

HUMAN RESOURCES

Human Resources

Martin Hall, Room 170, Phone: 482-6242

<http://personnel.louisiana.edu>

Human Resources is located in Martin Hall, Room 170. Human Resources can provide you with more detailed information about policies, procedures and rules concerning your employment with the university. Human Resources is responsible for representing this agency to the Department of Civil Service.

Payroll Department

Martin Hall, Room 150 or 124C, Phone: 482-6255

<http://payroll.louisiana.edu>

The Payroll Department's Website defines the following topics: Annual and sick leave information, annuity information, classified pay grids, classified pay dates, departmental personnel, health insurance rates, pay check codes and retirement rates.

ULink/WebAid

<http://helpdesk.louisiana.edu/>

ULink is an online service for students, faculty and staff. ULink is accessed with your UCS username and password. UCS accounts are activated at the Help Desk located in Stephens Hall, Room 201; a photo ID is required when activating an account. Questions concerning the use of ULink should be directed to the Help Desk. Additional information may be viewed at <http://helpdesk.louisiana.edu>.

Classified employees are paid bi-weekly (26 checks per year). Hours are reported on WebAid through ULink each pay period. You will need a UCS account and password to access ULink.

Disclosure of Outside Employment

According to Louisiana Revised Statutes and policies of the Board of Supervisors for the University of Louisiana System, full-time employees of the University of Louisiana at Lafayette must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid.

07/01/___ through 06/30/___

UNIVERSITY OF LOUISIANA AT LAFAYETTE
Disclosure of Outside Employment

In accordance with Louisiana Revised Statutes University of Louisiana System Policy FS-III.VII.-1, each full-time employee of the University of Louisiana at Lafayette must report any outside employment for which a salary, retainer, fee or other form of remuneration is earned during the time of employment at University of Louisiana at Lafayette. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted.

Employee Name: _____ **Department:** _____
(Print Name)
Title: _____ **Choose One:** Classified ___ Unclassified ___
___ I DO NOT have outside employment ___ I DO have outside employment

Name and Address of outside employment or business: _____

Time Commitment Required: _____ **Inclusive Dates of Activity:** ___/___/___ - ___/___/___

1. Describe the proposed activity of the outside employment: _____

2. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon the performance or regularly assigned UL Lafayette duties? _____

3. Will this outside employment entail the utilization of University facilities, equipment, materials, or involve other University employees or students? _____
If yes, please explain: _____

4. Will this outside employment involve an entity currently doing or actively seeking to do business with your University department or administrative unit? _____
If yes, please explain: _____

5. Is this outside employment with any other governmental entity (local, state, federal)? _____
If yes, please explain: _____

6. Is this outside employment with any other educational institution? _____
If yes, please explain: _____

It is understood that: (1) you may not represent an outside employer as an employee of the University, (2) any views you may express on behalf of an outside employer do not necessarily reflect the views of the University, and (3) the name of the University and/or your official capacity at the University cannot in any way be used in support of any position you may take on behalf of an outside employer.

It is further understood that you have familiarized yourself with the provisions of Louisiana Revised Statutes 42:1101 et seq. relative to outside employment, Louisiana Revised Statutes 42:61 et seq. relative to dual office holding and the policies on these subjects as defined in faculty and staff handbooks.

Employee Signature: _____ **Date:** _____ **Recommend Approval**

Department Head/Supervisor: _____ **Date:** _____ **Yes** ___ **No** ___
Comments: _____

Dean: _____ **Date:** _____ **Yes** ___ **No** ___
Comments: _____

Vice President/President: _____ **Date:** _____ **Yes** ___ **No** ___
Comments: _____

**All reviewing administrators hereby certify that they have read and are familiar with the Louisiana Code of Governmental Ethics at http://www.prd.louisiana.gov/laservices/publicpages/servicedetail.cfm?service_id=257 and that approval of this outside employment does not knowingly violate the Code of Ethics, or other rule or policy of the University of Louisiana at Lafayette or University of Louisiana System.

Excerpt from University of Louisiana System Policy Number: FS-III.VII.-1

The Board of Supervisors for the University of Louisiana System recognizes a right of employees to engage in outside employment, and as required by L.R.S. 42:1123(9), has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval.

- A. All full-time employees of the System, including faculty, other academic, unclassified, and classified, are required to abide by this policy at all times, including during regular and summer term and while on paid or unpaid leave.
- B. Outside employment is defined as any non-University/College activity for which economic benefit is received, including but not limited to:
 - 1. Employment with any non-University employer.
 - 2. Contracts to provide consulting, personal or professional services to non-University individuals or entities, including publishing agreements or arrangements.
 - 3. Self-employment or operation of a business.
- C. Economic benefits include cash payments or such other non-cash economic benefit, e.g., share of profits, shares of stock, equity participation, etc. as the employee and outside employer may agree; provided that such non-cash economic benefit shall not have a present value significantly in excess of fair compensation for the services rendered. Compensation rates for outside employment need not be related to University salary rates but should be negotiated fairly based on normal private sector levels for similar services.
- D. Outside employment shall be performed only outside of assigned working hours or responsibilities, or during a period of paid or unpaid leave. During said sabbatical, special or educational leave, outside activities may be permitted only in exceptional circumstances, and only in accordance with Board Rules and State Law.
- E. Outside employment shall not conflict, delay, or in any manner interfere with instructional, scholarly and/or other services, which the employee is obligated to render to the University.

OUTSIDE EMPLOYMENT THAT WILL BE CONSIDERED FOR APPROVAL

- A. General consulting, other outside employment or business activities.
- B. Serving as an expert witness in an area based upon the employee's training and experience.
- C. Consulting on a non-University research project. A University employee may be engaged as a consultant on a non-University research project or projects conducted by an outside employer, provided the employee neither supervises nor performs the research.

OUTSIDE EMPLOYMENT THAT WILL NOT BE APPROVED

- A. A university employee may not receive compensation to assist in the passage or defeat of legislation during the fiscal year in which the legislation is pending in the legislature, except from the Louisiana Legislature or any department, institute or agency within the Legislative branch.
- B. If the University employee supervises non-University research or performs the research, he/she is considered a participant or a part of the outside research team rather than a consultant. In such instances, the employee may not be employed by, nor contract directly with, the outside agency unless it is not feasible or practical to seek a contract through the University under established procedures for sponsored research, as determined by the appropriate University President.
- C. Blanket approvals for outside employment will not be granted.
- D. Employment or contractual relationships, which are considered to be a violation of the Louisiana Code of Governmental Ethics, will not be approved.

EMPLOYEE RESPONSIBILITIES

Full-time employees contemplating outside employment or currently engaged in outside employment shall:

- A. Disclose outside employment in accordance with University of Louisiana System Policy FS-III.VII.-1, and procedures established therefor.
- B. Submit a list of all contract or other agreements between the University and the outside employer in which the employee is involved on behalf of the University. Such a list is to include, to the extent the information is known to the employee, the owners, directors, majority shareholders, or affiliates of the outside employer. Additional information about such contracts may be required by the University upon request.
- C. Provide notification to the outside employer that he/she accepts such employment as an individual, and not, in any manner, as a representative of the University. It is recommended that employees do this by including with any oral testimony or written reports, a statement to the effect that the views expressed are those of the employee and do not necessarily reflect the views of the University. In no case may the individual concerned use the name of the University or his/her University affiliation, title, or address officially in any other way in support of any position he/she may take. Biographical data, including a statement of employment by the Board of Supervisors for the University of Louisiana System, may be included as introductory material to written reports or orally in the case of the expert witness statements, but may not be incorporated into the body of the written report.
- D. Comply with any other provisions of University of Louisiana System Policy FS-III.VII.-1.

****For additional information, please review on Outside Employment online at <http://www.ulsystem.net/>.**

CLASSIFIED EMPLOYEES

All classified employees of the university are appointed in accordance with the State of Louisiana Civil Service Regulations. Each position has specific job requirements to determine proper classification or job title. The Department of Civil Service sets the minimum qualification requirements and the pay range to which the position is assigned. (Examples: Administrative Assistants, Custodians, Accounting positions)

Department of Civil Service

Phone: 225-342-8536; or 225-342-8274

www.dscs.state.la.us

See website for current Civil Service Rules and Regulations.

Pay for Civil Service Employees

Classified employees are paid according to the Civil Service Pay Grids. There are currently six (6) pay grids, including: Administrative (AS), Medical (MS), Protective Services (PS), Technician and Skilled Trades (WS), Social Services (SS) and Scientific and Technical (TS).

Classified employees are paid bi-weekly (26 checks per year). Hours are reported on WebAid through ULink each pay period. You will need a UCS account and password to access ULink. There are four (4) mandatory deductions from each paycheck: Federal Income Tax; State Income Tax; Medicare Tax; and Louisiana State Employees Retirement System (LASERS).

Probationary Period

All classified employees incur a probationary period ranging from six (6) months to two (2) years from date of hire.

Anniversary Date

The anniversary date for classified employees is six months after the date of hire. Employees are eligible for a four (4) percent merit increase upon recommendation of the supervisor at that time and annually thereafter.

Performance Planning and Review

All classified employees are evaluated annually by their supervisor using the State Employees Performance Planning and Review form. The form provides a written evaluation of the prior year's work based on a set of criteria established at the beginning of the year. It also presents expectations regarding employee performance during the subsequent year. The rating session must take place not more than 60 days prior to the employee's anniversary date and no later than the anniversary date.

Retirement

www.lasers.state.la.us

Phone: 800-256-3000

As a condition of employment, employees become members of the Louisiana State Employees' Retirement System on the effective date of employment. An employee deduction of eight percent is made each payday. The University also contributes a percentage toward employee retirement.

Employee contributions to the Louisiana State Retirement System will be held for credit until retirement age. Upon departure from state service, contributions may be refunded to the employee; however, refunds do not include interest.

Employees are eligible for regular retirement when they meet any one of the following criteria: 30 years at any age, 25 years at age 55 and 10 years at age 60. Employees are eligible for early retirement (ACT 570) with 20 years of service at any age.

Any member hired on or after July 1, 2006 shall only be eligible for regular retirement if he/she has 10 years of service credit at age sixty or thereafter.

The LASERS website is a source of retirement information in addition to the University's Human Resources department. Additional information concerning enrollment in retirement options is available on LASERS website including purpose; summary plan description comparison of benefits; and an enrollment application.

Pre-retirement Education Program (PREP Seminars)

LASERS offers retirement seminars PREP-TO-Start and PREP-TO-Go to help members learn more about their retirement system and how to plan their future. These one-day seminars are held throughout the state. Applications to attend are available through Human Resources or the LASERS website.

Employees of the State of Louisiana are responsible for all decisions concerning their retirement.

Payment for Annual Leave Upon Separation

Each employee upon separation shall be paid up to 300 hours of annual leave. The payment of leave is computed at his/her hourly rate at the time of separation.

Annual and Sick leave balances remain on record for up to five (5) years.

Reemployment Rights

Permanent employees who leave the University are eligible for reemployment rights for ten (10) years.

Classified Separation/Clearance

Employees separating from the University must complete a separation and clearance form and return it to Human Resources when all signatures have been obtained.

The Separation/Clearance form certifies that the classified employee has no unpaid University bills, returned all University property, and removed campus parking permit from vehicle(s).

Classified Separation/Clearance Form

University of Louisiana at Lafayette Classified Separation/Clearance Form			
Name _____		Social Security Number _____	
Department _____		Position _____	
Street/P.O. Box _____		City _____	State _____ Zip _____
Reason for Separation: Resignation _____ Retirement _____ Other _____ (List)			
Date of Separation: _____ Month / _____ Day / _____ Year			
Visit each department listed below to have the proper person in that department verify/sign that all transactions with them have been completed and all accounts closed. If you do not have an account or property with a department then simply circle the N/A box.			
A. <u>UL Lafayette Federal Credit Union</u> - Arrangements have been made for all Existing loans.	Signature _____	Date _____	Yes N/A
B. <u>University Bookstore</u> - Bookstore accounts have been cleared.	Signature _____	Date _____	Yes N/A
C. <u>University Post Office</u> - Post Office Box Key has been turned in, forwarding Address on file.	Signature _____	Date _____	Yes N/A
D. <u>ID & Parking Office</u> - UL Lafayette Identification Card returned; parking permits cancelled-sticker returned; outstanding parking fines have been paid (if any).	Signature _____	Date _____	Yes N/A
E. <u>Business Affairs Cashier</u> - All accounts have been cleared.	Signature _____	Date _____	Yes N/A
F. <u>Purchasing Office</u> - All purchasing credit cards returned and cancelled.	Signature _____	Date _____	Yes N/A
G. <u>Personnel Office</u> - Benefits, insurance and other personnel matters have been discussed and resolved.	Signature _____	Date _____	Yes N/A
H. <u>Edith Garland Dupre Library</u> - Reference books and materials returned.	Signature _____	Date _____	Yes N/A
I. <u>Physical Facilities Department</u> - All University keys have been returned.	Signature _____	Date _____	Yes N/A
J. <u>Employees Supervisor</u> - Accounted for all departmental equipment assigned.	Signature _____	Date _____	Yes N/A
WHEN ENTIRE FORM HAS BEEN COMPLETED, RETURN TO YOUR SUPERVISOR. YOUR FINAL PAYCHECK MAY BE HELD UNTIL THIS FORM IS COMPLETED.			
I certify that I have no unpaid University bills, and that I have returned all university property as indicated above, and that I have removed the campus parking permit from my vehicle(s).			
Signature of Employee _____		Date _____	

Final paycheck may be held until the separation/clearance form is completed and returned to the home department. The department head will forward the completed form to University Administrative Services, Human Resources.

UNCLASSIFIED EMPLOYEES

Annual Performance Evaluation

Unclassified employees are civil servants, but they are not covered by the civil service protection and prohibitions of the constitution or by the regulations of the civil service system. Instead they are subject to the authority of the employing agency. (Examples: Vice Presidents, Deans, Directors, Department Heads, Counselors, and other similar positions.)

The performance of unclassified staff members not holding administrative leadership positions is evaluated annually in late spring or early summer based on the prior year's activities and accomplishments. The immediate supervisor of the unclassified staff member will conduct the evaluation, make a recommendation regarding the awarding of merit pay, and communicate results to the employee. The performance dimensions used to evaluate non-supervisory unclassified staff will be dictated by the specific requirements of the job, but in all cases will address: (a) performance domains in which the employee meets expectations or excels; (b) performance domains in which the staff member should strive to enhance performance; and (c) new skills, knowledge and/or abilities that the staff members should focus on developing.

Unclassified professional staff who hold administrative leadership positions are evaluated annually in the University's Evaluation of Administrators program, the results of which are given to both the administrator's supervisor and the administrator.

Unclassified Non-Faculty Prorated Merit Eligibility and Payment

Merit pay for unclassified employees with less than 12 months employment will be eligible for payment on a prorated basis. The employee must have a minimum of 90 days employment prior to the end of a fiscal year (June 30th) and have undergone standard evaluation procedures to be eligible for a prorated merit payment. Dollar amounts awarded are subject to legislative appropriation and approval of the University's operating budget by the Board of Supervisors. Eligibility does not constitute a guarantee of merit payment.

Application to Earn Compensatory Leave (Unclassified Personnel Only)

Human Resources, Martin Hall, Room 170, Phone: 482-6242

Hours for compensatory leave are reported on WebAid through ULink each pay period. Compensatory leave may be earned by an unclassified employee for hours worked outside the University's normal operating hours. Compensatory leave must be approved in advance.

A copy of the Compensatory Leave Policy is included in the Policy Documents section at the back of this Handbook.

Retirement

www.trsl.org

www.ingretirementplans.com/custom/laorp

www.tiaa-cref.org

www.valic.com

Phone: 482-6242

Unclassified employees, as a condition of employment, must join the Teachers Retirement System of Louisiana (TRSL) or the Optional Retirement Plan. This plan is offered by ING

Financial Advisors (Aetna), Teachers Insurance and Annuity Association-College Retirement Equity Fund (TIAA-CREF), and the Variable Annuity Life Insurance Company (AIG VALIC).

A deduction of eight percent will be made from your salary each payday. The University also contributes a percentage toward your retirement. The money you contribute to the TRSL or the ORP plan belongs to you and will be held for your credit until you reach retirement age. If you leave state service, the money is refunded to you upon request; however, your refund is your contributions only; with no interest.

Employees are eligible for regular retirement when you meet any one of the following criteria:

<u>Years of Service</u>	<u>Minimum Age</u>	<u>Formula Percentage</u>
5	60	2%
20	any age	2%
20, excluding military	65	2.5%
25	55	2.5%
30	any age	2.5%

TRSL provides a defined benefit retirement plan for its members, the benefit they receive is not determined by the amount of contributions they make to the system. The benefit is determined by age, years of service and final average compensation (average of your highest three consecutive years of salaries). Benefits also include provisions for your spouse and minor children in the event of your death while actively employed and for early retirement in case you are permanently disabled while actively employed.

The Optional Retirement Plan (ORP) provides a defined contribution plan. The employer and the employee make contributions through TRSL to an approved carrier to be invested in a retirement annuity contract in the employee's name. The amount of your monthly annuity income at retirement is based exclusively on these contributions, your investments, the age at which you begin receiving benefits, and the type of annuity you choose. Participants in the ORP will be allowed to change carriers once a year, in November to become effective on January 1. You are fully and immediately vested in the ORP which allows for portability to or from other institutions of higher education for the purchase of additional annuity contracts.

www.trsl.org

Employees of the State of Louisiana are responsible for all decisions concerning their retirement. Employees are responsible for resolving any questions about member accounts at TRSL. TRSL staff is available for counseling at 225-925-6446.

Human Resources, Martin Hall, Room 170 is available for further direction.

Payment for Annual Leave Upon Separation

Each employee upon separation shall be paid up to 37.5 days of annual leave. The payment of leave is computed at his/her hourly rate at the time of separation.

Annual and Sick leave balances remain on record for up to five (5) years.

Unclassified Separation/Clearance Form

UNIVERSITY OF LOUISIANA AT LAFAYETTE SEPARATION CLEARANCE FORM

Name _____ Social Security Number _____
 Department _____ Position _____
 Forwarding Address: _____ Is this a new address? Yes _____ No _____
 Street/P.O. Box _____
 City _____ State _____ ZIP _____
 Circle Status Change: Resignation Retirement Other _____ Date of Separation: _____ / _____ / _____
 (list) (month) (day) (year)

Visit each department listed below to have the proper person in that department verify/sign that all transactions with them have been completed and all accounts closed. If you do not have an account or property with a department then simply circle the N/A box, except sections G, I & M are MANDATORY visitations.

- | | | |
|---|---|---|
| <p>A. Edith Garland Dupre Library - Reference books and materials returned. Yes N/A
 Signature _____
 Date _____</p> <p>B. University Post Office - Post Office box key has been turned in; forwarding address on file. Yes N/A
 Signature _____
 Date _____</p> <p>C. Physical Facilities Department - All University keys have been returned. Yes N/A
 Signature _____
 Date _____</p> <p>D. Director for Information Networks All telephone credit cards and pagers returned to Stephens Hall Rm 119 and cancelled. Yes N/A
 Signature _____
 Date _____</p> <p>E. University Bookstore - Bookstore accounts have been cleared. Yes N/A
 Signature _____
 Date _____</p> | <p>F. UL Lafayette Federal Credit Union - Arrangements have been made for all existing loans. Yes N/A
 Signature _____
 Date _____</p> <p>G. Business Services Cashier - All accounts have been cleared. Yes
 Signature _____
 Date _____</p> <p>H. Business Services - American Express Corporate Card returned. Yes N/A
 Signature _____
 Date _____</p> <p>I. Personnel Office - Benefits, insurance and other personnel matters have been discussed and resolved. Yes
 Signature _____
 Date _____</p> <p>J. ID - UL Lafayette Identification card returned. Yes N/A
 Signature _____
 Date _____</p> | <p>K. Parking Office - UL Lafayette parking permit cancelled-sticker returned. Yes N/A
 Signature _____
 Date _____</p> <p>L. Purchasing Office - LaCarte Procurement (VISA) card returned. Any receipts, log and statements turned in. Yes N/A
 Signature _____
 Date _____</p> <p>M. Employee's Department Head - Accounted for all departmental equipment assigned; grades have been turned in; and copies of grade books filed; details of "I" given to department head; other departmental matters are in order. Yes N/A
 Signature _____
 Date _____
 Signature _____</p> |
|---|---|---|

YOUR FINAL PAYCHECK MAY BE HELD UNTIL THIS FORM IS COMPLETED. WHEN ENTIRE FORM HAS BEEN COMPLETED, RETURN TO YOUR HOME DEPARTMENT. THE DEPARTMENT HEAD WILL SEND THE COMPLETED FORM TO THE UNIVERSITY BUSINESS SERVICES OFFICE, ATTENTION: PAYROLL.

I certify that I have no unpaid University bills, and that I have returned all university property as indicated above, and that I have removed the campus parking permit from my vehicle(s).

 Signature of Employee

 Date

Revised 6/06

**PERSONNEL FORMS AND PROCEDURES FOR CLASSIFIED
AND UNCLASSIFIED EMPLOYEES**

Holidays

There are ten (10) paid holidays. New Year's Day, Martin Luther King Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas. Extended holidays for Mardi Gras, Easter and Christmas are provided at the cost of annual leave to the employee.

**Annual and Sick Leave Earnings Information
(Classified and Unclassified)**

Annual and Sick Leave Accrual Rate for Classified Employees

Years of Service	Each Pay Period	Total Per Year
0- 3 years	3.6880 hours	12 days
3- 5 years	4.6080 hours	15 days
5-10 years	5.5360 hours	18 days
10-15 years	6.4560 hours	21 days
15 or more years	7.3840 hours	24 days

Payment of annual leave up to 300 hours accrued upon separation, retirement or death. No payment of sick leave upon separation, retirement, or death.

12-Month Unclassified Employees Annual and Sick Leave

Years of Service	Each Pay Period	Total Per Year
0- 3 years	3.6880 hours	12 days
3- 5 years	4.6080 hours	15 days
5-10 years	5.5360 hours	18 days
5-10 years	5.5360 hours	18 days
10-15 years	6.4560 hours	21 days
15 or more years	7.3840 hours	24 days

Payment of annual leave upon retirement or death up to 25 days accrued. Payment of annual leave upon separation, retirement, or death up to 37.5 days accrued or 300 hours equivalent.

FMLA (The Family and Medical Leave Act)

The University's policy regarding family and medical leave can be found in the Policy Documents section of this Handbook. The policy complies with the U.S. Family and Medical Leave Act of 1993.

It is the employee's responsibility to apply for this leave. This application may be picked up in Human Resources, Martin Hall, Room 170.

Request for Family or Medical Leave Form

UNIVERSITY OF LOUISIANA AT LAFAYETTE
REQUEST FOR FAMILY OR MEDICAL LEAVE

University Policy:

In accordance with the Family and Medical Leave Act of 1993, you have a right under this Act (FMLA) to take a maximum of twelve (12) weeks of leave in a 12-month period for reasons listed below. Also, your health benefits (if you have them with UL Lafayette) must be maintained during any period of unpaid leave under the same conditions as though you continued your employment as long as you pay your share of the premiums. FMLA also provides that you must be reinstated to the same or equivalent job with the same salary, benefits, and terms and conditions of employment upon your return from leave. You may be required to furnish medical certification of a serious health condition.

I am applying for Family/Medical Leave for the following reason:

- _____ a serious health condition for which I need care.
- _____ the birth of a child, or the placement of a child for adoption or foster care.
- _____ a serious health condition affecting my ___ spouse, ___ child, ___ parent for which I am needed to provide care.

This leave is to begin on _____ and I expect to return to work on or about _____.

I request they my ___ annual, ___ sick, ___ compensatory leave be charged.
or
_____ I request that I be given leave without pay during this period of absence.

Date _____ Employee's Signature _____
Social Security Number _____

Date _____ Approval Recommended _____
Department Head

Approved:

Dean or Administrative Head Date Appropriate Vice President Date

President (if necessary) Date Vice President for Business & Finance
(for Personnel/Payroll Files) Date

Overtime Policy for Classified Employees

For all classified employees of the University of Louisiana at Lafayette, the standard workweek consisting of seven (7) days is established from 00.01 Saturday to 24.00 hours Friday. The regular workweek shall consist of forty (40) hours of work within the workweek. For insurance eligibility, 30 hours per week shall be considered full-time; a workday is a period from midnight to midnight. Any exceptions to the standard University workweek must be approved in writing by the appointing authority.

Civil Service Rule 21.1 states that an employee in the classified service may be required by his/her supervisor to work overtime as needed. Supervisors of Classified Employees are encouraged to consider employee needs when assigning/ordering overtime duty, but the University's primary responsibility is to ensure that its goals and mission are carried out without undue disruption; and the University has legal authority to order overtime, even when it may be disruptive for the employee. Employees who refuse a direct order to work overtime may be subject to disciplinary action in accordance with Chapter 12 of the Civil Service Rules.

Fair Labor Standards Act (FLSA) overtime is defined as hours actually worked in excess of forty (40) hours in a standard workweek. State Overtime applies in lieu of FLSA overtime when an employee works in excess of his/her regular workweek, BUT has taken paid leave or a holiday is observed causing the employee to actually work fewer than forty (40) hours in that workweek. (A day off from work due to paid leave taken or a holiday observed is considered to be a day worked.) Overtime for law enforcement officers, under Section 7(k) of FLSA, is defined as hours actually worked in excess of 80 hours in a work period (14 days).

For overtime purposes, the University shall determine the exempt or non-exempt status of all positions, in accordance with the Fair Labor Standards Act (FLSA). All non-exempt employees shall be compensated for overtime in accordance with the FLSA for overtime conditions that are covered by the FLSA, and shall be compensated in accordance with Civil Service rules, Chapter 21—Overtime and Overtime Compensation. All exempt employees shall be compensated in accordance with Civil Service rules for State Overtime.

All non-exempt employees will be compensated for overtime at the following rate:

1. All FLSA overtime shall be compensated at the time-and-one-half rate.
2. State overtime will be computed at the straight (hour-for-hour) rate.
3. When the University is closed due to emergency situations and the employee has worked fewer than forty (40) hours in that workweek, overtime will be computed at the straight rate. If the employee has worked in excess of forty (40) hours, overtime will be computed at the time-and-one-half rate.
4. Work performed on the following State Holidays—New Year's Day, Mardi Gras Day, Good Friday, Easter, Independence Day, Labor Day, Thanksgiving Day or Christmas Day, will be computed at the time-and-one-half rate.

All exempt employees will be compensated for overtime at straight (hour-for-hour) rate.

Advanced approval is required for overtime work. Overtime work is not permitted on a voluntary basis; but must be authorized by the appropriate authority. Any overtime shown on the time sheet will not be credited unless written approval has been received and is attached to the time sheet.

Overtime compensation may be granted in the form of cash payment or compensatory leave earned. Compensatory leave as compensation for overtime work is a condition of employment

with the University of Louisiana at Lafayette. Cash shall be paid when required under the FLSA or by Civil Service Rules. Employees employed on an intermittent schedule shall not earn compensatory leave, but shall be paid cash.

Caps and Required Payment for Overtime Earned at the Time-and-One-half Rate:

1. Employees who accrue compensatory leave at the time-and-one-half rate shall accumulate no more of such compensatory leave than allowed under the Fair Labor Standards Act. The cap is 240 hours (equivalent to 160 hours of overtime worked) for regular employees and 480 hours (equivalent to 320 hours of overtime worked) for law enforcement.
2. Once the maximum balance of compensatory leave earned at the time-and-one-half rate is reached, any additional overtime in excess of the employee's established FLSA work period must be paid to a non-exempt employee at the time-and-one-half rate (for the equivalent number of overtime hours worked).

Caps and Required Payment for Overtime Earned at the Hour-for-hour Rate:

1. Employees can accumulate up to 80 hours of compensatory leave earned hour-for-hour for use during University closing.
2. In the event there is an excess amount at the end of the designated period set by Civil Service, the University shall abide by the directives of the Civil Service Rules in this manner.

An employee who has been credited with compensatory leave may be required to take all or part of compensatory leave at any time [Civil Service Rule 21.6 (b)]. An employee will be required to take compensatory leave in lieu of annual leave. At the employee's option, he/she may use compensatory leave in lieu of sick leave.

Any compensatory leave earned hour-for-hour over the 80 hour cap shall be taken within sixty (60) days of the payroll period it was earned. The Department Head/Supervisor shall be responsible to see that this type of compensatory leave is taken by the employee within this sixty (60) day time limit.

Payment or Cancellation of Compensatory Leave Upon Separation or Transfer to Another State Agency:

1. Time-and-One-Half Compensatory Leave
 - Upon separation or transfer from a department, all compensatory leave earned at the time-and-one-half rate and credited to an employee shall be paid in accordance with the FLSA.
2. Hour-for-Hour Compensatory Leave
 - Upon separation or transfer, unused compensatory leave earned hour-for-hour by non-exempt employees shall be paid at the final regular rate received by the employee.
 - All unused compensatory leave earned hour-for-hour by exempt employees shall be paid upon separation or transfer from the University at the final regular rate of pay received by the employee.

This Policy shall apply to all Classified Personnel regardless of source of funding.

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