate will be carried out in accordance with Article III, Section 2, of the Constitution of the Staff Senate.

**Voting**—The Elections Committee will conduct the elections in accordance with Article I, Section C, of the Staff Senate Bylaws.

Each eligible staff member may vote for as many candidates as there are positions to be filled in his or her specified EEO category. The candidates who receive the most votes will be elected. Ties will be broken by casting of lots.

If any ballot should contain more votes than called for in the ballot instructions, that ballot will be disqualified and kept with the election process records for audit.

Tabulation of votes will be made by the Elections Committee and results will be publicly reported to the Staff Senate.

The Elections Committee will report the election results to the administrative secretary for publication.

**Record Keeping**—The Elections Committee will be responsible for keeping records of elections on file until the next regular election in each group. The ballots will be sealed upon the completion of official election tabulations and announcement of results.

**Benefits and Policies Committee**

The Benefits and Policies Committee will maintain an ongoing study to determine the needs of the staff; review and make recommendations regarding policies pertaining to conditions of employment, employment grievances, promotion, compensation, leave, insurance, retirement, and other fringe benefits affecting the welfare of LSU employees and their dependents. This committee will consider all matters brought to its attention by the Staff Senate and/or the University administration.

**Communications Committee**

The Communications Committee will communicate the activities and contributions of the Staff Senate to all staff and will work to improve communication efforts across campus. The committee shall determine information to be communicated and the best methods of communication. The committee, in cooperation with the Office of Public Affairs, is responsible for the monthly publication of the Staff Senate Report. Chairs of standing and ad hoc committees must serve on this committee. All external communications produced by this committee shall be approved by the Staff Senate President.

**Governmental Relations Committee**

The Governmental Relations Committee will monitor the actions affecting the LSU staff and higher education taken by the Louisiana Legislature. This committee will also monitor actions taken by the Governor’s Office, the various boards of state-approved insurance programs and the retirement systems, as well as the actions of the Louisiana Department of Civil Service, and report to the Staff Senate any and all items that may affect the LSU staff. This committee will also recommend to the Staff Senate methods of communicating the concerns of the staff to these various agencies and offices.

**Long-Range Review and Planning Committee**

The Long-Range Review and Planning Committee shall maintain an ongoing study to determine future needs and priority of University matters relating to staff; advise the Senate on matters identified by this committee and other Senate committees worthy of consideration; review the work of other committees and assist them, when appropriate, to accomplish their objectives.

Adopted by the Staff Representation Committee, a subcommittee of the Staff Personnel Policies Committee, July 11, 1975.
Further amendments were made by the committee, July 30, 1975.
Accepted and approved by the Staff Personnel Policies Committee, August 22, 1975.
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