Unclassified Staff Handbook

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Notice to Unclassified Staff: *This handbook is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with the University of Louisiana at Monroe will be long-term, either you or the University may terminate this relationship at any time, for any reason, with or without cause in accordance with Louisiana Civil Code Article 2747, absent a limiting statute or contractual agreement between the parties. Please understand that no supervisor, manager, or representative of the University of Louisiana at Monroe other than the President or his/her designee, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing.*

INTRODUCTION

An unclassified staff member at The University of Louisiana at Monroe (ULM) is, by definition of Human Resources, an administrative staff employee who holds their appointment at the pleasure or will of the University and the University of Louisiana System (ULS) Board of Supervisors.

The Unclassified Staff Handbook contains general information and guidelines and is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. Some subjects described here are covered in detail in official policy documents. Employees should refer to these documents for specific information, as the Unclassified Staff Handbook may only provide a brief summary.

The Unclassified Staff Handbook articulates the privileges and obligations of unclassified staff. The information in the Unclassified Staff Handbook should be supplemented by the Rules of the ULS Board of Supervisors for State Colleges and Universities under the Louisiana Board of Regents. These documents are available on the ULS website.

Staff Senate

Senators are elected by the unclassified staff to represent their colleges, departments, and the unclassified staff as a whole, in conformance with the Staff Senate Constitution and Bylaws.

Purpose of the Staff Senate

The ULM Staff Senate serves as liaison between the unclassified staff, as defined in Article III–Membership, and the University President on substantive matters impacting the quality and excellence of the institution. In this capacity, the ULM Staff Senate fosters a spirit of unity within the unclassified staff and encourages cooperation among unclassified staff, faculty, students and administration for the benefit of the university.

Staff Handbook Revisions

The contents of the Unclassified Staff Handbook are subject to revision at any time by action of the University of Louisiana System governing board or appropriate division or unit within the institution. All modifications, changes, or corrections should be submitted by the Staff Senate, Human Resources and the Chief Business Officer. The Unclassified Staff Handbook is maintained using word processing software and is published on the ULM website.

Any question of error or interpretation should be referred to the Secretary of the Staff Senate for clarification and/or resolution.

University Vision Statement

ULM strives to distinguish itself in preparing students for meaningful lives and service to humanity by excelling in student-centered learning – turning vision into action.

University Mission Statement

ULM is a teaching and research university whose mission is successful education of both undergraduate and graduate students and delivery of services that support economic development, especially to employers and communities in its region. ULM uses a traditional admission process based on courses completed, GPA, and standardized test scores.

1. Audiences - ULM is responsible for serving:

a. Residents of the northeast region of Louisiana who have completed high school and are seeking either a college degree or continuing professional education;

b. Two-year college transfer students, particularly those from Louisiana Delta Community College;

c. Regional employers, both public and private, including school districts, health care providers, local governments, private businesses and community agencies seeking technical assistance and applied research;

d. Economic development interests and entrepreneurs in the region;

e. The state, in targeted efforts such as the production of professional pharmacists and small business development; and

f. The area community, by providing a broad range of academic and cultural activities and public events.

2. Array of Programs and Services

a. Arts and sciences programs appropriate to a university with a predominantly undergraduate student body.

b. Baccalaureate and master's programs in the professional fields of communications, criminal justice, education, social work, nursing and allied health, and business.

c. Doctoral programs in curriculum and instruction, marriage and family therapy, and pharmacy.

d. Support for area K-12 schools seeking college general education courses for advanced students and assistance in ensuring that their graduates are college- and career-ready.

e. Services specifically designed to meet the needs of regional economic development.

3. Special Programs/Features

a. Comprehensive allied health sciences, including pharmacy and toxicology.

b. Unique programs in atmospheric sciences, gerontology, and marriage and family therapy.

c. Biomedical research, especially in the basic pharmaceutical sciences and supporting disciplines.

d. Agricultural sciences, including agribusiness and a concentration in food safety toxicology.

e. Workforce and economic development services including:

- the Louisiana Small Business Development Center
- the Northeast Louisiana Small Business Development Center
- the Center for Business and Economic Research
- the Small Business Risk Management Institute, and
- the BBA in Risk Management and Insurance.

University Core Values

Excellence: Excellence reflects personal expectations and regional, national, and global standards. It is relentlessly pursued through diligent individual and collective efforts and is achieved by setting the highest goals possible.

Scholarship: Scholarship includes original research and creative works, the development of new interpretations, applying knowledge to solve problems, and the sharing of knowledge through teaching. Scholarship defines the intellectual climate and culture of a university.

Diversity: Diversity in all areas enriches and strengthens a university. Uniqueness in students, faculty, and staff expands the opportunity for learning.

Responsibility: Students, faculty, and staff have a duty to be conscientious stewards of entrusted resources. Responsibility includes engaging in a learning environment in a caring, non-discriminatory and equitable manner. Integrity is to be demonstrated by striving to be honest in conduct, to keep promises made, and to treat others with appropriate respect.

Student-centered: The University faculty and staff seek to engage the whole student by preparing each individual for a meaningful life and service to humanity.

UNIVERSITY ADMINISTRATIVE STRUCTURE

University Organizational Chart

Governing Bodies

The governance of the University is coordinated through the efforts of many. The University of Louisiana System Board of Supervisors is comprised of sixteen members appointed by the Governor, two from each congressional district, one from the state at-large and one student member. Members serve overlapping terms of six years. The Board has the management responsibility for the University of Louisiana at Monroe, including employment, promotion and dismissal of unclassified staff and other personnel, and approval of operating and administrative expenditures appropriated by the Legislature.

The on-site governance of ULM occurs through the following officers and offices.

President

The President is the chief executive officer of the University accountable to the ULS Board of Supervisors for the operation of the University in accordance with general policies established by the Board. The President oversees the academic and administrative areas of the entire University organization.

Executive Council

The Executive Council consists of the President, Vice President for Academic Affairs, Executive Vice President, Vice President for Student Affairs, and Chief Business Officer.

Administrative Council

The Administrative Council consists of the President, Vice President for Academic Affairs, Executive Vice President, Vice President for Student Affairs, Chief Business Officer, Assistant Vice President for Enrollment Management, Director of Athletics, and Director of Media Relations-Office of Public Information.

Vice President for Academic Affairs

The Vice President for Academic Affairs reports directly to the President; serves as the chief representative for the University's teaching, research and service programs; is responsible for developing and articulating, in consultation with the unclassified staff, the University's vision of academic excellence; and executes a variety of other administrative duties as delegated by the President.

The Vice President for Academic Affairs is the chief academic officer of the University. As such, the Vice President for Academic Affairs is responsible for administration and coordination of all academic activities. The Vice President for Academic Affairs serves over the Graduate School, Assessment and Evaluation, Extended Learning and Quality Enhancement, University Library, Office of Sponsored Programs and Research, and the five undergraduate colleges; Arts &

Sciences, Business Administration, Education & Human Development, Health Sciences, Pharmacy; calls and presides over meetings of the Council of Academic Deans and the Academic Affairs Executive Council; provides leadership in planning and establishing unclassified staff policies.

Academic Divisions

The University is organized into five colleges and the Graduate School. The academic colleges are Arts and Sciences, Business Administration, Education and Human Development, Health Sciences, and Pharmacy.

Deans of Undergraduate Colleges

Five academic deans head the undergraduate colleges of the University. They are appointed by the President upon recommendation by the Vice President for Academic Affairs. Each is responsible to the Vice President for Academic Affairs for directing and supervising programs and activities in the college through department heads, program directors, faculty chairs and unclassified staff, and for coordinating the work in the college with other academic divisions.

The dean of each college provides leadership in scholarship, curriculum development, and with the Vice President for Academic Affairs and the Chief Business Officer, develops and allocates annual budgets. The position of the dean entails working closely with department heads, program directors, faculty chairs and unclassified staff in determining recommendations on curricula changes, unclassified staff employment and separation, leaves of absence, salary changes and promotions. The dean evaluates transfer credits, maintains attendance records for students, and approves and recommends candidates for degrees. The deans' duties also include coordination with other colleges to avoid duplicating course offerings.

Department Heads and Program Directors

Department heads and program directors are appointed by the President upon the recommendation of the academic deans and Vice President for each division of the University. The department head or program director is responsible to the academic dean/appropriate vice president for the management, supervision, improvement of the department and to the unclassified staff for representing their needs, suggestions and accomplishments. The department head or program director recommends unclassified staff to their supervisor for employment, salary increases, promotions, separation, and leaves of absence.

The department head or program director directs the purchasing of equipment, textbooks and other instructional materials. The department head, program director or unclassified staff chair assigns teaching duties, prepares the department schedule of classes and keeps unclassified staff advised of procedures and regulations.

The department head, program director or unclassified staff chair, depending on the college, may involve maintaining close association with students, recruiting students for the University and the department, maintaining an advisory system for majors and minors, and keeping up-to-date student files. The department head or program director, based on duties assigned by the dean, may prepare a department budget for submission to the academic dean. The department head or program director has direct budget responsibilities for their department budget.

Executive Vice President

The Executive Vice President is recognized as the senior executive officer at the University. The President may delegate authority to the Executive Vice President to administer a variety of routine University activities as well as unique assignments of a special nature. The Executive Vice President may represent the University to governing agencies, academic organizations at the state and national level, and the public in general. The Executive Vice President is responsible for the Alumni Association, ULM Foundation, Office of Auxiliary Enterprise, ULM Computing Center, Office of Enrollment Management, University Planning and Analysis, and University Police.

Vice President for Student Affairs

The Vice President for Student Affairs reports directly to the President and provides administrative supervision of student activities and interests on and off campus. The Vice President for Student Affairs is further responsible for Student Services, Student Government Association, Campus Activities Board, Student Life and Leadership, Career Connections, Counseling Center, Recreational Services, Student Health Services, Student Union Building and Student Center Reservations, and TRIO, and Educational Talent Search.

Chief Business Officer

The Chief Business Officer is responsible for the coordination of all financial and administrative functions and reports directly to the President. The Chief Business Officer is recognized as the chief fiscal officer of the University, which is responsible for the Purchasing Department, the Controller's Office, the Budget Office, Controller, Environmental Health and Safety, Human Resources, Physical Plant, Purchasing, and Residential Life.

UNIVERSITY COMMITTEES

University committees and councils may be appointed by the President, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Executive Vice President or the Chief Business Officer. Generally, creation and appointment of University committees and councils are done after consultation with related department heads, program directors, academic deans, budget unit heads, the executive unclassified staff, and/or (in the case of the President) the related vice presidents/chief business officer. The University Committees and Councils aid in the effective operation of the University by studying various issues and recommending changes to, or institution of, policies and procedures.

University Committees are appointed to bring together responsible individuals selected from various departments and divisions, including students, for the general good of the University. Each committee has the responsibility of continually reviewing practices and policies in its area of concern, as well as performing specifically designated duties. In areas traditionally considered to be the purview of the unclassified staff, the Unclassified Staff Senate shall create and appoint committee membership in consultation with the Administration. Decisions made by University Committees shall be regarded as recommendations until approved by the appointing agent and/or the President except in special cases as outlined in the particular committee charters.

The format for conducting meetings and for preparing and filing the minutes of the University Committees is outlined below. University Committee membership shall coincide with the University's academic year. Each committee to retain a core of experienced members from one year to the next defines appointment terms. In the case of standing committees, appointments shall be made by May 1 for terms that start with the next academic year. Ad hoc committees may be developed at any time and are not bound by this deadline.

Staff Senate

Senators are elected by the unclassified staff to represent their department and the unclassified staff as a whole, in conformance with the Staff Senate Constitution and Bylaws.

Chairs of University Level Committees

Chairs of University Level Committees arrange meeting times and locations, prepare agendas, and call meetings of the committee. Chairs prepare or supervise the preparation of an annual report of the committees' activities and recommendations and forward the report to the appointing agent. Chairs evaluate committee members and send to appointed agents by April 15. Chairs maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee and documents correspondence, data and other information of continuing value to the committee. Chairs of the University Level Committees forwards committee records to the new committee chairs when new committee chairs are appointed.

University Level Committee Minutes (Preparation, Recording and Filing)

All committees are expected to keep minutes of all meetings. The meeting minutes will be made available to all members of the unclassified staff. The minutes will, at a minimum, record all decisions and recommendations made by the committee. The minutes should attempt to portray the tenor of the discussion and the "legislative intent" of the committee.

After approval from the committee, an electronic copy of the minutes should be delivered to the appropriate administrative office (President, Vice President, Staff Senate, etc.). One paper copy delivered to the appointing agent will be initialed or signed by the approving agent and will be housed in the Library/Archives File for use by any unclassified staff or unclassified staff member,

and a copy will be posted on the University website for easy access. Since the committee minutes will be bound and will become a part of the permanent records of the University.

UNCLASSIFIED STAFF REGULATIONS

Equal Employment Opportunity Policy/Affirmative Action

The University of Louisiana at Monroe firmly supports the policy of Equal Employment Opportunity as set forth in the University's Equal Employment Opportunity Policy. The University's policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, genetic information, disability, or status as a disabled veteran or veteran of the Vietnam era.

The University's policy prohibits sexual harassment in accordance with state and federal laws and regulations. The University's policy allows for sick-leave use for maternity purposes and treats such requests in a manner similar to leave requests for any other temporary disability. Execution of this policy requires vigorous efforts, which the University's administration supports.

The University of Louisiana at Monroe's policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices.

Complaints involving this policy should be made verbally or in writing to any University official, to the employee's immediate supervisor, or to the University's EEO Coordinator. Complaints will be handled in accordance with the University's Anti-Discrimination and Harassment Policy. The Anti-Discrimination and Harassment Policy is maintained by the Office of Human Resources.

Americans with Disabilities (Requesting Accommodations)

The Americans with Disabilities Act provides individuals with disabilities access to employment, public accommodations, public services, transportation, and telecommunications. The University of Louisiana at Monroe recognizes and accepts the responsibility of providing an environment free from discrimination for all students, faculty, and unclassified staff. The University reiterates its firm commitment to equal treatment for all people, including persons with disabilities. Policies and standards of behavior outlined in the Anti-Discrimination and Harassment Policy are also applicable to persons with disabilities. The Americans with Disabilities Act also protects individuals who have a known relationship with a disabled person.
The ADA requires an individual with a disability be otherwise qualified for the job, program or activity for which access is sought. The individual with the disability must be able to perform the essential functions of the job or meet the essential eligibility criteria of the program, with or without reasonable accommodations.

To request accommodations, contact the Department of Human Resources or refer to the Americans with Disabilities Act Policy. Any person requesting an accommodation should follow appropriate procedures to ensure his/her request is addressed promptly and appropriately.

The Director of Human Resources will review the essential functions of the job, the functional limitation of the disability and the reasonableness of an accommodation. The Department of Human Resources will retain medical documentation, kept in a separate confidential file and will only share medical information on a need-to-know basis. Supervisors will be informed of the functional limitations and the accommodation.

The employee is responsible for contacting the Director of Human Resources if reasonable accommodations are not implemented in an effective and timely manner or if accommodations are not working. The Director of Human Resources will work with the employee and the department to resolve disagreements regarding recommended accommodations. The employee will be advised if the request cannot be reasonably accommodated or if the accommodation will pose an undue hardship on the university.

If an employee feels discriminated against because of a disability or that a reasonable accommodation was not provided, he/she has a right to file a grievance pursuant to the ULM Anti-Discrimination and Harassment Policy. No University employee (faculty or unclassified staff), applicant for employment, student or member of the public will be retaliated against or subject to restraint, interference, coercion or reprisal for filing a grievance, seeking information about filing a grievance, or serving as a witness in a grievance procedure.

UNCLASSIFIED STAFF BENEFITS

ULM has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting financial responsibilities that may result from illness, disability or death, help employees deal with job-related or personal problems, plan for retirement, and enhance job-related skills.

For complete information regarding benefit programs, please refer to the Human Resources or follow the links below:
General Benefits: ulm.edu/hr/benefits.html
Insurance: ulm.edu/hr/insurance.html
Retirement: ulm.edu/hr/retirement.html

Tuition Fee Exemption

Full time unclassified staff members and their dependents may be eligible for tuition exemption. Details and eligibility requirements are posted online in the Employee Class Enrollment Policy and Dependent Fee Exemption Policy.

LEAVE BENEFITS

Annual Leave

Annual leave for twelve-month employees is scheduled with the consent of the employee's immediate supervisor, subject to the approval of the President, in accordance with the nature of the unclassified staff member's duties.

Unclassified staff members who have been employed throughout the fiscal year on a twelve-month basis are entitled to the use of or the accumulation of annual leave according to the schedule below:

Years of Service	Hours of Leave per Month
Less than three years	8 hours
Three but less than five	10 hours
Five but less than ten	12 hours
Ten but less than fifteen	14 hours
Fifteen or more	16 hours

As an employee's years of service increase, the leave accrual rate will increase according to the leave accrual schedule. Accrued unused annual leave earned by an employee shall be carried forward to succeeding calendar years.

Part-time employees accrue leave in proportion to their percentage of full-time.

Upon termination of employment, payment of up to 300 hours of accumulated annual leave may be paid at the employee's current rate of pay.

Compensatory Leave

The ULS Board of Supervisor's policy regarding compensatory leave states, "Unclassified employees (12-month) are hired on an annual basis and are not compensated for extra work beyond the normal 40-hour workweek. The University of Louisiana at Monroe within parameters established by the University of Louisiana System, has adopted the Compensatory Leave Policy for twelve month, unclassified staff.

Compensatory leave shall not be granted without prior approval. Prior approval shall be requested by completing the Request for Prior Approval to Earn form for each request and securing the appropriate signature(s). Compensatory leave will be automatically charged to an employee prior to using any accumulated annual leave. A request for the use of compensatory leave shall be requested by completing a Request for Leave form.

Sick Leave

Sick leave with pay may be taken by an employee who has sufficient leave to his/her credit for illness or injury, medical, or dental treatment. The minimum charge for sick leave shall be one-half hour. Sick leave is earned at the same rate as annual leave. Accrued unused sick leave earned by an employee shall be carried forward to succeeding calendar years.

Upon retirement or death, 200 hours of sick leave is paid to the employee or beneficiary. Employees who are retiring or entering DROP (Deferred Retirement Option Plan) also have the same option. Sick leave hours can only be paid once, unless the employee is a retired rehiree.

Leave of Absence

The President of the University shall determine whether or not employees are eligible for leaves of absence, based on regulations of the Board of Supervisors. Leaves of absence for the purpose of accepting a temporary appointment elsewhere shall not exceed one year. Any additional extensions shall require special justification by the President of the institution and approval by the Board. Leaves of absence granted for the purpose of participating in a political campaign shall not exceed six months.

Funeral Leave

Unclassified staff may be given time off without loss of pay, annual leave, or sick leave when attending the funeral of a relative. Time off shall not exceed two days on any one occasion. Relatives for purposes of this section include the following:

Father	Mother	Spouse	Child
Father-in-law	Mother-in-law	Sister	Grandchild
Grandfather	Grandmother	Brother	Stepchild
Stepfather	Stepmother	Stepbrother	Stepsister
Step-grandmother	Step-grandfather		

Jury Duty and Witness Leave (Civil Leave)

Employees shall be given time off without loss of pay, annual or sick leave when they are performing jury duty, summoned to appear as a witness before a court, grand jury, or other public body or commission, and when the employee is NOT the plaintiff or defendant. If an employee is summoned to jury duty, the University of Louisiana at Monroe continues his/her salary during the active period of jury duty. The employee is also permitted to retain the allowance received from the court for such service.

If summoned as a witness, the employee is also eligible to receive civil leave. To qualify for jury or witness duty leave, a copy of the subpoena to serve must be submitted to the supervisor as soon

as it is received. In addition, proof of service when your jury duty or witness duty is completed must be provided, listing the dates and times served. Reasonable travel time will be taken into consideration when calculating civil leave. The University will make no attempt to have service on jury duty postponed except where business conditions necessitate such action.

Military Leave

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

Military Leave with Pay

Provided the employee gives advance notice, employees shall be entitled to military leave with pay. No advance notice is required when such notice is either precluded by military necessity, or otherwise impossible or unreasonable. The maximum military leave with pay for military purposes is 15 working days per calendar year.

Use of Annual and Compensatory Leave for Military Purposes

Employees who give advance notice of military obligations and apply for annual or compensatory leave for military purposes, shall be granted such leave. No advance notice is required when such notice is either precluded by military necessity, or otherwise impossible or unreasonable.

Use of Leave without Pay for Military Purposes

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

Employees who are on Leave Without Pay shall receive, each calendar year, fifteen days of Military Leave with Pay. The pay differential allowed shall be suspended until the 15-day Military Leave with Pay period is exhausted and the employee returns to Leave Without Pay status.

Military Rights Upon Return

Employees returning from military service to their positions under the provisions of this Rule or Rule 8.19, which governs timeframe requirements for restoration to state employment, shall return with such seniority, status, pay, and annual and sick leave accrual rates as they would have had if they had not been absent for military training or military active duty. The provisions of this section shall NOT apply to employees on “inactive duty for training” (weekend drills).

When Military Leave with Pay has been exhausted, an employee whose military base pay is less than his/her state base pay shall be paid the difference between his/her military base pay and state base pay in his/her regular position. Such payment shall be made on the same frequency and manner as the employee's regular state pay, unless other voluntary arrangements are made. Employees receiving the pay differential shall provide to agency officials any documentation appropriate to ensure the payment amount is calculated correctly.

Employees shall continue to accrue sick and annual leave for the entire period of service, beginning the date of the service. Leave shall be accrued on the same basis as though the employee had not been activated. Leave earned shall be credited to the employee upon his/her return from active duty.

Family and Medical Leave Policy

The ULM Family and Medical Leave policy is governed by the Family and Medical Leave Act (FMLA) and is maintained by Human Resources.

UNIVERSITY POLICIES AND PROCEDURES

Initial and Continuing Appointment

New appointees are recommended by department, school, or division heads to appropriate Vice President, subject to the approval of the President, who recommends prospective unclassified staff members to the ULS Board of Supervisors for the approval at the next available board meeting.

Terms of permanent unclassified staff appointments are specified in appointment letters for the period stated in the appointment letters and require no further notice of termination.

Nepotism

In accordance with the policy of ULM and ULS Board of Supervisors, the University may employ persons from the same economic unit or the same immediate family, although a separate economic unit, when their individual qualifications are such that they represent the best possible choice for a given position. In general, employees from the same economic unit or from the same immediate family, although a separate economic unit, may not be employed in a situation where one member may have direct administrative responsibility for the other. Exceptions are outlined in ULS policy.

Code of Ethics for Public Employees

A governmental code of ethics for state officials and employees, which for the first time applied to college and university unclassified staff and administrators, became effective on April 1, 1980.

Enacted pursuant to a state constitutional mandate that all state officials and employees be governed by a code of ethics, the law – Act 443 of 1979 – sets strict standards for public employees and essentially prohibits the use of their public office for private gain. Faculty and unclassified staff should familiarize themselves with this Act.

A copy of the Act is available in the University library and published on the State of Louisiana Ethics Administration website.

Professional Responsibility

The University of Louisiana at Monroe is committed to the principle of professional responsibility and professional ethics. As a member of the educational institution, the unclassified staff member must remember that the public may judge faculty, unclassified staff, and the institution by their expressions and actions. Therefore, at all times when speaking and acting as a private citizen, the unclassified staff member must exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he or she is not a spokesperson for the institution.

Employee Wages

Direct deposit forms are available in the Controller's Office. Paycheck stubs can be retrieved online (See Banner Information Systems Form). Information on accessibility and login is also available by contacting the Controller's Office. Before any unclassified staff member can be placed on the University payroll, the individual must provide proof of employability, complete a W-4 withholding allowance form, a retirement system form, a drug-free workplace acknowledgment form and any other any other optional payroll deduction forms. Form I-9 (Employment Eligibility Verification) must be completed within three working days of the first date of employment. The department head or director is responsible to ensure that new unclassified staff members have completed the necessary forms and to make sure that the proper forms are completed when employment is terminated. This information is processed by the Human Resources Department and may be found online on the department's website.

Outside Employment

An unclassified staff member may have the opportunity, with prior approval of University authorities, to accept such outside activities as consulting for pay during the months of regular employment. An unclassified staff member shall have no interest of any kind, direct or indirect, or engage in any business transaction, or be involved in a personally owned business activity or professional activity, or incur any duty or obligation which is in conflict with the proper discharge of his/her duties as an unclassified staff member.

University policy complies with the Louisiana Code of Governmental Ethics for Public Employees:

> "No public servant shall receive anything of economic value, other than compensation and benefits from the governmental entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position."

> "No public servant shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such person."

(R.S. 42:1111, R.S. 42:1115, www.ethics.state.la.us)

Outside employment should not interfere with job duties and responsibilities expected of unclassified staff members. Therefore, both the amount of time involved and absence from officially assigned duties while rendering outside services are of primary concern. All outside employment should be compatible with University interests and of such a nature that it will enhance the usefulness of the individual as a professional employee. Responsibility for keeping outside employment activities in proper perspective rests with the individual, department, director and vice presidents.

Each unclassified staff member asking permission to accept outside employment while under contract should make a written request each year to his/her supervisor, including duties, remuneration and time required for the activity. The department head shall inform the appropriate Vice President, who shall inform the President of the details of each case outside employment approved.

Disclosure of Outside Employment forms are provided for unclassified staff members who desire to engage in outside activities and must be approved by the appropriate department, school, division head, dean, and vice president each year. Such general approval of outside employment form does not authorize a specific absence from official duties or responsibilities.

In accordance with Louisiana Revised Statutes and policies of the ULS Board of Supervisors, each full-time employee of the University of Louisiana at Monroe must report any outside employment for which a salary, retainer, fee or other form of remuneration is paid. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time.

University policy requires that all resources, including person-hours, be devoted to University business and not be used for personal gain. Absence from official duties and responsibilities requires specific written approval from the department, school or division head for each specific occasion. If monies are earned from outside employment, it is University policy that all 12-month employees take annual leave if monies earned are not returned to the University in any manner and if time required for consulting is during the regular 40-hour work week.

Travel Policy

Travel policies and forms can be obtained online or by contacting the Controller's Office. The University promotes professional development accomplished by attendance at conferences,

workshops, seminars, and meetings. When available, the University will allocate funds for reimbursing unclassified staff for all or part of expenses incurred on authorized travel. A travel authorization form should be submitted and approved by the Budget Unit Head prior to departure.

Travel may be reimbursed from University funds when clearly for official University business. Each travel-related absence from regular duties must be approved in advance by the department or division head regardless of whether travel is reimbursed from University or other funds. Travel to states, nations, or territories outside the continental United States must be approved in advance through University channels by the University of Louisiana System Board of Supervisor's President.

University Vehicle Policy

The University maintains a motor pool for authorized travel as well as other University transportation requirements. University vehicle request and usage policies and procedures are online and maintained by Physical Plant automotive services. Travel policies for the use of University vehicles are established in accordance with official state policy promulgated by the Division of Administration (State Travel Office) in Baton Rouge. Unclassified staff members will follow state rules and regulations for official university travel and should familiarize themselves with state policies.

Communication Procedure

To communicate with employees, several methods are used including Email, memorandums, operating instructions, handbooks, bulletin boards and other methods.

Visitors or employees may not post, tape, tack or affix in any way any form of literature, printed or written materials, photographs or notices of any kind on any University bulletin board without proper approval from the Office of Student Life & Leadership or the area responsible for the bulletin board.

Bulletin boards may not be used by employees or outside parties for posting commercial notes and advertisements, announcements, sales of personal property or any other matters without prior approval.

University Email Policy

Email is an extensively-used method of electronic communication. Each unclassified staff member is issued a University email account for use throughout his/her employment at ULM. Email shall be considered an appropriate mechanism for official communication with ULM students, faculty, and unclassified staff unless otherwise prohibited by law. The University reserves the right to send official communications to students, faculty, and unclassified staff by email with the full expectation the individual will receive and read the email in a timely fashion.

Employees are expected to check their email on a frequent and consistent basis in order to stay current with university-related communication. Employees must ensure there is sufficient space in their accounts for email to be delivered and have the responsibility to recognize certain communications may be time-critical. Employee accounts are removed from the system after the Computing Center is notified of an employee's separation in service unless requested to do otherwise by the former employee's supervisor. Accounts may then be extended for up to two weeks.

Forwarding Email

If an employee chooses to forward his/her email to another address (e.g. AOL, Hotmail, Gmail), the primary campus email address remains the official destination for official university correspondence. Individuals who choose to have their email forwarded to a private (unofficial) email address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve the individual of his/her responsibility to know and comply with content of official communications sent to official ULM email addresses.

When responding to a query sent from an unofficial email address, ULM employees should be careful since there is no assurance the sender is, in fact, the person he/she claims to be. A recommended step is to provide generic replies only, directing the sender to university tools that require authentication, such as self service functions or require senders provide their campus email address to receive a reply.

Grievance Policy

The Grievance Procedure is for the benefit of unclassified staff members if complaints or grievances occur during the course of employment at ULM. It is in the interest of a unclassified staff member and the University to have problems resolved in a timely manner. When employment related problems occur, professional dialogue and open discussions are encouraged first between the employee and the employee's immediate supervisor. Information communication is recommended at this level.

The Grievance Procedure is intended to cover all types of grievances by unclassified non-faculty employees that are not covered by the Anti-Discrimination and Harassment Policy. An effort will be made to resolve problems as expeditiously as possible.

Tobacco Use Policy

The use of tobacco products is prohibited in all University building and leased spaces as prescribed in the Tobacco Use Policy. The use of tobacco products is prohibited in all University vehicles. This prohibition applies to all licensed and unlicensed vehicles owned, leased, and rented by the University.

Tobacco use is prohibited on the portion of the campus west of Bayou DeSiard, including the College of Pharmacy (Bienville Building). Any tobacco products west of Bayou DeSiard must be confined to personal vehicles.

East of Bayou DeSiard, tobacco use is permitted only within designated areas and in the Grove. Designated areas are defined as outdoor areas not less than 35 feet from any building entrance or window. The use of tobacco products is prohibited in outdoor areas where seating is provided (stadium seating, benches etc.).

Disposal of used tobacco products (butts, spittoon contents, dip wads, etc) in anything other than appropriate trash bins will be considered littering, counter to campus beautification efforts, and subject to appropriate fines. The sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas.

Vice presidents, deans, directors, and department heads are responsible for ensuring that unclassified staff, students, visitors, and contractors are made aware of this policy, and that they comply with its requirements. Existing disciplinary policies may be used as appropriate.

Drug-Free Workplace Policy

ULM is committed to maintaining a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace at the University of Louisiana at Monroe. Violation of prohibitions in the Drug-Free Workplace Policy or any violation of a criminal drug statute occurring in the workplace will result in appropriate disciplinary action, up to an including termination. In some instances, such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Purchasing and Procurement Procedures

The Purchasing Director has the sole authority to order material and contract for services. The University assumes no obligations except on a duly authorized Purchase Order. Requesting departments may not order materials or contract for services without first contacting the Purchasing Department.

Property Control Policy

State property is to be used for state business only. Employees are responsible for all state property assigned to them until a written transfer is approved by ULM Property Control and/or Louisiana Property Assistance Agency (LPAA) in Baton Rouge. If an employee is responsible for the loss of any state property, ULM or LPAA may require the individual to reimburse the State for the cost of the item, in addition to other penalties.

State law requires all movable property with an acquisition cost of $1,000 or more be tagged within 60 calendar days of receipt. This includes items purchased with funds from any source, donations, animal births, and agency manufactured items.

Items with an acquisition cost of $1,000 or more will be delivered to the ULM Warehouse unless approval for direct delivery has been granted by Property Control. Items will be delivered to the ordering department by Physical Plant personnel and will be tagged by Property Control in the department after delivery.

Persons receiving new property delivered directly should report acquisition, location and date of receipt to Property Control within three working days. A copy of the Purchase Order or order documentation should be forwarded to Property Control. Property should not leave campus until tagged. Property may not remain in boxes untagged and must be made available for tagging by the receiving department.

Items with acquisition cost less than $1,000 should be marked with the Purchase Order number and date of receipt. Serial numbers should be recorded on the departmental copy of the receiving report.
Items may not be physically transferred to other state agencies until after written approval is received from LPAA. Items may not be loaned to non-state agencies or individuals, given away, or disposed of in any. All transfer and dispositions are handled through Property Control.

There is a Property Control form for reporting all activities concerning state property. Forms are available online at www.ulm.edu/forms or from Property Control. For questions, call extension 5184. The department on whose inventory an item is listed is responsible for submitting the appropriate paperwork. All departments are subject to unannounced audits by the ULM Internal Auditor, Legislative Auditors and LPAA Auditors.

Central Receiving Policy

While ordering departments can make "Direct Delivery" requests to the Property Control manager, vendors must be informed by Purchase Order instructions that all direct deliveries be authorized by written permission from the Property Control Manager. Blanket exceptions issued by the Property Control Manager should be available both in the ordering department and vendor files. Vendor instructions should include a statement that ordering departments are not authorized to pick up from local vendors unless permission has been granted by the Property Control Manager. For specific details, see Central Receiving Policy.

Institutional Review Board (IRB)

Any research or project involving human subjects should be reviewed and approved by the Institutional Review Board. Forms for this review are available in the Office of Sponsored Programs and Research (OSPR) office and website.

Termination of Employment

An unclassified staff member who is terminating his/her employment shall obtain from his/her Supervisor an Employee Checkout Form and secure the necessary signatures on the form. The form should be returned to the unclassified staff member's supervisor after all signatures are secured.

UNCLASSIFIED STAFF SERVICES AND PRIVILEGES

Credit Union

La Capitol Federal Credit Union is located on campus in University Commons II on Northeast Drive. La Capitol Federal Credit Union provides all types of financial services. Membership is open to faculty and unclassified staff. Deposits to $250,000 are insured by the National Credit Union Administration. For more details on services and contact information, examine La Capitol's website at lacapfcu.org.

Identification Card

Each unclassified staff member is provided an identification card at no charge. Cards are issued through the Human Resources department. Lost or damaged cards may be replaced for a nominal fee. Contact Warhawk ID Services (WIDS) for details.

Athletic Tickets

Athletic ticket information such as season ticket prices, location of events and payroll deduction, can be obtained from the Athletic Ticket Office.

Concerts and Events Tickets

University Concerts and Artistic Events bring to the area musical and dramatic cultural programs of the highest professional quality from local and touring companies.

For event and ticket information, contact the following:
ULM Events Calendar
ULM Division of Visual & Performing Arts
Northeast Louisiana Arts Council

Activity Center

The Activity Center at the University of Louisiana at Monroe is one of the finest recreational fitness facilities in the South. The five million dollar student-funded facility opened March 1, 1993. The 88,000 square foot complex houses the Intramural, Recreational, Wellness, and Administrative offices and includes five multipurpose courts (basketball, volleyball, badminton); six glass-wall racquetball and volleyball courts; a 2,300 square foot aerobics/dance room; and a 4,200 square foot weight room with machines and free weights.

Also included in the complex is a cardiovascular fitness area with stationary bikes, StairMasters, rowing machines, elliptical machines, NordicTrack, treadmills, and stretching area; an elevated cushioned jogging track (6.5 laps/mile) with pace clocks; men's and women's locker rooms each equipped with sauna and steam room; a lounge area with big screen TV and refreshment center; and a service center for equipment checkout, locker rental, towel service, racquet stringing, and racquetball reservations. Recreational equipment is available at no charge for unclassified staff checkout through the Service Center located in the facility.

Details and a complete list of services and fees, including membership through payroll deduction, can be found on Activity Center website.

Library Services

The purpose of the University Library, as adopted by the Library Unclassified staff, is to support the teaching, research, and service programs of the University. This shall be accomplished through instruction, networking, and access using the appropriate technology in addition to acquisition, organization and maintenance of necessary information resources. The University library shall also provide the optimum learning environment for its diverse users. A listing of services, holdings, times, facilities, fees, and resources can be found on the University Library. Unclassified staff members are urged to take advantage of all library services and to call upon librarians for assistance with teaching or research needs.

Mail Services

The University operates a campus mail service with pickups and deliveries made daily at authorized offices. Unclassified staff members are provided with mailboxes for correspondence located in departmental offices, and special envelopes are available for campus delivery.

Department and University Offices arrange various methods of transporting mail to intended unclassified staff recipients. Important mail should be directed to the appropriate Dean's office during the summer due to the absence of many 9-month faculty members. Unclassified staff should consider delivering communication personally or faxing where possible. Off-campus mail is also picked up at authorized locations or may be mailed at the University Postal Services Office located within the Student Union Building. Only official University correspondence may be mailed at the expense of the University.

Electronic Mail Services (Email)

All unclassified staff members are provided with campus email for professional correspondence. Policies and usage rules are provided by the Computing Center and the University Email Policy.

Computing Center

The Computer Center provides on-campus technical support for technology campus-wide. The Computing Center is responsible for class management software and management of campus-wide identification, email accounts, networking, computer hardware and software – including

integration, maintenance and updating. Requests for maintenance and new project development can be done online. Classroom management software services and other teaching technologies are also provided by this center.

Vehicle Registration and Parking

Vehicles of unclassified staff members must be registered with University Police. Parking permits must be obtained within twenty-four hours after vehicles are parked on campus. Vehicle registration may be completed online. Special parking areas are designated for employees.

Parking areas are outlined on the ULM Traffic and Parking Regulations webpage. Campus regulations should be read, understood and observed.

Office of Public Information

Office of Public Information includes marketing and media relations, publications, web, graphic design and photographic services. Information about the University and its activities should be disseminated to the news media through the Office of Public Information.

Unclassified staff members should work through their department head, program director or unclassified staff to inform the Office of Public Information professional recognition received through publication, research, election to office, or other related activities.

Physical Plant

The Online Service Request website may be used to request routine service or to report non-emergency problems 24 hours a day or call 342-FIXX (3499). The Physical Plant website gives details of services provided, hours of operation and contact information.

ULM Bookstore

The ULM Bookstore offers a wide selection of ULM clothing and merchandise. The ULM Bookstore offers textbooks for enrolled students. University Bookstore.

Telephone System

The campus telephone system is owned by the University of Louisiana at Monroe and maintained by the Telecommunications Department under the supervision of the Computing Center. Charges for telephone service, new equipment, and special service features may be arranged or discussed with the Telephone Office. All repair and maintenance of telephone system equipment will be done by personnel from the Telephone Office. No other agent is authorized to do any work on any equipment which is a part of, or connected to, the University telephone system.

Direct access long distance telephone service (1 + dialing) is available at designated unclassified staff and administrative telephones. Personal emergency long distance calls are reported by the department head to the Controller's Office. Each department should review long distance charges online and are responsible for paying personal long distance calls per the Long Distance

Telephone Policy at LaCapitol Credit Union with a receipt attached to monthly charges for reference within each department. Each assigned telephone line is approved by Budget Unit Heads. Services are charged to departmental budgets.

Public Office

The Board of Supervisors mandates employees meet the following requirements for seeking to hold public office:

The employee must notify the President of the university his/her intent to run for public office prior to the date of publication.

The employee should be accurate and make every effort to indicate he/she is not an institutional spokesperson.

If the employee cannot continue performing job duties required of his/her position, the employee must take annual leave or leave without pay for the appropriate period of time in accordance with leave policies of the Board of Supervisors.

Solicitation and Private Contributions

In order to coordinate fundraising efforts on behalf of any University affiliated or supported functions, organizers should obtain prior approval from the Executive Director for Alumni and Community Relations. All gifts (cash and in-kind), grants from philanthropic foundations and bequests from private sources intended for the use and benefit of the University and its subunits, other than the Athletic Department, are executed through the ULM Foundation. Contributions received, acknowledged, and managed by the University Foundation in accordance with laws of the State of Louisiana and the policies of the University of Louisiana System Board of Supervisors and Louisiana Board of Regents. The Foundation administers the distribution of funding from private sources according to the expressed wishes of the donor. Complete details may be obtained in the Executive Vice President's Office.

Radiation Safety

The Environmental Health and Safety Committee is charged with overseeing the safe use of radioactive materials and radiation-producing devices on campus. The radiation safety program has been implemented to ensure safety with all equipment, materials, devices, etc. that are radioactive. Additional information or questions concerning the safe use of radioactive materials and radiating-producing devices may be found in the ULM Radiation Safety Manual.

Use and Protection of ULM Resources

The University's resources include money, equipment, and other physical properties and the services of its employees during official duty hours. Each employee has the responsibility to protect and use University properties for University purposes only. The University's resources are not to be used for the benefit of individuals, private organizations, or firms and other

enterprises not sponsored by the University. The responsibility of movable assets is assigned to each Budget Unit Head. Specific policies and procedures for movable assets may be obtained from the Property Control Manager.

Scheduling University Facilities

Requests for facilities must indicate the exact time the facility is desired. If time is needed to prepare for the activity, this time should be included in the request. Requests for any special equipment for a scheduled event, such as speaker stands, public address systems, multimedia equipment, and related items will be referred to the proper authorities. Publicity must not be released until confirmation of the reservation for the facility requested has been received.

The Office of the Registrar schedules and keeps a record of classes and special events in Sugar Auditorium (Sugar Hall 351), the Harvard Room (Walker Hall 2-105), Hemphill Hall (Room 134), Stubbs Hall (Room 100), multi-media classroom and all regular classrooms.

The Office of Recreational Services is responsible for reserving University Park and Activity Center areas. Each department schedules and keeps a record of classes in special purpose rooms (e.g. labs, deans' conference rooms).

The Office of Student Services schedules and keeps a record of events in the Student Union Building (SUB), the Student Center, the University House, Intramural Fields, and Bayou Park. All events concerning student organizations must be cleared with the Director of Student Life and Leadership.

The University Conference Center is reserved through the Facilities Coordinator in the Office of Student Services. Publicity must not be released until confirmation of the reservation for the facility requested has been received.

The School of Visual and Performing Arts schedules and keeps a record of events in Brown Auditorium, Spyker Theater, Black Box Theater and Emy-Lou Biedenharn Recital Hall.

The College of Education and Human Development is responsible for scheduling of activities in Strauss Auditorium (Strauss Hall 148), the computer labs housed in Strauss Hall, and Brown Gym.

The College of Health Sciences is responsible for scheduling of activities within the Nursing Auditorium.
The Director of Athletics is responsible for the assignment of Fant-Ewing Coliseum, Malone Stadium, Brown Stadium, Baseball Stadium, Heard Tennis Stadium, and Softball Field and Soccer Field. All proposed events involving intercollegiate and interscholastic athletic competition must be cleared with the Director of Athletics.

Lost and Found

A "Lost and Found" station operated by University Police is open 24 hours a day. Any questions concerning lost and found may be directed to University Police, Filhiol Hall, 3811 DeSiard St, Ext. 5350.

UNCLASSIFIED STAFF HANDBOOK

The Unclassified Staff Handbook is the vehicle of communication of policies and procedures relevant to unclassified staff at the University of Louisiana at Monroe. Given that the Unclassified Staff Handbook is a document for communication to unclassified staff members, it is the responsibility of the Staff Senate to maintain and oversee the contents of this document.

Edits should ideally originate from the Staff Senate and be overseen by the Chief Business Officer. Minor changes can be done during the annual review of the Unclassified staff Handbook, while critical updates can occur immediately in collaboration with all responsible parties.

Annual Review

Changes to the Unclassified Staff Handbook will come in several forms: inclusion of omissions, corrections, updates, and revisions due to University changes in structure, policies, and procedures. The Staff Senate will review the Unclassified Staff Handbook and document any needed updates. This review will be completed and a memo will be sent to the Office of Business Affairs no later than March 1 each calendar year. The memo will state the needed changes, the reason and justification for the change and be signed by the President of the Staff Senate.

The Chief Business Officer will then review the changes and consult with the executive committee of the Staff Senate about the adoption of the changes to the Unclassified Staff Handbook. After changes have been agreed upon by both the President of the Staff Senate (including Human Resources) and the Chief Business Officer, the CBO will ensure changes are made in the Unclassified Staff Handbook and placed in public distribution. These changes will be completed no later than July 1 each calendar year.

The annual memo of changes to the Unclassified Staff Handbook will be sent to the Office of Business Affairs/Chief Business Officer even if there are no changes. This is to ensure the Unclassified Staff Handbook is reviewed annually on or before March 1 of each calendar year.

Corrections

In the case an error is found in the handbook, the severity of the error will dictate the timeframe for correction. In the case of an error that could cause harm or subjects the university and/or any member of the University (faculty, unclassified staff, students, visitors, etc.) to litigation or financial hazard, the change shall be done immediately. In this case, responsible parties, referring to the Staff Senate (including Human Resources) and the Office of Business Affairs/Chief Business Officer will be informed as soon as possible after the change is made.

Omissions

If a procedure or policy is not present in the Unclassified Staff Handbook and the procedure or policy is deemed to be needed part of the Unclassified Staff Handbook, the omitted component will be placed in the Handbook during the annual review. Appropriate justification and reason must accompany any addition of new components to the Unclassified Staff Handbook. Notification of the need to fill an omission may occur from any member of the university.

Comments and Feedback

Comments and Feedback should be submitted via email to the President or Secretary of the Staff Senate, the Chief Business Officer and person(s) assigned to the upkeep of the Unclassified Staff Handbook. Comments and Feedback will be considered part of the public distribution of the Unclassified Staff Handbook and will follow the same update procedure as the Unclassified Staff Handbook.

Campus Accidents or Emergencies

In the event of an accident, injury or illness, immediately notify University Police (ext. 5350) or the Student Health Center (ext. 1651). In case of emergency dial 911.

If possible, the University Police should determine the need for an ambulance. If an ambulance is required, the request should be made by the University Police to ensure speedy dispatch. The ambulance company will not normally respond to an individual's call from the campus unless the individual is willing to give his/her name and be held responsible for the ambulance bill. In cases of emergency, it may be necessary for an individual to call for ambulance services direct. This is a matter of judgment on the part of the individual concerned. Expenses incurred as a result of an accident, injury, or illness must be paid by the individual.

In the event of accident, injury, or illness, call in the following order:

1. University Police	**Ext. 5250 or 1-911 (emergency)**
2. Student Health Center	Ext. 1651
3. Ambulance Service	Dial 911
4. Student Affairs	Ext. 5230
5. Department Head/Director	Extension will vary

A written accident report should be filed by the appropriate University official who witnesses an accident. Contact University Police for details.

USEFUL CONTACTS AND LINKS

Banner Self-Service
342-5100 (Controller's Office)
banner.ulm.edu

FirstCall Emergency Notification System
342-5350 (University Police)
ulm.edu/ens

KEDM Public Radio
342-5556
kedm.org

La Capitol Federal Credit Union
342-5130
https://www.lacapfcu.org/

ULM Athletics
342-3ULM (3856)
ulmwarhawks.com

ULM Bookstore
342-1992
ulmbookstore.com

ULM Campus Map
ulm.edu/map

ULM Child Development Center
342-3358
ulm.edu/cdc/Newsite/index.html

ULM Dining Services
342-1979
ulmdining.com

ULM Emergency Evacuation Plan
342-5177
ulm.edu/safety/manual/jemergencyplan.htm

ULM Staff Senate
Email: staffsenate@ulm.edu
ulm.edu/staffsenate

University Calendar
ulm.edu/calendar

University Library
Reference (research help, logging in to databases, etc.): (318)342-1071
Circulation (renew items, check account status, etc.): (318)342-1063
ulm.edu/library