STAFF HANDBOOK NORTHWESTERN STATE UNIVERSITY

<u>CONTENTS</u>	PAG
INTRODUCTION	1
Forward	1
Employee Orientation Program	1
Employee Excluded From This Handbook	1
CHAPTER ONE	2
The University	2
History	2
Location	2
Statement of Beliefs	3
Accreditation	4
General Governance	4
University Administration	4
Office of the President	4
The Provost and Vice President for Academic Affairs	5
The Vice President for Business Affairs & Controller	5
The Vice President for Student Affairs	5
The Vice President for External Affairs	5
The Vice President for University Affairs	5
Committee and Council System	5
CHAPTER TWO	6
New Employee	6
Orientation	6
Appointment Affidavit	6
Vehicle Registration/Parking	7
Identification Cards	7
Normal Business Hours and Work Day	7
Work Schedule	7
Flexible Work Schedule	8
Rest Periods	8
Holidays and Closures	8
Confidentially of Information	9
Appropriate Employee Conduct	9
Absenteeism and Tardiness	9
Employee Separation and Checkout	9
Credit Union for University Employees	10

Staff P	ersonnel Policies	10
	Nondiscrimination Policy	10
	Affirmative Action Policy	10
	Affirmative Action Plan	10
	Unprofessional Conduct and Sexual Harassment Policy	11
	Policy Statement Regarding Alcohol and Drugs	11
	Policy on Smoking in University Buildings	12
	Policy Statement on Violence Free Workplace	12
	Policy Statement on Discrimination, Retaliation, and Sexual Harassment	12
	Fraud and Illegal Acts	12
	Relationship Between Faculty/Staff and Students	12
	Nepotism	12
	Gifts and Favors	13
	Outside Employment by University Employees	14
	Outside Employment Which Will Be Considered For Approval	14
	Outside Employment Which Will Not Be Approved	14
	Employment Responsibilities	15
	Approval Levels	15
	Reporting Requirements	15
	Code of Ethics Requirement	15
	Certifications	15
	Statement on Policy on Outside Employment	17
	Reporting Procedures	17
	Prohibited Transactions and Contractual Arrangements	18
	Seeking and Holding Public Office	18
	Dual Office Holding and Dual Employment	18
	Classified Staff Prohibited Activities	19
	Travel Policy	20
	Policy on use of Facilities, equipment or Property	20
	Policy on Use of University Vehicle	21
	Requirements for Driving	21
	Disclosure of Taxable Compensation - Meals, Lodging/Housing, etc.	21
	Drug Prevention Program Certification	21
	Medical Emergency	22
	Reporting Accidents	22
	Fiscal Responsibility for Student Organizations, Clubs, Groups, etc.	22
	risear Responsibility for Student Organizations, Clubs, Oroups, etc.	23
Appointments		23
	sified Staff Appointments	23 24
Ollelus	Types of Unclassified Staff Appointments	24
	Definitions of Appointment Terms	24
	Duration of Appointments	24
	Term Contracts	25 25
	Extra Service Contracts	25 25
	Administrative Contracts	25 25
	Unclassified Staff Position Changes	25 25
	Unclassified Staff Fusition Changes	23

Classified Staff Appointments	26
Types of Classified Staff Appointments	26
Probationary Appointment	26
Provisional Appointment	26
Job Appointment	26
Restricted Appointment	27
Noncompetitive Appointment	27
Classified Staff Position Changes	27
Promotion	27
Reassignment	28
Transfer To Northwestern From another State Agency	28
Demotion	28
Detail to Special Duty	28
Relocations	29
Employee Reallocation Appeals	29
Title Changes	29
Unclassified Seasonal, Temporary, Intermittent or Part-Time (Wages of Labor)	
Appointments	30
Compensation	30
Pay Schedule	30
Additional Compensation through the University	30
Unclassified Staff Compensatory Time	31
Classified Staff Overtime	31
Methods of Compensation	32
Caps on Accumulation of Classified Compensatory Leave	32
FLSA Exemption Status	32
Non-exempt Employees	32
Exempt Employees	32
Employee Benefits	32
Retirement and Other Statutory Benefits	33
Louisiana State Employee Retirement System (LASERS)	33
Teachers Retirement System (TRSL)	33
Louisiana Optional Retirement Program (ORP)	33
Annuity Options	34
Other Deductions and Benefits	34
Workers' Compensation	34
Insurance	34
Medical Benefits - General Information	35
Medical Insurance	35
Insurance and HMO Plans	35
State Employee's Office of Group Benefits Health Insurance	35
Health Maintenance Organizations (HMOs)	35
Effective Dates of Coverage	35

Cafeteria Plan - IRS Section 125	36
Other Insurance and Deductions	36
Shared Insurance and Deductions	36
Crisis Leave Program	36
Educational Opportunities	36
Fee Exemption for Faculty, Staff and Dependents	36
Unemployment Compensation	37
Season Tickets for Athletic Events	37
Staff Evaluations	37
Unclassified Staff Evaluation	37
Procedures	37
Evaluation Criteria	38
Explanation of Rating Scale	39
Classified Staff Performance Planning and Review	39
Authority	39
Background	40
Rating Supervisor	40
Performance factors to be Rated	40
Ratings	40
Performance Planning	41
Rating Session	41
Re-rating	41
Employees Refusal to Sign Form	41
Effects of Needs Improvement or Poor Rating	41
Effects of Absence of Official Rating or Re-rating	41
Record keeping and Reporting Requirements	42
Review of Ratings	42
Appeal to the Director of Civil Service	42
Grievance Process	42
Classified Staff Merit Increases	43
Evaluation of Administrators and Supervisors	43
Classified Employee Disciplinary Actions	43
Authority for Disciplinary Actions	43
Alternative to Discipline	44
Disciplinary Action	44
Classified Employee Discipline	45
Personnel Records	45
Business Affairs - Human Resource Section	46
Appropriate Vice President (or equivalent)	46
Director, Department Head	46
EEO/AA	46
Access to Records	46

Attendance	and	Leave

Daily Attendance Report	46
Request for Leave	47
Annual Leave	47
Sick Leave	47
Sick Leave/Bereavement Leave During University Closures	47
Leave Earning Schedule	48
Civil, Emergency and Special Leave	48
Military Leave	48
Other Leave	49
Workmen's Compensation	49
Bereavement (Funeral Leave)	49
Family and Medical Leave	49
Leave Without Pay	49
Unclassified Employee Compensatory Leave	50
Classified Employee Compensatory Leave	50
Emergency Absences	50
Unclassified Staff Leave of Absence	50
Sabbatical Leave	50
Classified Staff Leave of Absence	51
General Complaint Policy	51
Grievance Procedures	51
Unclassified Grievance Procedures	51
The Unclassified Staff Grievance Committee	52
Appeals to Board of Supervisors of the University System of Louisiana	53
Classified Staff Grievance Procedure	53
Authority	53
Nature of a Grievance and Purpose of Grievance Procedure	53
Applicability	54
The Grievance Procedure	55
General Provisions	55
Definitions	55
Processing the Grievance	57
First Step	57
Second Step	57
Third Step	57
Summary Disposition of Grievance	57
Hearing Officer and Grievance Committee	58
Notice of Hearing	58
Time and Place of Hearing	58
Conduct of Hearing - Third Step	58
Standards in Prescribed Grievance Procedures	59
Forms	60
Grievance Analysis	60
	00

Inquires	61
Appeals to Civil Service Commission	61
Request for Appeal	62
Delay In Making Appeal	63
Financial Exigency	64
Staff Reduction	64
Board Policy on Financial Exigency	64
Definitions of Financial Exigency	64
Board of Supervisors Action	64