

# Unclassified Staff Handbook 2021-22



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INTRODUCTION .....	4
Staff Senate .....	4
Purpose of the Staff Senate .....	4
ULM Strategic Elements.....	5
Vision Statement .....	5
Mission Statement .....	5
Core Values.....	5
UNIVERSITY ADMINISTRATIVE STRUCTURE.....	6
Governing Bodies.....	6
ULM Administration .....	6
President.....	6
Executive Council.....	6
Administrative Council.....	6
Provost & Vice President for Academic Affairs .....	6
Vice President for Business Affairs.....	7
Vice President for Enrollment Management and University Relations.....	7
Vice President for Information Services and Student Success.....	7
Vice President for Student Affairs.....	7
Legal and Compliance Counsel .....	7
Director of Athletics .....	7
Executive Director of Diversity, Equity, and Inclusion.....	7
Academic Divisions .....	8
Deans of Undergraduate Colleges .....	8
School Directors and Program Coordinators .....	8
UNIVERSITY COMMITTEES.....	9
Staff Senate .....	9
Chairs of University Committees.....	9
University Committee Minutes (Preparation, Recording, Filing).....	10
UNCLASSIFIED STAFF BENEFITS.....	11
Tuition Fee Exemption .....	11
Leave.....	11
Annual and Sick Leave .....	11
Compensatory Leave .....	12
Family and Medical Leave .....	13

---

Leave of Absence.....	13
Funeral Leave.....	13
Jury Duty and Witness Leave (Civil Leave).....	13
Military Leave.....	14
Military Leave with Pay.....	14
Use of Annual and Compensatory Leave for Military Purposes.....	14
Use of Leave without Pay for Military Purposes.....	14
Military Rights Upon Return.....	14
POLICIES AND PROCEDURES.....	15
Equal Employment Opportunity Policy.....	15
Title IX Policy Statement.....	15
Americans with Disabilities (Requesting Accommodations).....	15
Campus Accidents or Emergencies.....	16
Initial and Continuing Appointment.....	16
Nepotism.....	17
Code of Ethics for Public Employees.....	17
Professional Responsibility.....	18
Employee Wages.....	18
Outside Employment.....	18
Travel.....	19
University Vehicle Policy.....	19
Communication Procedure.....	19
University Email Policy.....	20
Social Media Policy.....	20
Grievance Policy.....	20
Tobacco Free Policy.....	21
Drug-Free Workplace Policy.....	21
Purchasing and Procurement Procedures.....	21
Property Control Policy.....	21
Central Receiving Policy.....	22
Institutional Review Board (IRB).....	22
Unclassified Staff Evaluation System.....	22
Mandatory Training.....	23
Solicitation and Private Contributions.....	23

---

Radiation Safety.....	24
Use and Protection of ULM Resources .....	24
Termination of Employment.....	24
UNCLASSIFIED STAFF SERVICES AND PRIVILEGES.....	25
Credit Union.....	25
Identification Card.....	25
Athletic Tickets .....	25
Concerts and Events Tickets .....	25
Activity Center.....	25
Library Services.....	26
Mail Services .....	26
Information Technology .....	26
Vehicle Registration and Parking.....	26
Office of Marketing & Communications.....	26
Physical Plant .....	27
ULM Bookstore .....	27
Telephone System.....	27
Public Office.....	27
University Facilities .....	27
Lost and Found .....	28
UNCLASSIFIED STAFF HANDBOOK.....	29
Annual Review .....	29
Corrections .....	29
Omissions.....	29
Comments and Feedback.....	30

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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 University of Louisiana 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. No supervisor, manager, or representative of University of Louisiana Monroe other than the President or 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 preceding.*

## **INTRODUCTION**

An unclassified staff member at University of Louisiana Monroe (ULM) is, by definition of Human Resources, an administrative staff employee who holds 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 the most current specific information, as the Unclassified Staff Handbook typically only provides a brief summary.

The Unclassified Staff Handbook articulates the privileges and obligations of unclassified staff. The information in the Unclassified Staff Handbook should be considered a supplement to ULM policies and procedures and the Rules of the ULS Board of Supervisors for State Colleges and Universities under the Louisiana Board of Regents.

### **Staff Senate**

Senators are elected by 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.

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## **ULM Strategic Elements**

### **Vision Statement**

ULM will change lives by bringing true equality, inclusiveness, and opportunity for all individuals in our region and beyond.

### **Mission Statement**

ULM prepares individuals from northeast Louisiana and beyond to compete, succeed, and contribute in an ever-changing global society through a transformative education while positively impacting society through research and service.

### **Core Values**

As students and members of ULM's faculty and/or staff, we desire these values at all times.

- **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.

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# UNIVERSITY ADMINISTRATIVE STRUCTURE

Visit the [Budget Office website](#) for updated University organizational charts as they become available.

## 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 University of Louisiana Monroe, including employment, promotion and dismissal of unclassified staff and other personnel, and approval of operating and administrative expenditures appropriated by the Legislature.

## ULM Administration

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 all academic and administrative areas of the University.

### Executive Council

The Executive Council consists of the President, Provost & VP for Academic Affairs, VP for Business Affairs, VP for Student Affairs, VP for Enrollment Management and University Relations, VP for Information Services and Student Success, Director of Athletics, Executive Director of Diversity, Equity, and Inclusion, and Legal and Compliance Counsel.

### Administrative Council

The Administrative Council consists of the President, Provost & VP for Academic Affairs, VP for Business Affairs, VP for Enrollment Management and University Relations, VP for Information Services and Student Success, VP for Student Affairs, Director of Athletics, Director of Internal Audit, Executive Director of Advancement, Foundation and Alumni, Director of Budget and Financial Analysis, Executive Director of Marketing and University Communications, Special Project Office and Title IX Coordinator, and Legal and Compliance Counsel.

### Provost and Vice President for Academic Affairs

The [Provost and Vice President for Academic Affairs](#) (PVPAA) reports directly to the President; serves as the chief representative for the University's teaching and service programs; develops and articulates, 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 PVPAA is the chief academic officer responsible for administration and coordination of all academic activities. The PVPAA serves over the Graduate School; Assessment and Evaluation; Extended Learning; University Library; Office of Online Student Advocacy; the College of Arts, Education, and Sciences; the College of Business and Social Sciences; the College of Health Sciences; and the College of Pharmacy. The PVPAA calls and presides over meetings of the Council of Academic Deans and provides leadership in planning and establishing unclassified staff policies.

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### **Vice President for Business Affairs**

The [Vice President for Business Affairs](#) (VPBA) coordinates all financial and administrative functions and reports directly to the President. The VPBA is the chief fiscal officer of the University and is responsible for Facilities, Capital Projects, Environmental Health and Safety, Purchasing, Budget Office, Controller, Human Resources, Athletic Business Operations, and the Physical Plant.

### **Vice President for Enrollment Management and University Relations**

The Vice President for Enrollment Management and University Relations (VPEM) provides leadership and direction for the University's comprehensive efforts to maximize and sustain enrollments. The VPEM provides strategic leadership and operational management for the offices of Admissions, Financial Aid, International Student Services, Recruitment, Registrar, Marketing and Communications. The VPEM engages in collaborative efforts with other university divisions and provides leadership to all marketing, communications, community relations and governmental relations functions.

### **Vice President for Information Services and Student Success**

The [Vice President for Information Services and Student Success](#) (VPIS) reports to the President and is charged with working with the President, the Vice Presidents, and the other members of the President's Executive Council to advance the academic and programmatic goals of the University as defined in the University's Strategic Plan. The VPIS provides oversight and direction for the offices of Institutional Research, Information Technology, and Student Success. The VPIS is expected to develop forward-looking strategies for recruiting and supporting students of academic quality, talent, and diversity.

### **Vice President for Student Affairs**

The [Vice President for Student Affairs](#) (VPSA) reports directly to the President and provides administrative supervision of student activities and interests on and off campus. The VPSA is further responsible for the Dean of Students, Student Life and Leadership, Student Government Association, Campus Activities Board, Career Center, Counseling Center, Recreational Services, University Police, Student Health Services, Event Services, the various event spaces on campus, Auxiliary Enterprises, and Residential Housing.

### **Legal and Compliance Counsel**

The Legal and Compliance Counsel reports directly to the President and assures institutional policies and procedures related to matters of EEO/ADA employment and other related issues are current and followed. Legal and Compliance Counsel may represent ULM before administrative agencies of government and shall be the primary contact with external counsel as necessary. The Legal and Compliance Counsel assists in the preparation and review of external contracts as stipulated by Louisiana's Office of Contractual Review.

### **Director of Athletics**

The [Director of Athletics](#) ensures the overall operations of all athletic departments of the University function in a manner that maximizes opportunities for success of all University sanctioned teams to maintain overall compliance with NCAA, conference and university standards.

### **Executive Director of Diversity, Equity, and Inclusion**

The Executive Director for Diversity, Equity, and Inclusion is responsible for the executive leadership and management of ULM's diversity, equity and inclusion matters, such as leading



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strategic diversity planning for the University and ensuring successful creation and implementation of policies, programs, and projects.

## **Academic Divisions**

The University is organized into four colleges and the Graduate School. The academic colleges are Arts, Education, and Sciences; Business and Social Sciences; Health Sciences; and Pharmacy.

### **Deans of Undergraduate Colleges**

Four academic deans head the undergraduate colleges of the University. They are appointed by the President upon the recommendation of the Provost & Vice President for Academic Affairs. Each is responsible to the Provost & 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 and curriculum development, and with the Provost & Vice President for Academic Affairs and the Vice President for Business Affairs, develops and allocates annual budgets. The dean works closely with school directors, program coordinators, faculty chairs, and unclassified staff on curricula changes and unclassified staff employment, 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.

### **School Directors and Program Coordinators**

School directors and program coordinators are appointed by the President upon the recommendation of the academic deans to the Provost & Vice President for Academic Affairs. The school director or program coordinator is responsible to the academic dean for the management, supervision, and improvement of the department and to the unclassified staff for representing their needs, suggestions, and accomplishments. The school director or program coordinator recommends unclassified staff to their supervisor for employment, salary increases, promotions, separation, and leaves of absence; directs the purchasing of equipment, textbooks, and other instructional materials; and assigns teaching duties, prepares the department schedule of classes, and keeps unclassified staff advised of procedures and regulations.

The school director, program coordinator, 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 school director or program coordinator, based on duties assigned by the dean, may prepare a department budget for submission to the academic dean. The school director or program coordinator has direct budget responsibilities for their department budget.

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## UNIVERSITY COMMITTEES

University committees and councils may be appointed by the President, the Provost & Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Information Services and Student Success, or the Vice President for Business Affairs. Generally, creation and appointment of University committees and councils are done after consultation with related school directors, program coordinator, academic deans, budget unit heads, the executive unclassified staff, and/or (in the case of the President) the related vice presidents. The University committees and councils aid in the effective operation of the University by studying various issues and recommending changes to, or implementation 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 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.

Appointment terms are defined to retain a core of experienced members from one year to the next. In the case of standing committees, appointments are typically 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 area and the unclassified staff as a whole, in conformance with the [Staff Senate Constitution and Bylaws](#).

### Chairs of University Committees

Chairs of University 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 documentation of correspondence, data, and other information of continuing value to the committee. Committee chairs forward committee records to the new chairs when appointed.

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## **University Committee Minutes (Preparation, Recording, 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 is sent to the appropriate administrative office (President, Vice President, Staff Senate, etc.). One copy will be initialed or signed by the approving agent and be posted on the University website for easy access.

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## 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, and to 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 website](#) or follow the links below:

- [Insurance and General Benefits](#)
- [Retirement](#)

### 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 Tuition and Fee Policy](#).

### Leave

#### Annual and Sick Leave

Rules and policies set forth by the University of Louisiana System (ULS) shall be applicable to all unclassified, non-civil service employees under the jurisdiction of the Board. It is the policy of the Board that unclassified employees shall enjoy benefits comparable to other classes of state employees, and these rules and policies are promulgated under that concept. More information about ULS Leave Policy can be found [here](#).

Annual leave with pay for twelve-month employees is granted for the transaction of personal affairs or for the purpose of rehabilitation, restoration, and maintenance of work efficiency. Annual leave 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.

- Annual leave must be applied for in advance by the employee and may be taken only when approved by the supervisor.
- A request for the use of annual leave shall be requested by completing a [Request for Leave form](#) or the web time entry electronic leave request in Banner Self Service.
- Annual leave shall not be charged for official University holidays or any exceptions to the official University holiday schedule such as inclement weather closures.
- ULM's holiday schedule, which includes dates of University closures for which an employee will be charged compensatory, annual, or leave without pay hours, can be accessed using the left-side navigation on the [Human Resources webpage](#).
- Leave must be taken in quarter-hour increments.
- Leave accrued is available for use after each pay period.

Upon resignation, death, removal, or other termination of employment of an unclassified employee, payment of up to 300 hours of accumulated annual leave may be made at the employee's current rate of pay.

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Sick leave with pay for twelve-month employees is granted to employees who are suffering with a disability which prevents them from performing their usual duties and responsibilities and/or who requires medical, dental, or optical consultation or treatment, including annual physical exams.

- Sick leave shall not be charged for non-work days.
- Leave must be taken in quarter-hour increments.
- Leave accrued is available for use after each pay period.
- Employees are able to use sick leave to care for an immediate family member who is ill or injured or to accompany an immediate family member to a medical, dental, or optical consultation treatment. An immediate family member is defined as a spouse, parent, or child of an employee.

Upon retirement or death, up to 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.

Unclassified staff members who have been employed throughout the fiscal year on a twelve-month basis will accrue both annual and sick leave according to the schedule below:

<b>Length of Service</b>	<b>Per Hour</b>	<b>Per Pay Period</b>
Less than three years	.0461	3.69
Three but less than five	.0576	4.61
Five but less than ten	.0692	5.54
Ten but less than fifteen	.0807	6.46
Fifteen or more	.0923	7.38

For example, a staff member with two years of service would accrue 95.94 annual hours per year and 95.94 sick hours per year (3.69 hours x 26 pay periods).

Accrued, unused annual and sick 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 work.

### **Compensatory Leave**

The [ULM Compensatory Time Policy for Unclassified Exempt Staff and Overtime/Compensatory Time Policy for Non-Exempt Employees](#) establish how employees are compensated for work performed in excess of the normal week. Exempt staff, who typically enter hours of leave taken on the electronic timesheet, are governed by the first policy, and non-exempt staff, who typically enter actual hours worked on the electronic timesheet, are governed by the second. If you are unsure whether you are an exempt or a non-exempt staff member, contact Human Resources to verify your employment type.

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

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requested by completing a [Request for Leave form](#) or the web time entry electronic leave request in Banner Self Service.

### **Family and Medical Leave**

The [ULM Family and Medical Leave Policy](#) is governed by the Family and Medical Leave Act (FMLA) and is maintained by Human Resources. Under this policy, ULM will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. FMLA procedures and forms can be found on the [Human Resources FMLA webpage](#).

### **Leave of Absence**

Leave of absence without pay may be granted to employees for good cause. Such leaves will be approved based upon the ability of the granting department to continue to provide on-going and necessary services. Employees may be required to take any part or all of accrued annual, sick, and/or compensatory leave prior to being granted leave without pay depending on the reason. Refer to ULM's [Policy on Leave of Absence Without Pay for Unclassified Employees and Faculty](#) for more information.

### **Funeral Leave**

Unclassified staff may be given time off without loss of pay or use of accrued annual 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 or annual/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, University of Louisiana Monroe continues to pay the 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 not attempt to have service on jury duty postponed except where business conditions necessitate such action.

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## **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 that are called to active duty for a non-local or non-state emergency.

### **Military Leave with Pay**

Provided the employee gives advance notice, employees are entitled to military leave with pay. No advance notice is required when 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, the employee shall be separated from employment. This rule does not extend the term of temporary appointments that 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 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, employees whose military base pay is less than their state base pay shall be paid the difference between their military base pay and state base pay in their 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 employees upon their return from active duty.



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## POLICIES AND PROCEDURES

While this handbook provides information on several federal, state, and University policies and procedures applicable to unclassified staff members, it does not include every applicable policy. Additional policies are located in the [University Policy Database](#); [Undergraduate and Graduate Catalogs](#); [ULS Policies and Procedures](#), and Louisiana Board of Regents policies related to [Academic Affairs](#) and [Finance & Facilities](#).

### Equal Employment Opportunity Policy

University of Louisiana Monroe firmly supports 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, national origin, age, retirement status, religion, sex, sexual orientation, citizenship, Vietnam era or veteran status, sickle cell trait, pregnancy, childbirth or related medical conditions, or disability. Contact the EEO Officer/Human Resources Director at (318)342-5140 regarding any questions or concerns regarding this policy or the University's [Anti-Discrimination and Harassment Policy](#).

### Title IX Policy Statement

ULM does not discriminate, or tolerate discrimination, against any member of its community on the basis of sex (including pregnancy, sexual orientation, or gender identity) in matters of admissions, employment, or in any aspect of the educational programs or activities it offers. As a recipient of federal financial assistance for education activities, ULM is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex.

Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by ULM's [Sexual Misconduct Policy](#). ULM also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process internally or externally.

Reports of sex discrimination, sexual misconduct, questions regarding Title IX and concerns about non-compliance should be directed to the Title IX Coordinator. Reports may be submitted in person, by phone, in writing, electronically, or anonymously and may be submitted by complainants, third parties or bystanders to the Title IX Coordinator.

Treina Kimble - Special Projects Officer and Title IX Coordinator  
Office Location: University Library Suite 612  
Phone: (318) 342-1004  
Email: [kimble@ulm.edu](mailto:kimble@ulm.edu)

See ULM's [Title IX – Sexual Misconduct](#) website for additional information.

### Americans with Disabilities (Requesting Accommodations)

The Americans with Disabilities Act (ADA) provides individuals with disabilities access to employment, public accommodations, public services, transportation, and telecommunications. The



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University of Louisiana 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 ADA requires an individual with a disability be 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](#) and refer to ULM's [Americans with Disabilities Act Policy](#). Any person requesting an accommodation should follow appropriate procedures to ensure the request is addressed promptly and appropriately.

If an employee feels discriminated against because of a disability or that a reasonable accommodation was not provided, the employee has the 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.

### **Campus Accidents or Emergencies**

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

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

1. University Police	Ext. 5350 or 1-911 (emergency)
2. University Health Clinic	Ext. 1651
3. Ambulance Service	Dial 911
4. Student Affairs	Ext. 5215
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.

For detailed information, refer to the [Emergency Procedures in Case of Injury](#) policy.

### **Initial and Continuing Appointment**

[Hiring Procedures](#) for unclassified staff, along with associated forms and checklists, are available on the [Human Resources Hiring Procedures website](#). New appointees are recommended by department, school, or division heads to the appropriate Vice President, subject to the approval of the President.

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.

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All newly hired employees must participate in mandatory orientation activities as detailed in the [New Employee Orientation Policy](#).

## **Nepotism**

The University of Louisiana Monroe follows the ULS Nepotism Policy, which states:

The University of Louisiana system and its member universities shall be in full compliance with the Code of Governmental Ethics regulation on nepotism found in Louisiana Revised Statutes 42:1119. The Board may authorize employment of persons from the same economic unit or the same immediate family when allowed by law. The Board defines economic unit, immediate family and any other relevant terms pursuant to the definitions found in the Code of Governmental Ethics in Louisiana Revised Statutes 42:1102, or as interpreted by the Louisiana Board of Ethics. No interpretation of this section shall at any time conflict with the Governmental Code of Ethics or any other related statute.

The general provisions of [Louisiana Revised Statutes 42:1119](#) state that no member of the immediate family of an agency head may be employed in his/her agency. An “agency head” is the chief executive or administrative officer of an agency OR any member of a board or commission who exercises supervision over the agency. If a person qualifies as an agency head, then the following family members may not be employed in his/her agency because they classify as members of his/her immediate family:

- Children
- Spouses of children (daughters-in-law, sons-in-law)
- Brothers and sisters
- Spouses of brothers and sisters (added by 1999 legislative amendment)
- Parents
- Spouse
- Parents of spouse (mother-in-law, father-in-law)

## **Code of Ethics for Public Employees**

Pursuant to a state constitutional mandate that all state officials and employees be governed by a [code of ethics](#), 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.

All unclassified employees must comply with the mandate in the Louisiana Code of Governmental Ethics requiring annual ethics education and training of public employees. The [Ethics Education and Training Policy and Procedures](#) is posted online.

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## Professional Responsibility

The University of Louisiana 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 [on the Human Resources Forms webpage](#). Paycheck stubs can be retrieved online (See [Banner Self Service](#)). Information on accessibility and login is also available by contacting the [Human Resources Department](#). Before any unclassified staff member can be placed on the University payroll, the individual must provide proof of employability [by completing an I-9 form](#), a W-4 withholding allowance form, a retirement system form, and any other [required new hire](#) 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, [in coordination with the Human Resources Department](#), is responsible to ensure that new unclassified staff members have completed the necessary forms and 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

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, anything 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 has or is seeking to have a business, financial or contractual relationship with the public servant's agency."  
(R.S. 42:1111, R.S. 42:1115, [Louisiana Code of Governmental Ethics](#))

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.

Unclassified staff members asking permission to accept outside employment while under contract should make a written request each year to their 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 of outside employment approved.

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[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 an outside employment form does not authorize a specific absence from official duties or responsibilities.

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 school director or program coordinator 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**

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 must 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 school director or program chair 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. [Travel policies and forms](#) are available online or by contacting the [Controller's Office](#). The University promotes professional development accomplished by attendance at conferences, workshops, seminars, and meetings.

## **University Vehicle Policy**

The University maintains a motor pool for authorized travel as well as other University transportation requirements. University [Vehicle Request forms](#) are online. Usage policies and procedures are 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 travel policies](#).

Unclassified staff members must be authorized to drive on University business as stated in the [Driver Safety Policy](#). All employees must complete the [Driver Authorization Form](#) and the [Online Driver Safety Course](#).

## **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

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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**

All faculty, staff and students (Patrons) are issued a University email account for use throughout their career at ULM. Email shall be considered an appropriate mechanism for official communication with ULM Patrons unless otherwise prohibited by law. The University reserves the right to send official communications to ULM Patrons by email with the full expectation the individual will receive and read the email in a timely fashion.

ULM Patrons are expected to adhere to the [University Email Policy](#) and check their email on a frequent and consistent basis in order to stay current with University-related communication. ULM Patrons have the responsibility to recognize certain communications may be time-critical. Employee accounts are terminated after Information Technology 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 six weeks. Student accounts are terminated approximately one year after all academic activity and responsibilities have ended.

It is against school policy to forward any ULM Patron's email to an outside email address (e.g., yahoo, gmail, etc.). All ULM Patrons shall utilize ULM's offered email platform for all electronic communications.

When responding to a query sent from an unofficial email address, ULM Patrons should be careful not to reply to a SPAM or phishing email. ULM recommends verifying that the sender's name matches the sender's email address. If you did not expect it, do not click on it!

### **Social Media Policy**

ULM's Office of Marketing and Communications information supports ULM employees using this communication method to reach future and current students, alumni, colleagues, donors, and friends. Staff members in the ULM Office of Marketing and Communications crafted the [Social Media Policy](#) including "best practices" to protect personal and professional reputations, as well as maximize the impact of ULM's promotional opportunities in social media. Employees will use this as a resource for posting content and managing official ULM social media sites. These policies and guidelines apply to all ULM faculty and staff and the social media accounts associated with schools, colleges, departments, and offices.

### **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 an 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.

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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 Free Policy**

The [Tobacco Free Policy](#) applies to all University students, faculty, staff, contractors, and visitors (the public). The policy applies to all buildings and property that are owned, leased, or rented by the University of Louisiana Monroe. : For the purposes of this policy, “tobacco use” includes but is not limited to personal use of any tobacco product including electronic cigarettes or any other device intended to simulate smoking, smokeless tobacco including snuff, chewing tobacco, smokeless pouches, any forms of loose leaf, smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco. The policy applies to all forms of tobacco whether intended to be lit or not. 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. The sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas.

Vice presidents, deans, directors, and coordinators are responsible for ensuring that unclassified staff, students, contractors, and visitors 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 manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace at University of Louisiana 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 and 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



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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 way. All transfers and dispositions are handled through Property Control.

[Property Control forms](#) for reporting all activities concerning state property are available online at [www.ulm.edu/forms](http://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. You may also reference the [Property Control Policy](#).

### **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 in both the ordering department and in the 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 the [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 from the [Office of Sponsored Programs and Research](#) (OSPR).

### **Unclassified Staff Evaluation System**

The unclassified staff evaluation system is used to promote communication about performance, facilitate better working relationships, provide a historical record of performance, and contribute to the employee’s professional development. A framework for official performance evaluations serves multiple purposes including:

- Establishing an objective process within which a supervisor and the employee reporting directly to that supervisor can discuss the employee’s performance, as assessed by the employee and multiple evaluators, including the supervisor and other members of the University community able to observe the employee’s performance

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- Providing feedback to supervisors through evaluations from employees who report directly to them
  - Helping employees improve their effectiveness and personal job satisfaction through feedback and goal setting
  - Promoting employee accountability for performance of an employee's professional responsibilities
  - Establishing a systematic method for determining which employees should receive merit pay, if granted.

The performance evaluation applies to all unclassified staff employees and certain academic administrators. The evaluation cycle shall be the 12-month period from [July 1](#) through [June 30](#) of each fiscal year. The annual evaluation will be implemented online; process details are published by [Human Resources](#).

Performance evaluations and plans, as well as any related documentation, shall be maintained by the Office of Human Resources in the employee's confidential personnel files.

Failure to fulfill Evaluation and/or Performance Evaluation Plan responsibilities will result in ineligibility for consideration for merit pay the next time merit pay is considered. Any Supervisor who fails to evaluate any direct report Employee who is entitled to an evaluation under this policy shall be reported to the Director of Human Resources and may be subject to disciplinary action, as determined by the Supervisor's division Vice President. For more information on the evaluation system, please refer to the [Performance Evaluation Policy](#).

### **Mandatory Training**

Unclassified Staff are required to complete the following online trainings throughout the year:

- [Louisiana Code of Ethics](#) (annually)
- [Safety Training](#) (quarterly trainings)
- [Driver Safety Program](#) (every three years)
- [Preventing Sexual Harassment](#) (annually)
- [Reporting Power-Based Violence](#) (annually)

### **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 are 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. For more information, please refer to the [Fund Raising Policy](#).



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## **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 radiation-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. They may not be used for the private or personal benefit of any employee. 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. For more information, please refer to the [Property Control Policy](#).

## **Termination of Employment**

An unclassified staff member who is terminating employment shall obtain from the 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.

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# 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 information, contact [La Capitol](#).

## 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, refer to the following:

- [ULM Events Calendar](#)
- [ULM School of Visual & Performing Arts](#)
- [ULM Student Life](#)
- [Northeast Louisiana Arts Council](#)

## Activity Center

The Activity Center at University of Louisiana 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 walleyball courts; a 2,300 square foot group exercise 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, 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, and towel service. Recreational equipment is available at no charge for 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](#).

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## **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 website](#). 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 scanning 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.

## **Information Technology**

Centralized computing resources include a combination of servers that support all campus network resources. The network is extended to about 60 buildings, 48 of which are connected via fiber. This network extends IP based Internet and research networks to departmental networks as well as stand-alone personal computers. Services include network support (wired & wireless), training and orientation, configuration design and hardware specifications, site license software distribution, test grading, assistance with instructional media, and web and database development. Computing resources have also been provisioned for a more secure campus, which include electronic access controls and camera surveillance.

## **Vehicle Registration and Parking**

Vehicles of unclassified staff members must be registered with University Police. [Vehicle registration](#) may be completed online. Parking permits must be obtained within twenty-four hours after vehicles are parked on campus. Special parking areas designated for employees are outlined on the [ULM Parking Regulations webpage](#). Campus regulations should be read, understood, and observed.

## **Office of Marketing & Communications**

[Office of Marketing & Communications](#) 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 Marketing & Communications.

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Unclassified staff members should work through their department head or program director to inform the Office of Marketing and Communications of 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 textbooks for enrolled students and a wide selection of ULM clothing and merchandise.

### **Telephone System**

The campus telephone system is cloud based and managed by the Telecommunications Department under the supervision of Information Technology. Each assigned telephone line is approved by the appropriate Budget Unit Head. Services, as needed, are charged to departmental budgets. 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 that is a part of, or connected to, the University telephone system.

Most campus phones have nation-wide long distance capabilities. However, some phones in public access areas are restricted to local only. International permissions are granted on a per phone basis and only with department head approval. To gain international calling privileges, please contact the Telephone office at ext. 5555.

### **Public Office**

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

- Employees must notify the President of the University of their intent to run for public office prior to the date of publication.
- Employees should be accurate and make every effort to indicate they are not an institutional spokesperson.
- If campaigning or elected employees cannot continue performing job duties required of their position, employees must take annual leave or leave without pay for the appropriate period in accordance with leave policies of the Board of Supervisors.

### **University Facilities**

Facilities at the University are available to provide students, faculty, staff, and guests with quality venues, services, programs, and learning opportunities. Because of the uniqueness of each venue, the department having oversight for each venue will establish usage policies and charges specific to their facility and property. For more information, please refer to the [Facilities Policy](#).

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## **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.

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# UNCLASSIFIED STAFF HANDBOOK

The Unclassified Staff Handbook is a selection of policies and procedures relevant to unclassified staff at University of Louisiana Monroe. The Unclassified Staff Handbook is a document for communication to unclassified staff members, therefore 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 Vice President for Business Affairs. 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 Vice President for Business Affairs no later than May 1 each calendar year. The memo will state the needed changes along with the reason and justification for the changes and will be signed by the President of the Staff Senate.

The Vice President for Business Affairs (VPBA) 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 VPBA, the VPBA 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 VPBA even if there are no changes. This is to ensure the Unclassified Staff Handbook is reviewed annually on or before May 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 VPBA will be informed as soon as possible after the change is made.

## **Omissions**

If a procedure or policy not present in the Unclassified Staff Handbook is deemed necessary for inclusion in the Unclassified Staff Handbook, the 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.

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## **Comments and Feedback**

Comments and Feedback should be submitted via email to the President or Secretary of the Staff Senate, the VPBA, and person(s) assigned to the upkeep of the Unclassified Staff Handbook.

Comments and Feedback are part of the public distribution of the Unclassified Staff Handbook and must adhere to the Unclassified Staff Handbook update procedure.