

# New Employee Orientation

### **EMPLOYEE ORENTATION**

Procedures

and conduct expectations while employed at the university.

### HUMAN RESOURCES TEAM

Melissa Ducote Director of Human Resources Melissa Leporati Assistant Director of Human Resources Jenny Jones Administrative Coordinator 3 Amy Hedges Staffing Specialist Lamont Windom Staffing Specialist Celia Webb Benefits Manager James Beinkemper HR Coordinator



### HUMAN RESOURCES TEAM

#### PAYROLL TEAM:

Jackie Sias Accounting Analyst A (A-G) Felicia Gibson Accounting Analyst A (H-O) Monese Battle HR Analyst B (M-Z)



### LOUISIANA HIGHER EDUCATION SYSTEM

Louisiana Board of Regents (BoR) University of Louisiana System Louisiana Community & Technical College System Louisiana State University System Southern University System

University of Louisiana System (ULS) Dr. Jim Henderson President Oversees nine universities



## MISSION & VISION STATEMENT

Mission Statement

The University of Louisiana at Monroe seeks students who find value in our programs and prepares them to compete, succeed, and contribute in an ever-

### CORE VALUES

Academic Freedom

- Diversity
- Excellence
- Integrity
- Scholarship
- Service



### GUIDING PRINCIPLES

Commitment Accountability Innovation Efficiency Collaboration Achievement



# BENEFITS



### LEAVE BENEFITS

### Annual Leave

personal, family, vacation, etc. Classified and Undassified Non-Faculty employees

Sick Leave

personal use only Classified, Undassified Non-Faculty and Faculty employees

Faculty Leave in lieu of annual leave

Compensatory Leave In lieu of annual or sick leave



## EMPLOYEE LEAVE POOL

Shared Sick Leave Policy (Unclassified) Prerequisite contribution of at least 8 hours to use pool Donation is from your sick leave balance

Crisis Leave Policy (Classified)

No donation required to use pool

Donation is from your annual leave balance



### EMPLOYEE LEAVE POOL

Eligibility:

Bigible after employed 12 months or one academic year (9-

## EMPLOYEE TUITION BENEFIT

### Eligibility

Full-time employee

Undergraduate or graduate level courses

Any University under the ULS, with joint approval from ULM President and President of host institution

Cost

\$25 per credit hour, not to exceed \$150

Fees assessed



### DEPENDENT TUITION BENEFIT

### Eligibility

Spouses and children of FT employees

Undergraduate courses only

Any University under the ULS, with joint approval from ULM President and President of host institution

### Cost

\$25 per credit hour, not to exceed \$300 for FT enrollment Fees assessed

### HOLIDAYS

### Holiday Closures - paid days off

### University Closures - annual, compensatory or lwop





## FAMILY MEDICAL LEAVE ACT (FMLA)

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Entitles eligible employees to unpaid, job-protected leave for specified family and medical reasons

Federally regulated

FMLA \_\_\_\_\_\_ regardless of leave time balance

Notify Human Resources 30 days before FMLA leave is requested, anticipated medical absence exceeds 3 days or serious health condition

Forms available on the Human Resources Forms webpage



## FAMILY MEDICAL LEAVE ACT (FMLA)

### Eligibility

worked for ULM a total of 12 months and a minimum of 1,250 hours over those previous 12 months

#### Entitlement

12 weeks of leave during any 12-month period Military Caregiver 26 workweeks during a 12-month period

#### Employee Responsibility

Notify Human Resources, Employees are required to provide 30 day advance notice, unless the qualifying event is unforeseeable or a medical emergency

Complete and sufficient certification from physician



All employees are covered Work-related accident or illness Covers usual medical expenses Accidents should be reported immediately Supervisor or Department Head Human Resources Environmental Health & Safety Office (ext 5171) Accident Reports



# PAYROLL



## **EMPLOYMENT TYPES**

Classified (State Civil Service)

Job Appointment Probational (2-year period) Permanent (due process)

Faculty (unclassified) Non-tenure track



## **EMPLOYMENT TYPES**

### <u>Unclassified (non-faculty)</u> FLSA Exempt Status

No overtime

May earn compensatory time up to 45 hours / year.

Annual leave, compensatory leave, or leave without pay during university dosures. (except those listed in Comp Time Policy)

### FLSA Non-Exempt Status

May earn overtime and compensatory time

Annual leave, compensatory leave, or leave without pay during university dosures.



### **EMPLOYEE TIMESHEETS**

## **EMPLOYEE TIMESHEETS**

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Timesheet due every other Friday via Web Time Entry by 10:00 am

Leave reports due by 5<sup>th</sup> working day

\*Faculty only: Salary deferral options available Offered in the Fall and coordinated by Payroll Dept Timesheet

Banner.ulmedu or inb.ulmedu (choose SSB (PROD)) Login to access your personal information First time users:

User ID: CW ID, Pin: MMDDYY (your DOB)



### COMP TIME OVERTIME

Requires prior approval to earn Number of hours requested modified Request for Prior Approval Submit prior approval to earn to Human Resources

# POLICIES



## EQUAL EMPLOYMENT OPPORTUNITIES

aspects of employment (promotions, terminations, selection for training and all other employment practices)

Complaints will be handled in accordance to the



## AMERICANS WITH DISABILITY ACT (ADA)

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The ADA defines a person disabled if the following criteria are met:

- A physical or mental impairment limiting one or more major life activities
- A record of such an impairment; or
- Being regarded as having such an impairment



### ADA ACCOMMODATIONS

Employees should:

Notify Human Resources for ADA accommodations Provide all requested medical documentation Provide feedback on any unsuitable accommodations

Employees must be able to perform essential job functions (pertains to current position or a position for which one is apply)



### ULM's Commitment

Examples of Harassment:

Verbal threats, offensive jokes, epithets, derogatory comments, ridicule, mockery or slurs,

Derogatory visual displays such as posters, photographs, cartoons, drawings or gestures,

Unwanted physical contact such as touching, intimidation or blocking normal movement

Discrimination is defined as:

Inequitable treatment of an individual based on his or her protected status or characteristics rather than individual merit.

Filing Complaints:

Complaints may, initially, be submitted informally or formally.

### Complaint Guidelines:

Complaints should be made as soon as possible after the alleged harassment, discrimination or retaliation. Formal complaints should be in writing and should indude the following information:

Details, dates and location of the alleged incident or conduct

Witnesses to the alleged incident/ conduct

Previous actions of harassment or discrimination which were reported

Desired resolution of complaint



### Retaliation

Adverse action taken against an individual as the result of a complaint of discrimination or harassment or an individual who may have participated in an investigation of discrimination or harassment.

\*The University, state, and federal laws prohibit retaliation



# **GREVANCE POLICY**

Grievance: A feeling of having been treated unfairly

Grievance Types (3)

- Grievance Policy Classified
- Grievance Policy Undassified (Non-faculty)
- Faculty Appeal Process
- Grievance Purpose
  - Develop and maintain a satisfied and efficient workforce
  - Provide employees an opportunity to be heard
  - Eliminate coercion, discrimination, harassment, and retaliation



### **GREVANCE POLICY**



Resolve at lowest possible level (informal) Prepare written grievance (within established timeframe)

Provide response

Deliver to immediate supervisor any issues of discrimination, retaliation or harassment



Workplace: any location where the employee is to complete the requirements of his/ her job.

Violence: a threat or assault on an individual which has the intention or results in physical and/ or psychological damage.

Types of Violence: Physical Verbal Psychological

Types of Threats Direct Veiled Conditional



Sources of Workplace Violence By strangers, vendors, contractors, etc.

By students or dients

By co-workers

By personal relations



#### Effects of Workplace Violence Physical injuries

- Psychological/ emotional damage
- Interruption in business
- Increased costs medical costs, costs of additional security, etc
- Damaged public image



#### Resolving Conflicts

Reduce an already intense situation: Be a good listener Give him/ her space Do not get physical Do not over-react Do not take the challenge Watch what you say non-verbally



#### Employee Responsibilities

Report all incidents of workplace violence

Inform Human Resources, your supervisor, and University Police of all restraining orders

Report the incident immediately

Threats are considered an incident

Contact the University Police x5350 or x1911



### UNIVERSITY POLICE

Filhiol Hall 3811 DeSiard Street Monroe, LA 71209 318-342-5350 318-342-5358 (fax)

On Campus Emergency - 1911



# ADMINISTRATIVE INFORMATION



## **EMPLOYEE EVALUATIONS**

#### Evaluation Tools

Undassified Employees (non-faculty)

Performance Expectation Plan conducted on new hires and current employees who move into a new position

Performance Evaluations required annually

- performance year May 1 April 30
- evaluation completion period April 15 April 30

Review and Planning conducted at the beginning of a new performance year

- review and planning period May 1 May 31 Supervisors are required to meet with employees to discuss this policy within 30 days of new hire or new position



# **COMPUTER INFORMATION**

#### System Security

Prohibit unauthorized access of computer data Do not share personal accounts or passwords ULM maintains co-ownership of computer files/ emails Confidentiality

Departments should limit access to files / servers

Share information only on need to know basis

Help Desk Assistance

Computers ext. 3333 Telephone ext. 5555



# SOLICITATIONS

Solicitations are prohibited to maintain proper business

environment and prevent interference with work

Employees may solicit for non-profit organizations approved by the University (United Way/ ULM Foundations)

Student organizations are allowed to solicit for fundraising activities

Vendors on campus must be authorized



# LA STATE ETHICS

#### Louisiana Code of Governmental Ethics

The Code holds elected officials and public employees accountable for recognizing and reporting and/ or avoiding conflicts of interest that might arise as a public servant

Requires annual training

www.ethics.la.gov

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Treina Kimble, Special Projects Officer and Title IX Coordinator

- Ethics Liaison



## OUTSIDE EMPLOYMENT

#### LA State Requirements

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Employees must report outside income (Disclosure of Outside Employment Form) Employees must act independent from the University Employees must work outside regular schedule Employees may not use Institutional Resources (supplies, computers, equipment, etc.)



### DUAL EMPLOYMENT

#### Dual Employment Law LA R.S. 42:63 Dual Full-time Employment

A person may <u>not</u> hold two full-time appointive or employment positions in state or local government, but anything less would generally be permissible Undassified staff cannot work for another state agency as a second job (full-time or part-time)



# TRAVEL REGULATIONS

LA Travel Regulations (www.doa.Louisiana.gov/ osp/ travel)

Mileage reimbursed at .58 cents per mile Airfare (must be booked by travel company) Shorts Travel Management (www.shortstravel.com) Lodging based on type of travel (Routine or Conference) http://louisiana.hotelplanner.com/

Meals based on location (in-state or out-of-state)



# TRAVEL REGULATIONS

For Official State Business Travel, one of the following options is to be utilized:

Employee may utilize a state vehicle, when available; Employee may rent a vehicle from the Enterprise Rent-Aor

If an employee elects to use their <u>personal vehicle</u>, reimbursement may not exceed a maximum of 99 miles at .58 cents per mile.



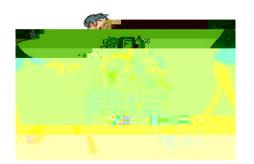
#### PURCHASING

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The Purchasing Director has the sole authority to order materials and to contract for services

Purchasing Policy and Procedures

Purchasing Department ext. 5209





# UNIVERSITY PHOTOS

#### Office of Marketing & Communications Professional Head Shots

- May be used for professional journals, ULM website and other ULM publications
- Free of charge, call for appointment x5440
- Photos displayed on ULM Search Directory

Professional Dress (Some Departments have more specific rules)



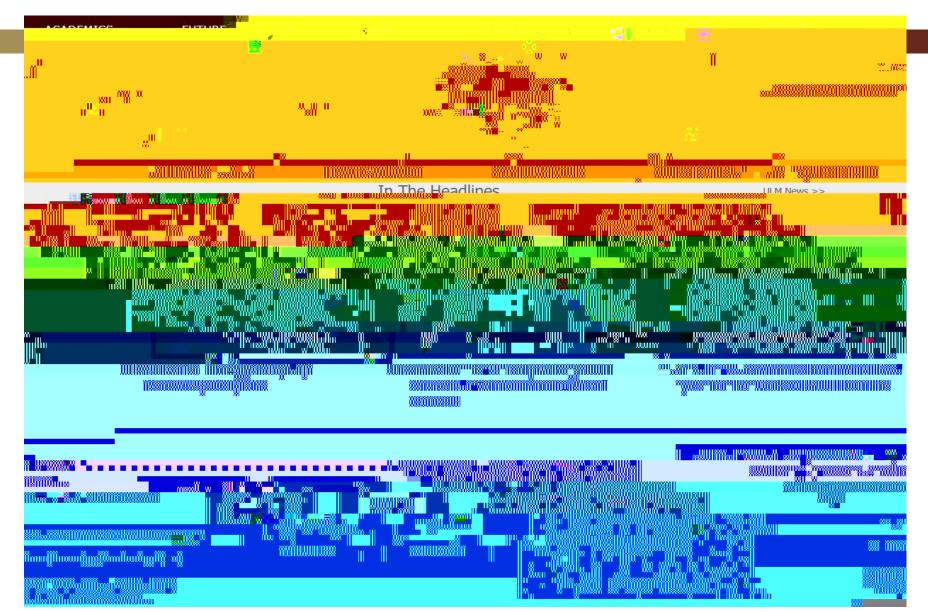
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#### ULM WEBSITE



#### WECOME TO ULM!

questions answers Coenen Hall Rm # 107 318-342-