



# **CLASSIFIED EMPLOYEE HANDBOOK**

An interesting and challenging experience awaits you as an employee of the **University of Louisiana at Monroe**. This handbook has been prepared to answer some of the questions you may have concerning the University and its policies. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are subject to change at the sole discretion of the University. The most current information will be maintained on the Human Resource Department Webpage at [www.ulm.edu/hr/classhandbook](http://www.ulm.edu/hr/classhandbook). Should you have questions regarding any of the established policies, please ask your supervisor or a member of the Human Resources Department staff for assistance.

This handbook is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship 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 Civil Service Rules. 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.

# CLASSIFIED EMPLOYEE HANDBOOK

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# **COMPENSATION**

## **APPOINTMENT TYPES**

Employees are appointed to positions in the classified service in several ways. The most common are restricted appointments, job appointments, provisional appointments, and probational appointments.

### **Restricted Appointment**

Employees hired on a restricted appointment are temporary employees. The appointment cannot exceed six months. The Director of Civil Service or the University's Appointing Authority (Human Resources Director) may cancel a restricted appointment at any time. Employees hired on restricted appointments are not eligible to receive funeral leave, special leave (except for some types of military leave), or any holiday leave. A person serving a restricted appointment cannot gain permanent status, and cannot earn or take leave. They are only paid for the hours they work.

### **Job Appointment**

Employees hired on a job appointment are temporary employees. Persons on job appointments do not attain permanent status and may be separated by the employing agency at any time. A job appointment may be made for a period up to but not exceeding three years at a time.

### **Probational Appointment**

The probational appointment is the most common method of filling vacancies. Applicants are hired from a certificate of eligible applicants (register) or based on having a certifiable score for competitive positions. For noncompetitive positions, the best-qualified applicant is selected. Each person appointed to a probational appointment serves a probationary or working test period of no less than twenty-four months. During this period the supervisor determines whether or not the employee can satisfactorily perform the job duties.

If the employee's performance does not meet the required standards, the employee may be removed at any time during the probationary period.

If the employee satisfactorily completes the probationary period he/she attains PERMANENT STATUS. Attainment of permanent status is extremely important, as many rights under the Civil Service system are limited to permanent employees. Some of the more important ones include: the right to appeal disciplinary actions, preference in layoffs, noncompetitive re-employment rights, and promotions.

### **Non-Competitive Probational Re-employment**

For competitive positions, a former permanent employee who has been separated from classified service and who was in good standing (last separation from the classified service was not by dismissal or resignation to avoid dismissal) may, within ten years from separation, be non-competitively re-employed to any competitive position for which he/she is qualified and which has the same or a lower entrance salary as the current minimum for the class in which he/she had permanent status. This is a probationary appointment.

## **EMPLOYEE WORK SCHEDULES**

According to state law, all full-time classified employees are required to work 40 hours per week. The workweek consists of seven (7) days beginning at 12:01 a.m. on Saturday and ending at 12:00 midnight the following Friday. A workday is a period of twenty-four (24) consecutive hours from midnight to midnight. Employees required to work overtime shall be compensated at the appropriate overtime rate in accordance with Chapter 6 of the Civil Service Rules and the Fair Labor Standards Act, with the Fair Labor Standards Act taking precedence.

Regular University business hours are from 7:30





## **POSITION CHANGES**

Most employees who remain in state government for any length of time change positions one or more times. Most changes result from promotions, demotions, or transfers.

### **Promotion**

A Promotion involves the movement to a position in a class with a higher pay maximum. Only permanent employees can be promoted. University policy requires the applicants to have an active score for positions they are applying for. It is to the employee's advantage to prepare in advance for future opportunities by taking the appropriate tests for the higher positions that are available at the University.

A promotion may be either competitive, (i.e. the employee must compete with others either within or outside the agency for the job) or noncompetitive, (i.e. there is no requirement to compete with others). To determine whether a particular promotion will be competitive or noncompetitive, contact staff in the Human Resources Office. For more information see the Promotional Pay Policy at [https://webservices.ulm.edu/policies/index.php?a=browse&budget\\_code=12300](https://webservices.ulm.edu/policies/index.php?a=browse&budget_code=12300).

The Department of Civil Service does not maintain lists of eligible applicants for promotions. Instead, agencies post selected vacancies on the Civil Service Job Search Program. Interested applicants apply directly to the agencies. For more information about job openings at the University of Louisiana at Monroe go to <http://www.civilservice.la.gov/asp/jobsearchmain.asp>.

### **Demotion**

A Demotion involves the movement from a position in one class to a position in another class with a lower minimum pay rate. A demotion may result from inefficiency, from the employee's own request, or from other reasons. For more information see the Demotion Pay Policy at [https://webservices.ulm.edu/policies/index.php?a=browse&budget\\_code=12300](https://webservices.ulm.edu/policies/index.php?a=browse&budget_code=12300).

### **Transfer**

A Transfer involves the change of an employee from a position in one department (state agency) to a position in another department (state agency). The transfer can be to a higher position (transfer and promotion), lower position (transfer and demotion), or to the same level (lateral transfer). For more information see the Transfer Hiring Policy at [https://webservices.ulm.edu/policies/index.php?a=browse&budget\\_code=12300](https://webservices.ulm.edu/policies/index.php?a=browse&budget_code=12300).

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When additional duties and responsibilities are assigned to a position, it may become necessary to file an updated job description. The reallocation of a position from one job class to another job class results from a determination by the Human Resources Office subject to the review of the Department of Civil Service that a different official allocation must be made for a position. It is important to know that the job duties assigned to a position determine the allocation not the experience of the incumbent in the position. Updating computers and software do not necessarily constitute additional or changed duties as they are typically viewed as work tools. In addition, the incumbent must meet the minimum qualifications for the higher classification.

## **REGULAR PAY PROCEDURES**

Classified employees are paid bi-weekly over 26 pay periods per year. Checks are normally distributed on alternating Fridays. For new employees, it is important to remember that due to a one-week lag, they probably will not receive their first check until they have worked about three weeks. At that time, they will receive a check for the first pay period they worked. If a scheduled payday falls on a holiday, employees are usually paid on the day preceding the holiday.

All required deductions such as federal and state taxes, retirement or social security contributions, and Medicare taxes will be automatically deducted from the employee's paycheck. Employees must sign payroll deduction forms to have voluntary deductions made from their checks. Voluntary deductions include: health insurance, life insurance, credit unions, cancer policies, United Way, union dues, annuities, etc.

Employees should review their paychecks for errors. If a mistake is found, it should be immediately reported to the supervisor, who in turn needs to report the error to the Payroll

## **SALARY ADMINISTRATION**

A classified employee's salary is based on the pay grade assigned to the Civil Service classification to which he/she is assigned. Each position is allocated based on job duties. Pay grades are assigned to each classified position and include a minimum and a maximum salary. The minimums and maximums of each pay grade are set by the Department of Civil Service. For more information on these pay grades, go to the Civil Service web site located at: <http://www.dscs.state.la.us/>.

# **LEAVE BENEFITS**

**ANNUAL AND SICK LEAVE**

Annual Leave is leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal affairs. Sick Leave is leave with pay granted an employee who is suffering with a disability which prevents him/her from performing his/her usual duties and responsibilities and/or requires medical, dental, or optical consultation


Accrued unused annual and sick leave earned by an employee shall be carried forward to succeeding calendar years.

**Use of Annual Leave**

Annual leave must be applied for by the employee and may be used only when approved by the employee's supervisor. Leave is requested on a Report of Classified Leave which is sent to payroll

When an employee who has been paid under this Rule for accumulated annual leave is re-employed in a classified position, he/she shall pay the department (state agency) which re-employs him/her the value of such annual leave at the rate paid him/her less the value of the working hours between the last day worked and the date of re-employment and shall be given credit for the number of hours of annual leave for which he/she has made reimbursement. For example, if the employee is paid 150 hours of terminal annual leave and returns to duty after 10 working days or 80 hours, he must reimburse the agency for the 70 remaining hours. The employee will be re-credited 70 hours of annual leave. Normally an employee is out of state service a sufficient time to avoid any such repayment.

### **Use of Sick Leave**

Sick leave may be utilized by an employee who has sufficient leave to his/her credit for necessary absence from duty because of:

Illness or injury which prevents performance of usual duties, and/or

Medical, dental, or optical consultation or treatment.

Sick leave may only be taken in quarter hour increments.

Sick leave may not be used to care for a child or family member.

In order to qualify for paid sick leave, an employee must follow the call-in procedures established by his/her department. Should the employee fail to call in or notify the supervisor, all hours absent will be charged as unauthorized leave without pay, unless it is shown that it was medically impossible or



employee's attendance record and other matters of which the supervisor may have knowledge.

The abuse of sick leave privileges may result in disciplinary action regardless of the length of absence.

An employee on annual leave may not, retroactively, have hours originally approved as annual leave charged to sick leave unless the charge to annual leave was through administrative error, except in the following case: if, during an approved period of annual leave, an event occurs which qualifies for sick leave and the employee immediately reports this occurrence to the appropriate individuals(s), an adjustment may be made to the leave records as to all leave taken after the notice was given.

An employee who has fewer than eight (8) hours of sick leave to his credit and is unable to perform the essential functions of his job due to illness or medical disability may be separated from his/her employment. A separation under these conditions is not considered a disciplinary action and is done because of a need to have the duties of the position performed. An employee must have exhausted 12 weeks under FMLA to be terminated under this provision. When an employee is non-disciplinarily removed under this provision, he/she shall be paid for all remaining sick leave.

Absence from duty caused by maternity is considered to be a temporary disability similar to any other medical disability. Employees may use accumulated sick leave for this purpose. If the employee's sick leave balance is insufficient to cover the entire period of absence, the employee must seek approval from the appointing authority or his/her designee to use annual leave, or to use leave without pay. Sick leave may be used only for that period of time during which the employee is unable to perform her duties because of pregnancy. Any additional time off must be covered by other types of leave when the employee is discharged by her health care professional, usually six weeks following delivery. Maternity leave will be designated under FMLA. (Louisiana Law R.S. 23:342 allows up to 4-months of leave for pregnancy/childbirth leave.)

Before being granted leave for maternity purposes the employee is required to furnish a statement from her health care professional to the effect that she can no longer perform the duties required and the expected date of delivery. Before the employee can return to work from an extended illness, pregnancy, or surgery, the health care professional must certify in writing that the employee is able to return to regular duties. To prepare for possible replacement of an employee who is requesting maternity leave, the employee's written request for leave should be submitted a minimum of two months in advance of the proposed beginning of leave.

An employee cannot be paid for unused sick leave upon termination. If the employee is re-employed in state service within five years from a non-disqualifying separation, the employee will be credited with all sick leave and any annual leave for which he/she was not paid. If the employee transfers to another LA State agency, their leave balances are transferred to the gaining State agency.

There is no maximum accrual of sick leave. Unused sick leave may be used to extend years of service for purposes of retirement credit for employees who are members of LASERS or TRSL. Unused sick leave cannot be used to attain eligibility for retirement.

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For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)



## COMPENSATORY LEAVE

Compensatory Leave is leave accrued and used by classified employees on job appointments, probational appointments, and permanent appointments for work and duties performed in excess of the normal 40-hour work week or for working on a holiday.

In accordance with Civil Service Rules and the requirements of Federal rules, statutes, regulations and judicial decisions, an employee who is required to perform overtime duty may, at the option of the appointing authority be credited with compensatory leave for the hours he/she has been required to work.

Compensatory leave shall not be credited to any employee in the classified service while serving on an intermittent basis.

Compensatory leave credited to an employee may be used by him/her with the approval of the appointing authority. The minimum charge for compensatory leave shall be one-quarter hour.

An employee who has been credited with compensatory leave may be required by the appointing authority to take all or part of such leave at any time.

In accordance with Civil Service Rule 6.25 the following applies to:

### Caps on Accumulation of Compensatory Leave

Time and one-half            240 hours maximum accumulation. After maximum accumulation, any additional overtime work in excess of forty hours per week must be paid at the time and one-half rate.

Hour for hour                Unlimited accumulation during year. Maximum of 360 hours carried forward from one calendar year to the next.

If more than 360 hours accrued as of December 31 then excess over 360 must be paid by March 1.

If an exception to carry over more than 360 hours has been granted by the Civil Service Commission, any leave over that approved maximum number of hours must be paid by March 1.

In accordance with Civil Service Rule 11.29 the following applies to:

### Compensatory leave balances upon separation or transfer

Time and one-half            Employee paid for all accumulated hours.

Hour for hour                Employees shall be paid at the final regular rate received.

## CRISIS LEAVE PROGRAM

### Classified Staff

#### Authorization

This Crisis Leave Program is established and approved by the State Civil Service Commission in accordance with Act 1008 passed by the Louisiana Legislature in 1992, Senate Concurrent Resolution 54 of the 1997 Regular Session of the Legislature and Civil Service Rule 11.34, Crisis Leave Pool.

#### Purpose

The Crisis Leave Program is a means of providing paid leave to an eligible classified employee who has experienced a serious illness or injury to himself or herself or an eligible family member. For the purpose of this policy we will use the definition of serious illness or injury as outlined by the Family and Medical Leave Act. The intent of the program is to assist employees who, through no fault of their own, have insufficient paid leave balances to cover the crisis leave period. Crisis leave can only be used on a continuous basis. It is not to be used on an intermittent basis.

#### Definitions

Licensed Medical Service Provider (LMSP) - a practitioner, as defined in the Louisiana State Licensing Law (relative to that LMSP's field of service), who is practicing within the scope of his or her license. This is to include licensed Physicians (a doctor of medicine) or MD, doctor of osteopathy or DO, or licensed Chiropractors, Counselors, or Therapists as recognized and licensed by appropriate State boards or authorities.

Serious Health Condition - is an illness, impairment, physical or mental condition, or injury caused by a serious accident on or off the job, that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility;
2. Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days, that also involves continuing treatment by (or under supervision of) a health care provider; or
3. Continuing treatment by (or under supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days.

Voluntary or cosmetic treatments (such as most treatment for orthodontia or acne) that are not medically necessary are not "serious health conditions," unless inpatient hospital care is required. Restorative dental surgery, after an accident, or removal of cancerous growths are serious health conditions provided any of the other conditions are met (1, 2, or 3). Treatment for allergies or for

Crisis Leave Committee - The committee shall be comprised of five classified employees, the Human Resources Director and the Payroll Director. The President shall appoint the five classified employees. The President shall also appoint the chair of the committee from the five classified employees selected. The committee will serve to administer the Crisis Leave Program. When not otherwise specified in written policy, the Committee may recommend operational guidelines and procedures for the Crisis Leave Program. The Human Resources Director and the Payroll Director shall serve in an ex-officio non-voting capacity on the committee.

#### Eligibility Requirements

To be eligible to receive annual leave from the Crisis Leave Pool an employee shall meet the following requirements:

- x Be a full-time permanent classified employee eligible to earn and use annual leave.
- x Have completed at least one year of service (12 months) with the University.
- x Have used all of his/her sick, annual, and compensatory leave before requesting annual leave from the pool.
- x The employee or the employee's eligible family

- x The value of the annual leave granted as crisis leave may not exceed 75% of the employee's pay received in a regular workweek. The remaining 25% shall be leave without pay.
- x Crisis leave will terminate on the date of death of the terminally ill employee or family member.

### Donation Procedures

Contributions to the Crisis Leave Pool are strictly voluntary; no employee shall be coerced or pressured to donate leave. An employee donating to the pool may not designate a particular employee to receive donated time. Donations are accumulated in the pool on a calendar basis and awarded on a first-come, first-served basis to eligible employees. Donations must be renewed annually. Donations are limited to the following terms:

- x an employee may donate a minimum of four (4) hours of annual leave and up to a maximum of 240 hours of annual leave per calendar year (no sick or compensatory leave).
- x donations are made in whole hour increments.
- x the donor must have a balance of at least 120 hours of annual leave remaining after the contribution.

The employee must complete a leave form and designate the leave as a "Donation to the Crisis Leave Pool". This form should be turned in to the immediate supervisor for approval, who then forwards the form to the Payroll Director, who manages the Crisis Leave Pool.

### Request Procedures

A classified employee may request leave from the Crisis Leave Pool by the submission of a letter, an "Application for Use of Crisis Leave Pool" and a statement from the employee's or family members licensed medical service provider. The documentation must include:

- x beginning date of the illness or injury; and
- x detailed description of the illness or injury, including any requested information useful in making a final determination of eligibility; and
- x prognosis for recovery, if the request is for an employee; and
- x anticipated return to work date; and
- x documentation, as requested by the Human Resources Director, to establish eligibility of a family member (birth certificate, marriage license, adoption papers, etc.).

The request and accompanying documentation is submitted to the Human Resources Director. The Human Resources Director reviews the request to make sure that the employee is eligible to receive crisis leave. The employee requesting crisis leave must provide all requested information necessary to make a final determination of eligibility.

All requests for crisis leave shall be treated as confidential. All requests and documentation for crisis leave are submitted in envelopes marked "confidential". The Human Resources Director will notify the chair of the Crisis Leave Pool Committee to call a meeting. Requests will be reviewed and approved or disapproved by the Crisis Leave Pool Committee.

Each request will be stamped with the date upon receipt by the Human Resources Director, and handled on a first-come, first-served basis. The request should be submitted at least ten (10) days before the crisis leave is needed, when possible. This is necessary to allow the Crisis Leave Pool Committee time to receive, review the request and either approve all or part of the request, or deny the request, and issue a letter of approval or denial to the employee, the employee's supervisor or budget unit head.

If the request is approved, the Payroll Director will credit the approved time to the employee's leave record.

Any approved crisis leave is used and documented in accordance with the same procedures as regular paid leave taken by the employee.

### Changes in Status Affecting Crisis Leave

The granting of crisis leave is meant to cover only the circumstances for which it was requested. If any change occurs in the nature or severity of an illness or injury, or of any other factor on which the approval was based, the employee must provide documentation describing the change to the Human Resources Director. The employee can request more crisis leave subject to the limits outlined above; however, extensions of crisis leave are not automatic. Each extension must be approved on a first-come, first-served basis. The employee, immediate supervisor, and primary timekeeper will be notified accordingly.

Hours granted from the Crisis Leave Pool may be used only for reasons stipulated in the approved request. The use of leave from the Crisis Leave Pool that is not in accordance with procedures and requirements outlined in this policy may constitute payroll fraud and will be dealt with accordingly.

Employees who are able to return to work, before using all of their granted crisis leave, must return the unused leave to the Crisis Leave Pool.

### Compensation and Benefits

Crisis leave will be awarded hour for hour regardless of the giving or receiving employee's rate of pay.

An employee in crisis leave status will be considered in partial paid leave status and will continue to receive benefits as appropriate.

In accordance with Civil Service Rule 11.5 (a) employees on crisis leave will not accrue annual or sick leave while using donated leave from the Crisis Leave Pool. Payroll will adjust their automatic leave earnings accordingly.

### Appeals

The decision to approve or deny crisis leave by the Crisis Leave Committee is final and not subject to appeal.

References: Act 1008, 1992 LA Legislature  
SCR 54, 1997 LA Legislature  
Civil Service Rule 11.34, Crisis Leave Policy  
Civil Service Rule 11.5 (a) Earning of Annual Leave and Sick Leave

## CIVIL, EMERGENCY, AND SPECIAL LEAVE

An employee serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave, or sick leave when:

- 1.



## 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.

## FUNERAL LEAVE

Probationary and permanent employees may be granted time off for attending the funeral or burial rites of a parent, step-parent, child, step-child, ~~brother~~, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, or grandchild; provided such time off shall not exceed two consecutive days on any one occasion. The day of the wake and the day of the funeral are the two days for which special leave is given to the employee. For example, if the two days fall during the week on days the employee is scheduled to work, the employee would be eligible for two days of funeral leave. If however, the wake is on a Sunday night and Sunday is the employee's normal day off with the funeral following on Monday, the employee would be allowed one day of funeral leave. If additional leave is required by the employee, the employee may request to use sick, compensatory or annual leave depending on the situation. For payroll purposes the name of the deceased person, relationship to the employee, the date(s) of the wake or funeral should be listed on the leave slip. Employees may request annual leave or leave without pay to attend funeral or burial rites of friends or relatives not specified.

## VOTING LEAVE

A probationary or permanent employee may be granted time off without loss of pay, annual leave or sick leave when voting in a primary, general or special election which falls in his regular scheduled work day, provided not more than two hours of leave shall be allowed to vote in the parish where he is employed and not more than one day to vote in another parish.

University employees whose scheduled work day is between the hours of 7:30 a.m. to 5:00 p.m. on an election day, and who are unable to vote prior to or after their work day, shall be allowed, upon request of the employee and approval of the department head, time off with pay for voting.

The department head will have the discretion of determining the amount and when time off will be granted during the election day. Nothing in ~~policy~~ would prevent a department head from inquiring as to the reasons why the employee ~~cannot~~ not vote prior to or after the work day.

## VOLUNTARY DISASTER SERVICE LEAVE

A full-time probationary or permanent employee may be granted time off without loss of pay, annual leave, compensatory leave, or sick leave, for a period not to exceed 15 work days in any calendar year, to participate in American Red Cross relief services in Louisiana for disasters designated at Level III or above in the American Red Cross Regulations and Procedures. Such employees must have received a certification from the American Red Cross as a Trained Disaster Volunteer. All such requests must be made in writing and approved by the appointing authority.

## LEAVES OF ABSENCE WITHOUT PAY

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.

The request for Leave Without Pay (O) should include a listing of the reasons needed and the duration of the leave. The term of the leave may not extend beyond the period for which support is committed to the position or contract. Good cause for granting leave of absence without pay may be interpreted to include but not be limited by the following: extended illness; need to provide care for family members; education which will directly increase job effectiveness; adoption of children; or in special situations, temporary employment outside the University when it is in the interest of public service and/or will be beneficial to the University upon the employee's return. Leaves of absence without pay may be granted under FMLA.

### Criteria to be Used to Evaluate Leave Without Pay Requests

1. The effect upon the department if leave without pay is granted;
2. The recommendation of the immediate supervisor;
3. The length of University employment and prior leave history;
4. The probable effect of the leave as it will benefit or disadvantage the University.

### Service Credit and Leave Accrual

Leave without pay does not count as credited service for leave accrual or retirement purposes. Service before and after leave without pay will be combined to determine leave accrual rates and total service.

Annual and sick leave do not accrue during a period of leave without pay. Membership in the retirement systems is suspended. Contributions may not be withdrawn from the state retirement systems without the action being considered as a termination or resignation from employment.

### Reporting of Leave Without Pay

A Payroll Action Form B from the Department of Human Resources should be completed and processed for classified employees on leave without pay. The employee should contact the insurance office to continue insurance coverage during LWOP. Leave Without Pay (O) should be marked on the Report of Classified Leave Form and submitted to payroll with the time sheet.

Leave without pay for tardiness should be reported on the time sheet as AWOL (Absent Without Leave)(W).

All written records pertaining to the leave request must be maintained in departmental files.

#### Failure to Return to Work at the Expiration of Leave

If an employee who has been granted leave fails to report to duty on the first working day following the expiration of leave, he/she shall be considered as having deserted his/her position and shall be removed from the position.

The University of Louisiana at Monroe may, for any reasonable cause, or at the request of the employee, curtail a period of leave of absence without pay, provided such curtailment is in the best interest of the University and proper notice is furnished to the employee, except in the case of Family and Medical Leave)The employee's adjusted service date is corrected to reflect actual state service when the employee returns to duty.

#### Leave of Absence for Holidays

Employees eligible for holiday pay must be in a paid work status (i.e. actually work the day or be on paid leave) the last normal work day before a holiday or the first normal work day after the holiday in order to receive pay for the holiday. Employees on leave without pay before and after the holiday shall not receive pay for the holiday.

#### Unapproved Leave Without Pay

Employees who are absent from the work place without prior supervisory approval will be considered to be Absent Without Pay unless the employee has provided written notification to the supervisor in advance of the absence.

## 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 they give advance notice, employees on job appointment, provisional, probationary or permanent status, 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 serving on job appointment, provisional, probationary or permanent status, 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 serving on job appointment, provisional, probationary or permanent status, who have either 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 the classified service. This rule does not extend the term of temporary appointments which were made for less than

employee's regular state pay, unless other value 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 who choose to use their annual leave during their period of military absence shall not be eligible for receipt of the pay differential, unless the leave was used between September 11, 2001, and the date of the adoption of this rule.

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 return from active duty.

Employees who are on Leave Without Pay shall receive, each calendar year, the full 15-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.

If paid leave has been used during any portion of service from September 11, 2001, through the date of adoption of this rule, an employee who chooses to use the pay differential option shall have his leave balance re-credited with a leave amount equal to the value of the pay differential the employee would have received had this rule been in effect on September 11, 2001.

A probationary or permanent employee, who was called to active duty for military purposes and who resigned from state service, may, at his request, and within 90 days of his release from active duty, have his resignation rescinded.

## SUPPLEMENT TO WORKERS' COMPENSATION

When an employee is absent from work due to disabilities for which he/she is entitled to workmen's compensation, the employee will use accrued leave to supplement workmen's compensation payments so long as the combination of the value of the leave and workmen's compensation payments does not exceed the employee's regular salary. Employees with no accrued leave balances receive only the amount paid by workmen's compensation.





# EMPLOYEE CONDUCT

## COURTESY

Keep in mind at all times that as employees of The University of Louisiana at Monroe all of us are public servants. As such, we are obligated in both direct and indirect dealings with citizens of our State to serve efficiently and courteously. Visitors to The University of Louisiana at Monroe, for business or for other reasons, are to be received politely. They should be treated with the same courtesy and consideration that we would expect to receive if we visited another state agency or private business. All employees are expected to be pleasant, courteous and cooperative at all times. They are expected to refrain from any evidence of bad mouthing, talking down to anyone, or negatively representing their department, themselves, co-workers, students, or any member of our University family.

## ABSENTEEISM AND TARDINESS

The University of Louisiana at Monroe expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries occur, The University of Louisiana at Monroe offers sick leave for certain time lost.

Should an employee be unable to work because of illness, the supervisor or department head

## APPROPRIATE CONDUCT/WORK RULES

As integral members of The University of Louisiana at Monroe team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in business and personal life that employees refrain from any behavior that might be harmful to him/her, co-workers, and/or the University or that might be viewed as unfavorable by current or potential customers (students) or by the public at large. Employees of The University of Louisiana at Monroe are expected to comply with accepted standards of personal conduct.

Whether on duty or off, an employee's conduct reflects on the University. He/she is consequently encouraged to observe the highest standard of professionalism at all times. The University of Louisiana at Monroe, like other employers, has established work rules. These rules are specifically designed to aid The University of Louisiana at Monroe and employees in achieving a safe working environment and operational goals to better enhance competitiveness in higher education, while also creating a consistent and fair method in dealing with violations. Types of behavior and conduct that The University of Louisiana at Monroe considers inappropriate include, but are not limited to, the following.

Unscheduled, un-excused absence or tardiness.

Failing to report absence as required by individual departmental policy- not calling in by specified time (failure to follow department guidelines concerning notification of absenteeism).

Failing to return from leave of absence as scheduled.

Abusing lunch and break periods. Aborizydean-exdalsrippr(dean.0002rod inn ach000gssiono ftentdepa

Smoking in an unauthorized area.

Failure or inability to produce quality and/or ~~quantity~~ quantity of work desired or wasting University owned materials.

Restricting one's own production or interfering with the work or production of another employee: causing disruption, visiting or interfering with others while at work.

Loafing, roaming, loitering, leaving workstation or quitting early without proper notification or permission.

Sleeping on the job.

Conducting personal business on University time. Using University telephones or facility communication systems inappropriately or for personal business. Using University computers for personal business including accessing confidential computer files and data (computers should not be used to access web sites that contain pornography or other offensive, inappropriate pictures or information).

Fighting or committing an assault (see Violence in the Workplace Policy at

Stealing or committing any criminal offenses on University property. Being dishonest, including but not limited to deception, fraud, lying, cheating or theft.

Failure to wear or use safety equipment in the manner it was intended for.

Operating or using machinery in an unsafe manner, inappropriate way, or without safety guards. Failing to follow manufacturer's guidelines which could cause warranty to be voided.

Unauthorized use (borrowing for personal use) of University supplies, materials, equipment, tools, or machinery, computers, printers, (making personal copies on Xerox machine).

Horseplay or use of machinery, equipment or tools in a hazardous manner. Horseplay resulting in injuries may disqualify individuals from being eligible to receive workmen's compensation benefits.

Damage to or improper use of University property willfully, deliberately or through gross negligence.

Possessing firearms, weapons, explosives and so on, on University premises including parking lots for employees. Only University Police Officers are authorized to carry firearms on campus.

Occupational injury/illness of an employee, or accidents which result in damage to University property or property of others must be reported immediately or no later than the end of the shift on the day the accident/incident occurred. Employees who fail to file reports are subject to disciplinary action.

Unauthorized possession of University property (stealing or "borrowing").

Disclosure of confidential information to unauthorized persons. Failing to maintain the confidentiality of University, student, or employee information.



## COMMUNICATION

To communicate with employees, several methods are used including: E-Mail, 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 securing proper approval from the Department of Student Development or the area responsible for that particular bulletin board.

The University of Louisiana at Monroe 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 proper approval.



## CONFIDENTIALITY OF INFORMATION

It is the policy of The University of Louisiana at Monroe to ensure that the operations, activities, and business affairs of the University and our students are kept confidential to the greatest possible extent. If during the course of employment, employees acquire confidential information about the University, its employees, or students, such information is to be handled in strict confidence and not to be discussed with others. Employees are also responsible for the internal security of such information. Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may be subject to civil and/or criminal penalties for violations. The Department Head, Dean, or Director may require employees to sign a Confidentiality Statement.

## SOLICITATIONS & DISTRIBUTION OF LITERATURE

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed material of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during working time. Employees who are not on work time (lunch hour and breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them.

Non-employees are likewise prohibited from distributing material or soliciting employees on ULM premises without proper approval. Non-profit organizations may be approved by the Director of Student Development for solicitation on campus.

Vendors with products or policies approved for payroll deduction must comply with the policies set forth by the Employee Benefits Committee and the Vice President for Business Affairs on solicitation. Vendors are not to go from office to office trying to sell their products. They will be set up in various locations around the campus and information will be distributed to the employees advising them that a particular company will be on campus to solicit and service existing accounts. Only if an employee agrees to schedule an appointment will the vendor be allowed to visit the employee at their respective office or work site. Vendors found to be violating this policy are subject to be banned from the campus.

## PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of the University. Employees are required to dress in appropriate business attire for their position and to behave in a professional business like manner. Please use good judgment in the choice of work clothes if not required to wear a uniform. Remember to conduct yourself at all times in a way that best represents you and the University.

Employees are expected to maintain proper personal hygiene including:

1. Bathing daily and using deodorant,
2. Keeping hair clean and neat,
3. Keeping finger nails neat and clean (some restrictions may apply to length and to nail polish for certain positions based on departmental policy), and
4. Washing hands with soap and water before going to work, after using the toilet, after smoking a cigarette, after handling food waste, garbage, dirty dishes, rags, blowing your nose, coughing, sneezing, or handling anything that is unclean.

## POLITICAL ACTIVITY

Article 10, Section 9 of the State Constitution and Civil Service Rules 14.1(e), (f), and (g) govern the political activities of classified state employees. The United States Supreme Court has recognized that a state has the right to limit the political activity of its workers to ensure the enforcement and application of laws for the common good and not for the good of one candidate or political party. The Supreme Court has also recognized the right of a state to restrict such activity in order to avoid the appearance of such support. This means that classified state employees must avoid the ACTUAL support of a candidate, party, or faction and avoid the APPEARANCE of giving such support.

State classified employees may not engage in most political activities. When a violation of political activity restrictions occurs, the Department of State Civil Service will take corrective action. Corrective action may range from issuing a letter of admonishment to bringing the violator before the State Civil Service Commission for Investigation by Public Hearing.





## Restrictions on Lobbying

In addition to the above restrictions, R.S. 24:56 prohibits all civil service employees, in their official capacity or on behalf of their employer, from lobbying for or against legislation or any matter intended to have the effect of law.

Employees are authorized to provide factual information relative to a legislative matter. Employees who appear in committee to testify on legislative matters must be careful to provide ONLY factual information on the matter being discussed, and must refrain from voicing their personal opinions regarding the legislation.

The above restrictions do not apply to employees on their own time, either outside of their normal working hours or while on approved annual leave.

Also, R.S. 43:31 prohibits agencies, officials, and employees of the state from printing material or otherwise urging any elector to vote for or against any candidate or proposition on an election ballot. Factual information on any such matter may be disseminated.

## Reporting Political Activity Violations

Violations of political activity restrictions should be reported to the Department of State Civil Service, Accountability Division, P.O. Box 94111, Baton Rouge, LA 70804-9111. Such reports should be made in writing, but the name of the person making the report need not be given. The complainant should provide as many details as he or she knows, including names, dates, places, witnesses, how to contact witnesses, and other relevant facts.





accomplished, report them to the supervisor

3. Utilize personal protective equipment as needed and/or required

4. Make suggestions or inquiries which might improve or modify presently accepted work practices

5. Request assistance from the immediate supervisor and refers to the Safety Office when all other avenues to correct hazardous conditions have been exhausted.

## General Safety Requirements

It is essential that all workers are aware of safe practices and include them in all activities on or off the job. All University employees, as a condition of employment, must abide by and follow all safety regulations and standards, written or implied, for the purpose of protecting the individual from bodily injury and preventing damage to equipment and property. As noted, the following items are general

8. All drivers will utilize restraint belts and will not start the vehicle until all passengers are properly buckled.

9. Vehicle operators must be trained and properly certified or licensed. They must follow all state and local codes when operating University vehicles or equipment on or off campus. Riders in the back of buses/trucks must be seated within the bed and not on sides of the vehicle.

10. Workers will report any unsafe working conditions or acts to their supervisors.

11. Horseplay and fighting will not be tolerated.

12. Workers should report the use of any prescription and/or non-prescription medicine/drug use to their supervisor. Some drugs or medicines may cause the user to react in a manner which is not normal, become drowsy or possibly unconscious. Some medicines may cause a person to be incapable of operating a vehicle or machinery.

13. Employees working alone in potentially hazardous operations including the performance of any experiments or work late at night must have someone within contact distance and should notify the department head or supervisor during the work day or the University Police after working hours.

14. Workers should maintain an orderly work environment and work procedures. All tools and equipment should be stored in designated places. Scrap and waste material should be put in a designated refuse container.

15. Employees should know safety rules and emergency procedures regarding first aid, evacuation routes, and fire department notification procedures for their work location.

Employees who ignore or do not comply with safety requirements may receive disciplinary action and, in extreme circumstances, may have their employment terminated.

## DISCIPLINE

Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem. Discipline is a means to correct substandard employee behavior and performance.

The supervisor should have a conference with the employee and identify specific differences between the desired and actual performance. Discuss the action the employee should take to correct the problem. The details of the meeting should be confirmed in writing to the employee. A copy of the letter should be placed in the supervisor's folder.

If the employee continues to perform below the performance standard, the employee should again be counseled by the supervisor. At this conference, the employee should be warned that if performance does not improve, more forceful measures will be taken, up to and including termination. The details of this conference should be confirmed in writing to the employee. A copy of the letter should be placed in the supervisor's folder.

Whenever an employee engages in conduct that is not acceptable and something stronger than an informal conference or coaching session is needed to get the employee's attention, a letter of counseling, warning or reprimand would be appropriate. The letter tells the employee that his/her performance or behavior is not acceptable, explains what performance or behavior is expected. The purpose of this letter is not to punish the employee, but rather to get the employee to change his/her behavior. A copy of the letter should be placed in the supervisory file kept by the employee's immediate supervisor.

The employee has a right to submit a written response and a copy of the employee's response must be filed with the letter of counseling, warning or reprimand. The letter should advise the employee of his right to respond and set a deadline for the response. However, a response that does not meet the deadline should not be rejected. The letter should tell the employee that the letter is not a disciplinary action and will not be placed in his/her official personnel record and tell him/her where it will be placed.

After two counseling sessions which have been confirmed in writing, the supervisor should notify the Director of Human Resources in writing. The letter should include a description of the conduct for which the action is being taken in sufficient detail for the Director to fully inform the employee of the reasons for the action and to allow the employee to prepare a defense (i.e., date, time, place and names of persons involved in or affected by the conduct). The memo should also state the recommended discipline to be taken.

The Director of Human Resources will conduct an investigation and notify the employee in writing as to the proposed action to be taken.

The type of discipline imposed should reflect the seriousness of the problem. Some offenses are so serious as to justify discharge or suspension on the first offense (e.g. theft, fraud, serious negligence, etc.) For those offenses which do not justify serious discipline on the first offense, progressive discipline is applied.

The employee-employer relationship for classified employees is governed by Civil Service Rules.

The discipline system must contain these elements:

The system must provide due process to the employee;

All employees must be treated fairly and equitably without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

Employees have a right to know what is expected of them. It is important that all employees be given a copy of their position descriptions. The duties and responsibilities of the job along with the associated work rules must be communicated so that the employee will be forewarned that the failure to meet job expectations will result in some form of discipline.

Civil Service Rule 12.2(b) lists the following as disciplinary actions: suspensions without pay, reductions in pay, reassignments, involuntary demotions and dismissals. They may be used separately or may be combined. For example: a reassignment (which does not impact pay) can be coupled with a reduction in pay. Or an employee can be suspended for a period of time and then demoted at the end of the suspension.

**Suspension without pay** - An enforced leave of absence without pay for a specified period of time. This type of suspension cannot exceed 90 calendar days. Suspensions without pay require Appointing Authority approval and are appealable to the Civil Service Commission.

**Reduction in pay** - An enforced reduction in the employee's pay normally determined by assessing the cost of a suspension and then reducing the employee's pay over several payroll periods. The reduction in pay is a severe penalty, in that, the employee is expected to perform his/her duties but must do so for a lesser amount of pay. Since reductions in pay are figured on base pay, both retirement contributions and over-time are figured at a lower rate of pay. Reductions in pay are for a specific period of time. However, no employee may be reduced in pay below the minimum/entry pay for the job title/classification he/she occupies. Reductions in pay require Appointing Authority approval and are appealable to the Civil Service Commission.

**Termination** - is the last resort when less severe forms of the positive discipline system do not correct performance or behavior problems. Because of the serious nature of termination, it is sometimes necessary to suspend an employee pending investigation. The suspension is to investigate the problem and confer with the appropriate officials regarding the decision to discharge. The suspension requires Appointing Authority approval. Terminations for cause require Appointing Authority approval and are appealable to the Civil Service Commission.

**Involuntary Reassignment** - An enforced change in the employee's job title/classification to a title with the same minimum rate of pay. This is the only disciplinary action that does

not (in and of itself) affect the employee's pay. The employee must meet the minimum qualifications and have the appropriate test score, if required, for the job title he/she is moving to. Involuntary reassignments require Appointing Authority approval and are appealable to the Civil Service Commission.

Involuntary Demotion - An enforced change from one job title/classification to a lower job title/classification. It is mandatory that involuntary demotions result in a reduction in pay. The employee must meet the minimum qualifications and have the appropriate test score, if required, for the job title/classification to which he/she is demoted. Involuntary demotions require Appointing Authority approval and are appealable to the Civil Service Commission.

## PROBATIONAL REMOVAL - CLASSIFIED EMPLOYEES

The purpose of a probationary period is to provide the employer with a "trial period" in which to assess the employee's performance during which time the employee does not enjoy a property right to public employment.

Civil Service considers the probationary period an extension of the testing process. The probationary period is no less than six (6) months and not more than twenty-four (24) months.

Supervisors are encouraged to use the probationary period wisely as the burden to discipline a permanent employee is much greater. Although probational employees are not necessarily subject to progressive discipline, supervisors should provide a reasonable opportunity for the employee to become aware of and improve or correct any deficiencies.



within his/her supervisory chain. The supervisor shall render to the employee a written response on the grievance within five (5) working days from the date the grievance was received by the supervisor.

The respondent shall date the form indicating when the employee and the respondent discussed the grievance. The employee shall indicate, on the grievance form, whether or not the employee is satisfied with the response and sign and date the form. A signed copy of the Classified Employee Grievance Form will remain with the respondent and the original copy of the form will be given to the employee. Since this is the first step in the formal grievance process, neither the supervisor nor the employee shall have representation.

### Second Step

If the employee is not satisfied with the decision in the First Step, or if a decision is not rendered within the prescribed time limit, the employee may within five (5) working days present the grievance in writing to the appropriate section, division, or budget unit head. The latter shall investigate; afford the employee an opportunity to present his viewpoint; and furnish the employee a written statement of his findings and recommendations. Such statement shall be furnished within fourteen (14) working days of the receipt of the written grievance. The aggrieved employee shall have the right, but shall not be required, to be represented by one individual of his choice during this step of the procedure.

The respondent shall attach a written response to the Grievance Form, and sign and date the form. A copy of the grievance form and all written responses will be held with the respondent and the original grievance documents will be given to the employee. The employee shall indicate whether or not the employee is satisfied with the response, sign and date the form. If the employee is not satisfied with the response, it is the responsibility of the employee to forward the grievance documents to the University's Delegated Appointing Authority in the Third Step.

### Third Step

In the event that the decision of the section, division, or unit head does not satisfy the employee, the employee may present the written grievance documents to the University's Delegated Appointing Authority within five (5) working days of receipt of the response in Step Two.

An investigation should be conducted by:

- (a) the Delegated Appointing Authority;
- (b) the agency personnel officer or other representative designated by the Appointing Authority; or
- (c) an agency grievance committee designated by the Appointing Authority.

In either of the latter two instances, a written recommendation shall be given to the Delegated Appointing Authority, who shall evaluate the case and shall issue a written decision notifying all interested parties, within twenty-one (21) working days following the date the grievance entered the Third Step. If the investigation is conducted by the Delegated Appointing Authority, he/she







## **POLICY REGARDING CIVIL SERVICE RULE 12.6(A)2 NON-DISCIPLINARY REMOVAL FOR UNSCHEDULED ABSENCES**

### **PURPOSE OF THE POLICY**

This policy is being adopted by the University of Louisiana at Monroe, within the guidelines of Civil Service Rule 12.6, and is intended to encourage responsible use of leave by all classified employees. The intent of this policy is not to punish classified employees, but to consider the greater good of the state service by reducing unscheduled, disruptive absenteeism. It is also intended to improve morale by reducing the negative effects of absenteeism on co-workers who must often perform the duties of the absent employee and to improve the state's service to its clients and customers by promoting good employee attendance.

### **RULE BASIS FOR THE POLICY**

The provisions of this rule shall be made generally available to all employees. An employee may be non-disciplinarily removed under the following circumstances. When an employee is removed under this Rule, the adverse consequences of Rules 6.5(c); 7.5(a)7; 8.9(d); 8.13(a)7; 8.15(d); 8.18(d) and (e); 11.18(b) and 17.25(e)4 shall not apply.

The policy is based on Civil Service Rule 12.6(a)2, which reads as follows:

#### 12.6 Non-disciplinary Removals

(a) An employee may be removed under the following circumstances:

1. ...

OR

2. When, after the employee has been given written notice that his attendance requires improvement and a copy of this rule, an employee has seven (7) or more unscheduled absences during any consecutive twenty-six (26) week period. The employee shall also be given written notice each time he incurs a sixth unscheduled absence during a consecutive twenty-six (26) week period. An unscheduled absence occurs when an employee is absent from work without having obtained approved leave prior to the absence. Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. A continuous absence for the same reason is one unscheduled absence, regardless of its duration.

Based on this expectation the University of Louisiana at Monroe shall apply Rule 12.6(a)2, subject to the following:

### **Employees Covered By This Policy**

This policy shall be university-wide and applicable to all classified employees

Unclassified staff and faculty are governed by the University of Louisiana System Rules and are not subject to this policy.

### **Notification To The Employee**

Any classified employee of the University may be given a written supervisory notice ([www.ulm.edu/hr/policies/forms/supernoticeregabsente.pdf](http://www.ulm.edu/hr/policies/forms/supernoticeregabsente.pdf)) notifying the employee his or her attendance requires attention. Such a written notice must have the concurrence of the Delegated Appointing Authority. **No absence** will count for the purpose of this policy until the employee has been given such a notice.

This method of applying Civil Service Rule 12.6(a)2 will address those individuals whose absenteeism has caused problems for the University. Furthermore, this method will help ensure that the affected employee is given every chance to improve his or her attendance through the supervisor's and/or budget unit head's personal attention and clear communication of expectations.

The supervisor and/or budget unit head shall ensure that the employee is notified each time an absence is counted as unscheduled, and the supervisor shall maintain sufficient documentation of such notices. Notification to the employee is to be done using the Unscheduled Absence Notification Form ([www.ulm.edu/hr/policies/forms/unscheabsencenotice.pdf](http://www.ulm.edu/hr/policies/forms/unscheabsencenotice.pdf)). The notification form includes the employee's current running total of unscheduled absences, allowing the employee to be aware at each notification how many unscheduled absences they have accumulated.

### **Definition Of Unscheduled Absence**

For employees who have been given written supervisory notices regarding their absenteeism, an unscheduled absence shall be any absence for which the employee did not obtain verbal or written approval by close of business on the employee's last regularly scheduled workday prior to the absence. One unscheduled absence may be of any continuous duration (e.g. fifteen minutes, one hour, four hours, one day, three days, etc.). This also includes those absences requested by employees to leave early during the same day or work schedule. A supervisor and/or budget unit head may request an exception(s) from this provision from the Delegated Appointing Authority for rational business reasons.

### **Documentation Of Absences**

Supervisors and/or budget unit heads should be aware that no action will be taken under this policy unless sufficient documentation is maintained. The supervisor and/or budget unit head may apply any record-keeping method which fits his needs.



