



New Employee Orientation

EMPLOYEE ORIENTATION

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Training is provided to inform you of ULM's Policies and Procedures and conduct expectations while employed at the university.

This orientation session is also an opportunity for you, as a new employee, to ask any questions you may have about the university, policies and procedures and your employment with ULM.

HUMAN RESOURCES TEAM

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- 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

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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

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- 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

UNIVERSITY ORGANIZATION

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Dr. Nick Bruno - President



UNIVERSITY ORGANIZATION

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President's Executive Council – *Serves as the primary leadership and advising team for the President*

- ▣ Dr. Nick Bruno – President
- ▣ Dr. Alberto Ruiz– VP for Academic Affairs
- ▣ Mr. Camile Currier – VP for Student Affairs
- ▣ Dr. Michael Camille – VP for Information Services and Student Success
- ▣ Dr. William (Bill) Graves – VP for Business Affairs
- ▣ Mr. Scott McDonald –Athletic Director
- ▣ Ms. Sherrye Carradine – Internal Counsel/EEO Admin

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-changing global society through a transformative education.

Vision Statement

The University of Louisiana at Monroe will be recognized among the best-performing regional universities in the South.

CORE VALUES

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- ▣ Academic Freedom
- ▣ Diversity
- ▣ Excellence
- ▣ Integrity
- ▣ Scholarship
- ▣ Service

GUIDING PRINCIPLES

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- ▣ Commitment
- ▣ Accountability
- ▣ Innovation
- ▣ Efficiency
- ▣ Collaboration
- ▣ Achievement

CONDUCT EXPECTATIONS

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- ❑ University Employees are **public servants** obligated to serve customers efficiently and courteously
- ❑ Exhibit a high degree of personal integrity
- ❑ Refrain from any behavior that might be harmful to oneself, co-workers, and/or the University
- ❑ Observe the highest standard of professionalism at all times

**REMEMBER: whether on duty or off, an employee's conduct reflects on the University*

BENEFITS

LEAVE BENEFITS

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Annual Leave

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

Sick Leave

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

Faculty Leave

- in lieu of annual leave

Compensatory Leave

- In lieu of annual or sick leave

EMPLOYEE LEAVE POOL

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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

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Eligibility:

- Employee or eligible family member's serious health condition
- Eligible after employed 12 months or one academic year (9-month faculty)

**All leave requests must be reviewed and approved by committee*

EMPLOYEE TUITION BENEFIT

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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

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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

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- ▣ **Holiday Closures** - paid days off
- ▣ **University Closures** - annual, compensatory or lwop

Refer to Employee Holiday Schedule



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 *must be designated* 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)

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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

WORKERS' COMPENSATION

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- ❑ 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
 - *Always required regardless of severity of the injury*

PAYROLL

EMPLOYMENT TYPES

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▣ **Classified (State Civil Service)**

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

▣ **Faculty (unclassified)**

- Non-tenure track
- Tenure track
- Tenure

EMPLOYMENT TYPES

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▣ Unclassified (non-faculty)

FLSA Exempt Status

- No overtime
- May earn compensatory time up to 45 hours/year.
- Annual leave, compensatory leave, or leave without pay during university closures. (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 closures.

EMPLOYEE TIMESHEETS

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- ❑ Payroll/HR deadlines
 - ❑ Failure to submit leave report can result in cancellation of direct deposit and withholding of paycheck
- ❑ Payroll fraud
 - ❑ Can result in civil and criminal prosecution
- ❑ Inspect pay stub for accuracy
- ❑ Overpayments must be repaid
- ❑ Discrepancies
 - ❑ Forward to Payroll Office immediately
 - ❑ Employee and supervisor initial errors

EMPLOYEE TIMESHEETS

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- ▣ Timesheet due every other Friday via Web Time Entry by 10:00 am
- ▣ Leave reports due by 5th working day
- ▣ *Faculty only: Salary deferral options available
 - ▣ Offered in the Fall and coordinated by Payroll Dept
- ▣ Timesheet
 - Banner.ulm.edu or inb.ulm.edu (choose SSB (PROD))
 - Login to access your personal information
 - First time users:
 - User ID: CWID, Pin: MMDDYY (your DOB)

COMP TIME/OVERTIME

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- Requires prior approval to earn
- Number of hours requested
 - modified Request for Prior Approval
- Submit prior approval to earn to Human Resources
- Comp Time/Overtime should be completed via Web Time Entry

POLICIES

EQUAL EMPLOYMENT OPPORTUNITIES

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- The University's Policy outlines fair treatment in all aspects of employment (promotions, terminations, selection for training and all other employment practices)
- Complaints will be handled in accordance to the *Anti-Discrimination and Harassment Policy*

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

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- 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)

ANTI-DISCRIMINATION & HARASSMENT POLICY

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ULM's Commitment

- ❑ Maintain an environment free from discrimination and harassment for all employees and students
 - Treated with dignity and fairness
 - All members of the University community will be held accountable for compliance and any violation of this policy may lead to disciplinary action to include suspension or removal.

Harassment is defined as:

- ❑ *Unwelcome conduct directed against a person based on one or more of an individual's protected status or characteristics which is so severe or pervasive that it creates an intimidating, hostile or offensive environment.*

ANTI-DISCRIMINATION & HARASSMENT POLICY

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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.

ANTI-DISCRIMINATION & HARASSMENT POLICY

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Filing Complaints:

- Complaints may, initially, be submitted informally or formally.
- A student or employee who considers himself/herself a victim of harassment or discrimination may consult with either of these University Officials:
 - Your immediate supervisor or...
 - Department Head
 - Director or Dean
 - Vice President
 - Director of Human Resources/EEO Officer

ANTI-DISCRIMINATION & HARASSMENT POLICY

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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 include 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

ANTI-DISCRIMINATION & HARASSMENT POLICY

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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**

GRIEVANCE POLICY

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Grievance: *A feeling of having been treated unfairly*

- Grievance Types (3)
 - Grievance Policy Classified
 - Grievance Policy Unclassified (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

GRIEVANCE POLICY

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Process

- Employee's Responsibility
 - Resolve at lowest possible level (informal)
 - Prepare written grievance (within established timeframe)
- Supervisor's Responsibility
 - Hear the employee's complaint
 - Provide response

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

WORKPLACE VIOLENCE POLICY

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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

WORKPLACE VIOLENCE POLICY

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Sources of Workplace Violence

- ▣ By strangers, vendors, contractors, etc.
- ▣ By students or clients
- ▣ By co-workers
- ▣ By personal relations

WORKPLACE VIOLENCE POLICY

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Effects of Workplace Violence

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

WORKPLACE VIOLENCE POLICY

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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

WORKPLACE VIOLENCE POLICY

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Preventive Measures

- Avoid working alone
 - Implement a “buddy system”
 - Maintain means of communication
 - Be aware of surroundings - know the exits
 - Move vehicles closer if working late
 - Request UPD to provide an escort if necessary

WORKPLACE VIOLENCE POLICY

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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

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Filhiol Hall

3811 DeSiard Street

Monroe, LA 71209

318-342-5350

318-342-5358 (fax)

On Campus Emergency - 1911

ADMINISTRATIVE INFORMATION

EMPLOYEE EVALUATIONS

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Evaluation Tools

- Classified Employees
 - Planning Sessions – conducted within 3 months as a new employee, permanent movement, beginning of the new performance year
 - Performance Evaluations – required annually
 - performance year July 1 – June 30
 - evaluations must be issued by August 31
- Faculty
 - Conducted on an annual basis
 - Should include self-evaluation, student evaluation, and administrative evaluation

EMPLOYEE EVALUATIONS

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Evaluation Tools

- **Unclassified 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

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- **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

COMPUTER INFORMATION

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Computer Usage

- ❑ Be aware of **Email Threats**
- ❑ Do not email Personally Identifiable Information (**PII**)
- ❑ Protect from physical damage and theft
- ❑ Prohibited software copyright restrictions
- ❑ Prohibited personal use (**monetary gain**)
- ❑ Prohibited offensive/inappropriate pictures or information (**Pornography**)

SOLICITATIONS

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- ❑ 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/U LM Foundations)
- ❑ Student organizations are allowed to solicit for fundraising activities
- ❑ Vendors on campus must be authorized

LA STATE ETHICS

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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
- ❑ Treina Kimble, Special Projects Officer and Title IX Coordinator
- **Ethics Liaison**

OUTSIDE EMPLOYMENT

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LA State Requirements

- ❑ 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 not hold two full-time appointive or employment positions in state or local government, but anything less would generally be permissible
- Unclassified staff cannot work for another state agency as a second job (full-time or part-time)

TRAVEL REGULATIONS

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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

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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-A-Car's State Motor Pool Rental Contract; or
- ❑ If an employee elects to use their personal vehicle, 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



PROPERTY CONTROL

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DO NOT DISPOSE OF ANY PROPERTY YOURSELF

Property Control x5184

UNIVERSITY PHOTOS

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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)

UNIVERSITY POLICE

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Filhiol Hall

3811 DeSiard Street

Monroe, LA 71209

318-342-5350

318-342-5358 (fax)

On Campus Emergency - 1911

ULM WEBSITE

ACADEMICS

FUTURE STUDENTS

STUDENTS

FACULTY & STAFF

ALUMNI & FRIENDS

COMMUNITY

ONLINE



SEARCH

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FINANCIAL AID

CAMPUS TOUR

QUESTIONS?

REQUEST INFO

In The Headlines

[ULM News >>](#)



ULM's Dental Hygiene program receives \$20K grant



Jazzmine Williams' painting of a ULM scene is a winner in national art contest



Katie Dawson named teacher of the year for her work with ULM Online

2018 Fall Course Evaluations

You may access the evaluation system the following ways:

- Click here: <http://www.ulm.edu/evaluations/>
- ULM Smartphone App (Get the App Here)

Spring 2019 Course Schedule

Full course schedule is now available.



WELCOME TO ULM!

Division of Business Affairs
Human Resources

If you've got
questions, we've got
answers!

Coenen Hall Rm #107

318-342-5140

www.ulm.edu/hr



Providing Service to the University Community

Employment Opportunities

[Classified Staff Positions](#)

[Unclassified Faculty & Staff Positions](#)

[VCOM \(Medical School\) Information](#)

Training & Development

[New Hire Orientation](#)

[Online Training System](#)

(ex: quarterly safety training)

BENEFITS