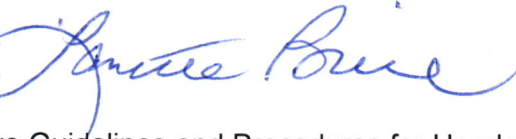


November, 2019

**TO:** LSU-HCSD HEADQUARTERS STAFF

**FROM:** Lanette Buje  
Deputy CEO



**RE:** Administrative Guidelines and Procedures for Headquarters Staff  
This memorandum will replace previous administrative memoranda pertaining to day to day operations of the Headquarters office.

### **Work Hours**

Each section should maintain phone coverage from the hours of 8 a.m. until 5 p.m.

Phone lines will be answered by on-site staff between the hours of 8 a.m. and 5 p.m. You will need to insure that adequate staff is in the office to answer phones and handle office business during these hours.

### **Voice Mail**

Voice mail shall be installed on all phone lines. Voice mail is to be checked regularly and calls returned as soon as possible.

### **Work Schedule Hours**

The following work hours will be available to staff within each section:

7:00 a.m. – 3:30 p.m.  
7:30 a.m. – 4:00 p.m.  
8:00 a.m. – 4:30 p.m.  
8:30 a.m. – 5:00 p.m.  
9:00 a.m. – 5:30 p.m.

Requests for work schedules other than the ones listed above will required the prior approval of the Deputy CEO and must be requested for business purposes only.

It will be the responsibility of each Division/Section to insure that each section is appropriately staffed during the main work hours of 8 a.m. to 5 p.m. Each employee will complete a Work Schedule Form which is included in the new employee packets. Work schedules will be established and approved by the Division Director/Supervisor based on job duties, coverage, etc. Additional work schedule forms can be requested from Human Resources for changes to existing work schedule. ALL changes to work schedules for bi-weekly employees will be effective at the beginning of a pay period.

All full-time employees, both classified and unclassified, are expected to work a set work schedule of 40 hours per week as approved on the Work Schedule Form on file in Human Resources. HCSD Administration does not have "flex" time. Everyone has a schedule and are expected to report to work as indicated on their Official Work Schedule Form.

**Note:** Temporary employees, such as Students and Temporary Unclassified employees may not have a set schedule since they are only paid for the hours they work.

## **Payroll**

### **Bi-Weekly Paid Employees**

Most all bi-weekly paid employees, including Students, use the PeopleSoft Web Clock to record hours worked, leave used, paid holidays, etc. Employees on Web Clock will logon when they get to work and logoff when leaving work in accordance with written procedures. If employees come and go during the day, they must logout and log back in upon return to the work place.

Non-work related absences must be documented with an approved leave slip signed by the Employee and Supervisor and submitted to Human Resources timely.

When there are missed login/logout errors, a timesheet correction form (signed by employee and supervisor) is required in order to modify any changes to web clock recorded hours.

On the Monday, following the end of each pay period, all employees will receive a time detail report indicating hours worked, leave taken, holidays, etc., as well as the number of hours for which the employee will be paid. As a rule, each employee is paid 80 hours per pay period. The employee shall review the time detail report for accuracy. Both the employee and supervisor must sign the time detail report and return to Human Resources timely certifying the correctness of hours to be paid. If there are errors on the time detail report, employees are responsible for providing documentation to Human Resources before errors will be corrected.

Failure to submit leave slips and/or timesheet corrections forms timely may result in reduction in paycheck.

### **Temporary Unclassified Employees Pay**

Employees will continue to use manual Sign In/Out sheets. Since a temporary unclassified employee is only paid for the hours worked (30 minute increments only), your paycheck may not be issued until we know what hours to pay. This may be bi-weekly or monthly depending on your appointment status. No leave slips are required for absence.

### **Monthly Paid Employees**

Monthly employees will continue to use manual Sign In/Out sheets. The sign in/out sheets are to be completed each day. All employees are to sign in when they begin work and sign out when they leave work for the day. Non-work related absences during the day must be noted on the sign in/out sheet and requests for leave form submitted to the appropriate supervisor for approval and processing. Approved leave slips should be attached to the sign/in sheet when submitted to Human Resources. Please make arrangements to have your timesheet submitted timely in accordance with deadline dates listed below, if you are not scheduled to work at that time. Failure to submit your timesheet in a timely manner, may result in your paycheck being delayed and you may not receive a paycheck as expected. It could also result in being placed on LWOP and/or disciplinary actions.

At the end of the month, all employees must initial/sign the time sheet signifying that the times reported are correct. The timesheets must be received in HR no later than the 10<sup>th</sup> of the following month unless notified that it should be submitted sooner.

It is **NOT** the responsibility of Human Resources to seek out employees who have not completed the sign in/out sheets or leave slips in order to determine hours worked, leave taken, etc. It is the employee's responsibility to complete sign in/out sheets and leave slips accurately and in a timely manner. It is the supervisor's responsibility to review and approve or disapprove requests for leave in a timely manner.

An electronic leave slip is attached for your use:



New Leave Slip.xls

### **Leave Accrual and Usage**

**Note:** Not all employees are eligible to earn leave. Employees on Classified Restricted Appointment/Temporary WAE; students, temporary unclassified monthly or temporary bi-weekly employees do not earn leave.

All leave shall be requested and approved in advance, when possible. In emergency situations, prior approval may be waived and approval granted after the fact by the Supervisor. However, employees should not assume that leave will be automatically granted.

**Annual Leave** - May be granted for personal or recreational reasons. Annual leave should be requested in advance. Leave slips are to be given to your immediate supervisor for approval. Supervisors will base approval on workload, coverage, etc.

**Bi-Weekly Paid Employees:** Annual leave may be requested and used in 6 minute increments. This means that employees shall use leave for every 6 minutes away from their work location.

**Monthly Unclassified Employees:** Annual leave will be charged in half hour (30 minutes) increments. Periods of time away from work for annual leave purposes in excess of four (4) consecutive hours will require approved leave. If you are taking a day off, you are required to take 8 hours of annual leave regardless of any extra hours you may have worked during the week.

Periods of time away from work for annual leave purposes less than four (4) consecutive hours will not require the use of annual leave as long as the employee consistently (physically) works more than forty (40) hours per week as documented on the Sign In/Out sheet. Any additional time worked before or after your official daily work schedule, shall only be recorded in 30 minute increments. Any time less than 30 minutes shall not be used to calculate any extra time worked. Monthly unclassified timesheets are audited in HR to ensure consistent application. Annual leave slips are requested as deemed necessary.

**Sick Leave** - Sick leave is for purposes of doctors, dentists or other medical consultants of the employee and requires employees to notify their immediate supervisor prior to an absence from work. If medical appointments, consultations, and/or treatments interrupt the workday, the employee is

eligible for sick leave for the appointment, plus reasonable travel time to and from the appointment. Sick leave shall be applicable only to the period of time during which the employee is considered disabled. Use of sick leave shall not be used or approved for the illness, injury, medical, dental or optical consultation and/or treatment of anyone other than the employee.

In case of emergency medical treatment, employees must notify their immediate supervisor as soon as possible as to the need to be away from work and the expected time of returning to work.

At the discretion of the immediate supervisor, in consultation with the Human Resources Administration, a doctor's certificate may be required for any absence due to illness. All absences due to illness require use of sick leave. Leave slips must be completed on the first day of return to work and signed by the immediate supervisor.

**Bi-Weekly Paid Employees:** Sick leave may be requested and used in 6 minute increments.

**Monthly Paid Employees:** Sick leave may only be used in 30 minute increments and **all sick** leave must be noted on timesheets.

#### **Leave Without Pay (LWOP)**

When accrued annual leave and/or sick leave balances are insufficient to meet an employee's needs and applicable balances have been exhausted, an employee may request leave without pay. Requests for extended leave without pay should be submitted to Human Resources.

An employee may also be placed on leave without pay for an unapproved absences.

#### **Family Medical Leave Act (FMLA)**

Requests for FMLA should be discussed with Human Resources.

**Overtime For Bi-weekly Paid employees only** (monthly paid unclassified employees are not eligible to earn or be paid for overtime).

All overtime requires prior approval of the Division Director and the Deputy CEO or designee. It is the responsibility of supervisors and division directors to insure that FLSA non-exempt employees do not work in excess of eight (8) hours per day without prior approval. All overtime will be paid in cash unless notified otherwise. Monthly paid unclassified employees are not eligible to earn overtime.

1. Overtime (OT) will be paid in 6 minute Increments.

#### **Exempt Employees**

Employees designated as "exempt" under FLSA, will be compensated for all OT worked before or after designated working hours and paid in 6 minute increments. Although OT can be claimed and paid in 6 minute increments, OT should not routinely be worked in increments of less than an hour. Supervisors are encouraged to monitor OT for adherence to the 1 hour limit if at all possible. Exempt Employees are paid at the straight time rate for OT.



## Non-Exempt Employees

Employees designated as "non-exempt" under FLSA, shall be compensated for all OT worked before or after designated working hours and paid in 6 minute increments. Although OT can be claimed and paid in 6 minute increments, OT should not routinely be worked in increments of less than a 1/2 hour. Supervisors are encouraged to monitor OT for adherence to the 1/2 hour limit if at all possible. Non-exempt employees are paid time and half for OT hours as applicable.

## 2. Travel Time

Travel time may be claimed as OT. However, since normal home to work and work to home travel is not compensable as hours worked or eligible for OT compensation, travel time for OT purposes will be based on the same principle. Home to work varies for employees, so HCSD HQ has opted to use 30 minutes as an average time for each way of travel to and from an employees' home. When completing the OT form where travel time is involved, please contact HR to determine if travel time qualifies for OT.

## 3. Overtime Forms

OT forms should be completed on the OT form (copy attached) and submitted for each pay period when necessary.



OT Form - Excel.xls  
(25 KB)

The "Reason for Overtime" explanation on the OT form must be completed and any travel time should be noted to include if the travel commenced from the employee's home or from the office as well as the return travel. If not noted, payroll manager will need to clarify.

OT forms require the initials of the employee, signature of Division Director/Supervisor and/or designee and the HR Administrator/designee.

## **Notification of Absence from Duty Station**

All employees are responsible for being at their duty station by the beginning of their official work schedule unless scheduled to work outside the office at another site.

Senior Staff are to notify their immediate supervisor when they will be working outside their office and will not be in by their scheduled work time.

All other employees are to notify their immediate supervisor no later than 15 minutes after the beginning of their official work schedule if they will not be in or will be late on a work day. It is the employee's responsibility to call their supervisor.

All staff must notify their immediate supervisor when they must be away from the office during the work day (other than lunch).

### **Holidays**

HCSD is allowed 14 holidays per fiscal year as designated by HCSD Administration. In instances where the Governor may proclaim holidays for state employees, HCSD employees do not get the proclaimed holidays. Only LSU Officials may declare additional holidays over the 14 designated holidays. The holiday schedule is posted on the HCSD website, [www.lsuhealth.org](http://www.lsuhealth.org)

### **Special Leave**

Sometimes circumstances, such as weather and/or utility outage, may dictate our building to be "officially closed". During such closures, special leave with pay may be allowed. Also, during these times, email correspondence and/or text messages will be transmitted containing relevant information.

### **E2 Campus Notifications**

Notifications regarding office closures may be transmitted through text and/or email. Employees should sign up for these notifications. Information about these notifications will be provided during new hire orientation.

### **Other Leave**

Leave requests such as funeral leave, civil leave, educational leave, maternity leave, and military leave are to be discussed and approved by the Supervisor and/or Division Director. As these are leave needs relating to occurrences that are infrequent in nature and/or beyond an employee's control, maximum flexibility will be exercised. Any questions regarding these types of leave should be discussed with Human Resources.

### **Unauthorized Absences**

Employees are on unauthorized leave without pay when they fail to report to work, fail to call in or leave work without approval. The Supervisor and/or Division Director's approval is required to have such leave changed to an authorized absence such as annual leave, sick leave, etc. Unauthorized absences may be cause for disciplinary action up to and including termination.

### **Travel**

Attendance at conferences, meetings, site visits or other HCSD business requiring an overnight stay in-state by any member of the Headquarters staff requires the prior approval of the immediate supervisor and the Division Director.

All out-of-state travel requires approval of the Deputy CEO.

### **Personal Appearance**

All members of the Headquarters staff are to dress in an appropriate manner. Division Directors may send employees home to change clothes if they are not appropriately dressed. Employees sent home will be required to take annual leave or leave without pay, whichever is appropriate.

Every Friday will be a casual dress day. All employees may wear jeans unless there is a meeting or other business transaction that would necessitate a more professional dress standard. Jeans must not be too tight, torn, or have holes. Under no circumstances will shorts be allowed. The Deputy CEO reserves the right to cancel, change or add additional casual dress days.



## **ID Badges**

Headquarters employees domiciled at the Administration Business Office (ABO) in Baton Rouge are not required to wear an ID badge. HQ employees domiciled outside of Baton Rouge, should follow all procedures and/or requirements for ID Badges as appropriate for their location.

## **Worker's Compensation**

If you are involved in an on-the-job accident, you may be eligible for worker's compensation benefits. You should immediately report the accident to your supervisor for appropriate forms to be completed and submitted to Human Resources.

## **Emergency Contact Information**

It is the responsibility of each employee to provide emergency contact information to their supervisor. It is also the responsibility of the employee to make every effort to contact his/her supervisor or Human Resources to provide additional contact information in the event of weather related emergency or other disasters. Employees can also receive emergency notifications through emails, texts and the HCSD website, [www.lsuhs hospitals.org](http://www.lsuhs hospitals.org)

## **Personal Information Changes**

Anytime you change your name, address, beneficiaries (insurance/retirement, etc.) Human Resources shall be notified. A personal change form must be completed. Forms are available in HR or on the HCSD website.

An employee's name on all official employee records shall be recorded to match the current social security card. This also applies to internal records such as telephone lists, e-mail addresses, etc. A new social security card is required to process a name change.

## **Internet Usage**

Internet is provided to employees as a resource to appropriately function in their jobs. Internet should not be used for non-work related matters. Individual use of the internet by employees is monitored. Misuse of the internet for non-work related matters shall result in disciplinary action up to and including termination. See HCSD Policy 4512.

## **E-mail Usage**

Your HCSD email address is your official work email address. All employees are responsible for checking, reading, and responding to Email in a regular and timely manner. Email should be used for work-related purposes. Under no circumstances shall employees transmit emails containing sexually explicit or pornographic material, "chain letter" emails or forward emails to large groups unless specifically authorized and approved by the supervisor. Emails containing patient names and private health information or other protected information shall not be transmitted via LSU email. Emails may be monitored to assure compliance. See HCSD Policy 4511.

## **Security/Keys/Cameras at the Administrative Business Office (ABO)**

### **Keys:**

The Facility Services Director is responsible for recording and maintaining the master log of the keys issued to employees at the ABO. The master log will be maintained in Executive Administration by the Executive Assistant.



Each employee will be issued a key to their individual office or cubicle. Employees are responsible for maintaining key and for locking their office/cubicle each evening if office contents includes Patient Health Information (PHI) or other proprietary documentation. If employee occupies a cubicle without a door, employee is responsible for protecting PHI in accordance with the Compliance Department's guidelines.

All keys to the building/office/cubicle shall be relinquished to Human Resources upon termination of employment with HCSD Headquarters.

Building Access:

A security system is installed at the ABO on the front doors and the side door facing McClelland Drive, next to the executive offices. Human Resources is responsible for updating employee data in the system by entering new employees and deleting employees terminating employment.

All doors will remain locked at all times. Employees will always be able to exit through any door at any time. Employees will not ever be locked in.

You will be entered into this system upon employment and instructions for access will be provided at that time. Human Resources monitors access into the building on a regular basis for any unauthorized entry.

Custodial Staff:

Custodial staff are contracted to provide services. They are available on a daily basis.

Record Storage Area:

The entrance into the records storage area shall be locked each evening and unlocked each morning. Only authorized personnel are allowed into the records storage area. Keys to the storage area will be maintained by the Medical Records manager and Human Resources.

Security Cameras:

Recording security cameras have been strategically installed both outside and inside the ABO building. The cameras are monitored on a regular basis.

Employees should use precaution and be aware of their surroundings as they enter and exit the building.

Employees who experience/observe unusual or suspicious activities should report the activity immediately to the Facility Services Director, Building Coordinator, Deputy CEO or immediate supervisor. Employees whose work domicile is other than the ABO shall follow the security policy of the location where they are domiciled.

**FAILURE BY ANY EMPLOYEE TO ADHERE TO THE STANDARDS SET FORTH IN THIS MEMORANDUM COULD RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.**



**ACKNOWLEDGMENT FORM**

**ADMINISTRATIVE GUIDELINES AND PROCEDURES  
FOR HCSD HEADQUARTERS OFFICE STAFF**

I received a copy of the HCSD Headquarters Administrative Guidelines and Procedures for HCSD Headquarters office staff memorandum. I agree to comply with the procedures and guidelines as outlined in the memorandum.

I understand that failure to adhere to the standards set forth in this memorandum could result in disciplinary action up to and including termination.

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Print Name

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Signature

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Date

**FAILURE TO ACKNOWLEDGE RECEIPT OF THIS MEMORANDUM DOES NOT EXCUSE THE EMPLOYEE FROM ADHERENCE TO PROCEDURES SET FORTH IN THESE ADMINISTRATIVE GUIDELINES.**