

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4513-08

CATEGORY: Human Resources

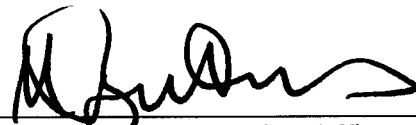
CONTENT: Emoluments Policy

EFFECTIVE DATE: July 1, 1999

REVISED DATE: August 20, 2007

REVIEWED: August 22, 2008

INQUIRIES TO: Human Resources
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Acting Chief Executive Officer
LSU Health Care Services Division

8/26/08

Date



Acting Deputy Chief Executive Officer
LSU Health Care Services Division

8/26/08

Date



Acting Director of Human Resources
LSU Health Care Services Division

8/26/08

Date

EMOLUMENTS POLICY

LSU HEALTH CARE SERVICES DIVISION

I. STATEMENT OF POLICY

The purpose of this policy is to establish the criteria for employees of the LSU Health Care Services Division to be eligible for and/or to receive housing in state owned housing or a housing allowance.

II. APPLICABILITY

This policy applies to LSU Health Care Services Division employees.

III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the Chief Executive Officer of the LSU Health Care Services Division.

IV. PROVISIONS

- A. Approved employees may receive a maximum of \$750 per month as a housing allowance.
- B. Employees occupying state owned housing will receive the approved housing allowance and will be taxed on the rental value of the property.
- C. Rental value of state owned residences will be established through local market valuations and shall be updated every four years by the local hospital.
- D. Employees residing in state owned housing shall pay for utilities based upon either:
 - 1. the actual cost if the housing has an individual meter or,
 - 2. the estimated cost of the utility per square foot times the square footage of the housing if the housing does not have an individual meter.
- E. Cable/Direct Television will not be installed or paid for by LSU HCSD.
- F. Housekeeping service will not be provided nor paid for by LSU HCSD.
- G. Lawn service for state owned residence will be maintained by the employee occupying the residence.

- H. State owned residence shall be furnished with a refrigerator, stove, oven, dishwasher (if built in) and window air conditioners, if applicable. All other furnishings are to be provided by the employee living in the residence.
 - I. LINC lines shall not be used in state owned residence. If any employee is required to use his/her personal phone for business reasons, he/she may be reimbursed through normal reimbursement procedures.
- V. When it is deemed to be in the best interest of the LSU HCSD to offer housing allowance to an employee, the following criteria and procedures will be followed:
- a. Prior approval of the CEO of LSU Health Care Services Division is required.
 - b. Justification shall be provided, in writing, to the CEO Health Care Services Division and shall include:
 - i. Name of Employee
 - ii. Job Title/Annual Salary
 - iii. Why housing is requested?
 - 1. Is housing allowance a condition of employment?
 - 2. Have there been recruiting problems in filling the position?
 - 3. Other extenuating circumstances?
- VI. Exceptions to any part of this policy must be approved by the CEO LSU Health Care Services Division.