

NORTHWESTERN STATE UNIVERSITY

New Hire Packet for "WAGES OF LABOR"

NAME: _____

Employee must provide a copy of valid driver's license or picture ID and Social Security card

In compliance with State and Federal policies, procedures, and regulations, the following university forms **MUST** be completed by each employee: *(Complete each form in its entirety)*

- Employee Orientation Checklist
 - Personnel Record
 - Voluntary Self-Identification of Disability Form
 - Louisiana Second Injury Fund (E-2)
 - Employment in a Non-Permanent Appointment Acknowledgment
 - Declaration of Selective Service Registration
 - Direct Deposit Agreement Form
 - Appointment Affidavit
 - W-4 - Federal Tax Withholding Form
 - L-4 - LA State Tax Withholding Form
 - Retirement Information Form
 - 403(b) Tax Deferred Annuity Program
 - Form I-9 - Employment Eligibility Verification & Instructions
 - Taxable Compensation, Supplemental Compensation or Benefits from Nonpublic Sources and Drug Prevention Program Certification
 - Memorandum - Immigration Reform and Control Act of 1986, University Employee Debt, & Recoupment of Overpayments to Employees
 - Safety Policy Statement, New Employee Safety and Environmental Orientation, and New Employee Policy Receipt
 - Work Schedule Form (12 month employees only)
 - Employment with University Statement
 - Credit Union for NSU Employees
 - Fraud and Illegal Acts
 - Viewing your Check Stub Information
 - Our Commitment to a Drug-Free Campus
- Information needed for payroll purposes;
dependent information needed for retirement, Group
Insurance and to comply with nepotism laws.
- Required by LA RS 42:33
- Required by LA RS 42:52
- Required by IRS
- Required by LA Dept. of Revenue & Taxation
- Required by LA RS Title 11 & FICA Laws
- Required by Immigration & Naturalization Service
- Div. Of Administration Policy & Procedures
Memorandum (PPM)73 -Public Law 101-226
- AG Opinion 92-152 -R.S. 42:460

Instructions for ALL New Hires

1. You **must provide** the university a copy of your current driver's license, or picture ID and a copy of your social security card. **Social Security card is required for Federal Tax reporting purposes.** Your information cannot be entered in our payroll and your payroll check may be delayed without these identification materials.
2. If you are a male between the ages of 18 and 25 **you must include** a copy of your proof of Selective Service Registration. If you do not have a copy of your registration card, follow the instructions on the Selective Service Registration form for obtaining on-line proof of registration.
3. If your new hire packet includes an Employee Authorization for Direct Deposit Form, **you must attach a voided blank check to the form.** It is the employee's responsibility to inform our payroll department, in writing, if you are changing bank accounts. A new Employee Authorization for Direct Deposit form and a voided blank check must accompany this notification.
4. **All the documents** included in this packet **must be completed** and you must sign any pages that require an employee signature.
5. After completing all your paperwork, please send the entire packet and all copies of required identification and verifications to the Human Resources Department for further processing and signatures.
6. If you are a member of, or a retiree of, a State of Louisiana Retirement system, you will be mailed any necessary application/notification forms. You are then required to complete and return these forms to the Human Resources Office.
7. Once you have received your Campus Wide Identification (CWID) number, you must bring an official government ID (Driver's License, Passport, etc.) to the One Card Office to receive your NSU ID.

**NORTHWESTERN STATE UNIVERSITY
EMPLOYEE ORIENTATION CHECKLIST**

Employee: _____

Position: _____

Date: _____

Budget Unit Head: _____

The purpose of this form is to provide an outline to follow in welcoming and processing new employees. When it has been fully completed, it should be filed in the employee's personnel file in Business Affairs - Human Resources Section.

BUDGET UNIT HEAD SECTION

Check each item to be sure that your orientation is complete and all applicable information is given to an employee.

- _____ Give employee job description.
- _____ Organizational and functional structure of Division/Department explained to employee.
- _____ Employee's position in Division/Department or Section explained to employee.
- _____ Promotion policy and possibilities for advancement explained to employee.
- _____ Leave system explained to employee.
- _____ Attendance requirements and records discussed including work hours, rest periods, etc.
- _____ Appropriate Faculty or Staff employee handbook, manuals, and other materials furnished to employee.
- _____ General procedures explained.
- _____ Explain parking regulations, parking permit and parking place, etc.
- _____ Discuss with and have new employee complete Outside Employment and Compensation disclosure forms.
- _____ Use of telephone system.
- _____ Office etiquette, telephone etiquette, proper dress explained.
- _____ Proper conduct when assisting/working with students/faculty/staff.
- _____ Work space and equipment inventory assigned to employee.
- _____ Use of the University library.
- _____ General lay-out of office work station, building, campus, etc. explained to employee.
- _____ Wash rooms, water fountains, eating facilities, etc. pointed out to employee.
- _____ Building and office keys issued.
- _____ Employee's supervisor, subordinates and co-workers introduced to employee.
- _____ Addressed questions from new employee.
- _____ Submittal of the appropriate Time Entry Documents.
- _____ Statement on Fraud and Illegal Acts
- _____ Office of Risk Management LA Second Injury Fund
- _____ Other _____

This is to verify that the items above have been discussed with

(Print or Type Employee Name)

Budget Unit Head

Date

This is to certify that the information listed on the previous page has been explained, and I fully understand my responsibilities. I also certify that all outside employment, compensation and University Taxable Compensation has been disclosed.

Employee Signature

Date

Specific questions regarding retirement, insurance, and payroll matters are to be referred to Business Affairs - Human Resource Section.

BUSINESS AFFAIRS - HUMAN RESOURCE SECTION

- ____ Appointment Affidavit (SF-13)
- ____ Disclosure of Outside Employment completed
- ____ Disclosure of Taxable Compensation, i.e. Campus Housing/Lodging, Meals, Transportation, Parking, etc. completed
- ____ Work Schedule
- ____ Declaration of Selective Service Registration

EMPLOYEE ADVISED ON:

- ____ Insurance and Hospitalization Plans
- ____ Cafeteria Plan
- ____ Statement Concerning Employment Not Covered by Social Security
- ____ Retirement ____ Teachers ____ Employees ____ Other _____
- ____ Tax deductions
- ____ Other payroll deductions available
- ____ Leave policy, rules and laws
- ____ Office Hours
- ____ Pay Days
- ____ Employee furnished applicable explanatory material and pamphlets
- ____ Probationary Period, if applicable
- ____ Prior State Service, if applicable
- ____ Importance of timely submittal of Time Entry Documents.
- ____ Importance of timely completion and submittal of all required personnel file information
- ____ Other _____

By/For Business Affairs - Human Resource Section

Date

This is to certify that the above listed information has been explained, and I fully understand my responsibilities.

Employee

Date

PRINT OR TYPE

Northwestern State University
Personnel Record

Last Name	First Name	Middle Name	Maiden Name
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Social Security # _____

Birth Date _____

Sex: Male Female
 No Response

Home Address: _____

Mailing Address: (if different from home address) _____

Home Phone: _____

Cell Phone: _____

Marital Status:

Single (S)
 Married (M)
 Widowed (W)
 Divorced (D)
 Separated (P)
 Companion/Partner (C)
 Domestic Partner (N)

Ethnicity:

Caucasian (1) Asian or Pacific Islander (4)
 African-American (2) Native Hawaiian (4A)
 Hispanic-Other (3) American Indian/Alaskan Native (5)
 Puerto Rican (3A) Other (6)
 Mexican (3B) Foreign (F)
 Cuban (3C) Prefer not to respond (X)

Veteran:

None
 Other Protected Veteran Only
 Vietnam Veteran Only
 Both Vietnam/Other Eligible Veteran
 Prefer not to respond

Race:

American Indian or Native Alaskan (1)
 Asian (2)
 Black or African-American (3)
 Native Hawaiian or Other Pacific Islander (4)
 White (5)
 Prefer not to respond (D)

Email Address: _____

Emergency Contact: Relationship: _____
Full Name: _____
Address: _____

Phone Number: _____

PRINT OR TYPE

Spouse Information: Full Name: _____
Social Security #: _____
Date of Birth: _____

Dependents:

Children (*living at home, never married*):

Last, First, Middle Name	Birth Date	Sex
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Dependents:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Educational Institutes Attended:

High School Information:

High School Name	City/State	Date Graduated	Highest Grade Completed
_____	_____	_____	_____
_____	_____	_____	_____

Undergraduate & Graduate Study

Institution & Graduate	Dates Attended	Degree Conferred Date*	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any hours beyond the highest degree listed above: _____ Yes _____ No If so how many? _____

Other Formal Education (*Business – Voc Tech, etc.*)

Schools Attended/Location	Dates Attended	Date Graduated	Course/Diploma/Certificate/License
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee Signature

Date

Office of the State Americans with Disabilities Act Coordinator (OSADAC)
VOLUNTARY SELF-IDENTIFICATION OF DISABILITY FORM

Employee Name: _____ CWID #: _____

Why are you being asked to complete this form?

As an executive branch state agency, the _____ is required by La. R.S. 46:2597 to establish annual strategies and goals related to employment of individuals with disabilities. In order to effectively measure and report our progress to this end, La. R.S. 46:2597 requires us to ask employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five (5) years.

Identifying yourself as an individual with a disability is **voluntary**, and we hope that you will choose to do so (if applicable). Your answer will be maintained confidentially and will not be seen by hiring officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way. For more information about this form or the Americans with Disabilities Act, visit the Office of the State Americans with Disabilities Act (ADA) Coordinator's website at <https://www.doa.la.gov/doa/office-of-state-ada-coordinator/>.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment that substantially limits a major life activity, or if you have a history or record of such an impairment. Disabilities include, but are not limited, to:

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition, for example, migraine headaches, Parkinson's disease or Multiple Sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, Post Traumatic Stress Disorder (PTSD) or major depression

Please check ONE of the boxes below:

YES, I have a disability **NO**, I do not have a disability I do not wish to answer

You are encouraged to carefully review our agency's policy specific to the Americans with Disabilities Act and/or Disability Rights, and to request workplace accommodations as may be needed for your disability.

Employee Signature: _____

Date: _____

**LOUISIANA WORKERS' COMPENSATION SECOND INJURY BOARD
POST-HIRE/CONDITIONAL JOB OFFER KNOWLEDGE QUESTIONNAIRE**

EMPLOYEE: The intent of this questionnaire is to provide your employer with knowledge about any pre-existing medical condition or disability which may entitle your employer to reimbursement from the Louisiana Workers' Compensation Second Injury Board in the event you suffer an on-the-job injury.¹ This reimbursement in no way affects the benefits owed to you by your employer or its insurance company under the Louisiana Workers' Compensation Act. La. R.S. 23:1021-1361. However, your failure to answer truthfully and/or correctly to any of the question on this questionnaire may result in a forfeiture of your workers' compensation benefits.

In order for your employer to be considered for reimbursement from the Second Injury Board, it has to show that it knowingly hired or retained you with a pre-existing medical condition or disability. To establish its knowledge, your employer is requesting that this questionnaire be completed.

INSTRUCTIONS: Please answer ALL questions completely. If a response requires an explanation, please provide a brief description on the Explanation Page. If you have any questions or need help in answering the questions on this form, please ask for assistance from the Employer Representative signing this form.

NOTE: Since this questionnaire contains medical information, you can request that the form be kept CONFIDENTIAL and not made part of your personnel file. Please let your employer know that you want the completed questionnaire placed in a sealed folder for confidentiality purposes.

EMPLOYEE WARNING

FAILURE TO ANSWER TRUTHFULLY AND/OR CORRECTLY TO ANY OF THE QUESTIONS ON THIS FORM MAY RESULT IN A FORFEITURE OF YOUR WORKERS' COMPENSATION BENEFITS UNDER La. R.S. 23:1208.1.

Employee Signature: _____ Date: _____

Employer Representative Signature: _____ Date: _____

Employer Name: _____

Employee Name: _____

Date of Birth (mm/dd/yyyy): _____ Male: Female:

Soc. Sec. # (last 4 digits only): _____

Home Address: _____

Telephone Number: (____) _____

¹ Under La. R.S. 23:1371(A), the purpose of the Second Injury Board is to encourage the employment, re-employment, or retention of employees who have a permanent partial disability.

Disease and Other Medical Conditions you currently have or have ever had.

For all conditions that you check yes, write a brief explanation on the Explanation Page.

[Please check the appropriate box next to each. Every illness/injury requires a Yes (Y) or No (N) answer.]

Y N	Y N	Y N	Y N
<input type="checkbox"/> <input type="checkbox"/> Diabetes	<input type="checkbox"/> <input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> <input type="checkbox"/> Arthritis	<input type="checkbox"/> <input type="checkbox"/> Heart Disease/Heart Attack
<input type="checkbox"/> <input type="checkbox"/> Silicosis	<input type="checkbox"/> <input type="checkbox"/> Tuberculosis	<input type="checkbox"/> <input type="checkbox"/> Parkinson's	<input type="checkbox"/> <input type="checkbox"/> Congestive Heart Failure
<input type="checkbox"/> <input type="checkbox"/> Varicose Veins	<input type="checkbox"/> <input type="checkbox"/> Multiple Sclerosis	<input type="checkbox"/> <input type="checkbox"/> Brain Damage	<input type="checkbox"/> <input type="checkbox"/> Vision Loss, one or both eyes
<input type="checkbox"/> <input type="checkbox"/> Asbestosis	<input type="checkbox"/> <input type="checkbox"/> Post Traumatic Stress	<input type="checkbox"/> <input type="checkbox"/> Asthma	<input type="checkbox"/> <input type="checkbox"/> Disability from Polio
<input type="checkbox"/> <input type="checkbox"/> Hyperinsulinism	<input type="checkbox"/> <input type="checkbox"/> Osteomyelitis	<input type="checkbox"/> <input type="checkbox"/> Dementia	<input type="checkbox"/> <input type="checkbox"/> Psychoneurotic Disability
<input type="checkbox"/> <input type="checkbox"/> Alzheimer's	<input type="checkbox"/> <input type="checkbox"/> Nervous Disorder	<input type="checkbox"/> <input type="checkbox"/> Thrombophlebitis	<input type="checkbox"/> <input type="checkbox"/> Ruptured or Herniated Disc
<input type="checkbox"/> <input type="checkbox"/> Emphysema	<input type="checkbox"/> <input type="checkbox"/> Muscular Dystrophy	<input type="checkbox"/> <input type="checkbox"/> Arteriosclerosis	<input type="checkbox"/> <input type="checkbox"/> Ankylosis or Joint Stiffening
<input type="checkbox"/> <input type="checkbox"/> Hearing Loss	<input type="checkbox"/> <input type="checkbox"/> Migraine Headaches	<input type="checkbox"/> <input type="checkbox"/> Hodgkin's	<input type="checkbox"/> <input type="checkbox"/> High/Low Blood Pressure
<input type="checkbox"/> <input type="checkbox"/> COPD	<input type="checkbox"/> <input type="checkbox"/> Mental Retardation	<input type="checkbox"/> <input type="checkbox"/> Cancer	<input type="checkbox"/> <input type="checkbox"/> Carpal Tunnel Syndrome
<input type="checkbox"/> <input type="checkbox"/> Hypertension	<input type="checkbox"/> <input type="checkbox"/> Kidney Disorder	<input type="checkbox"/> <input type="checkbox"/> Double Vision	<input type="checkbox"/> <input type="checkbox"/> Compressed Air Sequelae
<input type="checkbox"/> <input type="checkbox"/> Head Injury	<input type="checkbox"/> <input type="checkbox"/> Loss of Use of Limb	<input type="checkbox"/> <input type="checkbox"/> Mental Disorders	<input type="checkbox"/> <input type="checkbox"/> Disease of the Lung
<input type="checkbox"/> <input type="checkbox"/> Epilepsy	<input type="checkbox"/> <input type="checkbox"/> Seizure Disorder	<input type="checkbox"/> <input type="checkbox"/> Hemophilia	<input type="checkbox"/> <input type="checkbox"/> Coronary Artery Disease
<input type="checkbox"/> <input type="checkbox"/> Stroke	<input type="checkbox"/> <input type="checkbox"/> Sickle Cell Disease	<input type="checkbox"/> <input type="checkbox"/> Bleeding Disorder	<input type="checkbox"/> <input type="checkbox"/> Heavy Metal Poisoning

Surgical Treatment [Please check the appropriate box. Each illness/injury requires a Yes (Y) or No (N) answer.] For each Yes (Y) answer, please complete the information corresponding to the surgery on the right. Additional information can be provided on the Explanation Page, if necessary.

Y N

- Spinal Disc Surgery Year (approximate if unsure) _____
- Spinal Fusion Surgery Year (approximate if unsure) _____
- Amputated Foot Left Right Year (approx. if unsure) _____
- Amputated Leg Left Right Year (approx. if unsure) _____
- Amputated Arm Left Right Year (approx. if unsure) _____
- Amputated Hand Left Right Year (approx. if unsure) _____
- Knee Replacement Left Right Year (approx. if unsure) _____
- Hip Replacement Left Right Year (approx. if unsure) _____
- Other Joint Replacement Joint _____ Year _____
- Other Surgical Procedure Procedure _____ Year _____
- Other Surgical Procedure Procedure _____ Year _____
- Other Surgical Procedure Procedure _____ Year _____
- Other Surgical Procedure Procedure _____ Year _____

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____

EXPLANATION PAGE

Please use the space below to explain the illnesses and/or conditions that you checked a Yes (Y) or any other medical conditions that may not be listed on this form. Ask your employer for additional copies of this page if needed.

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

CONDITION: _____ Year Diagnosed (approx): _____

Are you still treating for this condition? Yes No

Are you taking medication for this condition? Yes No

Do you have any permanent restrictions for this condition? Yes No

Brief Explanation: _____

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____

Please answer the following questions.

1. Has any doctor ever restricted your activities? Yes No

If "Yes," please list the restrictions: _____

Were the restrictions: Permanent Temporary

Are your activities currently restricted? Yes No

What is the medical condition for which you have restrictions? _____

2. Are you presently treating with a doctor, chiropractor, psychiatrist, psychologist or other health-care provider? Yes No

Please list the medical condition being treated: _____

Doctor's Name: _____ Specialty: _____

Doctor's Address: _____

3. If you are currently taking prescription medication other than those listed on the Explanation Page, please complete the requested information below.

Medication: _____ Prescribing Doctor: _____

Medication: _____ Prescribing Doctor: _____

4. Have you ever had an on the job accident? Yes No

If you answered "YES," please provide the date for each injury and the nature of the injury:

How long were you on compensation? _____

Name of Employer: _____

5. Has a doctor recommended a surgical procedure, which has not been completed prior to this date, including but not limited to knee, hip or shoulder replacement? Yes No

If you answered YES, please provide:

Recommended surgery: _____

Approximate date of recommendation: _____

Doctor's Name: _____ Specialty: _____

Doctor's Address: _____

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____

EMPLOYEE WARNING

FAILURE TO ANSWER TRUTHFULLY AND/OR CORRECTLY TO ANY OF THE QUESTIONS ON THIS FORM MAY RESULT IN A FORFEITURE OF ANY AND ALL WORKERS COMPENSATION BENEFITS UNDER La. R.S. 23:1208.1.

I have completed this form honestly and to the best of my knowledge. I understand that providing false information or omitting pertinent information could result in loss of my workers compensation benefits should I become injured on the job.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

EMPLOYER WARNING

PURSUANT TO La. R.S. 23:1208 OF THE LOUISIANA WORKERS' COMPENSATION ACT, IT SHALL BE UNLAWFUL FOR A PERSON, FOR THE PURPOSE OF OBTAINING OR DEFEATING ANY BENEFIT PAYMENT UNDER THE PROVISIONS OF THIS CHAPTER, EITHER FOR HIMSELF OR FOR ANY OTHER PERSON, TO WILLFULLY MAKE A FALSE STATEMENT OR REPRESENTATION. PENALTIES FOR VIOLATIONS INCLUDE IMPRISONMENT, FINES, AND/OR THE FORFEITURE OF BENEFITS.

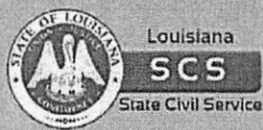
You must certify the following:

1. That I am an authorized representative of the employer designated to obtain and review the information provided by the employee on this questionnaire;
2. That I have provided the employee with as many copies of the Explanation Page as needed and have confirmed the number of and labeled the pages of this questionnaire;
3. That I have provided assistance to the employee (if requested) in responding to the questions on this questionnaire;
4. That the information sought by this authorization is made on an applicant for employment only after a conditional job offer has been made and accepted, or on a current employee; and
5. That the information obtained in the authorization will **NOT** be used to discriminate in any manner against the individual who is the subject of this authorization on any basis, in violation of the Americans with Disabilities Act of 1990, 42 U.S.C. §12101, *et seq.*, or any other state or federal law;
6. That if requested, a photocopy of this fully completed and signed form will be provided to the employee.

Employer Representative Signature: _____ Date: _____

Employer Representative Printed Name: _____

Title: _____



STATEMENT OF AGREEMENT AND UNDERSTANDING
Employment in a Non-Permanent Appointment
Revision Date: 3/2017

Employee Name:	Agency/Section/Unit:
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In accordance with Civil Service Rules, agencies may establish temporary, non-permanent appointments of a limited duration to assist with work of a temporary nature or work overloads. Your signature below indicates that you agree and accept the conditions of this temporary, non-permanent appointment.

I, _____ understand that I am accepting a temporary, non-permanent appointment. I understand that the agency has the discretion to extend this appointment under certain conditions or may terminate this appointment at any time for any reason.

<input type="checkbox"/> Classified WAE Appointment	<input type="checkbox"/> Unclassified WAE Appointment
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If hired in a WAE Appointment, I understand that I am not be eligible for or entitled to state benefits, leave earning and paid holidays. I am only authorized to work up to **1245 hours** within a twelve month period, regardless of the job title or state agency that I work within. The twelve month period is established upon initial date of hire and the 1245 hours may be worked on a full-time, part-time, or intermittent basis within the twelve month period. Only the State Civil Service Commission may grant exceptions to this rule. In the event the appointing authority determines that a layoff is necessary I do not have rights to offers of relocation to another position.

<input type="checkbox"/> Job Appointment

If hired in a Job Appointment, I understand that I may not be eligible for or entitled to state benefits. I understand that in the event the appointing authority determines that a layoff is necessary I do not have rights to offers of relocation to another position and this appointment may be terminated.

I have read the above and agree to accept this temporary, non-permanent appointment. I further understand that as long as I remain employed in such a temporary, non-permanent capacity, the aforementioned conditions apply.

Employee Signature: _____	Date _____
HR Representative: _____	Date _____

NOTE: If you have any questions concerning these terms, please consult with your Human Resources Office.

DECLARATION OF SELECTIVE SERVICE REGISTRATION

Selective Service System Registration for Classified & Unclassified Positions

In accordance with La. Revised Statute 42:33 (Acts 1987, No. 581, Section 1) an individual shall be ineligible for employment or appointment in a classified/unclassified civil service position (faculty or staff) with the Board or institutions within the University of Louisiana System if he is between the ages of 18 and 25 at the time of request for appointment, and is not registered with the Selective Service System.

The **SELECTIVE SERVICE SYSTEM Registration Form** is available at all U.S. Post Offices (University Post Office does not have these forms). If you have previously registered, you should have received a registration acknowledgment. If you cannot locate your Selective Service Registration card, please go to the following website www.sss.gov/RegVer/wfVerification1.aspx and print a copy of your registration to attach to your new hire packet. If you need to register and have not done so previously, you can either register on line at the above website or go to your local post office and register. They will be able to provide you with a date-stamped receipt. This acknowledgment or receipt will have to be provided as proof of registration.

Note: This form must be completed and signed by all male employees for whom an appointment is being requested. This form should be completed and returned with all other required "New Hire Packet" information. Until such acknowledgment is received, you are ineligible for employment or an appointment with Northwestern.

Employee Name: _____ SSN#: _____

Address: _____
(Street or P.O. Box) (City, State, Zip)

Age at time of completion of this form _____ Date of Birth _____

**Check and sign the appropriate response:

_____ I am currently between the ages of 18 and 25 and have completed the required Selective Service System Registration. Acknowledgment and/or receipt of registration is attached.

_____ I am currently over the age of 25 and not required to register.

Signature: _____ Date: _____

NORTHWESTERN STATE Direct Deposit Authorization Form

Employee Name (Please Print): _____ CWID or SSN: _____

ACCOUNT # 1 – NET DEPOSIT

New Change Cancel

Bank Name _____

Routing #: _____

Account #: _____

Account Type: Checking Savings

ACCOUNT # 2 – PARTIAL DEPOSIT

New Change Cancel

Bank Name _____

Routing #: _____

Account #: _____

Account Type: Checking Savings

*Amount: \$ _____

AUTHORIZATION AGREEMENT

I hereby authorize Northwestern State University to initiate automatic deposits to my account at the financial institution named above. I also authorize Northwestern State University to make withdrawals from this account in the event that a credit entry is made in error.

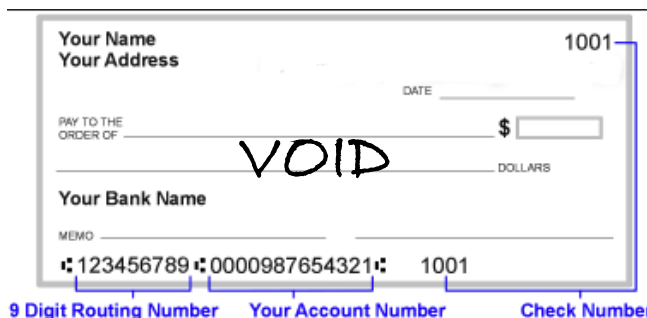
Further, I agree not to hold Northwestern State University responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Northwestern State University receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Employee's Signature

Date

****Please attach a voided check or some type of bank account verification and return with this form to the Payroll Department.**



APPOINTMENT AFFIDAVITS

IMPORTANT: Please read the following appointment affidavits. Before swearing to these affidavits, make sure you understand the fully. It is the responsibility of the employing agency to determine any change in employment status since the applicant filed the original pre-employment application.

APPOINTEE		AGENCY /DIVISION	
PRESENT STREET ADDRESS		PLACE OF EMPLOYMENT	
CITY/ STATE/ZIP		DATE OF BIRTH	
<p>A. SINCE YOU FILED THE APPLICATION RESULTING IN YOUR APPOINTMENT, HAVE YOU BEEN INDICTED OR CONVICTED OF ANY LAW VIOLATION (excludes minor traffic violations)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DETAILS:</p>			
DATE	LOCATION	CHARGE	
DISPOSITION			
<p>B. SINCE YOU FILED THE APPLICATION RESULTING IN YOUR APPOINTMENT, HAVE YOU RESIGNED OR BEEN DISCHARGED AS A RESULT OF MISCONDUCT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DETAILS:</p>			
<p>C. DO YOU NOW HOLD OR ARE YOU A CANDIDATE FOR AN ELECTIVE PUBLIC OFFICE? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>D. AS REQUIRED BY LOUISIANA REVISED STATUE 42:52</p>			
<p>Do you solemnly swear (or affirm) to support the Constitution and laws of the United States and Constitution and laws of this State, and faithfully and impartially discharge and perform all of the duties incumbent upon you as a State employee according to the best of your ability and understanding? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
DATE	SIGNATURE OF APPOINTEE		SOCIAL SECURITY NO.

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately		
<input type="checkbox"/> Married filing jointly or Qualifying surviving spouse		
<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Reserved for future use.
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 \$ _____

Multiply the number of other dependents by \$500 \$ _____

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here

3 \$

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income

4(a) \$

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

4(b) \$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period

4(c) \$

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers Only

Employer's name and address

First date of
employment

Employer identification
number (EIN)

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 **and** you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

Your privacy. If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds \$160,200 for a given individual.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

If you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$27,700 if you're married filing jointly or a qualifying surviving spouse; \$20,800 if you're head of household; \$13,850 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$850	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870
\$10,000 - 19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
\$20,000 - 29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
\$30,000 - 39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
\$40,000 - 49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
\$50,000 - 59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
\$60,000 - 69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610
\$70,000 - 79,999	1,020	2,220	3,340	3,540	4,720	5,750	6,750	7,750	8,750	9,750	10,750	11,610
\$80,000 - 99,999	1,020	2,220	4,170	5,370	6,570	7,600	8,600	9,600	10,600	11,600	12,600	13,460
\$100,000 - 149,999	1,870	4,070	6,190	7,390	8,590	9,610	10,610	11,660	12,860	14,060	15,260	16,330
\$150,000 - 239,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$240,000 - 259,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$260,000 - 279,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	18,140
\$280,000 - 299,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,870	17,870	19,740
\$300,000 - 319,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,470	15,470	17,470	19,470	21,340
\$320,000 - 364,999	2,040	4,440	6,760	8,550	10,750	12,770	14,770	16,770	18,770	20,770	22,770	24,640
\$365,000 - 524,999	2,970	6,470	9,890	12,390	14,890	17,220	19,520	21,820	24,120	26,420	28,720	30,880
\$525,000 and over	3,140	6,840	10,460	13,160	15,860	18,390	20,890	23,390	25,890	28,390	30,890	33,250

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
\$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720
\$60,000 - 79,999	1,870	3,600	4,730	5,860	7,060	8,260	8,460	8,660	8,860	9,060	9,260	9,280
\$80,000 - 99,999	1,870	3,730	5,060	6,260	7,460	8,660	8,860	9,060	9,260	9,460	10,430	11,240
\$100,000 - 124,999	2,040	3,970	5,300	6,500	7,700	8,900	9,110	9,610	10,610	11,610	12,610	13,430
\$125,000 - 149,999	2,040	3,970	5,300	6,500	7,700	9,610	10,610	11,610	12,610	13,610	14,900	16,020
\$150,000 - 174,999	2,040	3,970	5,610	7,610	9,610	11,610	12,610	13,750	15,050	16,350	17,650	18,770
\$175,000 - 199,999	2,720	5,450	7,580	9,580	11,580	13,870	15,180	16,480	17,780	19,080	20,380	21,490
\$200,000 - 249,999	2,900	5,930	8,360	10,660	12,960	15,260	16,570	17,870	19,170	20,470	21,770	22,880
\$250,000 - 399,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$400,000 - 449,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$450,000 and over	3,140	6,380	9,010	11,510	14,010	16,510	18,010	19,510	21,010	22,510	24,010	25,330

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$620	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,650	\$1,870	\$1,870	\$1,890	\$2,040
\$10,000 - 19,999	620	1,630	2,060	2,220	2,220	2,220	2,850	3,850	4,070	4,090	4,290	4,440
\$20,000 - 29,999	860	2,060	2,490	2,650	2,650	3,280	4,280	5,280	5,520	5,720	5,920	6,070
\$30,000 - 39,999	1,020	2,220	2,650	2,810	3,440	4,440	5,440	6,460	6,880	7,080	7,280	7,430
\$40,000 - 59,999	1,020	2,220	3,130	4,290	5,290	6,290	7,480	8,680	9,100	9,300	9,500	9,650
\$60,000 - 79,999	1,500	3,700	5,130	6,290	7,480	8,680	9,880	11,080	11,500	11,700	11,900	12,050
\$80,000 - 99,999	1,870	4,070	5,690	7,050	8,250	9,450	10,650	11,850	12,260	12,460	12,870	13,820
\$100,000 - 124,999	2,040	4,440	6,070	7,430	8,630	9,830	11,030	12,230	13,190	14,190	15,190	16,150
\$125,000 - 149,999	2,040	4,440	6,070	7,430	8,630	9,980	11,980	13,980	15,190	16,190	17,270	18,530
\$150,000 - 174,999	2,040	4,440	6,070	7,980	9,980	11,980	13,980	15,980	17,420	18,720	20,020	21,280
\$175,000 - 199,999	2,190	5,390	7,820	9,980	11,980	14,060	16,360	18,660	20,170	21,470	22,770	24,030
\$200,000 - 249,999	2,720	6,190	8,920	11,380	13,680	15,980	18,280	20,580	22,090	23,390	24,690	25,950
\$250,000 - 449,999	2,970	6,470	9,200	11,660	13,960	16,260	18,560	20,860	22,380	23,680	24,980	26,230
\$450,000 and over	3,140	6,840	9,770	12,430	14,930	17,430	19,930	22,430	24,150	25,650	27,150	28,600

 <p>LDR Contributing to a better quality of life</p>	<p>Employee Withholding Exemption Certificate (L-4)</p> <p>Louisiana Department of Revenue</p>
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Purpose: Complete form L-4 so that your employer can withhold the correct amount of state income tax from your salary.

Instructions: Employees who are subject to state withholding should complete the personal allowances worksheet indicating the number of withholding personal exemptions in Block A and the number of dependency credits in Block B.

- Employees must file a new withholding exemption certificate within 10 days if the number of their exemptions decreases, except if the change is the result of the death of a spouse or a dependent.
- Employees may file a new certificate any time the number of their exemptions increases.
- Line 8 should be used to increase or decrease the tax withheld for each pay period. Decreases should be indicated as a negative amount.

Penalties will be imposed for willfully supplying false information or willful failure to supply information that would reduce the withholding exemption.

This form must be filed with your employer. If an employee fails to complete this withholding exemption certificate, the employer must withhold Louisiana income tax from the employee's wages without exemption.

Note to Employer: Keep this certificate with your records. If you believe that an employee has improperly claimed too many exemptions or dependency credits, please forward a copy of the employee's signed L-4 form with an explanation as to why you believe that the employee improperly completed this form and any other supporting documentation. The information should be sent to the Louisiana Department of Revenue, Criminal Investigations Division, PO Box 2389, Baton Rouge, LA 70821-2389.

Block A

- Enter "0" to claim neither yourself nor your spouse. You may enter "0" if you are married, and have a working spouse or more than one job to avoid having too little tax withheld.
- Enter "1" to claim yourself if you did not claim this exemption in connection with other employment, or if your spouse has not claimed your exemption. Enter "1" to claim one personal exemption if you will file as head of household.
- Enter "2" to claim yourself and your spouse.

A.

Block B

- Enter the number of dependents, not including yourself or your spouse, whom you will claim on your tax return. If no dependents are claimed, enter "0."

B.

✂-----
Cut here and give the bottom portion of certificate to your employer. Keep the top portion for your records.

Form **L-4**
Louisiana
Department of
Revenue

Employee's Withholding Allowance Certificate

1. Type or print first name and middle initial		Last name	
2. Social Security Number		3. <input type="checkbox"/> No exemptions or dependents claimed <input type="checkbox"/> Single <input type="checkbox"/> Married	
4. Home address (number and street or rural route)			
5. City		State	ZIP
6. Total number of exemptions claimed in Block A			6.
7. Total number of dependents claimed in Block B			7.
8. Increase or decrease in the amount to be withheld each pay period. Decreases should be indicated as a negative amount.			8.

I declare under the penalties imposed for filing false reports that the number of exemptions and dependency credits claimed on this certificate do not exceed the number to which I am entitled.

Employee's signature	Date
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The following is to be completed by employer.

9. Employer's name and address	10. Employer's state withholding account number
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**NORTHWESTERN STATE UNIVERSITY
RETIREMENT INFORMATION FORM**

(Completion of this form is required for compliance with LA Revised Statutes 11:416, 11:443, 11:707 & 11:737)

(Name of Employee)

(Social Security Number)

ARE YOU A MEMBER OF ANY LOUISIANA STATE RETIREMENT SYSTEM?

YES NO

IF YOU ANSWERED YES, PLEASE COMPLETE THE FOLLOWING:

I am currently a member of the following retirement system:

- Teacher's Retirement of Louisiana System
- Louisiana Employee's Retirement System (LASERS)
- Social Security
- Other (Please specify) _____

ARE YOU A RETIREE OF ANY LOUISIANA STATE RETIREMENT SYSTEM?

YES NO

1. I am a retiree of the _____ system.
2. I was in the DROP Program prior to retiring. Yes No
3. I am currently a member of DROP. Date DROP began: _____.

Employee Signature

Date



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date <i>(mm/dd/yyyy)</i>	
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>	
Address <i>(Street Number and Name)</i>		City or Town	State ZIP Code

STOP *Employer Completes Next Page* STOP



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

**NORTHWESTERN STATE UNIVERSITY
TAXABLE COMPENSATION, SUPPLEMENTAL COMPENSATION OR BENEFITS FROM NONPUBLIC
SOURCES AND DRUG PREVENTION PROGRAM CERTIFICATION**

I, _____ (Print/Type Name) have reviewed the procedure on Taxable Compensation, Supplemental Compensation or Benefits From Nonpublic Sources and Drug Prevention Program (X-29) in the Business Affairs Policy and Procedure User Guides and certify the following:

1. Yes ____ No ____ Have you received any compensation from the University other than salary or wages?
2. Yes ____ No ____ Have you received any supplemental compensation or benefits from nonpublic sources?
3. If you answered "Yes" to item 1 or 2, please complete the **Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure** form disclosing the nature of the compensation. Route the **Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources and Drug Prevention Program Certification** to your Budget Unit Head for submission to Business Affairs – Accounting and Reporting Section along with the **Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure** form.

If you answered "No" to items 1 and 2, route only this certification form.

4. I certify that I have read the University's Drug Prevention Program available at <http://businessaffairs.nsula.edu/human-resources/> entitled "Our Commitment to a Drug Free Campus".

Employee

Date

Campus Wide ID Number

Employee

Student

I have reviewed the procedure on Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources (X-29) in the Business Policy and Procedure User Guides and certify the following:

1. Yes ____ No ____ Is the above named employee who is under your supervision receiving any compensation Other than salary or wages?
2. Yes ____ No ____ Is the above named employee who is under your supervision receiving any supplemental Compensation or benefits from nonpublic sources?
3. If you or the employee answered "Yes" to item 1 or 2, please complete the **Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure** form and forward this certification along with the **Taxable Compensation and Supplemental Compensation or Benefits From Nonpublic Sources Disclosure** form to the appropriate Vice President of President for approval and submission to Business Affairs - Accounting and Reporting Section.

If you answered "No" to items 1 and 2, route only this certification form.

Budget Unit Head

Date

ASSIGNMENT, APPROVALS, ROUTING

Budget Unit/Department Assigned To:

Budget Unit/Department Index No.

Dean

Date

Vice President or President

Date

From Employee to Budget Unit Head to Dean to Applicable Vice President or President. Approved copy to Employee and Business Affairs from Vice President

**NORTHWESTERN STATE UNIVERSITY
TAXABLE COMPENSATION AND SUPPLEMENTAL COMPENSATION OR BENEFITS FROM
NONPUBLIC SOURCES DISCLOSURE**

TAXABLE COMPENSATION

Under the provisions of PPM 73, the university is required to submit a plan for delineating those conditions under which an employee shall receive any compensation other than salary and wages.

Payments to employees in accordance with General Travel Regulations-PPM No. 49 for reimbursement of actual business travel expenses shall be treated as a noncompensation item and should not be reported.

Employer provided parking in a public parking facility valued up to \$155 per month may be excluded from taxable income.

The general valuation rule will be Fair Market Value.

Please indicate if you received any of the following during the period January 1 – December 31 of the previous year.

1. **Meals:** (Do not include meals provided or reimbursed under travel regulations)

Description of meals provided: _____

Value of the meals: _____

Valuation Method: _____

Reason meals are partially or fully nontaxable: _____

2. **Lodging:** (See evaluation tests for exclusion from taxable compensation)

Description of lodging: _____

Value of the lodging: _____

Valuation Method: _____

Reason lodging is partially or fully nontaxable: _____

3. **Transportation:** (Personal use of state vehicle)

Description of transportation: _____

Value of transportation: _____

Valuation Method: _____

Reason transportation is partially or fully nontaxable: _____

4. **Taxable Parking:**

Description of parking: _____

Value of parking: _____

Valuation Method: _____

Reason parking is partially or fully nontaxable: _____

5. **Uniforms:**

Description of uniforms: _____

Value of uniforms: _____

Valuation Method: _____

Are your uniforms required by the university? Yes _____ No _____

Are your uniforms distinctive with emblems, etc., which make them not a substitution for street clothes? Yes _____ No _____

Do the uniforms remain with the employee or are they turned in to the university upon separation of employment or when they are worn out, etc.? Please explain. _____

Reason uniforms are partially or fully nontaxable: _____

6. **Other:**

Type of compensation: _____

Value of compensation: _____

Valuation Method: _____

Reason other compensation is partially or fully nontaxable: _____

I certify that I have disclosed all taxable compensation other than salary and wages that was received by me during the period January 1 - December 31 of the previous year.

Employee

Date

Campus Wide ID Number

SUPPLEMENTAL COMPENSATION OR BENEFITS FROM NONPUBLIC SOURCES

Under the provisions of Act 359 of the 1986 Regular Session of the Louisiana Legislature, supplementary compensation or benefits from nonpublic sources may be received by an employee of a higher education institution, board or system but only "as approved by the appropriate policy or management board."

Each and every supplemental benefit or supplementary compensation received by an employee must be approved.

Please list each and every supplemental benefit or supplementary compensation you received during the period January 1 – December 31 of the previous year.

I certify that I have disclosed all supplementary compensation or benefits from nonpublic sources that was received by me during the period January 1 – December 31 of the previous year.

Employee

Date

Campus Wide ID Number

ASSIGNMENT, APPROVALS, ROUTING

Budget Unit /Department Assigned To:

Budget Unit/Department Index No.

Budget Unit Head

Date

Dean

Date

Vice President or President

Date

From Employee to Budget Unit Head to Dean to Applicable Vice President or President. Approved copy to Employee and Business Affairs from Vice President

MEMORANDUM

TO: All New Employees

FROM: Director of Human Resources

SUBJECT: IMMIGRATION REFORM AND CONTROL ACT OF 1986

Congress passed and the President signed into law the Immigration Reform and Control Act of 1986. As a result this University now must have the proper identification for verifying American Citizens and aliens who are authorized to work in the United States. Attached is Form I-9 (Employment Eligibility Verification) in which Section 1 must be completed and submitted to Human Resources for each new employee. Section 2 of this form is the Employer Review and Verification. You must provide one document used for verification from List A or one each from List B and C. (Please refer to the reverse side of Form I-9 for lists.)

If you should have any questions, please contact the Human Resource Office at 6152.

**SUBJECT: UNIVERSITY EMPLOYEE DEBT - NSU Fiscal Policy & Procedure (X-37)
Attorney General Opinion 92-152**

The University can withhold wages from an employee-s paycheck for nonpayment of fines or other monies owed the University with the consent of the employee. If no such consent is given by an employee then the University policy addresses the withholding of payment of fines or other obligations due the University on an involuntary basis.

Check one: _____ Yes, I give my consent _____ No, I do not give my consent

_____ Signature _____ Date
Print Name

**SUBJECT: RECOUPMENT OF OVERPAYMENTS - NSU Fiscal Policy & Procedure (X-38)
Division of Administration Office of State Uniform Payroll (LAC 4:III, Chapter 7)**

The University in accordance with R.S. 42:460, regarding recoupment of overpayments to state employees is now a policy for Northwestern State University to recoup overpayment to an employee through payroll deduction. This policy includes recoupment of overpayment from Active Employees, Employees Transferring to Another State Agency and Separated Employees. I agree to the payroll deduction for overpayment of any monies owed the University.

_____ Signature _____ Date
Print Name



NORTHWESTERN STATE

Office of Environmental Health and Safety

July 16, 2018

To: New Northwestern State University Employees

From: Chelsea Eddington

Environmental Health & Safety

RE: Policy Statement

Northwestern State University proposes to provide a safe and efficient work environment for NSU employees. The full support of each employee is essential for the effectiveness of this safety program. Each employee has an obligation to cooperate fully by helping to protect himself/herself, as well as their fellow employees. This can only be achieved through safe and efficient practices. It is imperative that work place hazards be identified, appropriately evaluated, and effectively controlled.

It is Northwestern State's objective to follow federal, state, and local codes, in addition to our own policies in order to maintain safe and healthy conditions in the workplace. This objective is possible when our employees accept responsibility for their own safety and well-being. Safe work habits are an important aspect of great job performance. Individual employees are responsible for immediately reporting potentially unsafe conditions and work practices to his/her immediate supervisor.

Supervisors are accountable for training their employees to report unsafe actions, incidents and accidents immediately. Supervisors are also responsible for reporting all accidents and/or incidents to University Police, **AS WELL AS** the Environmental Health & Safety Office **IMMEDIATELY** (day, night, holidays and weekends). Contact information for the EHS Office will be listed below.

The EHS Office at Northwestern State University will continuously work to provide training, establish guidelines, and provide supervision, in order to maintain a successful safety program and minimize hazards when possible.

EHS Contact Information:

Chelsea Eddington
Environmental Health & Safety
318-663-0441
csmith062@nsula.edu
Fax: 318-357-4348

DEDICATED TO ONE GOAL. **YOURS.**[™]

Northwestern State University
New Employee Safety and Environmental Orientation (7-2016)

All blanks must be completed.

Name: _____ Employee # _____
(Print- Last, First, Middle Initial)

Department: _____ Work Phone: _____

Work Address: _____ (Building/Room #)

NSU E-mail _____ Date of Hire: _____

Welcome to Northwestern State University. Your safety is a personal resource that is developed and maintained by cooperative efforts with other employees through training, hazard prevention and recognition, and safe work procedures.

Discuss with your Supervisor department-specific procedures as listed below, and return the completed form to the Environmental Health & Safety Department. All policies listed below have a brief description attached to this cover document. Full policies can be found on the Environmental Health & Safety website: <http://ehs.nsula.edu/policies/>.

All trainings must be complete within 90 days of employment start date.

1. Safety Policy Statement from the President
2. Reporting hazards.
3. Accident Report and Instructions
4. Driving on state business. (Driver's Safety Program/State Travel Policy)-DA-2054
5. Vehicle Accidents on State Business (Instructions and DA-2041)
6. How to respond to different types of emergencies. (Emergency Preparedness)
7. Hazard Communication Policy. Inventory of chemicals in area employee will be working must be provided by supervisor. SDS must be available on all chemicals present-ensured by Department Head.
8. Employee Safety Responsibilities.
9. General Safety Rules for the University.
10. Our Commitment to a Drug-Free Campus • Drug & Alcohol Testing (Distributed to employees every 5 years or upon policy updating.)
11. Key Policy.
12. Blood Borne Pathogens Policy—Low risk policy/LEO Training. High Risk policy/Face-to-Face .
13. Fire Drill / Building Evacuation Policy
14. Smoking Policy
15. Work Order (Request) Procedures
16. Lock Out-Tag Out, Elevator Emergencies/Malfunctions and PPE
17. Louisiana State Civil Service
18. Employee Training
19. Transitional Return to Work Policy

Reviewed with:

Date: _____

Supervisor Signature

Supervisor Printed Name

I have read and understand the policies within the New Employee Orientation packet. I agree to abide by all policies listed above, and acknowledge that if I do not adhere to the policies, that I am subject to disciplinary action up to and including termination. I also acknowledge that I have received a copy of all listed policies for Northwestern State University. I acknowledge by signing the New Employee Orientation Paperwork that this information has been presented to me, as a new Northwestern State University employee.

Employee signature: _____ **Date:** _____

Please **be sure all blanks above are completely filled in and return the cover page only** to:

**Environmental Health & Safety (EHS), Facility Services Building,
Room 101, Natchitoches, LA 71497**

Full policies are also available on the web at <http://ehs.nsula.edu/>

Below is a brief description of each required policy.

Policy Descriptions:

1. Safety Policy Statement from the President

This is a statement from the President indicating the safety mission of the University.

2. Reporting hazards

The new employee should understand how to report hazards that he/she may come across during their day's work. In reporting hazards, the employee should provide their supervisor with details of the location and description of hazard, and any thoughts they may have to reduce or eliminate the hazard. The employee should understand the need to isolate or barricade hazards that have immediate safety consequences (immediately dangerous). The employee should understand their responsibility for their personal safety along with the safety of their fellow employees and the campus population. It is important that they **not create** any situations, which create a hazard for others in the area.

How to report hazards:

- a) Report to Supervisor, or,
- b) Report to building coordinator, or
- c) Contact the Physical Plant- (work control center) 4519, or
- d) Contact University Police at 318-357-5431

3. Reporting Injuries - ALL

The new employee should know that injuries should be reported immediately to the supervisor. The treatment of emergency injuries is handled according to the severity. In major life threatening injuries, call 911. From a University phone, this call is directed to University Police. They will dispatch emergency medical personnel. If 911 is dialed from a cell phone, it will be directed to the Natchitoches Parish Sheriff's Office.

Health Services does not respond to any student, faculty, staff or visitor emergency, per policy of Student Health Services.

○ Employee Accident Policy, Photos and Report • DA-2000 • Post Accident Drug Testing

All accidents require an Office of Risk Management Report. Employee accidents require a DA-2000 and Employee Supplemental Report. These reports can be located on the EHS website, but are also distributed quarterly via quarterly safety meetings. These reports must be filled out for each accident that occurs in the course and scope of employment with the University. University Police should also be called to the accident scene so that a report can be completed and photos taken to document the accident scene.

Post-Accident Drug Testing: Employees are required to be drug tested after an on-the-job accident if: 1-There is reasonable suspicion, 2-There is a chemical or hazardous material release, 3-There are serious injuries requiring medical attention, or there is a death involved, and 4-there is damage to state property. The drug test will occur no matter the date of the accident or the reporting date. This is an Office of Risk Management requirement.

○ Student/Visitor Accident Policy, Photos and Report • DA-3000

All accidents require an Office of Risk Management Report, a DA-3000 for students or University visitors. These reports can be located on the EHS website. These reports must be filled out for each accident that occurs on University Property. University Police should also be called to the accident scene so that a report can be completed and photos taken to document the accident scene.

4. Driving on state business-Driver's Safety Policy • DA-2054

Employees will not be allowed to routinely drive on state business unless they receive authorization from the Driver Safety Coordinator. The following are required to be an authorized driver:

- The Driver's Safety Course must be taken within 90 days of employment, and the refresher course every 3 years.
- Each employee must complete, and submit a DA-2054, Driver Authorization Form.
- Official Driving Record must be obtained. Louisiana Driver's Licenses will be obtained by the Driver Safety Coordinator. Employees with out-of-state driver's license must obtain an official driving record

from the state that issues their license. Only after successful completion of the Driver's Safety Program and proper authorization, are employees allowed to drive on State vehicles or personal vehicles on state business.

- Employees are to know and obey all traffic laws.
- Vehicle accidents require immediate reporting to the local police, University Police (318-357-5431) and their immediate supervisor.

5. Vehicle Accidents on State Business

If an employee is involved in an accident while on State Business, whether in a University vehicle or your personal vehicle, the accident must be reported to University Police at 318-357-5431 as soon as possible after the accident. Also, a DA-2041 must be completed within 24 hours of the accident. A drug screen may be required for any employee that has a vehicle accident on University business. Please see the guidelines related to Post Accident Drug Testing.

6. How to respond to different types of emergencies

"911"- Dialed from University telephones goes to the NSU Police Department which is operated 24 hours, seven days a week. NSU Police can dispatch fire, ambulance and police personnel to the location. All fires and emergency situations should be reported to the NSU police department immediately. In the event of a fire, all personnel should evacuate the building and remain outside until University Police issue an "All Clear".

Purple Alert--This is information on the rapid emergency messaging system, Purple Alert, and how to register yourself to receive alerts.

7. Hazard Communication Policy

If there are hazardous materials used in the employee's job, review locations of the material and how to find the SDS (Safety Data Sheet) for the material. Proper labeling, handling and disposal methods should also be discussed. Hazardous wastes should be disposed of according to University regulations which are found in the Hazard Communication Policy. Review methods of obtaining Safety Data Sheets for hazardous materials.

- a. All containers should be labeled with the name of the contents
- b. Review the material safety data sheets for the materials used by the employees
- c. To ensure understanding, employees should be knowledgeable in the signs and symptoms of exposure to the Hazardous material.
- d. The employee should know how to access all material safety data sheets if he/she has any further questions.

8. Employee Safety Responsibilities

This is a list of safety responsibilities for each classification of employee, to include all employees. These are not all inclusive responsibilities, as the situation warrants, responsibilities may be changed or added to.

9. General Safety Rules for the University and Department.

General Safety Rules are for all University Employees.

○ General Safety rules for the Department.

Discuss with the employee any specific safety rules within the department, along with how the employee will receive training. A general tour of the department is essential for the new employee. The employee should be shown the locations of:

- a. **Fire extinguishers** and the P-A-S-S method of use. P-pull the pin,
A-aim the nozzle at the base of the flame, S-squeeze the handle at the top of the extinguisher,
S-sweep the flame from side-to-side
- b. **First Aid Certified** persons-detailed listing of persons should be in the Departmental Office
- c. **First aid kits-locations**-departments are responsible for their own first aid kits.
- d. **Fire emergency pull stations**-Employees should note the locations of emergency pull stations within their building.
- e. **Proper exits** from the building during an emergency, and assembly location

10. Our Commitment to a Drug-Free Campus• Drug and Alcohol Testing Policy and Receipt

This contains the Policy statement regarding drugs and alcohol from the President. It also includes University Policy and Sanctions, as well as information regarding the Employee Assistance Program. Testing Policy relates to Drug and Alcohol Testing and for employees.

11. Key Policy and Forms, Building Access

Discuss with employee how they will access the building along with standard opening and closing times. In addition, discuss how employee will gain access to the building (if it is allowed) during the off-hours. Complete paperwork for keys to be issued. Complete paperwork for NSU identification cards. Ensure that employee signs for the Key Policy.

Re-enforce with employee the need to maintain and not compromise security systems by duplicating or "loaning" their personal keys and codes, and to notify Campus Police (911) for any emergency situation including theft, fire and medical emergency.

12. Blood Borne Pathogens

A discussion of blood borne diseases should be conducted with all new employees to ensure their understanding.

The O.S.H.A. blood borne disease standard requires that "only trained personnel clean and disinfect body fluid contamination." All other personnel should barricade the area until these personnel arrive. If an individual is exposed to bloody body fluids, wash with soap and water immediately, report to the supervisor, and the employee should be referred to the University Police Department to complete a report of the incident. In all cases, treat spilled body fluids as if they were a hazardous material and refrain from touching or spreading the material until proper personnel arrive to decontaminate and remove. Specific staff are trained to clean blood borne pathogens spills.

13. Fire Drill / Building Evacuation Policy

This is the information that will be needed should a fire drill or building evacuation is needed in any building on campus. Fire Drills occur in administrative, athletic and academic buildings on an annual basis. Fire Drills in on-campus housing occur each semester. Please participate in all drills, so that you will know what to do when an actual emergency happens.

14. Tobacco Free Policy

NSU is a Tobacco Free University. Smoking is prohibited by state in accordance with Act No. 211 of the 2013 State Legislative Session and Louisiana Revised Statute 40:1300.263. All public post-secondary institutions shall be smoke free and nothing shall prohibit a public post-secondary institution from developing a tobacco free policy on its campus. The tobacco free university includes all property, and vehicles owned or leased by Northwestern State University, and all indoor and outdoor athletic facilities.

15. Work Order Request Procedures. All requests for maintenance should be submitted online through the Physical Plant website at <http://www.nsula.edu/physicalplant/> then click the Submit Maintenance Request Here button.

16. Lock out Tag out, Elevator, and PPE. If you see pad locks, zip-ties, and tags on electrical equipment, please do not touch. This means that the equipment is locked out so that work can be done. Please do not touch or remove any locks on any electrical equipment. Elevator-see link: <https://www.nsula.edu/documentprovider/docs/387/Elevators-Fire-Service-Key-Policy.pdf>. Personnel Protective Equipment required on the job typically, in an office environment, no special personnel protective equipment required. If the job requirements or procedures dictate, use safety glasses, goggles, gloves, or respirators as specified. The supervisor should review the uses and limitations of personal protective equipment.

17. Louisiana State CivilService

Applications for employment with the State of Louisiana are only accepted online at <https://jobs.civilservice.louisiana.gov>. All applications are reviewed by Louisiana State Civil Services for qualifications and experience.

18. Training. Employees of Northwestern State University will receive on-the-job training related to their duties and responsibilities.

19. Transitional Return to Work Policy

Effective Date: July 1, 2018 with *revisions on February 26, 2020*

Responsible Office: Human Resources

Program Purpose: As the health, well-being, and safety of all employees at Northwestern State University (from this point forward referred to as the *University*) are primary goals, the *University* has developed, in compliance with R.S. 39:1547, a *Transitional Return to Work (TRW) Policy*. This plan has been designed with the following objectives in mind:

- To provide the earliest possible safe return to work after an occupational injury or illness;
- To provide employees more options in returning to work, as opposed to waiting for a full duty release;
- To retain qualified, tenured employees; thereby using their expertise and training;
- To facilitate a safer work environment by assuming more responsibility for injured workers; and
- To reduce medical costs of worker's compensation claims due to extended work absences.

Program Framework: To qualify for the program, in addition to being off work due to a work-related injury or illness, the employee must be receiving worker's compensation and have their attending physician's approval to return to transitional duties/work. If the employee meets these criteria, the University will make reasonable efforts to place the returning employee in a meaningful assignment while on temporary limited/light duty. Placement is NOT guaranteed, as the University is not obligated to offer, create, or encumber a position for the sole purpose of placement. Final placement decisions are made by the University's appointing authorities.

If a transitional duty is offered until the employee can return to full duty, it must be offered for the length certified by the attending physician/other provider but for no longer than one (1) year. Also, the physician/provider must delineate the physical restrictions and job duty constraints. Once this information has been obtained, the first priority for placement is within the employee's unit. The second priority, obviously, is in another unit of the University.

Should a program-eligible employee refuse an accommodation or reassignment, the University is not obligated to provide another alternative. This refusal must be made in writing by the employee and submitted to the Environmental Health & Safety Officer, who will communicate with the Office of Risk Management (ORM) for appropriate action. This action may include termination.

Additionally, the *TRW Policy* is not meant to interfere with Americans with Disabilities Act (ADA). Supervisors of those employees requesting a reasonable accommodation should contact:

Veronica M. Biscoe
Executive Director, Institutional Effectiveness & Human Resources
Northwestern State University
Natchitoches, LA 71497
318-357-6359
ramirezv@nsula.edu

Program Responsibilities: A team approach for the *TRW Policy* is expected for both the employee and the University to benefit and be successful. The Transitional Return to Work Team (Team) consists of representatives from Human Resources, Environmental Health & Safety, and the affected departmental supervisor. This group also will work with the Office of Risk Management-Workers' Compensation Division to determine which employees on worker's compensation might be eligible for the program. The intent of the Team is to review all cases of employees who are off duty as a result of a work-related injury or illness with the goal of returning said employee to productive work as soon as possible.

The Team will be responsible for developing a tracking system in order to determine the effectiveness of the program. A report including number of work-related injured/ill employees, along with the number of associated lost time (days) will be reported monthly to the Office of Risk Management.

Below are the responsibilities of those involved in this process.

Employee

- Immediately report job-related injury or illness to supervisor
- Complete the *State Employee Incident/Accident Investigation Form* found at: <http://ehs.nsula.edu/assets/2016/PDF-Files/Employee-Accident-Incident-Report-2016.pdf>
- Additional information regarding accidents can be found on the Environmental Health & Safety Office web page: <http://ehs.nsula.edu/accidents-and-incidents/>
- Comply with University attendance/leave procedures
- Maintain biweekly communication with supervisor and Human Resources
- Provide physician with job description and Physician's Certification
- Comply with medical treatment and all appointments
- Return to duty (transitional or full) when requested
- Collaborate with the Team in the development of the transitional duties

Employee's Supervisor

- Share any employee updates received with Human Resources
- If necessary, work with Team to develop a TRW plan
- Monitor employee progress during transitional duties
- Maintain confidentiality

Human Resources (HR) (HR Director)

- Process personnel actions related to transitional duty
- Maintain confidentiality

Environmental Health & Safety (EHS) Officer

- Investigate the accident
- Provide assistance in completion of the *State Employee Incident/Accident Investigation Form*
- Report the accident to the Office of Risk Management via the online claims system
- Point of contact with ORM Workers' Compensation representative
- Process claim information.
- Receive from HR Analyst C Workers Compensation all information requested by ORM Workers Compensation; Employee job description, E-2: Prior Injury Form, Leave slips and Time sheets, Questionnaire's from Workers' Compensation representative

Transitional Return to Work Coordinator (HR Director)

- Coordinate Team and meetings
- Facilitate and monitor TRW Program
- As needed, collaborate with ADA Coordinator to develop and facilitate accommodations
- Monitor employee progress
- Maintain confidentiality
- Responsible for reports related to TRW Program

Transitional Return to Work Team (includes all the above individuals)

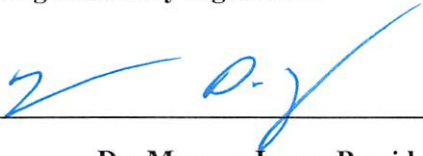
- Review employee job duties
- Review Physical Capabilities Worksheet
- Assist with defining transitional work duties and plan
- Reevaluate plan every 30 days
- If necessary, work with ORM and Workers' Compensation
- Participate in all TRW-related meetings
- Maintain confidentiality

Forms Used in this Policy

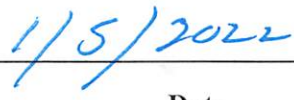
- DA WC4000: Transitional Return To Work Audit Form
- Physicians Modified Work Information Sheet*

*A review of worker's compensation cases made evident the difficulty associated with the employee trying to get their physician to complete this form. In lieu of this form, the University will accept information regarding employee restrictions and how long they should last, if that document provides the physician's signature.

Appointing Authority Signature:



Dr. Marcus Jones, President



Date

FITNESS FOR DUTY FORM

Employee's Name: _____ Injury/Illness Date: _____
 Physician's Name: _____ Phone Number: _____
 Employee's Release for Duty Status:
 Full, unrestricted duty effective date: _____
 Modified duty effective date: _____ Next evaluation date: _____
 Not released for any type of duty. Next evaluation date: _____

To All Employees:

Please return this completed report directly to your supervisor within 5 business days of your injury or illness, and prior to the start of your next scheduled work shift. If your injury is ongoing, please return this form to your supervisor within 5 business days of receipt.

Attending Physician:

The State of Louisiana, Office of Risk Management is committed to a modified/alternate duty work program to accommodate the timely return to productive, beneficial work that facilitates recovery. In order for the return to work to be successful, it is important that the accommodation fits the appropriate restriction(s) and limitation(s) that the employee should be observing. To assist us in identifying suitable duties, please indicate your patient's work capabilities and any other comments you may have. The State of Louisiana has the ability to provide duties that accommodate almost all restrictions.

Please check the employee's current capabilities for modified duty.

	1 to 2 lbs	3 to 5 lbs	6 to 10 lbs	11 to 20 lbs	21 to 30 lbs	31 to 40 lbs	41 + lbs
Lifting							
Carrying							
Push/pull							

	Minimal	Under 1 Hr	1-2 Hrs	2-3 Hrs	3-4 Hrs	4-5 Hrs	5-6 Hrs	8 hrs
Sitting								
Standing								
Walking								
Kneeling								

	YES	NO
Squatting/Stooping		
Bend/Twist at Waist		
Reaching		
Work above Shoulder		
Operate a Motor Vehicle		
Repetitive Movement		

	Explanation
If medication has been prescribed, would it impair the employee's ability to safely perform essential job duties? Yes No	

Please list any other restrictions not listed above.

TRANSITIONAL RETURN TO WORK AUDIT FORM – DA WC4000

Please submit this form to the Office of Environmental Health & Safety no later than the 5th of each month.

Month of Report _____ Location code _____

Agency _____ Contact Person _____

REPORT THE FOLLOWING ACTIVITY:

1. Number of lost time workers' compensation claims during the past month: _____
2. Number of employees returned to work on transitional duty: _____
3. Number of employees returned to work full duty: _____
4. Number of employees on workers' compensation at month's end: _____
5. Number of employees who are separated from the agency and still receiving workers' compensation: _____

- A job task list is on file for each workers' compensation claim this month: __ yes __ no
- The RTW committee has met and reviewed all W/C __yes__ no

1. Employee _____ days missed _____ day pay rate _____
2. Employee _____ days missed _____ day pay rate _____
3. Employee _____ days missed _____ day pay rate _____
4. Employee _____ days missed _____ day pay rate _____
5. Employee _____ days missed _____ day pay rate _____
6. Employee _____ days missed _____ day pay rate _____
7. Employee _____ days missed _____ day pay rate _____
8. Employee _____ days missed _____ day pay rate _____
9. Employee _____ days missed _____ day pay rate _____
10. Employee _____ days missed _____ day pay rate _____
11. Employee _____ days missed _____ day pay rate _____
12. Employee _____ days missed _____ day pay rate _____

TOTAL _____ TOTAL _____

**NORTHWESTERN STATE UNIVERSITY
WORK SCHEDULE FORM**

All university employees, excluding nine (9) month faculty, graduate assistants, adjunct instructors, lecturers and student employees, shall file with the University, on this form, their assigned work schedule; certifying their work schedule and understanding of all Rules, Regulations, University Policies, etc., addressing requirements of their time and attendance reporting. Nine (9) month faculty, graduate assistants, adjunct instructors, lecturers and student employees are assigned workloads in accordance with applicable Business Affairs Policy and Procedures User Guides. Assignments are required to be on file in the employee's respective budget unit offices and other offices as required by Business Affairs Policy and Procedures User Guides.

I, _____, have been assigned the following Standard Work Schedule, effective _____ as indicated below.
(Print or Type Employee Name) (Date)

Employee ID#: _____

- | <u>Assigned Schedule</u> | <u>Standard Work Schedules*</u> |
|--------------------------|---|
| _____ | 1) 8:00 a.m. to 12 noon and 12:30 p.m. to 4:30 p.m. Monday through Friday with 30 minute lunch period. |
| _____ | 2) 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday with 60 minute lunch period. |
| _____ | 3) 7:30 a.m. to 12 noon and 1:00 p.m. to 4:30 p.m. Monday through Friday with 60 minute lunch period. |
| _____ | 4) Other *: Begin Work Time: _____ Lunch Begin Time: _____
Lunch End Time: _____ Work End Time: _____ |

*These schedules do not preclude your supervisor making assignments for you to accommodate office hours or other assignments on a rotating basis as may be required for the efficient operation of the University.

*If schedule assigned is not a Standard Work Schedule (1,2 or3), it must be justified and approved through proper routing and have the appropriate Vice-President's approval before becoming effective. Fifteen minute intervals for begin times, lunch periods, and end times may be arranged to effect work schedules as an extension of standard work schedules without justification.

Justification: _____

Furthermore, I acknowledge that once an assignment is made, I am required to work the assigned schedule until a change is approved through proper routing and authorization. I understand that my assigned schedule is not a daily, flexible schedule. Any deviations in my assigned work schedule are required to be approved. Leave requests for any hours of work missed and/or leave taken and overtime and/or compensatory time, require approved requests in accordance with all applicable policies, procedures and directives. These are to be submitted with my time sheet.

For each work day, a minimum 30 minute "lunch period" must be scheduled. Any exception, e.g. Police Officers, must be approved by the Director of Human Resources.

I understand that any request for use of annual leave or compensatory leave shall be approved by my supervisor prior to taking of such leave and that any request for overtime and/or compensatory time worked shall have the approval of my supervisor prior to performing the work. I understand that Rest Periods are "work time". Rest Periods (breaks) are established by the University to provide the employee a period of relaxation and the break schedule assigned should not interfere with my assigned department's normal operations and may be adjusted by my supervisor. No rest period shall exceed 15 minutes. Rest period time may not be added to lunch periods or to other off-duty time, may not be used to attend class or for leave (employee cannot leave the campus to tend to personal business while on a rest period), and may not be accumulated to provide for a prolonged off-time period.

I understand that a copy of my work schedule will be maintained on file for internal and external auditor review and that changes in my work schedule require appropriate approval.

ACKNOWLEDGED: _____ Date: _____
(Employee signature)

ASSIGNMENT, APPROVALS, ROUTING

Budget Unit Title: _____ Index Number: _____

_____ Supervisor	_____ Date	_____ Dean	_____ Date
_____ Budget Unit Head	_____ Date	_____ President, Vice-President or Equivalent	_____ Date

NORTHWESTERN STATE UNIVERSITY

Employment with the University Statement

Wages Employee

TO: HUMAN RESOURCES

FROM: _____
(Name of Employee) (Social Security #)

SUBJECT: ADDITIONAL EMPLOYMENT WITH UNIVERSITY

Statement of Understanding

This is to certify that I am advised and understand that upon acceptance of a paid **Wages of Labor Contract**, I cannot accept any other type of employment from Northwestern State University during the term of contract.

(Employee's Signature)

(Date)

(Retain for your records/No need to return)

CREDIT UNION FOR NORTHWESTERN STATE UNIVERSITY EMPLOYEES

In the Spring of 1972 the Faculty Senate voted to endorse the Louisiana Capitol Federal Credit Union, a non-profit organization established for Louisiana State Employees. The Credit Union has been in existence for over 50 years.

Northwestern State University provides the service of payroll deduction for employees who want to repay a loan or save by this method. No indication is made on the payroll deduction form whether the deduction is for savings or loans, thus providing confidentiality.

Requests for information about membership in the Credit Union should be directed to:

**La Capitol Federal Credit Union, Natchitoches Branch Office, 311 Keyser Avenue,
Natchitoches, LA 71457 or call 318-357-3103.**

FRAUD AND ILLEGAL ACTS

Northwestern State University has written policies and procedures and other actions in place that addresses fraud and illegal acts. Fraud encompasses an array of irregularities and illegal acts characterized by intentional deception, deceit, concealment of material facts, false suggestions, suppression of the truth, or other unfair means which can be committed by individuals which could benefit themselves and/or others. Fraud is illegal and can be very expensive in terms of monetary losses, loss of public trust, negative publicity, and potential litigation. It is imperative that all employees strive toward the prevention of fraud at the University.

The statement of Auditing Standards (SAS) No. 99 identifies risk factors and conditions that will place employees in a better position to recognize situations which are associated with the commission of fraudulent acts. The commission of a fraudulent act is typically associated with a pressure to commit the act, a perceived opportunity to get away with the act, and an attitude that rationalizes the act.

While no organization is exempt from fraud, steps can be taken to deter the occurrence of fraud and mitigate loss. Northwestern State University is committed to making their employees aware of fraud and illegal acts by properly educating employees about fraud, fraud awareness, and consequences of fraud. Employees must become aware of what constitutes fraud and be able to identify risk factors and/or conditions associated with fraud. Properly educating employees on misconceptions associated with fraud will go far in the prevention and detection of fraud. University employees who commit fraud acts are subject to consequences and disciplinary actions being taken against them.

Information on fraud and illegal acts can be found as follows:

Internal Auditor website:

<http://www.nsula.edu/internalaudit/>

NSU Faculty Handbook

NSU Staff Handbook

University Policy and Procedures:

Purchasing Policy and Procedure User Guides

Employment Outside of the University Setting

Taxable Compensation, Supplemental

Compensation or Benefits From Non-Public

Sources and Drug Prevention Policy

Professional Services Policy and Procedure User

Guides

Classified Employee Prohibited Activities

Extra Services Employment Activities

Banner Departmental Time and Attendance

Grants, Contracts and Other External Funded

Agreements

Continuing Education CEU Activities and Self

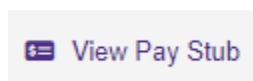
Generating Activities

Reporting of Incidents Involving Fraud

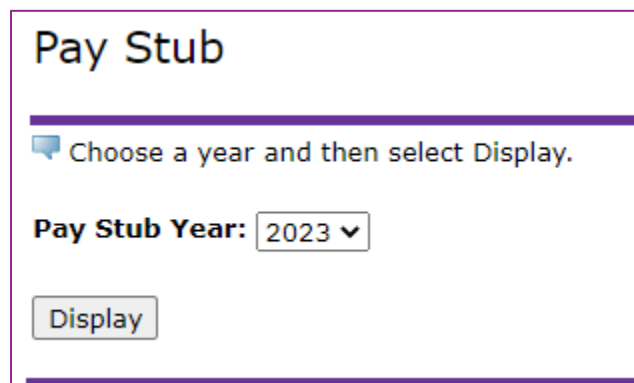
Viewing Your Pay Stub

To view your pay stub,

1. You will access your pay stub via your myNSU account at <https://my.nsula.edu/>.
*You may be prompted to login with your employee username and password.
2. Click 'View Pay Stub' via the Quick Links menu.



3. Choose the appropriate Pay Stub Year and click 'Display'.

A screenshot of a web form titled "Pay Stub". The form has a white background and is enclosed in a thin purple border. At the top, the title "Pay Stub" is displayed in a large, bold, black font. Below the title, there is a horizontal purple line. Underneath the line, there is a blue speech bubble icon followed by the text "Choose a year and then select Display." in a dark blue font. Below this text, the label "Pay Stub Year:" is followed by a dropdown menu showing "2023" with a small downward arrow. At the bottom of the form, there is a rectangular button with the text "Display" in a dark gray font.

4. Click on the date of the pay stub you would like to view.

Our Commitment To A Drug-Free Campus

Dr. Marcus Jones, President

NORTHWESTERN STATE UNIVERSITY

Policy Statement Regarding Alcohol and Drugs

“Northwestern State University conforms to all local, state and federal laws regarding the illegal use of alcohol and other drugs on the campus. Northwestern is a member of the Network to Promote Drug-Free Colleges and Universities and abides by their standards regarding policies, athletic programs, educational programs, enforcement and assessment. Students and employees who fail to abide by university policies regarding alcohol and other drugs will be subject to disciplinary action according to established university policies and procedures which conform to local, state and federal laws.”

--- Dr. Marcus Jones, President
Northwestern State University

University Policy

Students and employees of Northwestern State University of Louisiana are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students and employees of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property shall be subject to disciplinary action in accordance with applicable policies of the State of Louisiana, University of Louisiana Board of Trustees, and Northwestern State University. In addition to university disciplinary action, students and employees found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution.

The term “**controlled dangerous substance**” means a drug, substance or immediate precursor in Schedule I through V of Louisiana RS 40:964.

Students and employees are also advised that the possession and consumption of alcoholic beverages on university property or during any trip sponsored by the University or university affiliated organization except as provided in University policy is forbidden.

University policy requires prior approval for any event at which alcohol is served. Local and state ordinances governing the sale, possession and/or consumption of alcoholic beverages shall be observed. A copy of the University policy is available in the Office of Student Activities and Organizations on the University campus.

Legal Sanctions

Students and employees are reminded that local, state, and federal laws provide for various legal sanctions and

penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substance Act provides penalties of up to fifteen years imprisonment and fines for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Louisiana Uniform Controlled Dangerous Substance Law provides that any person who violated the criminal statutes by manufacturing and distributing opiates such as cocaine and heroin is subject to imprisonment for life without benefit of probation and/or parole and a fine of \$15,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of \$15,000. Illegal manufacture of and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of up to ten years and a fine of \$15,000.

A person possessing opiates illegally is subject to a prison term of ten years and a \$15,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a \$5,000 fine.

The State of Louisiana Criminal Code RS 14:91 provides for punishments ranging from up to six months imprisonment and fines of up to \$3,000 for violation of statutes relating to the possession and sale of alcohol.

The local ordinances of Natchitoches, Shreveport, Alexandria, and Leesville also provide prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

Further information on these local ordinances, state and federal statutes are maintained by University Police. Students and employees are encouraged to obtain copies of this information.

University Sanctions

In accordance with the policies of Northwestern State University of Louisiana, employees found in violation of University policies governing alcohol and illicit drugs on University property may be subject to penalties up to and including termination.

Students who violate University policy will be afforded due process as prescribed in the *University Code of*

Student Conduct. The Code is found in the *Student Handbook*, available in the Dean of Students Office. Sanctions for policy violation include reprimand, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment as a condition of any sanction.

The following types of conduct are prohibited by Article IV, and individuals or groups found to have committed such infractions by the procedures set forth in the *Code of Student Conduct* shall be subject to sanctions, those of suspension or expulsion from the University.

Sec. 9.0 SUBSTANCE INFRACTIONS

- 9.1 Possession or consumption of alcoholic beverages on University property or during any trip sponsored by the University or University affiliated organization, except as provided in University policy.
- 9.2 Unauthorized or illegal possession, use, sale, manufacture, or transportation of narcotics, stimulants, depressants, hallucinogens, or other controlled substances as defined by state statute.
- 9.3 Public intoxication and/or operation of a motor vehicle or water craft while intoxicated.

Health Risks Associated With the Use of Illicit Drugs and Abuse of Alcohol

Alcohol

Beer, Wine, Gin, Vodka, Bourbon, Whiskey, Liquors, Brandy, Champagne, rum, Sherry, Port, Coolers

Booze, Ethyl Alcohol, Liquor, Drinks, Cocktails, Highballs, Nightcaps, Moonshine, White Lightning, Mountain Dew, Firewater, Home Brew
Disorientation; lack of coordination; impaired memory, judgment, and perception; high blood pressure; liver damage; impairs kidney functions; damages the pancreas; interferes with male sexual performance; disrupts menstrual cycle; affects electrolyte balance; causes birth defects; alters hormone balance; impairs immune system; organ damage; heart disease; gastrointestinal irritations; possible irreversible brain and nervous system damage.

Physical and psychological tolerance can develop.

Anabolic Steroids

Steroids

Cholesterol increase; gallstones; heart disease; kidney disease; kidney stones; liver disease; menstrual irregularities; testicular atrophy; unusual bleeding; urination problems; high blood pressure; bone pain; fetal damage; hypercalcemia; prostate enlargement; cancer; possible death.

Cannabis

Marijuana

THC, Tetrahydrocannabinol, Blunt, Pot, Grass, Reefer, Joint, Weed, Mary Jane, Rope, Smoke, Ganja, Bud

Hashish

Hash, Hash Oil

Loss of coordination; possible confusion; stimulated appetite; distortion of reality; lowered body temperature; possible depression; possible hallucinations; paranoia;

*lung problems, chronic lung disease (bronchitis and emphysema); possible lung cancer; disrupts short-term memory; dulled thinking; calculation skills; reasoning and comprehension; dulled reaction time; hormonal changes-drop in blood levels of testosterone, problems in ovulation and menstruation- moderate tolerance; psychological dependence can develop**

Cocaine

Coke, Snow, "C", Blow.

Causes heart palpitations, which can lead to a heart attack and possibly death; increases pulse rate and blood pressure; chronic fatigue and exhaustion, chronic nausea and vomiting; causes epileptic seizures; brings about suicidal tendencies; causes sexual problems; causes chronic nosebleeds and runny nose, which can possibly lead to large ulcers which are followed by loss of septum-causes sinus problems/headaches; smoking may cause lesions in lungs; causes depression, paranoia and irritability; loss of weight and vitamin deficiencies; risk of hepatitis or AIDS by using contaminated needles; overdoes-death-Physical and psychological tolerance can develop

Crack (a form of Cocaine)

Rock

Health risks for Crack are virtually the same as Cocaine, except possibly at a greater intensity- highly potent and extremely addictive. Users have reported becoming addicted after smoking Crack just a few times.

Depressants

Barbiturates

Seconal, Nembutal, Amytal, Butisol, Tuinol, Phenobarbital

Downers, Barbs, Candy, Goofballs, Reds, Yellows, Blues, Yellow Jackets, Nimbles, Pinks, Devils, Christmas Trees, Phennies, Peanuts

Benzodiazepines

Valium, Librium, Serax, Tranxene, Ativan, Dalmane
Tranquilizers

Chloral Hydrate

Nectec

Mickey Finn, Knock-out Drops (with alcohol)

Others

Equanil, Miltown, Noludat, Placidyl, Valmid, Deridem

*Slowed heart rate and breathing; lowered blood pressure; slowed reactions; confusion; loss of coordination; respiratory arrest; convulsions; overdose; possible coma/death; possible death-Physical and psychological tolerance can develop**

Hallucinogens

Lysergic Acid

Diethylamide

LSD, Acid, Pearly Gates, Wedding Bells, Microdot, Heavenly Blue, Royal Blue, Windowpane, Trip, Sid "A"

Phencyclidine

PCP, Angel Dust, Hog

Methylenedioxy-methamphetamine

Roll, XTC, "M", "E", "X", MDMA, Ecstasy, Love Drug, Adam, M&M

Dimethoxymeth-amphetamine

STP, Serenity and Peace

Dimethyltryptamine

DMT, Businessman's Trip

Peyote Cactus

Mescaline, Mescal Buttons, Mescal Beans, Huatari

Psilocybe

Mushrooms

Psilocybin, "Shrooms", Sacred Mushrooms, Magic Mushrooms

*Loss of concentration; impaired judgment; unpredictable behavior; depression; possible suicidal behavior; possible psychosis; liver damage; increase of birth defects; permanent brain damage; permanent memory loss; overdose: possible convulsions, coma, and death-Tolerance develops**

Inhalants

Solvents/Aerosols

Volatile, Hydrocarbons, Airplane Glue, Nail Polish Remover, Lighter fluid, Gasoline, Thinner, Paints, Hairsprays, Cleaning fluids

Anesthetics

Nitrous Oxide, Halothane, Laughing Gas

Nitrites

Amyl Nitrite, Butyl Nitrite, Snappers, Poppers, Locker Room, Rush, Room Deodorizer

Weight loss; electrolyte imbalance; fatigue; memory problems; loss of self-control; violent behavior; black-outs; damage to liver, kidneys, blood and bone marrow; heart failure-instant death; loss of consciousness; possible coma, suffocation-death; brain damage-Tolerance develops
*Long term use of nitrites; possible impairments of the immune system, may allow development of a form of cancer (often seen in AIDS victims); glaucoma; blood cell damage**

Narcotics

Heroin

Diacetylmorphine

Snow, Stuff, Harry, H, White Horse, Hard Stuff, White Stuff, Joy Powder, Scag, Junk, Smack

Morphine

Morphine Sulfate

Morpho, Miss Emma, Unkie, Hocus, M

Opium

Dover's Powder, Paregoric, Parepectolin

Codeine

Empirin, Compound with Codeine, Robitussin A-C,

Cough syrups with codeine

Schoolboy

Hydromorphone

Dilaudid

Lords

Meperidine

Demerol, Mepergan, Pethadol

Doctors

Methadone

Dolophine Methadone, Methadose

Dollies

Others

Percodan, Talwin, Lomotil, Darvon

*Malnutrition; reduced libido, hunger, thirst; anemia; rapid heartbeat; hallucinations; respiratory arrest; shock; lack of coordination; loss of ability to concentrate; loss of judgment and self control; cardiac arrest; infection; painful withdrawal; overdose; possible convulsions, coma; possible death; possible risk of hepatitis or AIDS-Physical and psychological dependence can develop**

Stimulants

Amphetamines

Destroamphetamine, Methamphetamine, Biphphetamine, Dexedrine, Desoxyn

Speed, Uppers, Pep Pills, Wake-ups, Bennies, Eye-Openers, Co-Pilots, Coast to Coast, Cartwheels, Sky Rockets, Bombidos, Jelly Beans, Sweets, A's, Black Beauties

Phenmetrazine

Preludin, Preludes

Methylphenidate

Ritalin

Others

Ionamin, Tenuate, Teanil, Sanorex, Plegine, Cylert

Crystal

Methamphetamines, Speed, Tweak

Ice

Speed, Smoke, Fire

Crank

Street Speed

*Severe anxiety; vitamin deficiencies; malnutrition; high blood pressure; chronic sleeplessness; infections; rapid and irregular heartbeat; loss of coordination; suicidal depression; possible cerebral hemorrhage; skin disorders; damage to organ systems (lungs, liver, kidneys); brain damage; amphetamine psychosis (hallucinations, paranoid delusions, compulsive/bizarre behavior); overdose; possible convulsions, coma and/or death-Psychological and sometimes physical dependence can develop**

Crystal, Ice, and Crank-Greater intensity of health risks than of other stimulants; tolerance builds quickly; toxic psychosis; overdose; death

Tobacco

Nicotine

Cigarettes (nicotine)

Chewing Tobacco, Snuff, Chew

Shrinks blood vessels in the skin; raises blood pressure; lowers body temperature; increases chance of blood clots; increases blood sugar-decreases appetite; nutrition deficiencies; increases heartbeat; increases chances of lung cancer, respiratory disease; heart disease and lung disease (emphysema and bronchitis); may cause low birth-weight in infants; may retard or slow down growth in unborn babies; death may result due to infections, disease, cancer-Tolerance to nicotine develops quickly.

Key* These are general health risks for the specific drug category (i.e. depressants, narcotics, etc.)

ALCOHOL AND DRUG COUNSELING, TREATMENT OR REHABILITATION PROGRAMS

This collection of resources includes both “on” and “off” campus programs available to students, faculty and staff at all Northwestern State University of Louisiana campuses (areas included are Natchitoches, Alexandria-Pineville, Bossier-Shreveport and Leesville).**

ON-CAMPUS

NORTHWESTERN STATE UNIVERSITY COUNSELING AND CAREER SERVICES

Room 305, Friedman Student Union
Natchitoches, Louisiana 71497
(318) 357-5621

Hours: 8:00 AM - 4:30 PM Monday-Thursday
8:00 AM – 12:30 PM Friday

Emergencies/crises-after hours/weekends- contact University Police (318) 357-5431

Free counseling/educational services available to currently enrolled students, as well as, campus faculty and staff.

Referrals made to psychiatrist or community programs if necessary. Confidential services.

NORTHWESTERN STATE UNIVERSITY STUDENT HEALTH SERVICES

Infirmery Building
Natchitoches, Louisiana 71497
(318) 357-5351

Hours: 7:30 AM - 4:00 PM Monday - Thursday
7:30 AM - 12:00 PM Friday

Emergencies/crises-after hours/weekends- go to Natchitoches Parish Hospital Emergency Room

Free health counseling services available to currently enrolled students. Referrals made. Confidential services.

NATCHITOCHEs AREA

NORTHWEST COUNSELING SERVICE

111 E. 5th Street
Natchitoches, Louisiana 71457
(318) 652-1051
Contact Person: Amy Bienvenu LCSW

PSYCHOLOGICAL SERVICES

116 Hwy 1 South, Suite 209
Natchitoches, Louisiana 71457
(318) 352-1022
Contact Person: Catherine E. Hansen, PhD.

NATCHITOCHEs BEHAVIORAL HEALTH CLINIC

210 Medical Drive
Natchitoches, Louisiana 71457
(318) 357-3122

Hours: 8:00 AM - 4:30 PM Monday - Friday

Individualized counseling-outpatient services. State agency. Sliding fee scale depending on income and dependents. Insurance, Medicare and Medicaid accepted. Referrals made as needed to private and state programs. Confidential services.

Self and court appointed clients. Outpatient services. State agency. Individual and group therapy. Day treatment program. Sliding fee scale depending on income and

dependents. Insurance accepted. Referrals made as needed to private and state programs. Confidential services.

**Serves a three parish area: Natchitoches, Sabine, Winn*

*Outreach clinics: **Many Mental Health Clinic**
265 Highland Drive, Many, LA*

ALEXANDRIA AREA

LONGLEAF HOSPITAL

44 Versailles Blvd
Alexandria, Louisiana 71303
318-445-5111

SHREVEPORT AREA

WILLIS KNIGHTON

2600 Greenwood Road
Shreveport, Louisiana
1-800-332-9562

BRENTWOOD HOSPITAL

1006 Highland Ave
Shreveport, Louisiana 71101
877- 678-7500

****This is not an all-inclusive list-an attempt was made to compile as many resources as possible to assist our students, faculty and staff at Northwestern State University of Louisiana.**

This document was developed to assure compliance with Public Law 101-226. Through the efforts of Northwestern State University's Office of Counseling, Office of Student Affairs, & Office of Business Affairs, this document was made possible