



STATE OF LOUISIANA  
LOUISIANA SCHOOL FOR THE DEAF

EMPLOYEE OPERATIONAL  
PROCEDURES – EOP 2.3

EMPLOYEE HANDBOOK

FOR



# LOUISIANA SCHOOL FOR THE DEAF APPOINTMENT STATUS

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DIVISION

\_\_\_\_\_  
POSITION TITLE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
DATE(S) OF HIRE

\_\_\_\_\_  
DATE/TIME OF INDUCTION

## EMPLOYMENT TYPE:

- Classified  
 Unclassified, non-contracted  
 Unclassified, contracted  
     Teacher  
     Paraeducator  
 Unclassified Student  
 Unclassified, Day-by-Day Sub

## SALARY (gross figures):

- Bi-weekly, \$ \_\_\_\_\_  
 Hourly, \$ \_\_\_\_\_  
 Yearly, \$ \_\_\_\_\_  
 Contract, \$ \_\_\_\_\_  
    \_\_\_\_\_ #Days  
 Per day worked \$ \_\_\_\_\_  
 Classified Pay Range Level \_\_\_\_\_

## NATURE OF APPOINTMENT:

- Appointment:  full-time  
                   part-time \_\_\_\_\_ hours per week  
                   WAE (when actually employed)

## LENGTH OF EMPLOYMENT:

- Appt. normally lasts \_\_\_\_\_ months, concurrent with the fall and spring semesters of the school year.  
 Appt. is for a set period of time, (see above dates).  
 Appt. is for 12 months.

- Classified:  Permanent  
                   Probational  
                   Provisional  
                   Restricted  
                   Job Appointment

- Unclassified:  Regular  
                   Substitute  
                   Temporary

## INSURANCE (Health & Life)

- Eligible  
 Not Eligible

## RETIREMENT SYSTEM

- LASERS  
 TRS  
 FICA (Social Security)  
 Other: \_\_\_\_\_

## MEDICARE TAX

- Yes  
 No

I, THE UNDERSIGNED EMPLOYEE, HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK AND UNDERSTAND THE STATED POLICIES AND PROCEDURES AS THEY AFFECT ME AND AGREE TO FOLLOW AND ABIDE BY THEM.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

R 7/2006;R 12/17/2008;R 11/15/2009  
Original to PF  
Copy to employee

EQUAL OPPORTUNITY/ADA EMPLOYER

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**NOTES**

## INTRODUCTION

The purpose of this Employee Handbook is to guide your initial processing as a new employee of Louisiana School for the Deaf (LSD). You will be expected to be familiar with the contents of this document, and to follow the directions it contains.

The material presented in this written document does not replace or change any Civil Service or State Board of Elementary and Secondary Education (BESE) rules or other written rules and regulations of this school system. In this Handbook, references are made to the BESE Personnel Manual (SDE Bulletin 1868). The BESE Personnel Manual primarily addresses issues affecting unclassified employees; however, some general topics such as Affirmative Action, smoking, etc., are covered for both classified and unclassified employees. In addition, LSD Operational Procedures have been issued covering various topics.

At any stage of the induction process, if you have any questions about an area being covered, or an area not covered, please ask that it be explained. You are to read all material provided and comply with the provisions.

### I. WELCOME TO LOUISIANA SCHOOL FOR THE DEAF (LSD)

You have impressed us, and we are pleased to have you join our organization. We, in turn, hope our group has favorably impressed you and that you will enjoy working with us.

You will have the opportunity to be of service to your fellow man, for ours is a service organization. It is our goal to conduct ourselves at all times in such a manner that will serve the best interests of our students, our fellow employees, our community, and our school system.

The best kind of service to our students depends upon cordial relationships, mutual understanding, and cooperative effort among the members of our staff. Teamwork is the key to our success. When all departments function in a cheerful and cooperative manner, our students can sense this atmosphere of goodwill and encouragement which will enhance their education tremendously.

You are provided a "Welcome" handout from the Director which summarizes the purpose and services of this school. In order to give you an idea of the administrative structure of the school, a copy of the most recent LSD organization chart is provided.

### II. CIVIL SERVICE SYSTEM

You are appointed (hired) as an employee of the State of Louisiana. The Civil Service System, of which you are a part, is divided into the Classified and Unclassified service. Your Civil Service status is indicated on the cover sheet of this Induction Dialogue. Classified employees are governed by the rules of the Civil Service Commission. Unclassified employees are governed by policies of the State Board of Elementary and Secondary Education. Both groups are affected by school policies, Governor's executive orders, and statutes.

### III. AFFIRMATIVE ACTION PROGRAM

It is the policy of this school system to take all affirmative (positive) steps necessary to give equal treatment to all employees regardless of their race, sex, religion, national origin, age, handicaps, or veteran's status, except where such factors constitute a bona fide occupational qualification necessary for proper and efficient administration. The current Affirmative Action Plan (AAP), which includes the school's policy, is available for review in your Division Head's Office or in the Human Resources Department.

#### IV. HANDICAPPED NON-DISCRIMINATION: SECTION 504 and ADA

The U.S. Congress passed the Rehabilitation Act in 1973 and the Americans with Disabilities Act (ADA) of 1990, which forbid discrimination against individuals with disabilities. Our goal at this school is to comply with all the provisions of these laws; they forbid discrimination in any employment practice. LSD does not discriminate against recovering alcohol/drug abusers (those not currently using alcohol or drugs).

#### V. NATURE OF APPOINTMENT

"*Appointment*" means an offer by the appointing authority to a qualified person of employment in a position and the acceptance of such an offer.

"*Appointing Authority*" means the agency, department, board, or commission, and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service. The appointing authority for LSD is the State Interim Director of Education. The appointing authority may delegate his authority to designated agency/school officials, such as the Director.

##### A. CLASSIFIED EMPLOYEES

###### **Probational Appointment**

The "probationary period" is to be no less than six months or more than twenty-four months; it is a part of the testing period. Your work will be observed very closely by your supervisor(s). Before the end of 12 months from probational appointment, your supervisor will be asked to make a written recommendation whether:

- 1) you come off probational status and are given permanent status, or
- 2) your probational period is extended, or
- 3) you are removed from your position.

We are in hopes that your work will have been satisfactory and that permanent status can be granted. With the gaining of permanent status, there are certain advantages, e.g., eligibility for promotion, appeal rights to the Civil Service Commission on disciplinary actions, and increased rights in the event of an agency layoff.

###### **Non-Competitive Re-Employment Appointment**

Your status is probational. The material stated in "Probational Appointment" also applies to you even if you are hired from an "Open Preferred List" following a layoff from another State agency.

###### **Department Preferred Re-Employment List**

Your status is permanent. If you have been out of State Service for less than one year, you will be considered to have had continuous State service with the exception for employees who had been employed on a basis other than for 12 months. The only adjustment that will be made to those employees' service credit will be for the usual period of leave without pay (LWOP) during the summer break between school sessions. If you have any questions about your status from having been recalled from layoff, feel free to contact the Human Resources Department for information.

###### **Lateral (equal level) Transfer**

If you were on permanent status at the time of transfer, you still are. If you were probational you are considered a new hire and will serve a probational period.

## V. NATURE OF APPOINTMENT (continued)

### **Transfer Demotion.**

If you were on permanent status at the time of transfer, you still are. If you were probational you are considered a new hire and will serve a probational period.

### **Transfer Promotion**

In order to be eligible for promotion, you had to be on permanent status; therefore, you remain on permanent status.

### **Provisional Appointment**

If you have not already received a grade from the Department of Civil Service for the position you are hired in, you must send a Civil Service application (SF10) to the Department of Civil Service immediately. The Human Resources Department has blank applications. A grade from Civil Service may be acquired by taking a written and/ or oral test and/or by receiving an experience and training rating. As soon as the Department of Civil Service issues a grade for you for a position and then determines whether your grade is within reach for regular certification and appointment (within the "top 5 grade groups"), your provisional appointment can be converted to probational. When this happens, the material stated in "Probational Appointment" applies.

### **Restricted Appointment**

The appointment may be rescinded at any time prior to the expiration date at the discretion of the LSD appointing authority or his designated agent. A Restricted appointment is a temporary appointment not to exceed a cumulative total of six months in a calendar year for any person.

If an individual is hired on a restricted basis in a position that requires a Civil Service grade (whether by taking a written test or receiving an experience and training rating grade), the Human Resources Department can only request that the Civil Service Department send that person's name on a certificate after the Human Resources Department has received the person's grade. Therefore, as a restricted appointee it is your responsibility to give the Human Resources Department your Civil Service grade as soon as possible. Failure to promptly report your grade to the Human Resources Department can only delay any possible conversion to probational or job appointment status.

Please note that the Civil Service Department will not send an individual's name out on a List if the grade is too low, meaning beyond reasonable anticipation of reaching the person on the List of Eligibles. Check with your supervisor in order to discuss the plan for this position being needed beyond the restricted period. If the position is continued and if you change from restricted status to probational or job appointment status, your salary will be the current starting salary for that class of position.

### **Job Appointment**

Your appointment is not to exceed the dates shown on your "Appointment Status" sheet. This appointment may be terminated any time prior to the expiration date at the discretion of the LSD appointing authority.

### **WAE**

WAE means "when actually employed." You are called in to work when your services are needed. You are only paid for time worked.

### **Regular Part-time**

Your work schedule is less than 40 hours per week.

V. NATURE OF APPOINTMENT (continued)

B. UNCLASSIFIED EMPLOYEES

**Regular Unclassified Appointment**

In the unclassified service, an employee serves at the leisure of the appointing authority. There is no tenure.

**Unclassified Contracted Instructional Appointment** (teacher/paraeducator).

In the unclassified contracted service, an employee is subject to the authority of the school's local board; for LSD this happens to be the State Board of Elementary and Secondary Education, with the Director as its duly appointed and authorized agent. According to the provisions of the Teacher Benefit Law there is a tenure system for teachers. Contracts are signed each school year.

**Unclassified Student Appointment**

You will only be paid for the time you work. There are no benefits (leave, holidays, etc.) associated with this appointment. Student appointments are subject to termination if budgeted funds become unavailable. You must retain full-time student status in order to continue working in this capacity. If at any time you drop below full-time status, you must notify the Human Resources Department. Under the terms of the Civil Service Rules, your appointment as a student worker would then have to be terminated. In the unclassified service an employee serves at the leisure of the appointing authority.

**WAE**

WAE means "when actually employed." You are called in to work when your services are needed. You are only paid for time worked.

**Regular Part-time**

Your work schedule is less than 40 hours per week. (35 hours contracted staff).

VI. LEAVE

A. For classified and regular unclassified employees:

You are appointed (hired) in a status whereby you earn leave--both annual and sick. If you work on a regular part-time eligible basis, your leave earning will be pro-rated, based on the number of hours worked. Annual leave is to be used for one's own purpose. Annual leave is to be requested of the supervisor in advance and must be approved by the supervisor before it can be taken. Sick leave is to be used only for illness or medical appointments of the employee. Sick leave is to be requested as far in advance as possible.

The La. School for the Deaf agrees to comply with provisions of the Family Medical Leave Act (FMLA). For eligible employees, certain leave requests beyond the normal annual (personal) leave and sick leave balances may apply.

For employees with prior State Service, if rehired within 5 years from last period of employment on probational or permanent status, an employee may be recredited with unused annual and sick leave balances *as long as the employee was not terminated for cause or allowed to resign in lieu of (to escape) dismissal.* If you had prior service, left in good standing as described in the paragraph above, and are being hired back on probational or permanent status, and if you had been paid for accumulated unused annual leave, *you shall buy back the number of hours for which you were paid that exceed the number of work hours that occurred during the break*

VI. **LEAVE** (continued)

*in active service.* You shall be given credit for the number of hours of annual leave for which reimbursement is made. Your unused accumulated sick leave balance also shall be recredited. For other information on types of leave and leave policies, see the LSD Time and Attendance Operational Procedures Leave Entitlements; School Closures; and Related Procedures.

Provided is a blank leave form; additional forms are available from your supervisor. The leave earning schedule for both annual and sick leave according to Civil Service Rules (for classified employees) and according to the Governor's Executive Order on Leave (for unclassified employees) is as follows:

CLASSIFIED & REGULAR UNCLASSIFIED LEAVE EARNING		
Years Of Service	Approximate number of days earned per year	Earning rate for regular paid duty hours
Less than 3 years	12	.0461
3 but less than 5	15	.0576
5 but less than 10	18	.0692
10 but less than 15	21	.0807
15+ years	24	.0923

**Regular Part-time Basis**

If you are eligible to earn leave, your leave earning is pro-rated for the number of hours worked.

**Other Than Probational or Permanent**

Any prior leave balance (annual or sick) eligible for crediting within a five year period cannot be credited to you until you are hired on probational or permanent status.

B. Contracted Employees:

**Teacher/Paraeducator Capacity**

Those on nine (9) month appointments are credited with 10 days of sick leave, 2 of which may be used for personal purposes. When an individual is hired on a partial school year basis, the amount of leave hours credited is pro-rated. Those on appointments beyond nine months have extra leave credited beyond the 10 days, as well as those who regularly work an 8 hour day, instead of the usual 7 hour day.

*Faculty leave* is leave without pay granted to teachers and paraeducators and is comprised of the days between terms and at holiday periods as established by the school calendar. This special form of leave is automatically taken as it is granted.

*Teacher sick leave balance is cumulative from one school year to the next.* The sick leave time allotted for personal purposes is not cumulative. Any unused personal leave balance is added to the sick leave balance at the end of the school year.

See the BESE Personnel Manual for more information on leave.

Provided is a blank leave form; additional forms are available from your supervisor as well as the teacher "BESE Sabbatical Leave" form.

C. Non-leave Earning Status:

Employees serving on Restricted Appointment, Student Workers and those on WAE status do not earn annual or sick leave. Therefore, you will not be paid for hours you do not work. Employees with leave balances from prior employment who are re-employed in a non-leave earning capacity cannot use those leave balances.

## VII. HOLIDAYS

As stated in La. Revised Statutes and as provided for in Civil Service Rules, the following holidays are listed as paid holidays for eligible classified employees (except those on restricted appointment and those working on a regular part-time basis who average less than 20 hours per week):

New Year's Day    Labor Day    Independence Day (July 4th)  
Mardi Gras Day    Thanksgiving Day    Veteran's Day  
Good Friday    Christmas Day

In addition, there are certain statutory holidays (holidays by law) that are observed on a set schedule:

Inauguration Day (in Baton Rouge every four years)  
General Election (every two years)  
Martin Luther King, Jr. Birthday (at least every other year)

Non-contracted unclassified employees follow the same holiday schedule.

At other times during the year the Governor may proclaim holidays for State employees. Because we are a school we may be required to work some holidays. Compensatory leave will be earned so employees can be off on another date. In addition, during certain holiday periods, the operation of the school may be curtailed and employees will be required to take leave.

Contracted employees such as Teachers and Paraeducators follow the LSD School calendar for holidays and days off.

Employees serving on restricted appointment, student workers, and WAE are not granted paid holidays.

## VIII. PAY AND PAYROLL SYSTEM

### A. BASIS FOR PAY

#### **CLASSIFIED EMPLOYEE**

You are being paid at the established rate of pay for the position you occupy. The Department of Civil Service has issued a uniform pay plan and has formulated in the Civil Service Rules the rate of pay available for each individual type of appointment. There are multiple pay schedules. All ranges go from "minimum" salary to "maximum" salary.

Look at your "Appointment Status" sheet to see if a Special Entrance Rate (SER) or shift differential applies to your current position title.

There is a bi-weekly gross amount for working an 80 hour pay period, whether an employee is a 9 or a 12 month employee. Part-time employees' gross is pro-rated for the number of hours worked.

At the end of 6 continuous months of employment from the date of hire, you will be eligible for a 4% merit increase. This salary increase must be merited (earned); it is not automatic. Your supervisor will make a recommendation whether you are to be granted a merit increase. You must have a Meets Requirements or above rating on the Civil Service Performance Planning and Review System in order to be granted a merit increase.

Under the classified Civil Service classification and pay system, after an employee has been granted the initial merit increase, each year from that date (called the "anniversary date") he/she is eligible for another 4% merit increase, until the maximum rate is reached.

## VIII. PAY AND PAYROLL SYSTEM (continued)

### UNCLASSIFIED REGULAR EMPLOYEE

The Board of Elementary & Secondary Education has established a Salary Schedule covering all positions. As an unclassified employee, there is no set time frame for salary changes. It is the aim of the agency to be able to provide salary increases on an annual merit basis.

### Teacher/Paraeducator (Contracted)

A Teacher/Paraeducator's base compensation is figured on experience and training and training at the time of hiring. Definition of a year's experience, for pay purposes, is completion of at least 91 regular time teaching days per regular school session.

Eligible full-time teachers may have the PIP increment reinstated.

Teachers who completed their PIP program must inform the person conducting the induction of this fact. An eligible teacher will complete the "PIP Update" form.

### Student Worker

The salary is set by the LSD student worker pay schedule.

### Day-by-Day Substitute

The salary is set by the Day-by-Day Substitute pay schedule.

#### B. ISIS HR/PAYROLL SYSTEM (ISIS)

This agency is on the State's bi-weekly ISIS HR/Payroll System. We are paid every other Friday. Contracted staff are paid over 26 pay periods for the contract period. Classified 12 month and regular unclassified employees receive 26 paychecks. Nine month classified employees are on leave without pay during the summer months and therefore receive no paychecks during that time. Provided is a copy of the Payroll Calendar for the current fiscal year.

Please be aware that pay periods for classified and regular unclassified employees are normally for 14 calendar days (10 working days); for contracted employees (teachers and paraeducators) the annual contract amount is divided evenly among the number of pay periods remaining for the school year.

There are payroll deductions available for employee benefits: such as payments for meals, credit union deductions, and other programs.

Direct Deposit to your financial institution is mandatory.

#### C. TIME AND ATTENDANCE

Your supervisor will present a Time and Attendance Sheet for you to sign for each pay period. The sheet will have the two week period listed by days, with the hours that you have worked and/or have been on leave. Check the figures carefully before you sign your name. If you feel that there is a mistake on any of the information listed, check with your supervisor. For any period in which an employee is to receive a paycheck, the Time and Attendance Sheet and all leave slips must be completed and signed before the Payroll section can complete paycheck issuance. For those employees who punch a time clock, the time card information should be reflected on the Time and Attendance Sheet. Refer to the LSD Time and Attendance Operational Procedures for further information.

Employees may be required to work overtime.

Please sign the required memo regarding compensation for overtime work.

## IX. WORK ROUTINE INFORMATION

The days, hours, duties and work routine of your job will come from your supervisor. Your shift hours may be subject to change. You are to report to your supervisor each day, and you are to call your supervisor in advance if for some unexpected reason you discover you cannot work.

All employees are expected to (1) come to work, (2) be on time, and (3) be ready and willing to work. Certain standards of performance and conduct must be maintained in any work group. In addition to being at work on time, each employee is expected to be courteous with other agency/school employees, other State agency employees, and the general public. We are all responsible for observing and correcting any unsafe conditions and unsafe acts, to be properly dressed, and give full energies to this employment. You are provided a copy of the School Safety Policy.

LSD employees are expected to work their full-time work week, unless they are part-time employees, in which case they are expected to work the full number of hours per week agreed upon at the time of their employment, so as to properly carry out their duties. There are provisions for the approved types of leave. Provisions of state law require that employees actually provide services for the hours for which they receive pay.

Check with your supervisor for information and details regarding fire drills and emergency procedures.

## X. COMPUTER USAGE

You must read the school policy on computer usage and return the "Louisiana School for the Deaf Computer Usage Agreement" on this subject.

## XI. STUDENT-ADULT/STAFF RELATIONS

All LSD employees have a responsibility to maintain appropriate student-adult/staff relations in all phases of the student's daily life, both on and off campus. This relates to positive adult role modeling, responsibility for the health, safety, and well being of students (whether or not in your charge), and confidentiality of information regarding students. There can be no personal relationships between staff and students, social or romantic. Student visitation in the homes of staff members must be specifically approved by the Interim Director on a case-by-case basis. Should you become aware of any inappropriate behavior by students or staff, you must report such behavior to your supervisor. Failure to report, or violation of this policy, will subject you to possible disciplinary action up to and including termination.

## XII. STAFF DEVELOPMENT

### A. TRAINING

Participation by employees in workshops, seminars, and in-house training programs are encouraged. These types of programs offer opportunity for the growth and development of the employee.

In your employment at LSD you will find that changes will often occur in the operation of the school system. Because of continuous progress, much needed information must be made available to you. The best way for you to gain new concepts and ideas and the use of new methods is through training. Much of your training will be done on-the-job by your supervisor.

In addition to on-the-job training, you will be given the opportunity to attend formal in-service training classes. These classes will be of much value to you in doing your job, will help you in gaining promotions, and

## XII. STAFF DEVELOPMENT (continued)

assist you in giving better student care or employee service. Regardless of the type of training you receive, it is for your personal benefit, as well as to the benefit of the students and the school system. Try to take advantage of all the training opportunities offered.

### B. CAREER OPPORTUNITIES

It is the responsibility of each employee to make known his/her interest in other career opportunities by submitting a written statement to the Personnel Office asking to be included in the active Employment Reference File. This is for positions that are not posted at the time.

For positions posted on a LSD Job Announcement, you must apply through the Human Resources Department.

For classified positions, it is your responsibility to obtain a Civil Service grade and furnish a copy to the Human Resources Department. For unclassified positions, you are responsible for securing the appropriate certification or licensure, and to furnish a copy to the Human Resources Department.

## XIII. PERFORMANCE EVALUATION

All employees are required to perform their assigned duties. You are to get a copy of your job description from your supervisor. This description will list the major duties assigned to your position, and upon which your job performance will be evaluated.

It is your responsibility to work with your supervisor in keeping your job description up-to-date. Only when duties become a permanent part of your job should they be included in your job description.

### **Classified Employees**

A formal performance evaluation is conducted before the end of the probationary period and within 60 days before your merit/anniversary date. You are being provided with a handout explaining the Performance Planning & Review System (PPRS).

### **Unclassified Employees,**

Performance is evaluated according to the provisions of the LSD Personnel Evaluation Program (PEP). Employees in their positions 0-3 years are formally evaluated one time a year with one observation, and those in their positions 4+ years are formally evaluated once every three years with one observation, and/or as needed.

## XIV. DISCIPLINE

Generally, work standards are recognized and observed by individual members of the work group without any need for action by the supervisor. When an employee does not observe these standards, counseling or oral reminder by a supervisor normally results in his/her doing so in the future. When an employee does not respond to oral reminders, more formal discipline may be necessary.

Discipline should be designed to correct performance, not to punish. It should be fair, firm, and consistent. *The appointing authority or his designee is the only person who can take disciplinary action against employees.* What is appropriate discipline cannot be decided in advance or with the precision of a slide rule. The appointing authority, based on recommendations from the division

#### XIV. DISCIPLINE (continued)

head and supervisor(s), will decide what is appropriate discipline according to the circumstances in each case. No two cases are identical. On the other hand, fairness and consistency require that certain general principles of administering discipline be followed and that there be a uniform schoolwide administration of policies.

#### XV. APPEALS AND GRIEVANCES

##### A. APPEALS

Appeals can be made by classified employees to the Civil Service Commission for any of several reasons including discrimination, disciplinary action, and violation of any Civil Service Rule. Disciplinary actions may be appealed to the Civil Service Commission only by permanent employees. Claims of discrimination may be appealed by probationary employees, as well as by permanent employees.

A permanent employee has a right to have his/her PPR file reviewed by the Director of Civil Service or his designee (after the Reviewer process has been completed).

Unclassified employees may file appeals with the State Board of Elementary and Secondary Education after going through the LSD Grievance Procedure.

*See the Civil Service Rules for information about classified employee appeals and the BESE Personnel Manual for unclassified employee appeals.*

##### B. GRIEVANCES

There are separate grievance procedures for classified and unclassified employees. Grievance procedures may be obtained from the Human Resources Department.

Complaints alleging violations of EEO/AA/ADA are to be filed in accordance with the grievance procedures outlined in the LSD AAP (annual Affirmative Action Plan).

#### XVI. SECURITY

Employees are not allowed to bring potential weapons (guns, knives, or similar objects) onto school premises. There are also no drugs or alcoholic beverages allowed. Gambling and fighting also are prohibited.

LSD is committed to a violence free workplace. In accordance with state policy, all employees must comply with the provisions of the "LSD Violence in the Workplace Plan."

Employees are to respect all school system property in its use. School equipment and supplies are to remain in the school system; unauthorized removal will be prosecuted in accordance with school policy: "Theft, irrespective of the value of goods stolen, constitutes grounds for immediate suspension and/or termination of employment."

Employees are authorized to go into work-related areas of the school complex; they are not authorized to roam or visit.

All packages, bundles, paper bags, or vehicles are subject to inspection upon entrance or exit of the school facilities. Supervisors are expected to enforce policies and employees are required to respect them.

**XVI. SECURITY** (continued)

Authorization to enter the school's premises by employees is granted for duty hours or for attendance at school functions or activities such as athletic or school sponsored events, Homecoming or PTAA Fair. Employees' presence outside these designated hours must be for official business or visitor purposes with either appropriate notification, identification, or passes. For all employees leaving the campus after 6:00 p.m. on Friday and before 6:00 a.m. on Monday, and on all holidays, a sign in/out is required at the Security office.

**XVII. PROHIBITED ACTIVITIES**

A. CLASSIFIED EMPLOYEES

As a classified state employee there are certain types of activities that are prohibited (forbidden). Below are some main ones:

- a. Discrimination against other employees
- b. Accepting any money or other advantages because of one's position in the classified service.
- c. Political activity. There is no running for office, no political bumper stickers on the car for which you are the sole driver, buttons or other campaign material on your clothing or person, or financial contributions to a candidate.

B. UNCLASSIFIED EMPLOYEES

As an unclassified employee, you are not forbidden from participating in political activities unless you are a Paraeducator.

- a. You are restricted from discriminating against your fellow workers and from accepting any reward or favor offered because of your position held.
- b. You are to respect the position of the classified employees with whom you work.

**XVIII. WORKERS' COMPENSATION**

As an employee of this state agency you are covered for injuries sustained while performing services on-the-job if the requirements of the state's Workers' Compensation Law are met. Please sign and return the "Post Offer, Pre-Existing Condition, Injuries or Illness Medical Inquiry" (E-2) form.

It is your responsibility to notify your supervisor of any on-the-job injury (whether you go to the doctor or not). It is your supervisor's responsibility to complete and forward to the Human Resources Department an "Employer Report of Injury/Illness" form.

**XIX. UNEMPLOYMENT INSURANCE**

Unemployment Compensation is a program that provides temporary weekly benefits for workers who have lost their jobs through no fault of their own, are able to work, are available for work, are actually seeking work in their usual occupations and who have earned sufficient base period wages from covered employers to qualify for benefits.

Although an employee may meet the monetary eligibility requirements for unemployment insurance, disqualification for benefits results when an employee has been employed by an educational institution in an instructional, research, or principal administrative capacity or for service in any other capacity for a school system and is in a vacation period between terms and has reasonable assurance of a contract for continued employment for the following semester.

**XIX. UNEMPLOYMENT INSURANCE** (continued)

Generally, only nine or ten month employees who were hired in a temporary capacity such as a Job Appointment, Restricted Appointment, or Substitute Teacher would be eligible to receive Unemployment Compensation benefits during vacation periods and semester breaks.

**XX. VETERANS/DISABLED VETERANS**

In accordance with the LSD policy on non-discrimination, we must identify which employees will be in the categories of veterans or disabled veterans. We must have the "Affirmative Action Record of Veterans/Disabled Veterans" form completed and turned in now.

**XXI. PRIOR STATE SERVICE**

In order to accurately credit prior Louisiana public service time and/or to determine the appropriate leave-earning category on each employee, we must first have a "Prior Louisiana State Service Questionnaire" completed. Each employee is to fill one out; if there is "no prior service," write this note at the top of the form and sign the form at the bottom of the second page. If there is service, complete the form as applicable.

For classified Civil Service employees the amount of public service credited for leave purposes may not match the amount of credit given in establishing total State service for layoff purposes, per Civil Service Rules on layoffs.

**XXII. CONDITIONS OF EMPLOYMENT**

**A. CHILD PROTECTION ACT**

In compliance with the Louisiana Child Protection Act, individuals working with children must clear a Criminal Records Check. The check is needed to make sure there is no record of certain crimes having been committed. If, after having cleared a Criminal Records Check, an employee is convicted of one of the crimes listed in the Act, he/she shall be subject to removal from employment.

**B. DRUG FREE WORKPLACE ACT AND EMPLOYEE SUBSTANCE ABUSE**

The Louisiana School for the Deaf is committed to maintaining a drug free environment. To assure maintenance of a drug/alcohol-free workplace, LSD shall enforce a policy to implement a program of drug/alcohol testing, in accordance with Executive Order No. MJF 98-38, R.S. 49:001, et seq., and all other applicable federal and/or state laws. You must read the school policy and return the "Employee Signed Statement" on this subject.

**C. EQUIPMENT AND MONIES**

As a condition of employment, each employee must agree to follow the school system policy requiring that all equipment, items, or monies put in an employee's care must be returned or compensated for when an employee leaves the school, as well as agreement by each employee to complete all necessary paperwork upon separation from the school system.

Carefully read the "Employment Agreement" provided. Sign it, and turn it in to the person conducting your induction.

**D. DRIVING**

All vehicles brought onto campus must have liability coverage.

If you are required to drive a vehicle on the job, you must meet the standards of the state's "Driver Safety Program". You must complete the

XXII. CONDITIONS OF EMPLOYMENT (continued)

"Driver Record" form provided by your supervisor. This form expires at the end of one year; the School Safety Officer will distribute forms for completion on an annual basis. All individual authorized by the Louisiana School for the Deaf to operate a vehicle while on State business is required to take a driving course by the Office of Risk Management. Each new employee shall be trained within the first 30 days of employment and at least once every three years thereafter. The Office of Risk Management computer-based driver-training program is available on line for your use. Each employee is required to complete this course within the first 30 days of employment.

"EMPLOYEE RESPONSIBILITIES: All authorized employees under this Driver Safety Program are required to inform the School Safety Officer of any change of status in driving license or record which may or may not affect the authorization previously given. Disregard of such required notice and/or driving a school vehicle unauthorized may subject an employee to disciplinary action."

Any employee who is required to drive a state or personal vehicle in the course of his/her duties (authorized driver) must have a current, appropriate Louisiana operator's license for the type of vehicle to be driven. Examples of types are:

Class E Operator's License for a regular automobile  
If you are an out-of-state university student, a current out-of-state license will suffice.

Class C, CDL, for any LSD school bus or van except the "Blue Bird" or "Thomas" bus  
Class B, CDL, for the "Blue Bird" or "Thomas" bus; must secure an air brake endorsement also

Authorized drivers must agree to comply with school and state procedures, follow safety rules, and use good defensive driving techniques whether driving a state vehicle or personal vehicle for state business. State laws as well as school policy must be followed. *Disregarding either may result in disciplinary action.*

E. CITIZENSHIP/AUTHORIZED ALIENS

In accordance with the provisions of the Immigration Reform & Control Acts of 1986 and 1990, the school complies with the Federal law on employment eligibility. You completed an I-9 form and provided appropriate documents prior to being hired.

F. PRIMARY/SECONDARY EMPLOYMENT

The State of Louisiana, La. School for the Deaf, is your primary employer. Any outside employment in addition to this job must be approved by your supervisor, division head, and the Interim Director

G. INFORMATION REGARDING CMV

Female employees of childbearing age are recommended to check with their personal physician regarding a common virus called cytomegalovirus (CMV). This virus is commonly found in young and multihandicapped children; it presents cold-like symptoms. Present information indicates that exposure to the virus while pregnant may result in communicating the virus to the unborn fetus which may result in birth complications. Employees are advised to consult with their personal physician regarding the consequences of such exposure.

## XXIII. MEALS

- Employees are eligible to eat in the school cafeteria for \$2.00 per meal. The total of meals eaten for one month will be deducted from your check once a month. Employees must have their ID scanned at time of meal service. Employees who do not present their employee ID at the time of meal service must sign the adult register and will be charged a \$3.00 no ID charge.
- Adults are allowed to bring food into the cafeteria (except for franchise foods, carbonated beverages, and edible fund raising items, e.g., candy, gum, cookies). If for any reason they want to obtain any food or beverage item from the serving line, they must go through the line and take a tray for meal count purposes and have their employee ID scanned.
- Adults are not allowed to bring franchise foods in their original wrappers (McDonald's, Dominos, Burger King, etc) into the cafeteria during meal service times.
- Soft drinks (carbonated beverages) cannot be brought into the cafeteria in their original containers. They must be poured into another container (preferably not see-through) such as a thermos. No containers of any kind will be furnished by Food Service.
- No food or drink can be taken out of the cafeteria.
- Non-students (guests, faculty, and staff) are not allowed to eat food items from a student's plate.
- Use of Food Service equipment is limited only to production of meals for students. Staff is prohibited to use Food Service equipment for any reason.
- There will be no washing of personal containers in the cafeteria/kitchen.
- Monitoring of these guidelines is to be done by the departments, not the cafeteria staff.

## XXIV. RULES AND REGULATIONS OF BEHAVIOR

Read the "School Policies Regarding Rules and Regulations of Behavior." Sign, date, and return one copy; the other is for your personal files. These Rules and Regulations (although not all inclusive) are very important. Violations are serious and can subject you to appropriate disciplinary action, up to and including termination.

## XXV. VIOLENCE IN THE WORKPLACE

Every employee is responsible for following the policy and procedures on Violence in the Workplace (VIW), as set forth in the LSD VIW Plan. A copy is available in your department. You are responsible for becoming familiar with its content and following its provisions.

## XXVI. PERSONAL DATA FORM

Read and complete the "Personal Data Form." All changes in the information listed are to be reported to the Human Resources Department in writing.

## XXVII. SCHOOL DIRECTORY

You are to complete the memo regarding your authorization/denial to have your home address and phone number published in such documents as the LSD Directory or reports generated by the Department of Civil Service on public employees. If an employee chooses not to be listed, he/she must nevertheless provide a home address and a phone number to the Human Resources Department for the Interim Director's (or authorized school official) use only in the case of emergency.

## XXVIII. APPOINTMENT AFFIDAVIT

La. School for the Deaf  
Complete all blanks of the "Appointment Affidavit." Sign and date the form. It will become a part of your permanent personnel file.

## XXIX. RETIRED INDIVIDUALS

*Any individual who is retired from the Teachers', State, or other public retirement system must inform the person conducting the induction of this fact. This person will send notification to the Payroll section so that the report required by law for the applicable system can be completed.*

### A. TEACHERS' RETIREMENT SYSTEM

Retirees of the Teachers' Retirement System must complete a "Retiree Return to Work Notification.

Retired Individuals must choose between receiving full benefits after 12-month waiting period since retirement or regaining active membership in Teachers' Retirement System.

### B. LA. STATE EMPLOYEES' RETIREMENT SYSTEM

Retirees of LASERS must complete a "Reemployment of Retiree" form. If you select Option 1, you may not earn more than 50% of the annual retirement benefit each fiscal year (July 1 - June 30). If you do, subsequent retirement benefits will be reduced to recover the amount earned over the 50%.

## XXX. RETIREMENT SYSTEM OPTION/ENROLLMENT

If you are currently enrolled or have previous enrollment in a retirement system other than the system covering the position you are hired in, certain optional enrollment conditions may apply. Please notify the Human Resources Department immediately to discuss your option and complete appropriate forms.

If you are at least 60 years old or age 55 to 60 with at least 40 quarters in Social Security, enrollment options also apply. Please notify the Human Resources Department to discuss your option and complete appropriate forms.

## XXXI. LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM

If you are hired in a classified position, you must join the Louisiana State Employees' Retirement System (LASERS). There is no Social Security retirement deduction. You contribute 8.0% of your gross salary and the agency contributes 19.1%.

The employee contribution amounts will be tax sheltered for employees with less than 30 years of service credit in the retirement system, excluding qualifying non-resident aliens of treaty countries not to exceed a period of 2 years. Employees are advised to check with a financial advisor if participating in other tax sheltering programs.

If you leave state service at any time before retiring, you can withdraw your "employee" contributions. Federal regulations require a mandatory 20% federal income tax withholding under certain conditions on lump sum refunds of sheltered employee contributions. Information provided by the retirement system is available at the time of refund form completion. There is no interest accrued on employee contributions withheld. Once you are out of state service 30 days, and the agency reports have been filed with the Retirement System, the form for withdrawal of contributions will be processed then; the first 30 days is a waiting period.

After completion of the enrollment form and required processing by the Human Resources Department, you will get a copy for your records. A copy of your Social Security Card and birth certificate must be attached to the enrollment form. In completing the enrollment form, be sure to complete the beneficiary part. "Beneficiary" is the person(s) named to receive the contributions put into the system in the event of the death of the employee. List each person as an individual. Don't put "Mr. and Mrs. Smith, parents."

EXAMPLE:

Name	Relationship	Social Security #	D.O.B.
Mary Smith	Mother	123-45-6789	1-1-21
John Smith	Father	234-56-7890	1-1-20

If you want to list more primary and/or contingency beneficiaries than the space allows on the beneficiary/contingency beneficiary forms, complete as many forms as needed to list all beneficiaries.

## XXXII. TEACHERS' RETIRMENT SYSTEM OF LOUISIANA

If you are in an Unclassified position, you must join the Teachers' Retirement System. There is no Social Security retirement deduction. You contribute 8% of your gross salary and the agency contributes 15.8%. \*\*Per Act 412 of the Regular Session of 2009, an alien holding a J-1 visa who is teaching in a Louisiana public school through a J-1 exchange visitor program is eligible for membership.\*\* rev 11/15/2009

The employee contribution amounts will be tax sheltered for those employees with less than 30 years of service credit in the retirement system, excluding qualifying non-resident aliens of treaty countries not to exceed a period of 2 years. Employees are advised to check with their financial advisor if they are participating in other tax sheltering programs.

If you leave State Service at any time before retiring, you can withdraw your "employee" contributions. Federal regulations require a mandatory 20% federal income tax withholding under certain conditions on lump sum refunds of sheltered employee contributions. Information provided by the Retirement System is available at the time of refund form completion. There is no interest accrued on employee contributions withheld. Once you are out of State Service for 90 days, the Retirement System will process the form for withdrawal of contributions; the first 90 days out of State Service is a waiting period.

After completion of the enrollment form and required processing by the Human Resources Department, you will get a copy for your records. A copy of your Social Security Card and birth certificate must be attached to the enrollment form. In completing the enrollment form, be sure to complete the beneficiary part. "Beneficiary" is the person(s) named to receive the contributions put into the system in the event of the death of the employee. List each person as an individual. Don't put "Mr. and Mrs. Smith, parents."

EXAMPLE:	Name	Relationship	Social Security #	D.O.B.
	Mary Smith	Mother	123-45-6789	1-1-21
	John Smith	Father	234-56-7890	1-1-20

If you want to list more primary and/or contingency beneficiaries than the space allows on the beneficiary/contingency beneficiary forms, complete as many forms as needed to list all beneficiaries.

## XXXIII. MEDICARE COVERAGE

### A. TAX WITHHOLDING

All individuals hired on April 1, 1986, and afterwards, who are enrolled in either of the retirement systems must be covered by mandatory medicare coverage. Employees covered under full Social Security benefits are already paying the Medicare tax. Individuals re-hired into a classified position from a Department Preferred Re-employment List and unclassified employees hired under a "recall" appointment per the provisions of the approved LSD RIF Plan will be subject to withholding for Medicare to match what their status had been at the time of layoff. The Medicare tax for the employee is 1.45% of reportable wages.

### B. COVERAGE BETWEEN 65 THROUGH 69

When you reach age 65, under the provisions of the Tax Equity and Fiscal Responsibility Act (TEFRA), you have options relative to hospitalization and medical benefits. It is your responsibility to contact the Human Resources Department to secure a handout regarding the combination of insurance coverage and Medicare (whether you do/don't pay the 1.45% Medicare withholding).

## XXXIV. FICA (SOCIAL SECURITY)

If for one of the following reasons you are ineligible to join the applicable retirement system, you will be covered by Social Security (FICA). The employee FICA retirement contribution rate is 6.2% of the gross annual salary up to

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\$84,900 and 1.45% (Medicare tax only) on all earnings.

- a. Because you are hired on a Student Worker appointment, or
- b. Because you are hired on a Day-by-Day Substitute Instructor basis, or
- c. Because you are hired in a capacity that does not meet the eligibility requirements of the applicable retirement system, e.g., for Teachers' Retirement System, not working over 20 hours per week, or
- d. Because your nature of appointment fits the description of a "temporary, part-time, or seasonal" employee under the provisions of Federal and State
- e. statutes (1990 Omnibus Budget Reconciliation Act and La. R.S. 13:16(A) (5) [Act 6 of the Third Extraordinary Session of 1991]).

## XXXV. TAX FORMS

Complete all blanks on the following forms:

- 1) Federal - W4
- 2) State - L4

Generally speaking, if you provide more than 1/2 of someone's support, you may claim them as a dependent. On the State tax form (L4), number of "exemptions" is asked for; on the Federal tax form (W4), number of "allowances" is asked. Both words mean the same. You are to enter the number of people whom you claim as "dependent." In instances that are complicated, such as children who are students, relatives being raised by you, mother-in-law, etc., mark what you believe to be the relationship.

If you are undecided about how to check off the box on the form that asks for marital status, ask yourself, "Do I consider that I'm married?" If so it should be appropriate to check "married."

If you feel it is necessary, you may check with the State Revenue Department for State withholding (L4) completion and the IRS for Federal withholding (W4) completion and change the tax forms you complete today, if needed. If at any time you wish to change your tax forms, come to the Human Resources Department.

Qualifying non-resident aliens from treaty countries may not be liable for federal income taxes. Such employees must provide the applicable IRS approved form to claim the exemption.

If you are a part-time or summer employee, the handout provided on tax withholding will give you some useful information.

## XXXVI. HEALTH AND LIFE INSURANCE

Your appointment status determines your eligibility for health and life insurance benefits.

If an individual had been eligible for insurance coverage in the job immediately preceding being hired at LSD, and no more than 60 days have elapsed, or the person is already enrolled in the federally mandated Consolidated Omnibus Budget Reconciliation Act (COBRA) program, he/she can continue with the insurance program under the provisions of the COBRA act if being hired in a status ineligible for regular coverage. A part-time employee pays an adjusted employee share, and the employer pays the regular state share.

Be very careful in completing the enrollment document. THERE CAN BE NO ALTERATIONS (scratch through or erasure). In completing the enrollment form, be sure to complete the bottom line (name and date).

If you do not want coverage at this time, you will have to sign the waiver section on the enrollment document stating that you were given an opportunity to participate, but declined.

### A. GENERAL PROVISIONS

Employee Handbook (R 12/17/2008; R 11/15/2009 \*\*)

La. School for the Deaf

1. Effective date of coverage for new employees is as follows:
  - a. an employee hired on the first day of the month who signs up for the insurance within the first 30 days of employment eligibility, coverage is effective the following 1st.
  - b. an employee hired after the first day of a month who signs up for the insurance within the first 30 days of employment eligibility, coverage is effective the 1st of the third month in which employed (ex., hired 9/30, coverage effective 11/1).
  - c. be sure to indicate to the person handling induction if you:
    - (1) are transferring from another agency, or
    - (2) were in the program within the last 12 months or
    - (3) had been covered under an eligible group or private plan continuously, and no more than 60 days had elapsed between the date the prior coverage terminated and the application date of State Group Benefits (SGB) coverage or a Health Maintenance Organization (HMO) coverage.
  - d. under Purpose you will be coded as "NEW ENROLLMENT" if:
    - (1) you have never been in the program, or
    - (2) it has been 12 months since you were last in the program.
2. Dependent Coverage
  - a. Sponsored dependents are not eligible for coverage.
  - b. Additional dependent coverage may be added because of a "qualifying event" such as adding dependents by marriage, birth, adoption, legal custody or other such occurrences. The coverage becomes effective the date of the qualifying event; the dependent(s) must be enrolled within 30 days of eligibility. Dependent coverage ends on the last day of the month in which the event occurs that disqualifies the dependent such as death, divorce, legal separation, dependent who reaches age 21 who is not a full-time student, or a full-time student who reaches age 24. If continued coverage for health insurance under COBRA is desired, the dependent must be enrolled within 60 days of ineligibility. Even if the employee does not complete the change form and premium deduction continues, **claims for coverage will not be honored for ineligible dependents.**
  - c. It is the employee's responsibility to complete applicable change forms to report any change of dependent coverage. The forms are available in the Human Resources Department.
3. Premium Information
  - a. Premiums are deducted one month in advance. Current applicable premium rates are listed in the handout provided.
  - b. A portion of the monthly health insurance premium is eligible for state payment.
  - c. Nine or ten month employees who choose insurance must pay the summer months premiums during the school year. These premiums will be divided between the number of paychecks remaining in the school year.

XXXVI. HEALTH AND LIFE INSURANCE (continued)

4. Transferring Coverage
  - a. There is an annual transfer period in the spring. This allows you to switch insurance coverage from one plan to another.
5. Separation Coverage
  - a. Coverage remains in effect upon termination of employment through the last day of the month in which employment ends.
  - b. Per State Insurance Board action, school employees whose length of employment coincides with the school year may continue regular coverage through August 31 (period after the contract period ends, for which premiums are already paid).
  - c. Upon separation from employment at the school, employees may sign up for continuation of health coverage under the Consolidated Omnibus Reconciliation Act (COBRA) program. Employees terminated for cause are not eligible for continuation of coverage under COBRA.
  - d. There is a conversion privilege available for life insurance.

B. HEALTH PLANS

Employees residing in the Baton Rouge area are eligible for State Employee Group Benefits PPO, United Health Care EPO, and Humana Health Plan. If you are an HMO participant and move out of the HMO's service area, you must notify State Employees Group Benefits of that move.

Employee and/or dependents who apply for coverage are subject to a preexisting condition limitation. No benefits are payable during the first 12 months of coverage in connection with any disease, illness, accident, or injury diagnosed or treated during the six months immediately prior to the effective date of coverage. Pregnancy is not considered a pre-existing condition.

C. LIFE INSURANCE COVERAGE

The state's life insurance coverage includes accidental death and dismemberment coverage (see Plan Document for details). You are eligible for life insurance coverage even though you may not choose to take health insurance. You must have employee life insurance in order to have dependent coverage. Do you want "basic" (minimum) or "basic plus supplemental" (maximum)?

1. The BASIC coverage is \$5,000 on the employee (employee cost of \$2.50 per month). If dependent coverage Option 1 is taken, the employee would be eligible for a \$1,000 benefit payment on the spouse and \$500 on each child at a cost of \$.88 per month or, if Option 2 is taken, a \$2,000 benefit payment on the spouse and \$1,000 on each child at a cost of \$1.76 per month regardless of the number of covered dependents.
2. If BASIC PLUS SUPPLEMENTAL coverage is taken, the benefit amount corresponds by range on a schedule with the employee's annual salary. The person conducting this induction can show you the schedule. With Supplemental (maximum) life insurance coverage, as the annual salary increases, the coverage automatically goes up if the present range is exceeded, up to \$50,000 of coverage. If dependent supplemental coverage Option 1 is taken, the employee would be eligible for a \$2,000 benefit payment on the spouse and \$1,000 on each child at a cost of

**XXXVI. HEALTH AND LIFE INSURANCE (continued)**

\$1.76 per month or, if Option 2 is taken, a \$4,000 benefit payment on the spouse and \$2,000 on each child at a cost of \$3.52 per month regardless of the number of covered dependents. On life insurance coverage taken, the state matches the amount paid for employee coverage; there is no match for dependent coverage.

"Beneficiary" is the person(s) named to receive the life insurance benefits in the event of the death of the employee.

- D. There are various other insurance plans for which you may be eligible that are provided through payroll deduction, such as dental, cancer care, intensive care, and/or other life insurance. There is no state payment for any of the premiums. If you are interested in any of these plans, tell the person conducting the induction. Provided for your possible use is a list (with phone numbers) of these companies.

**XXXVII. CREDIT UNIONS**

You are eligible to join La. Capitol Federal Credit Union and/or Southern Teachers and Parents Federal Credit Union. The credit unions offer services for both savings and loans. You can join and handle your business on an individual basis or have direct deposit. If you wish to join, you must complete a membership Enrollment form available in the Personnel Office. On the form, the "Employer" is Louisiana School for the Deaf and for "Division" use what is shown on your "Appointment Status" sheet.

If you want direct deposit, complete a direct deposit authorization form. Be sure to complete the entire form including the effective date. Anytime you wish to change the direct deposit amount, you must complete a new direct deposit authorization form. The new amount to be deducted must be the new TOTAL amount, not the additional amount. Example: \$25.00 is being deducted. You wish for \$10.00 more to be deducted. Put \$35.00 (not \$10.00) on the amount line.

If you are already a member of another State credit union approved for LSD payroll deduction, you may contact the Payroll Section to complete a direct deposit form.

**XXXVIII. EMPLOYEE ASSISTANCE POROGRAM(EPA)**

La. School for the Deaf participates in the statewide Employee Assistance Program. You are provided a brochure describing the scope of the program. The EAP is a confidential program designed to provide assistance to employees who may have needs regarding work performance, family life, financial, emotional, or health concerns.

**XXXIX. OTHER BENEFITS PROGRAMS**

A. DEFERRED COMPENSATION

This is a tax-sheltering program offered by the state through payroll deduction. Employees interested in this program may secure enrollment information from the Human Resources Department.

B. TAX FREE FLEXIBLE BENEFITS PLAN (Cafeteria Plan)

Another method to shelter income through payroll deduction is by participation in the *Tax Free Flexible Benefits Plan (Cafeteria Plan)* administered by Fringe Benefits Management Company. This is a program

**XXXIX. OTHER BENEFITS PROGRAMS (continued)**

whereby all health insurance premiums; State Group Benefits life insurance premiums, employee only; or spending accounts dollars for anticipated daycare expenses are sheltered from federal and state taxes; or spending accounts dollars for anticipated medical expenses are sheltered from federal and state taxes. There is an annual open enrollment period for

continuing employees in the spring of each year. Information will be posted schoolwide regarding the time of enrollment. The effective date for coverage is July 1 of each year. *New employees have 30 days from their date of hire in which to enroll in the Cafeteria Plan.* Unless there has been a change in family status, employees are not permitted to change benefits that are receiving tax-free treatment except during the open enrollment period.

**C. MISCELLANEOUS**

1. As a state agency, LSD participates in the payroll deduction program for U.S. Saving Bonds and the United Way campaign. The Human Resources Department has information on bonds. Each year, the school has a United Way campaign; you will be contacted for participation.
2. Employees park their vehicles free while working at LSD. There are rules for appropriate use of vehicles and for approved parking areas; check with your supervisor for applicable information.
3. The meal program at LSD is a true benefit in that excellent meals are available for a nominal charge (see XXII for information).

**XXXX. PERSONNEL FORMS AND PROCEDURES**

**A. EMPLOYEE NOTIFICATION FORM**

Your appointment as an employee will be reported to the Department of Civil Service through the ISIS HR/Payroll System. After the Personnel Action has been processed, you will receive a copy of the "Employee Notification Form". For any action taken to make an official change of name, section of work, pay changes, or other similar change, an action is done in ISIS HR/Payroll.

**B. TEACHER/PROFESSIONAL CREDENTIALS**

If you are a teacher or professional staff member, any time your certification changes, whether it be on a Louisiana Teacher's Certificate, Council on Education of the Deaf certificate, or some other professional certificate/license from a state or national board or authority, the Human Resources Department must be notified and provided with documentation. A change in educational level, e.g., bachelor's to master's or master's to master's +30, must also be reported.

**C. SEPARATION**

Anytime an employee separates from the agency, the Human Resources Department must be contacted. Various forms must be completed for the applicable records and reports, for final pay and/or terminal annual leave payment, and for retirement contributions withdrawal (if applicable). All school equipment, monies, materials and supplies issued must be returned or accounted for before separation. Final time and attendance/ time card signature must be secured.

It is requested that all employees give at least two weeks notice in the event of terminating their services at the school. A standard resignation form is available in the Human Resources Department.

XXXX. PERSONNEL FORMS AND PROCEDURES (continued)

It is normally expected that teachers and professionals would give sufficient notice, at least two weeks, in the event of terminating their services at the school at the end of the school year. Should a situation

arise that causes a teacher/professional to resign/terminate services before the end of the school year, a request must be made to the Interim Director for a release from teacher/employment contract.

D. RECORDS CHANGE

For any change in your records or benefits coverage (such as Credit Union, insurance, federal or state tax withholding, change of name, or change of beneficiary), contact the Human Resources Department. Your name on all personnel/payroll records will be the same as listed on your current social security card.

E. STATUS CHANGE

Any change in your status [for example, from 40 hours per week to less than 30 or being placed on leave without pay (LWOP)] can affect your eligibility for benefits such as insurance coverage and retirement crediting of service time. A person on LWOP for more than one year cannot be carried on State Group Insurance except in the case of a work related injury/illness. He/she may elect to sign up for continuation of health coverage under the Consolidated Omnibus Reconciliation Act (COBRA) Program.

*You should discuss any possible effects of a status change with the Human Resources Department.*

F. ID BADGE

In most cases, after you complete the requested paperwork during the Induction process, a picture identification badge (ID) will be made.

You are to wear the ID at all times while on duty. If you lose your ID, a replacement badge can be made at the Human Resources Department for the cost of \$1. If you turn in your old badge there is no charge for a replacement.

G. CAR TAG

You will be given a car tag. This tag should be visible in your car at all times while on campus. This tag must be returned upon leaving employment.

We look forward to having a favorable, long lasting relationship with you. Remember, in State Service the primary relationship is between the employee and the supervisor. Check with your supervisor (not your fellow worker) for instructions, information, and guidance. If additional information or assistance is needed, feel free to contact the Human Resources Department.

Operational Procedures are available in each Division/Department. Please contact your supervisor about these. It is your responsibility to read these and become familiar with their contents.

**Good Luck! Welcome aboard!**