

McNeese State University

Classified Employee Civil Service Handbook

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Dear Staff Member:

Welcome to McNeese State University.

As a new employee, it will be to your advantage to acquaint yourself with some of the facts about the organization in which you will be working -its employment practices, campus facilities, as well as the benefits, privileges, and responsibilities which will be yours as an employee of the University. This handbook attempts to provide you with such information.

While every effort has been made to answer those questions which arise most frequently, it is possible that you may have special concerns. In such cases, do not hesitate to ask your immediate supervisor or the Personnel Office in Smith Hall for assistance.

This handbook is to be used for reference only. These guidelines may change from time to time. This handbook is not to be construed as a contract between McNeese and the employee, but as a reference source for employees to abide by the rules and regulations of the University.

We hope that you will find McNeese State University a pleasant place to work, and we are pleased that you are now apart of the University "family".

Sincerely,

Dr. Robert D. Hebert President

Introduction

This handbook is designed to provide you with general information on policies and rules, with which you should become familiar. It does not constitute an employment contract for any period of time but merely sets forth policies and procedures in effect on the date it was issued. This handbook may be amended periodically without prior notice to employees. The use of gender (he) is not intended to be sexist.

Your supervisor and/or the Office of Personnel can provide you with more detailed information about your position in the classified service and with answers to questions which you may have. Personnel maintains a complete manual on policies, procedures and rules, which you are welcome to question or examine at your convenience. If you have questions concerning Civil Service, feel free to contact Personnel.

College publications, which may be helpful to you in your work and in developing an overall picture of McNeese are: catalog; fall, spring and summer schedules; The Contraband (student newspaper); The Log (yearbook); The Alumni News (alumni publication); and the Faculty / Staff Handbook.

How to Use This Handbook

This is your handbook, and we hope that you will use it. It will answer many questions you may have as a new employee. Check the Table of Contents; pick a subject that interests you; read it. All presentations are brief. Eventually, you may wish to read the entire handbook. Keep it as a reference.

We are eager to know your reactions. If you believe that we have omitted something, let Personnel know about it for the next revision.

History of the University

McNeese State University was founded in 1939 as a division of Louisiana State University, offering only the first two years of higher education. Originally called Lake Charles Junior College, the name became John McNeese Junior College in 1940 by resolution of the University Board of Supervisors in honor of a pioneer Southwest Louisiana educator.

Advanced to four-year status and separated from L.S.U. in 1950, the University was renamed McNeese State College, and its administration was transferred to the Louisiana State Board of Education. Act 138 of the 1970 Louisiana Legislature gave the institution its present name, McNeese State University.

McNeese gained significant recognition in 1954 through admission to the Southern Association of Colleges and Schools, the highest accrediting agency in the United States for such schools in the South.

The Legislature authorized McNeese to offer curricula leading to the master's degree in 1960, and to the degree of Education Specialist in 1966.

In addition to the Graduate School, McNeese University's academic organization includes the Colleges of Business, Education, Engineering and Technology, Liberal Arts, Nursing, Science, and the Office of Continuing Education, and the Division of Basic Studies.

McNeese State University opened its doors in 1939 on an 86- acre tract donated by the Calcasieu Parish Police Jury with a physical plant of two buildings; the former administration building (Kaufman Hall) and McNeese Arena. The Main Auditorium was completed in 1940 as the third building on the campus. All three structures are still in use today.

As enrollment has grown, considerable land acquisition and physical plant expansion have occurred. In addition to the 99-acre main campus, the physical plant now includes the 402-acre McNeese Farm, a 65-acre athletic plant and student apartment complex, and seven acres each for the Department of Agriculture and the President's home.

In 1989, the Main Auditorium, now Francis G. Bulber Auditorium, was placed on the National Register of Historic Places by the United States Department of the Interior.

Establishment of the Civil Service System

Nearly all of our public employees want and are entitled to have, security of tenure, political independence and the right to vote as they please. They are entitled to be sure that as long as they properly perform the duties of their position they will retain their jobs, will win promotion through merit, and will enjoy economic security along with political freedom. Unfortunately, under the old "spoils" system as a matter of economic pressure and dire necessity, one could not afford to risk losing his job by voting as he pleased.

The Civil Service Amendment established a Civil Service System effective for the majority of state employees on June 30, 1953. It prohibited discharge of a regular employee for political reasons, and it established a democratic merit system in public employment. The law effectively destroyed the "spoils" system and saved the taxpayers of the State of Louisiana millions of dollars through improved efficiency of public employees in governmental activities. It restored political liberty and security to thousands of honest and efficient employees of the state. The Civil Service System permanently resulted in cleaner and more efficient government and protected and preserved our fundamental democratic institutions. It is through Civil Service that state employees can be freed from political control and influence, so that they may perform their work without fear or favor, and may cast their votes as they alone desire.

Civil Service

All classified employees of the university are appointed in accordance with the State of Louisiana Civil Service Regulations. This means you were selected from a list of eligible persons

who passed a competitive examination, or you were selected for a non- competitive position based on your training and experience.

Each position has been analyzed in detail by representatives of the Department of Civil Service. The responsibilities and some of the duties connected with it are outlined, and the education and experience required to do the job adequately are defined. These make up the official classification requirements.

University Organization and Control

McNeese State University is under the jurisdiction of the Board of Supervisors for the University of Louisiana System and Universities and the Louisiana Board of Regents.

The Board of Supervisors appoints the president of the university, and upon his recommendation, all other employees. It establishes major management policies for the universities under its control. Civil Service personnel are subject to the rules and regulations of the State Civil Service Commission.

Serving under the president of the University are five vice- presidents who represent the following areas: Provost and Vice- President for Academic Affairs, Vice-President for Administrative and Student Affairs, Vice-President for Business Affairs, Vice- President for Development & Public Affairs; and Vice-President for Special Services and Equity. All academic and non-academic departments are shown on the Organizational Chart included in this handbook.

Office of Personnel

Personnel (Smith Hall, Room 135) has an open door policy and you are always welcome to come in for information or advice. We do suggest, however, that you let your supervisor know as a courtesy to him. All information regarding an employee (records/folders) are held in complete confidence and is available only to your supervisor and other authorized personnel. You may review your own file in the presence of a witness from Personnel. Printed copies of your file are available for a minimal fee.

The Vice-President of Special Services and Equity, as the appointing authority for classified employees at McNeese, shall be responsible for representing this agency to the Department of Civil Service. All official University correspondence and contact with the Department of Civil Service shall be handled by Personnel.

This policy, however, is not intended to deprive any employee of his right to contact the Department of Civil Service concerning any problem affecting him individually, provided the employee does not indicate to the Department of Civil Service that he is representing McNeese State University.

Communication

New and/or revised policies and procedures are communicated by memoranda to supervisors and employees. There are bulletin boards with posted information, and it is your duty to check the bulletin boards in your department regularly so that you may be aware of any information which concerns you as an employee. Communication is a two-way street and we want you to let us know, through your supervisor or by a visit to Personnel, your viewpoint concerning personnel policies. For those problems which cannot be immediately resolved, you must follow the grievance procedure explained in this handbook.

The Personnel Office aspires to have a communication system which will avoid any misrepresentation, error or conflict. If there is any doubt concerning any communication, rule, or policy relating to classified personnel, do not hesitate to inquire at the Personnel Office, as this is the best source to obtain the correct information.

Initial Appointments and Requirements

Each classified position is filled in accordance with the rules and regulations of the Louisiana State Department of Civil Service. Before receiving an appointment, you must first meet the minimum qualification requirements of the position.

When employed by the University, you are required to submit to Personnel a current application for state employment, an appointment affidavit, and Form I-9. If veteran's preference is claimed, a copy of military service discharge papers must be submitted. The Personnel Office will conduct a new employee orientation.

You are required to file with the Personnel Office certain forms relating to salary deductions. These forms are:

Withholding Taxes

Federal and state income tax deductions made by the University from the employee's wages are determined by information supplied by the employee on Federal (W-4) and State (L-4) withholding tax forms.

U.S. Savings Bond Plan, McNeese Federal Credit Union, Union Dues, Various Annuities, Insurance programs, Direct Deposit.

Voluntary participation in any of these programs elected by an employee can be handled via payroll deduction.

Status of Employees

Types of appointments under Civil Service are as follows:

Provisional

A provisional appointment is temporary and indefinite in length of time. A provisional employee may be separated by the employing agency at any time. This is the appointment of a qualified person in the absence of an adequate eligible list. Provisional appointments terminate upon the regular filling of the positions in any manner authorized under Civil Service rules, but in no event later than 30 days after certification of five or more available eligibles from an appropriate list. If the provisional employee is not on the list or is not within reach for appointment because of a low grade on the examination, his employment must be terminated and he must be replaced by a qualified candidate from the list of eligibles. Therefore, the provisional employee is urged to take the appropriate examination.

Probational

This is an appointment of a person to serve a working test period of no less than six months or no more than twelve months of his employment. During this period the employee is closely supervised to determine whether his performance on the job indicates that he will make a satisfactory or an unsatisfactory employee. An employee whose performance does not meet the required standards may be removed from his position at any time before the expiration of his probationary period, in accordance with Civil Service Rules, without right of appeal.

Permanent

This is the status of an employee who has successfully completed the probationary or working test period. Permanent appointment of a probationary employee shall begin upon certification by the appointing authority.

Job Appointment

The purpose of the job appointment is to accomplish work of a temporary nature for a period not to exceed one year. Employees serving on job appointments do not attain permanent status and may be separated by the employing agency at any time. Job appointees do earn sick and annual leave, but payment for services will not be made until completed time sheets are received by the Personnel Office.

Restricted Appointment

A restricted appointment authorizes employment not to exceed a certain time limit. These appointees do not attain permanent status, do not earn leave, do not receive payment for holidays, and may be separated by the university at any time. Payment for services will not be made until completed time sheets are received by the Personnel Office.

Noncompetitive Re-employment

This is the noncompetitive appointment of a person based on permanent status attained in former employment in the classified service. Subject to provisions of C.S. Rule 8.18, a former permanent employee who has been separated from the service may, within ten years of separation, be non-competitively re-employed in any position for which he is qualified and which has the same or a lower entrance salary as the current minimum for the class in which he had permanent status. Each former employee who is non-competitively re-employed, except if employed from a Department Preferred Re-employment List, must serve a six-month probationary period from date of re-employment before he regains a permanent status. When re-employed he earns sick and annual leave based on verified former state service. Noncompetitive re-employment simply means that the former employee does not need to re-qualify for a vacant position. The university, however, is not obligated to re-employ the former employee.

Position Classification

The class title allocated to the position which you fill is authorized by the State Department of Civil Service, and this title will be used on all official records and communications.

The duties and responsibilities assigned to your position are itemized on an official Civil Service Position Description Form. Personnel will furnish you with a copy. Your supervisor will provide any additional information relating to the position and will inform you of specific departmental policies and procedures.

Position descriptions generally contain an accurate itemization of duties and responsibilities; however, the absence of a specific task related to the position does not exclude its performance. If changes in the organization and distribution of work result in a significant alteration of the duties and responsibilities as described in the Position Description Form, it is suggested that you discuss the matter with your supervisor. It may be appropriate to update the position description.

Position Changes

Posting of Vacant Positions

Notices of vacant positions are posted on the bulletin board in Personnel and also sent to all departments for access to employees. Any interested employee who meets the qualifications for the vacant position may submit his name for consideration. It is your responsibility to take the Civil Service examination for any classification in which you might be interested and for which you qualify. Personnel will be glad to assist you with the application if necessary. Employees should test in advance and not wait for posting.

Promotions

A promotion means a change in duty assignments and status of a permanent employee from a position in one classification to a position in another requiring higher qualifications and involving a higher level of responsibility and pay. A promotion can be made only when the employee qualifies for it through regular Civil Service procedure.

Personnel maintains a position description and specification file which is available for the use of all employees so that they may have information on the requirements for higher-level positions.

A promotion is determined on a competitive or noncompetitive basis depending upon the level of the position to be filled, whether or not the proposed action is normal line, whether or not a competitive situation exists, and other factors. When an employee is promoted, no new probationary period is involved. Pay increase for one GS level increase is 7%, for two GS levels 10-½ %, and for three or more it is a 14% increase.

Employees are encouraged to broaden their skills, to take Civil Service examinations or otherwise, qualify for higher-class positions. Whenever possible, administration prefers recommending the promotion of a permanent employee in filling a vacancy in lieu of choosing a candidate from a list of eligibles who has not had service at the University.

Reallocations

If during the course of your employment, additional duties and responsibilities are assigned to your position, and you feel that your position is no longer properly classified; you may file an appeal for reallocation. It should be understood that reallocation would not be considered as a reward for longevity in a particular class or position. Additional information and forms are available through Personnel.

The reallocation of a position from one class to another results from a determination by the Department of Civil Service that a different official allocation must be made for a position.

Reassignment

This is a change within the same department of an employee from a position in one class to another position in a different class, both classes of which have the same minimum rate of pay.

Transfer

This is the change of an employee from a position in one department to a position in another department without change in probational or permanent status and without a break in service of one or more working days.

Section Transfer

This is the change of an employee from one section within the agency to another section without change in class or pay.

Demotion

This is a change of a permanent or probationary employee from a position of one class to a position of another class for which a lower minimum rate of pay is prescribed. Rate of pay upon demotion is determined in accordance with Rule 6.10.

Detail to Special Duty

This is the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which he is regularly assigned without prejudice to his rights in and to his regular position. This type of action is generally used to remedy an emergency situation.

Layoff

This is the removal of an employee from a position because of lack of work, lack of funds, or for other causes other than disciplinary.

Department Preferred Re-employment List

This is a list containing the names of former classified employees who have noncompetitive re-employment rights in a particular class or classes in a certain department.

Removal or Dismissal

This is the termination of employment of an employee for cause.

Suspension

This is the enforced leave of absence without pay of an employee for disciplinary purposes or during an investigation of alleged misconduct by an employee.

Agency Nepotism Policy

McNeese State University permits the employment of persons from the same economic unit or the same immediate family, when their individual qualifications are such that they represent the best possible choice for a given position.

However, employment from the same economic unit or from the same immediate family may not be allowed in a situation where one member may have a direct administrative responsibility for the other.

Policy on Outside Employment

There are no agency restrictions on outside employment as long as an employee works the established number of hours of duty. Furthermore, outside employment can in no way interfere with the employee's regular assigned duties, productivity and ability to maintain adherence to all rules and policies. Yearly, classified and unclassified employees have to respond to a university memo that requests employees to disclose outside employment.

Your Supervisor

The most important person you are going to meet is your supervisor. Remember, he has been here longer than you have; he has more training than you have; and he has more experience in the University than you have.

Supervision is simply getting the job done efficiently through others. He, too, has a supervisor! Give him your respect and cooperation at all times, and he will give you the same. When you have a question about policy or procedure, he is the one to answer it; he will have manuals and memoranda to support his answer.

Hours of Work

Under state law, full-time classified employees are required to work forty hours per week. Specific time of duty may vary in certain departments because of the nature of the work involved. Some departments have established shifts of duty for employees. Office schedule for most employees is from 7:45 a.m. through 4:30 p.m., Monday through Friday, with forty-five minutes for lunch.

Your supervisor will explain to you what hours to work, lunch or supper periods, according to departmental schedules.

Summer hours are changed to 7:30 a.m. to 4:15 p.m.

Coffee Breaks

Whenever possible during the workday, two fifteen minutes breaks are permitted. This privilege should not be abused; that is, these breaks should not exceed fifteen minutes each.

Workload Lull or Cessation

Employees who experience a slack period in work should, if possible, offer assistance in comparable areas of job performance where rush work is occurring. Employees may notify Personnel of the periods so that assignments can be made. An attitude of cooperation lends to a more harmonious and more efficient total organization. The appointing authority may direct an employee to work temporarily in areas other than that to which he is assigned.

Holidays

The President of the University has been designated by the Governor through Act 139 of the 1991 Legislative Session to declare holidays for each calendar year. A maximum of (14) fourteen holidays may be declared. Usually the holidays are the following:

New Year's Day	4 th of July
Martin L. King Day	Labor Day
Mardi Gras Monday	Thanksgiving Day
Mardi Gras Day	Thanksgiving Friday
Good Friday	Christmas Eve
Easter Monday	Christmas Day
Memorial Day	New Year's Eve

Questions concerning holiday leave should be directed to the Personnel Office.

Pay Periods

Employees are paid bi-weekly over 26 pay periods per year. Checks are distributed by the Accounting Office on alternating Fridays. As a new employee, it is important to remember that due to a one-week lapse, you possibly may not receive your first check until you have worked about three weeks. At that time, you will receive a check for the first pay period for which you worked.

Pay Policies

Your current salary is based on the pay grade assigned to the Civil Service classification you now hold. Each position is classified by the Louisiana Civil Service Commission. These pay grades are assigned to each classified position and include a minimum and maximum salary.

When in the opinion of the appointing authority, an individual has superior qualifications, the individual may be hired at a rate between the entry level and the midpoint without prior Civil Service approval as per rule 6.5 (g).

Merit Increases

When a new employee has been continuously employed, without a break in service of one or more working days for a period of six months, he becomes eligible for and may be granted a merit increase provided that the appointing authority has declared his performance merits such an award.

At the end of each subsequent twelve month period of such continuous employment, he may be granted an additional merit increase if the appointing authority has determined that his performance merits such an award. This date of eligibility shall be known as an anniversary date and shall not change through such continuous employment within the classified service.

Remember that these merit increases are not automatic. You must earn them. Your supervisor must recommend you for them, and the University must have funds available to grant them. All classified employees of the University are eligible to receive any cost-of-living increase granted in accordance with the plan recommended by the Department of Civil Service and approved by the Legislature and Governor.

Performance Appraisal

New employees are placed on probationary status of no less than six months or no more than twenty-four months. If their job performance is appraised as satisfactory after this time, they become permanent employees. Failure to perform duties satisfactorily may result in employee termination or extension of the probationary period.

Performance and Planning

McNeese classified employees are to be given a yearly performance rating as per Chapter 10 of the Civil Service Rules and Regulations. The rules provide for a process whereby supervisors must conduct a Performance Planning session with all new employees within 30 days of hire. Six mandatory performance factors will be monitored and reviewed throughout the rating period. Within 60 days prior to the employee merit anniversary date, the supervisor will conduct a Performance Rating session. If the overall performance is satisfactory, the employee is eligible for merit pay increase, promotional opportunities, and in the case of a probational employee, permanent status.

Additional information concerning this process can be obtained from the Personnel Office or by reviewing Chapter 10 of the Civil Service Rules and Regulations.

Resignations

When you decide to leave University employment, you should discuss the matter with your supervisor and should give a minimum of two weeks notice. A letter of resignation indicating the reason for and effective date of your resignation must be submitted by you in duplicate copies to your appointing authority, showing approval of your supervisor.

Before your departure, you should check with Personnel for clearing of your records regarding such matters as leave balances, retirement refunds, pay, college property which may have been assigned to you and the relinquishing of your ID card and University keys. An exit interview will be conducted by Personnel.

A resignation can be withdrawn and rescinded by mutual agreement between the employee and his appointing authority at any time prior to the effective date and time specified by the employee in his notice of intention to resign.

Example Letter of Resignation

Please accept my resignation effective at the end of the work day (or otherwise: specify time) on the date of _____. My reason for resigning is _____. (Employee may add other comments)

Signature

Non-Disciplinary Removal of Sick or Disabled Employee (Rule 12.6)

An employee absent from duty because of a disability which prevents the performance of the usual duties and responsibilities of his position and who has exhausted all sick leave, may be removed by the appointing authority upon certification to the Director of Civil Service by such appointing authority that the interests of the service require that the duties of the position be carried on without further interruption. Such removal shall not disqualify the former employee for non-competitive re-employment as provided in Rule 8.18. Notice of such action shall be furnished to employee pursuant to the provisions of Rule 12.3.

Discipline

An appointing authority may take appropriate action to remove, suspend, demote, reduce in pay, reassign or reprimand an employee for cause.

Delinquency, immoral conduct, or a dishonest act on the part of an employee reflects adversely, directly or indirectly, upon his fellow employees and upon the public service; and it is the policy of the University to deal promptly, fairly, and adequately with an employee who involved himself, or becomes involved, with any such acts. Officials or supervisors who administer discipline are expected to be firm, objective, impartial or impersonal and free from prejudice. An employee who is unsure about the propriety of any intended act should get a ruling from his supervisor and/or higher officials.

An employee may be removed from the State Civil Service for grave reasons, including but not limited to, the following:

- failure to meet job standards or to carry out duties
- insubordination
- any dishonesty
- theft
- falsification of any records

- any misconduct
- disorderly conduct (profanity, fighting, quarreling, etc.)
- immoral conduct
- fraud
- intoxication or addiction while on duty
- poor attendance
- unexcused absences, failure to process request for leave
- excessive unexcused tardiness
- false claims for sick leave
- falsification of attendance records
- willful destruction of state property
- failure to abide by rules and policies
- any involvements prohibited by law

An employee who is suspended without pay shall be so notified by his appointing authority on or before the effective date of the suspension and each employee so suspended shall be furnished detailed reasons therefore in writing within fifteen calendar days following the effective date of suspension.

An employee who has been suspended without pay may be paid for time lost if his conduct, ability, or performance is found after investigation to be such as not to warrant disciplinary or corrective action.

In every case of removal, demotion or reduction of pay for cause of a permanent employee, the appointing authority or his authorized agent shall furnish the employee at the time such action is taken, or prior thereto, a statement in writing giving detailed reasons for such action.

Supervisor's Responsibility in Discipline

If discipline is to be maintained, it is the supervisor's responsibility to keep Personnel informed concerning any misconduct on the part of an employee. This information should be in writing and should be forwarded to Personnel at the same time it is given to employee. Supervisors having any questions regarding documentation of discipline should consult Personnel.

Retirement System

As a condition of employment, you become a member of the Louisiana State Employees' Retirement System effective on the day of your employment. A deduction of 7.5 percent will be made from your salary each payday as your contribution to the system during each fiscal year. The University also contributes a percentage toward your retirement.

Employees hired after April 1, 1986 are required to contribute 1.45 percent for Medicare eligibility (shown as FICA-MED on your check stub).

The money you contribute to the Louisiana State Employees Retirement System belongs to you and will be held for your credit until you reach retirement age. If you leave state service, the money is refunded to you upon request, however, your refund is only your contributions with no interest.

Insurance

Hospitalization

The University makes available to all eligible budgeted employees hospitalization insurance under the state contract, and the state pays a percentage of the premiums. When an employee becomes eligible for hospitalization insurance, he will be called in to the Personnel Office where the plans available will be outlined. Payroll deductions are made for the employee's share of the premium.

Group Life Insurance

All eligible budgeted employees are entitled to group life insurance through a state contract. The state pays 50 percent of the cost of this coverage for this employee. The employee pays 100 percent of the cost for dependent life coverage. The face life amount of insurance for the employee and dependents varies; therefore, each employee will be presented this information by the Personnel Office. Payroll deductions are made for the employee's share of the premium.

Other Insurance

There are various types of additional insurance offered to full-time employees. These consist of cancer, intensive care, long-term care, dental and annuities. The employee pays 100 percent of the cost for all of these policies.

Participation by each member of the staff in hospitalization and/or group life insurance is optional.

Group insurance for any employee on approved leave without pay may be continued for a period of one year only, during which time the employee continues to pay the same monthly premium.

Group insurance for any employee who voluntarily resigns can be continued under the COBRA benefits for a period of 18 months providing the plan member pays the COBRA premium each month. Additional information can be obtained in the insurance office.

When an employee is eligible for retirement, the hospitalization and life insurance may be continued under the same conditions as during his employment.

Leave

Annual and sick leave shall be earned by each full-time and each part-time employee who has a regular tour of duty; except that no employee shall earn annual or sick leave while serving under a Restricted Appointment. The earning of such leave shall be based on the equivalent of years of full-time state service and shall be credited at the end of each calendar month or at the end of each regular pay period in accordance with the following general schedule.

Leave Earning Rates

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

If an employee is on leave without pay for some or all of the pay period, then the leave earning amount will be pro-rated accordingly:

No employee shall be credited with annual or sick leave:

1. For any overtime hour
2. For any hour of leave without pay
3. For any hour in on-call status outside his regular duty hours as defined in Rules 11.1 and 11.2
4. For any hour of travel or other activity outside his regular duty hours as defined in Rules 11.1 and 11.2
5. For any hour of a holiday or other non-work day which occurs while he is on leave without pay

Each employee upon separation from the classified service shall be paid the value of his accrued annual leave in a lump sum disregarding any fraction of an hour. No payment for annual leave shall operate to continue the payee as a classified employee beyond the last day of active duty.

No terminal payment for annual leave earned under these rules shall exceed the value of 300 hours, computed on the basis of the employee's hourly rate of pay at the time of his separation.

Use of Annual Leave

Annual leave is leave with pay granted for the purpose of rehabilitation, restoration and maintenance of work efficiency or for transacting personal business. You should schedule your vacation well in advance with the approval of your supervisor.

Each employee must apply in writing and in advance for annual leave and all supervisors must approve the application before the leave period begins. The minimum charge to annual leave records shall not be less than six minutes. All unused annual leave is carried forward to succeeding calendar years without limitation. Annual leave shall not be charged for non-work days.

Use of Sick Leave

If you have sufficient sick leave credited to your record, you may use it for:

1. Illness or injury which prevents you from performing duties
2. Medical, dental, or optical consultation or treatment

You should report absence from work because of illness as soon as possible. The appointing authority may require a statement from a registered physician or some other acceptable proof that the employee was ill and unable to report to work.

Sick leave shall not be charged for non-work days. The minimum charge for sick leave shall be six minutes. Sick leave may be taken for maternity purposes. See policy on **Maternity Leave**.

Sick leave may be taken only when you, the employee, are ill or injured or when you need medical, dental, or optical treatment. Leave taken because of illness of your child, spouse or relative cannot be claimed as sick leave. You must use annual leave or leave without pay to take care of family responsibility.

Certificates Required When Sick Leave is Taken

If you will be off work for an extended period of time due to illness or surgery, your doctor must certify in writing that you are unable to perform your regular duties. When you are well enough to return to work, you must furnish Personnel with a statement from your physician indicating that you are able to return to your regular duties.

Cancellation or Continuance of Annual and Sick Leave

All annual leave accrued by an employee whose services are terminated for cause except that for which he must be paid, and all sick leave accrued by him shall be canceled at the time of termination.

All annual leave accrued by an employee for which he is not paid upon being laid off and all sick leave accumulated by him shall again be credited to him if he is re-employed in permanent status within five years following his layoff.

All annual leave accrued by an employee for which he is not paid upon resignation and all unused sick leave accumulated by him shall again be credited to him if he is re-employed in permanent status in the classified service within a period of five years from the date of separation. The privilege of this rule shall not extend to any employee whose last separation from the service was by resignation to escape possible disciplinary action.

Transferring Annual and Sick Leave Between Agencies

All annual leave accrued by an employee for which he is not paid and all sick leave accrued by him whenever he changes from employment in one agency to employment in another agency shall be certified by his former agency to the other agency and shall be credited to the employee.

Family Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE

Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan"
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Any questions regarding Family Medical Leave should be directed to Personnel.

Civil, Emergency and Special Leave

An employee shall be given time off without loss of pay, annual or sick leave when:

1. Performing jury duty
2. Summoned to appear as a witness before a court, grand jury, or other public body or commission, provided that for purposes of this subsection a plaintiff or defendant shall not be considered a witness, nor shall this subsection apply to an employee summoned as a witness as a result of employment other than state employees.
3. Performing emergency civilian duty in relation to national defense.
4. His appointing authority determines that he is prevented by an act of God from performing duty.
5. Participating in a State Civil Service examination on a regular workday, or taking a required examination pertinent to the examinee's state employment, before a state licensing board.
6. The appointing authority determines that because of local conditions or celebrations it is impracticable for his employees in such locality to work.
7. The employee is ordered to report for pre-induction physical examination incident to possible entry into the military forces of the United States.
8. The employee is a member of the National Guard and is ordered to active duty incident to local emergency, act of God, civil or criminal insurrection, civil or criminal disobedience, or similar occurrences of an extraordinary and emergent nature which threatens or affects the peace or property of the people.
9. Engaged in the representation of a client in a criminal proceeding pursuant to an order of a court of competent jurisdiction, provided if compensation for such services is available from another source, he may not accept the special leave and the compensation.
10. The employee is a member of the Civil Air Patrol and incident to such membership is ordered to perform duty with troops or participate in field exercises or training, except that such leave shall not exceed 15 working days in anyone calendar year and shall not be used for unit meetings or training conducted during such meetings.

Funeral Leave

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

Military Leave

1. Probationary and permanent employees who are members of a Reserve Component of the Armed Forces of the United States shall be entitled to military leave with pay when placed on "military active duty for training" by order of an authority of the Armed Forces of the United States and when given constructive credit for such training.
2. Maximum military leave with pay for "military active duty for training" is 15 working days per calendar year.
3. The appointing authority may grant an employee annual leave or leave without pay or both in accordance with other provisions of these rules for such periods which exceed fifteen working days in any calendar year.

Maternity Leave

An employee may be granted sick, annual, or leave without pay, during the period of confinement for the birth of a child, not to exceed six calendar weeks (including holidays and regular days off), subject to written recommendations from the attending physician as to whether he believes the employee's physical health will warrant leave for three, four, five or the maximum of six calendar weeks.

There may be extenuating circumstances where complications arise from pregnancy or childbirth to warrant the consideration of granting sick leave in addition to the six weeks maximum, and in such cases, the employee will obtain an additional certificate from the physician who will certify that employee is physically unable to perform her duties, that her health is such that she is unable to continue working or return to work as originally specified, and that this additional request for leave should be submitted by the employee to the supervisor and appointing authority for approval.

An employee who wishes to remain on leave beyond the time covered by sick leave needs prior approval. With prior approval of the Department Head and the Director of Personnel, an employee may use annual leave or leave without pay to extend their maternity leave.

In accordance with this policy, an employee requesting maternity leave will submit a written request for leave through the proper channels to personnel indicating the beginning and ending dates of leave. In order to prepare for a possible replacement of an employee who shall be granted maternity leave, the employee's request should reach Personnel two months in advance of the proposed leave.

Policy on Leave Without Pay

Civil Service Rule 11.27 stipulates that an appointing authority, for reasonable cause, may grant leave of absence without pay to an employee for a period not to exceed one year, provided that such leave shall not prolong the period of his appointment; and the rule further states that, with the approval of the Director of the Department of Civil Service, periods of leave of absence without pay in excess of one year may be granted to a permanent employee.

The appointing of a provisional employee or a probational employee who fails to return to duty in pay status on or before the first working day following the expiration date of any period of leave without pay extended him, shall terminate as of the close of business on such expiration date. If a permanent employee who has been extended leave of absence without pay fails to report for or refuses to be restored to duty in pay status on the first working day following the expiration of his approved leave of absence, or at an earlier date upon reasonable and proper notice from his appointing authority, he shall be considered as having deserted his position and shall be removed in accordance with provisions of Chapter 12 of the Civil Service Rules.

The appointing authority of his own initiative or at the request of the employee may curtail a period of leave of absence without pay extended an employee, provided such curtailment is for the best interest of the agency and reasonable and proper notice thereof is furnished to the employee.

In addition to any disciplinary action, which may be imposed against an employee for an unapproved absence, such employee may be placed on leave without pay by the appointing authority for the period of unapproved absence.

It is University policy that when leave without pay is approved, it will be granted on the basis that the employee will be reinstated at the University to a position of like status and pay. This mayor may not be the same position, which was occupied at the time the request was made.

Before entering leave without pay status, the circumstances involving the suspension of membership into the Retirement System should be investigated by contacting the Personnel Office. The Personnel Office should also be consulted concerning the effect of leave without pay on any insurance carried.

An employee who has no accrued leave balance or who has insufficient leave balance to cover absences necessitated during a pay period shall be on leave without pay and notification of this leave without pay should be given immediately to Personnel.

Time sheets, Attendance Records, Certification of Payroll and Attendance

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

Unreported leave results in money loss to an agency. The proper certification of the "actual" rendering of duty, (of attendance on duty, of absence from duty) is a very important and serious duty of each employee. Signatures of both employee and supervisor to a time sheet attest to the actual rendering of duty. A serious responsibility, employees should be alert to the significance of such certification.

Hours of duty must be rigidly observed. Excessive tardiness in reporting for duty and/or absences from duty station which have not been properly and fully authorized or which are without justification are not tolerated and may be the basis for disciplinary action which could include the removal of an employee. All employees must understand that leave practices will be in accordance with agency established laws and policies; and any employee who fails or refuses to follow these laws and policies subjects himself to possible serious disciplinary measures. Disciplinary action will be taken for false claims of sick leave.

If, for any reason, you are unable to report for work as scheduled, it is your responsibility to 1) notify your supervisor (or some other official if your supervisor cannot be reached) of the emergency nature of your absence, prior to the time that you are expected to be on duty or within a reasonable time period, or 2) designate someone who will reliably give this notification within the specified time if you personally are unable to do so.

Time sheets should never be completed in a careless manner. They will be in legible form. They will contain no stamped signatures. They must contain all absences, as well as all hours on duty. They will be checked and re-checked for accuracy and will be turned in immediately following the termination of each payroll period to the Payroll employees.

In compliance with Rule 15.2 and for avoiding error or falsification of attendance reports, the following guidelines are submitted for your use:

1. Except in emergency situations, request leave in advance
2. Keep a record of all requests for leave and of all absences
3. Certify all absences on time sheet. For any absence, attach an Application for Leave form.
 - a) It is necessary on the Application for Leave Form to be precise and accurate with dates and times. Be specific. Attach a physician's certificate where required.
 - b) It is necessary to identify what type of Civil Leave (jury duty or witness), furnish source of order, place appeared, location.
 - c) If voting in an election, provide location where voting occurred. If taking a Civil Service examination, provide type of exam taken and where taken. If results of examination are not furnished, then this leave will become annual leave.
 - d) Leave should comply with authorization in accordance with maternity leave policy. Certify number of hours of sick, annual, or leave without pay as approved.
 - e) Do not wait until time sheets are submitted to notify of leave without pay. Request for or notification of leave without pay should be given to Personnel immediately upon knowledge of it. Before going on leave or requesting leave, employees who are unsure of leave balances should check with Personnel.
 - f) Certify the name of deceased and relationship to employee.

The Request for Leave Form is to be used for all absences from duty. All leave should be approved by all of your supervisors in advance of taking leave, including medical or dental appointments or scheduled surgery, except that leave which must be taken in an emergency.

No employee is to assume the right of leave for a "couple of hours" without proper and full authorization simply because he is earning leave or has a leave balance accrued. No employee is to assume the "right" of leave unless it is of an emergency nature without submitting the proper request. It is every employee's responsibility to know what his leave balances are, and to complete his own Request for Leave Form which is to be attached to the employee's time sheet. In some departments, there is a designated employee who will handle this for you upon your request.

Failure to follow established policy concerning requesting and taking leave may result in an employee being placed on leave without pay for the period of unauthorized leave, may result in other disciplinary measures being taken, and continued infractions of any rule or policy may result in such employee's dismissal or removal from the state service.

Educational Policy/Fee Reduction

A McNeese employee may enroll in the University with the approval of his/her immediate supervisor and/or department head and dean. An **employee may enroll in no more than one course scheduled during his/her working hours (including lunch period). Employees may not enroll in courses taught in the department in which they are employed.**

A staff member who has been employed **full time, for at least two years**, may apply for a tuition fee reduction. A tuition fee reduction is also available for spouse and dependent children of a staff member who has been employed **full time for at least five years**. Tuition fee reduction is granted upon presentation of a properly completed fee exemption application at the time of registration. Information on current exemption amounts is available from the Administrative Accounting office in Smith Hall. Fee exemption applications may be obtained from the Cashier's Office or Personnel.

If an employee is approved to take a class during normal working hours, this absence from duty must be reported on the time sheet. An employee must adhere to our policies concerning time sheet reporting as listed in the above section.

Compensatory Leave and Overtime Policies for Classified Personnel

The following changes in policy concerning the earning of compensatory leave and overtime and the reporting of the same will become effective August 13, 1994. Some of the policies listed are not changes, but simply reminders or updates.

Earning of Compensation Leave and/or Overtime

1. The earning of compensatory leave and/or overtime must be required by and/or have the approval of the supervisor in advance.
2. OVERTIME required and/or approved may be done verbally.
3. Supervisors cannot approve and/or require overtime pay unless overtime pay is in their budget.

4. The Personnel Office is not allowed to set up for payment any overtime recorded on a timesheet which is not budgeted.
5. COMPENSATORY TIME required and/or approved must be done so in writing and must have the signature of the employee, the immediate supervisor, and the supervisor who answers directly to a vice president.
6. Overtime and Compensatory leave must be earned for the performance of duties at the University and not for work performed at home. (Exceptions would require prior approval obtained through the Personnel Office)

Reporting Earned Compensatory Leave and/or Overtime

1. OVERTIME will continue to be reported in the overtime column of the time sheet. The actual time span must be recorded for each day overtime is earned. EXAMPLE 4:30-6:00 p.m.
2. The total hours of overtime recorded on the time sheet should be recorded in the row labeled TOTALS. EXAMPLE 1.5 hrs.
3. COMPENSATORY LEAVE will be reported on the APPLICATION TO EARN COMPENSATORY LEAVE form. {obtain in Personnel)
 - a) The two-sided form is to be used to request earning of compensatory leave on the front side and to record the earned compensatory leave on the back side.
 - b) The form must have the appropriate signatures on both sides.
 - c) A form is to be used for each time period corresponding to a time sheet for which compensatory time is earned.
 - d) The hours requested on the front side is an approximation and could be more than the actual hours earned.
 - e) The form is to be stapled to the respective time sheet.
4. The Personnel Office cannot credit compensatory leave unless it receives the signed form with the time sheet.
5. To prepare for any forthcoming audits employees should always record their actual time worked, including absences and overtime and/or compensatory time, in a log or on a calendar. This should be kept at least two years.

GRIEVANCE PROCEDURE

In any organization there may be conditions and circumstances which lead to dissatisfaction and/or misunderstandings in day-to-day relationships between employees or between an employee and employer. It is the policy of this University to develop and maintain a satisfied and efficient work force. In furtherance of this policy, when an employee feels he has been treated unjustly, he has the right to use this grievance procedure without fear of coercion, discrimination or reprisal because of his action. It is incumbent upon every supervisor to provide his employees with an opportunity to be heard in accordance with the following procedure:

Step One

The employee shall present the grievance in writing to his immediate supervisor within five working days after the incident which caused the employee to be aggrieved; and the employee has the right to have a representative of his choice present with the employee at this meeting.

The supervisor will give an answer in writing to the grievance within three working days thereafter. Neither the employee nor his representative should disrupt their work schedule to present a grievance to the supervisor. They will arrange a meeting at a time which is mutually convenient. The supervisor will be expected to give this meeting his prompt attention.

Step Two

If the employee is not satisfied with the decision of his immediate supervisor, he may, within five working days of the receipt of such decision, submit his grievance in writing to his department head.

The department head will then discuss the grievance with the employee and the employee's representative within five working days and render his decision in writing five working days thereafter.

Step Three

If the employee is not satisfied with the decision of his department head, he may, within 10 working days of the receipt of such written decision, submit his written grievance to the appointing authority (Director of Personnel) .The appointing authority will conduct a hearing within five working days, and will render a decision in writing within five working days of the hearing.

If the employee is not satisfied with the decision of appointing authority as outlined in Step Three, he has the right of appeal to the director of Civil Service and the Civil Service Commission as outlined in rule 13.11 and 13.12 described in Chapter 13 of the Civil Service Rules. Nothing contained herein shall deprive any employee of his rights to appeal to the Civil Service Commission.

Conduct of Hearing

Affidavits and statements offered during the course of a hearing may be received and considered by the appointing authority. The aggrieved employee shall have the right to be represented by an individual of his choice. Both parties may produce witnesses. Witnesses may be employees or persons other than employees. All witnesses are subject to examination and cross-examination by the aggrieved employee and the agency. The aggrieved employee shall have the right to require the production of books, papers, records, and other items which are within the control of the agency against which the grievance is lodged, which are pertinent to the facts at issue and which are not held to be confidential by provision as state stature, public law or Constitutional law.

General Information Concerning Grievances

Personnel problems which require consideration or study should be brought to the attention of the supervisor or to Personnel. Grievances should not be aired in hallways, but should be taken through channels for honest evaluation and quick settling. Employees should feel free to consult with their personnel office. The above procedure is intended as an orderly method of presenting a grievance. It is a policy of this agency to assure employees that if satisfactory settlement of a grievance cannot be made at a lower level, employees may submit the matter to the appointing

authority (director of Personnel) without fear of restraint, interference, coercion, discrimination, or reprisal.

Appeals and Hearings

Any person in the classified service who alleges that he has been discriminated against by misapplication of the Civil Service law or rules or the rules of the commission, or that his rights under Civil Service rules have been violated may appeal to the Civil Service Commission. This appeal must be made in accordance with Civil Service Rules. Your personnel office will furnish a copy of these rules to any classified employee who requests it.

Appeals may be made to the commission by:

1. Any person in the classified service who alleges that he has been discriminated against or subjected to any disciplinary action because of his political or religious beliefs, sex, or race.
2. Any person in the classified service who, having gained permanent status, alleges that he has been subjected to any disciplinary action or removal in violation of any provision of Chapter 12 of these rules.
3. Any person in the classified service who alleges that he has been deprived of any right, discriminated against, or adversely affected by the violation of any provision of the article or of any rule of this commission.
4. Any person in the classified service who shall have failed to obtain relief from an allocation or reallocation of a position to a class or by the Classification Plan or any change thereof after a written request for review thereof by the director or his representative as provided in Rule 5.3 and who alleges that the director's decision has been discriminatory.
5. Any person in the classified service who alleges that he has been discriminated against by the application of the pay plan or by the application of any change thereof.
6. Any person who shall have applied for or been examined, for the classified service, without having acquired permanent status therein, and who alleges discrimination in the review of his application, admission to an examination, scoring of examinations, the establishments of an eligible list, or certification there from.
7. By any person expressly granted the right to appeal this commission by the article or by any rule of this commission.
8. Any person who alleges that he has been the subject of discrimination as defined in Rule 1.14.1.
9. Any person who alleges that he has been discriminated against by any official action taken by the director.
10. Any person seeking a review of a decision made by an appointing authority under the provisions of Rule 10.4.
11. Any person in the classified service who alleges that he has been demoted, dismissed, discriminated against, or subjected to any disciplinary action based solely on the grounds assigned for an unsatisfactory service rating.
12. Any applicant for employment in the classified service and any employee in the classified service who alleges that he has been discriminated against because of his membership or non-membership in any private organization.
13. Any person in the classified service who alleges that he has been subjected to any layoff or layoff avoidance action in violation of any provision of Chapter 17 of these rules.

Summary for Appeals and Hearings

A Notice of Appeals must

1. Be in writing; and
2. Be signed by the appellant, or on his behalf by an attorney duly licensed to practice law in the courts of the state of Louisiana, or on his behalf by a senior student of law designated under the provisions of Rule 13.19(b)2; and
3. Give the name and mailing address of the appellant, and of his attorney or designated senior law student, if any and
4. Contain a clear and concise statement of the actions complained against and a clear and concise statement of the basis of the appeal. Where discrimination is alleged to be a basis for appeal, specific facts supporting the conclusion of discrimination must be alleged in detail; and
5. Give the date on which the action appealed from occurred, or that the appellant learned thereof; and
6. State the date that the appellant received written notice of the action complained against, if written notice was given; and
7. State the relief the appellant seeks.

No appeal shall be effective unless a written notice complying with the requirements of Rule 13.11 is either 1) received in the office of the director of the State Department of Civil Service at Baton Rouge, La., or 2) is addressed to the director of the State Department of Civil Service at Baton Rouge, La., with proper postage affixed, and is dated by the United States Post Office.

1. Within 30 calendar days after the date on which appellant received written notice of the action on which the appeal is based when written notice before or after the action is required by these rules; or
2. Within 30 calendar days after the date when appellant learned or was aware that the action complained of had occurred when no written notice is required by these rules or, if required, was given tardily or not at all.

You are invited to check with your Personnel Office for rules and policies concerning:

- Delay for making appeal
- Summary Disposition of Appeal
- Assigning Appeals for Hearing
- Place of Hearing
- Notice of Hearing Appeals
- Continuance of Appeal
- Procedure for Hearing Appeals
- Referees
- Subpoena of Witness; Production of Documents
- Dismissal for Non-appearance at Hearing of Appeal
- Consolidation
- Transcripts of Proceedings of Appeals to the Commission
- Refusal to Appear; Refusal to Testify; False Testimony

- Costs of Appeals
- Witness Fees in Hearing on Appeals
- Commission Action on Appeal
- Interlocutory Rulings; Amicable Settlement of Appeals
- Rehearing of Appeal
- Finality of Commission Action on Rules and Plans

Safety

A major goal of McNeese State University is to provide safe and efficient services to its students, faculty, and staff. Each employee must help to accomplish this purpose through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy work conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions in our offices, facilities, and grounds.

This objective can be reached if all employees accept personal responsibility for their own safety and well-being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to himself/herself and others.

Each individual is responsible for helping us reach our loss prevention goal of preventing personal injury and loss of property because of accidents.

Each supervisor will be held accountable for the actions of his/her employees. He/She is responsible for ensuring that all employees follow all safety rules, policies, and procedures.

It is our intention to provide good supervision, effective training, and safe equipment on the job. The success of our safety and loss prevention program depends upon the efforts of all employees to minimize and eliminate all potential hazards.

Any questions or concerns about safety on campus or the policy contained in this handbook may be directed to the Safety Officer, Facilities and Planning, PO Box 90460, Ext. 5270.

Driver Safety

The McNeese State University policy on driving state owned vehicles is as follows:

- All drivers of state vehicles must attend a Louisiana Safe Driver course and must attend a refresher course at least once every four years unless their class of license requires other training or testing.
- Employees should operate only those vehicles for which they are licensed.

Information regarding Louisiana Safe Driving courses may be obtained from the McNeese Physical Plant Office, Ext. 5890.

Worker's Compensation

Employees of the University are covered by Worker's Compensation Insurance paid by the University. This insurance is applicable only in the event of an accident while the employee is on duty. In the event you are injured on the job, Workers' Compensation provided financial and medical aid which continues as long as you are disabled. Contact Personnel for more information on Workers' Compensation benefits.

Reporting of Accidents

In the case of an accident which could in any way result in the injury of an employee while on his regular tour of duty, it is the responsibility of the employee to:

1. Notify your supervisor immediately, when possible, of any accident. He will be responsible for recording the details of the accident.
2. Notify Personnel to give details for filing an employer's First Report of Injury.

This procedure should be followed immediately after any accident and/or injury. Should it be necessary after the above procedures are followed for an employee to consult with his family physician, then Personnel will have on record the exact time and date of the accident and possible resulting injury. Failure to report an accident immediately may jeopardize your receiving coverage.

Even if the employee does not go to a physician, it is necessary to complete the Employer's First Report of Injury in order to have documentation in the event that future complications arise.

The physician's report and prescription charges will be carried in the employee's name. Medical charges for services and drugs should be forwarded to Office of Personnel, P. O. Box 91615, McNeese State University, Lake Charles, LA 70609-1615.

An employee injured while on duty must obtain a release from his doctor stating that he is able to return to full duty before he may return to his job.

MSU Policy Regarding the Use and Abuse of Alcohol and Other Drugs

McNeese State University strives to create an environment which promotes and reinforces healthy, responsible living, within the context of its educational mission. To this end, and because of the risks to the health and safety of the individual and community, the University is opposed to the use and abuse of alcohol, and any other drug for any purpose other than legitimate use.

The University is committed to upholding all local, state, and federal laws concerning the use and abuse of alcohol and other drugs, and will support efforts in the campus community to confront violations of these laws.

The following principles will guide the University's policy regarding the use of alcohol and other drugs:

1. Students, faculty, and staff are expected to take full responsibility for their own choices and behavior.
2. Abstinence is encouraged and respected in all circumstances.
3. Activities and functions without the consumption of alcohol are to be promoted.
4. The University permits the consumption of alcohol on campus by persons of legal age and has published specific regulations to this effect.
5. Heavy consumption of alcohol and all drugs is to -be discouraged.
6. Assistance for alcohol and drug abusers is to be provided through education, counseling, and referral.

In conjunction with the Drug-Free Workplace Act of 1988, all employees are notified that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances is prohibited when on official state business, whether on duty or on call for duty, on or off the work site. Failure to comply with this policy may result in disciplinary action up to and including termination. By law, it is the responsibility of all employees to notify McNeese State University within five days if they are convicted of violating any criminal drug statute at the workplace, while on official state business, or while on call for duty.

TOBACCO USE POLICY

1. Smoking is prohibited in:
 - a) Classrooms and laboratories
 - b) Restrooms
 - c) Shared offices (unless all parties sharing agree to permit smoking)
 - d) Shared workplaces
 - e) Meeting rooms
 - f) Hallways (except in designated areas)
 - g) Stairwells
 - h) Food service areas (except in designated areas)
 - i) Office reception areas
 - j) Elevators (personnel & freight)
2. Smoking is permitted in:
 - a) Private enclosed offices
 - b) Lounges
 - c) Residence halls
 - d) Designated areas
 - e) Areas outside of buildings

The above policy includes all tobacco products such as cigarettes, cigars, smokeless tobacco, and pipes. Designated areas will be selected by the building supervisor in conjunction with the Director of Facilities and Planning.

The building supervisor, after being requested to do so and with the approval of a majority of those individuals directly affected, may prohibit smoking in any area listed in No.2 (a through d) above.

The administration is taking this action in order to provide a healthy, comfortable, and productive environment for its employees and students. All faculty, staff, and students share responsibility for adhering to this policy and the success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-users.

Miscellaneous Information Confidential Information

Many things that you see or hear on your job are considered confidential. You should maintain this confidentially with regard to office matters, as well as personal.

Courtesy

Keep in mind at all times that as employees of McNeese State University, all of us are public servants and as such we are obligated in both direct and indirect dealings with citizens of our state to serve efficiently and courteously.

Visitors to McNeese, for business or other reasons, are to be received politely and are to be treated with every consideration. They should be treated with the same courtesy and consideration that we would expect to receive if we visited another state agency or private business concern.

Telephone Courtesy

Certain rules of etiquette should be followed concerning the usage of the telephone. The first contact that many people have with the University is by telephone; therefore, we should take this opportunity to promote good public relations between the University and the general public by following the guidelines listed below.

When someone telephones, he has a need. Let that person know that you are sincerely attending to the need. Treat every call as an important call and give the caller individual consideration. Take time to be helpful. Each call should be an occasion to establish or maintain goodwill.

Be tactful. Apologize for errors or delays and tell caller why a delay in response is necessary. (I have to look that up; may I call you back?)

When you answer the telephone, instead of saying "Hello", identify yourself and your department (English Department, Jane Pleasant speaking) .Ask the caller's name, if necessary, and be courteous in doing so. (May I have your name, please?) or (May I tell him who is calling?) .Remember if you are answering an outside line to identify the University.

If the called person is not available, give to caller an estimated time as to when he will be available (May I have your name and number please and I will ask him to return your call) .

If you promise to call back with more information, do so promptly. Make sure that messages are accurately and promptly delivered.

Telephones are provided in all major offices for both business and personal calls. Remember, however, that the telephone is an important link between the University and the public we serve. Employees should keep the lines open by making personal calls as brief as possible.

Long distance calls must be authorized by deans of colleges, directors of divisions, or agency heads.

Good Housekeeping

Keeping a neat desk, working area, and office is almost as important as are a cheerful attitude and a neat personal appearance. This promotes good public relations, and it makes working more pleasant. Keep your office or other work area neat and orderly. It is your home for a good part of the day.

Change of Address and Marital Status

You must always report a change of address in writing to Personnel. The University needs to know your correct address and telephone number so it can reach you in the event of an emergency. Be sure to also notify Personnel at once of a change in marital status because this will affect the withholding taxes on your salary and insurance charges and benefits.

It is very important that all employees keep their personnel files up-to-date in regard to beneficiary(s) they have designated on their retirement forms and on life insurance if they have chosen to apply for it. Very often through the years it will be necessary to change this information. Please do this at once. Name changes should be reported to Social Security Administration also.

Identification Cards

Identification cards as an employee of McNeese State University are issued by the University Police. There is no fee for the ID cards.

Automobile Permits

If you use your automobile on campus, a permit must be obtained from the University Police office. There is a yearly fee for parking on campus. When you obtain a permit, you will be furnished a hang tag to display on your automobile and a copy of campus traffic and parking regulations. All fines and fees are to be paid at the Cashier's window in Smith Hall. The hang tag fee may be payroll deducted by filling out a form in the University Police office.

Union Organization

Certain classified employees are eligible, but are not required to join, Local No.2422 for the American Federation of State, County, and Municipal Employees, AFL-CIO. After you have met with a union official and you elect to become a member, your union dues may be deducted from your paycheck by the Payroll Office.

Members of the union will follow grievance procedures as outlined in the previous section and/or procedures of the Local No.2422 agreement with McNeese State University. In all cases of conflict between this agreement and Civil Service Law and/or Rules, the Civil Service Law/Rules will take precedence.

Political Activity

The Civil Service Law by protecting classified employees from discrimination or disciplinary action because of their political opinions or affiliation, preserves the political freedom of each employee, enabling him to vote for the candidate of his choice without fear of punishment or reprisal. To achieve this, the law provides for serious penalties for the coercion or intimidation of, favoritism toward or discrimination against a classified employee because of his political views but not without placing certain restrictions on the political activity of employees in the classified service. The evident purpose of these restrictions is to promote efficiency and integrity in the public service and to insure that the funds and energy of the classified employee shall not be used to the detriment of efficient government administration.

Protect yourself, your job, and your political freedom by observing the political activity restrictions of the Civil Service Law.

Take no part in the management or affairs of any political faction or party or in any political campaign and more particularly:

- Do not solicit votes or contributions.
- Do not make a political contribution.
- Do not make a public political statement or address.
- Do not wear a campaign badge, ribbon, or insignia.
- Do not distribute political campaign cards, buttons, or posters.
- Do not influence or attempt to influence the vote of another.
- Do not become a candidate for office, serve as a member of any political committee or take part in the management or affairs of a political party or organization.

Sexual Harassment in the Workplace

The policy of this organization always has been that all our employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment.

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

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with our work effectiveness.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes: repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

In addition, no one should imply or threaten that an applicant or employee's "cooperation" of asexual nature (or refusal thereof) will have any effect on the individual's employment,

assignment, compensation, advancement, career development, or any other condition of employment.

University Sanctions

In accordance with McNeese State University policies, when an employee is found to be in violation of the Sexual Harassment Policy Statement, he/she may be subject to penalties up to and including termination. Employees may also be required to satisfactorily participate, at their own expense, in appropriate counseling and/or continuing education programs.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or personnel officer. Persons who feel that they have been harassed or confronted with unacceptable behavior should contact the Division of Special Services & Equity, Dr. Gwendolyn Duhon, EEO Officer for a grievance form and/or an interview. **All managers and supervisors must report, within three working days, actual or alleged violations to the Office of Special Services & Equity.**

Violence Free Workplace Policy

The safety and security of McNeese State University employees, vendors, contractors, and the general public are of vital importance. Therefore, acts of violence made by an employee against another person's life, health, well-being, family or property will not be tolerated. Employees found guilty of violence will be subject to discipline up to and including immediate termination.

MCNEESE STATE UNIVERSITY PROHIBITS THE FOLLOWING:

- A. Any act or threat of violence made by an employee against another person's life, health, well-being, family or property.
- B. Any act or threat of violence, including, but not limited to intimidation, harassment, or coercion.
- C. Any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public.
- D. Any act or threat of violence made directly or indirectly by words, gestures, or symbols.
- E. Use or possession of a weapon on the University premises other than University Police officers.

It is a requirement that employees report to their supervisors and the Human Resource Manager, in accordance with this policy, any behavior that compromises the University's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

To meet our commitment to provide a safe environment for employees, customers, and visitors, the University has created a violence prevention team to develop and implement a Workplace Violence Prevention Program. The team is comprised of (1) V.P. for Administrative & Student

Affairs, (2) Human Resource Manager, (3) EEO Director, (4) University Police Director, (5) Director of Media Services, and (6) Director of Counseling. The team will provide assistance to employees and communicate information to the media in the event of an emergency.

The University believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs and follow response procedures. Employees will therefore play a crucial role in the administration of this Workplace Violence Policy.

EMPLOYEE PROCEDURE

1. Report any act of workplace violence to your supervisor and to the Personnel Office. Request to speak with the Human Resource Manager. You will be required to complete an incident report that will include the date of the incident, place of the incident, time of incident, time incident ended, your name, your title, phone and work location.
2. The Human Resource Manager will investigate the incident, request written statements, and report to the Workplace Violence Prevention Team. The team is comprised of the Human Resource Manager, EEO Director, V.P. for Admin. & Student Affairs, Director of University Police, and Director of Media Services.
3. The team will take appropriate action in accordance with Civil Service rules for classified employees, recommend action to appropriate Vice-President for incidents involving unclassified employees or faculty members.

DEFUSING WORKPLACE VIOLENCE

1. Make eye contact
2. Give the person your full attention
3. Speak to the person in a calm voice
4. Be open and honest
5. Give the person the opportunity to tell his/her side
6. Listen attentively.
7. Ask for specific examples.
8. Ask open-ended questions and make sure you understand the situation before providing feedback.

The original Violence Free Workplace Policy is kept on file at the McNeese State University Library. Copies can be found in the President's office, the Vice-President's office, and with each Workplace Violence Prevention Team member.

Equal Opportunity Policy

McNeese State University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status, veteran's status in the admission to, participation in, or employment in any of the programs and activities operated by the University.

Inquiries concerning equal opportunity programs should be directed to the Vice-President of Special Services & Equity, Dr. Gwendolyn Duhon, Hardtner Hall, Extension 5428. Persons who feel that they have been discriminated against concerning applicable federal law may make an inquiry or file a complaint with: U.S. Equal Employment Opportunity Commission, 500 Camp Street, New Orleans, LA 70130 and/or U.S. Department of Health, Education and Welfare, Office for Civil Rights, 1200 Main Tower Building, Dallas, TX 75202.

Americans with Disabilities

It is the policy of the University to comply with all rules under the Americans with Disabilities Act. It is the responsibility of the employee to inform Personnel of their disability. Accommodations that are required to enable the employee to perform his essential functions of his job will be explored. Please contact Personnel if you have questions concerning this policy.

Facilities

The cafeteria, Student Union facilities, University Bookstore, Infirmary, Recreation Complex, and Library are open to all employees.

McNeese provides many opportunities for educational and cultural enrichment. You are invited to patronize the library, to register for credit courses or for courses offered through the Office of Continuing Education, to attend many campus programs and events provided by the University, such as the Artist and Lecturers Series presentations, athletic contests, band and choral concerts, art shows, lectures, plays, etc.

Federal Credit Union

The McNeese Federal Credit Union operates under laws, by-laws and provisions of the federal government. The McNeese Federal Credit Union was organized by the employees of McNeese State University and is administered by a board of directors elected by the general membership.

The purpose of the Credit Union is to promote thrift among its members by affording them an opportunity to accumulate their savings through a payroll deduction system and to create for them a source of credit at a low interest rate. Membership is open to all permanent McNeese employees. A visit or telephone call to their office which is located behind Gayle Hall can provide you with any information you may need. Payroll deductions are made for Credit Union contributions twice a month.