



Happenings

From the Office of Human Resource Management

HRM Calendar

New deadline dates and important calendar information for the summer (through August) is now on HRM's website. www.lsu.edu/hrm
Look on the main page under the Calendar of Events for a printable version.

Nominations for the 2009 Charles E. Dunbar Award



The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. The League bestows the award on local, state and municipal civil service employees who distinguish themselves through unselfish service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative, and volunteer community service.

The Civil Service League's memorandum and nomination form are attached and are also available on the Civil Service website at www.dscs.state.la.us/NewsandInfo/DunbarAward/2009DunbarInfo.asp

The deadline to send nominations to the Office of Human Resource Management (110 Thomas Boyd Hall) is **4:30 pm on Tuesday, August 7, 2009**. This will allow for adequate processing time for our campus and mailing time prior to the Civil Service League submission deadline. If you have any questions, please contact Cindy Hudnall or Mimi Ruebsamen at 8-8200.



ORP/403(B)/457(B) Vendor Schedule for July

- **July 1st:** Deferred Compensation Plan of Louisiana/Chris Burton (225-926-8082, extension 1007). Please contact Chris to schedule an appointment.
- **July 2nd, July 9th, July 16th, and July 30th :** ING/Linda Alumbaugh, Mike Sotile, Brandon Goll (225 - 766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **July 14th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **July 21st:** VALIC/David Mills and Drake Aguilard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **July 28th :** TIAA-CREF/Vincent Branch (866-842-2951, extension 6023 vbranch@tiaa-cref.org) will be in 110 Thomas Boyd Hall from 10AM until 2PM.

The way to gain a good reputation,
is to endeavor to be what
you desire to appear.
~ Socrates

Summer, Summer Intersession, and Fall 2009 Tuition Exemption Requests

It's not too late to submit your summer tuition exemption requests.

The deadline for submitting the Summer 2009 Intersession tuition exemption request is due by **Monday, July 20th**.

The deadline for submitting the Fall 2009 tuition exemption request is **Thursday, July 16th**.

Remember, in addition to the exemptions that you are eligible to receive for the spring and fall semesters, you can apply only one exemption to one abbreviated semester (summer school or Spring Intersession, Summer Intersession, or Winter Session).

July 2009

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Office of Human Resource Management
Office Hours:
8:00am - 4:30pm
Monday - Friday
110 Thomas Boyd Hall
225-578-8200
225-578-6571 fax
www.lsu.edu/hrm

Family Medical Leave (FMLA) Update

New FMLA Regulations under the National Defense Authorization Act

Qualifying Exigency Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Military Caregiver Leave

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Please see the HRM website under Employee Relations -Forms-FMLA Forms, for the updated FMLA forms for Qualifying Exigency Leave and Military Caregiver Leave.

*****HR contacts- Please remember to post all leave when the employee is out on Family Medical Leave, and please remember to submit copies of leave slips to Tina Jackson once Family Medical Leave is posted on Leave Tracking (LVT). *****

Change to Civil Service Rules impacting the Performance Planning and Review Program

On June 3, 2009, the State Civil Service Commission adopted new Civil Service Rules which impact the Performance Planning and Review program.

10.2 Rating Supervisor

- (a) The Appointing Authority shall designate a Rating Supervisor for each employee. Generally, the Rating Supervisor should be the person who, in the Appointing Authority's judgment, is in the best position to observe and document the employee's performance. Failure to designate a Rating Supervisor shall be a violation of these rules.
- (b) The Rating Supervisor shall be responsible for administering the performance planning and review system for his designated employees in accordance with these Rules and agency policy. **Failure of the Rating Supervisor to administer the performance management system in accordance with these Rules shall result in his not being eligible for a merit increase for that year.**

10.11.1 Effects of Failure to Rate Employees

A Rating Supervisor who does not rate the employees he has been designated to review **shall not be eligible for a merit increase for that year.** However, an appointing authority may grant a merit increase for a Rating Supervisor who fails to rate an employee if, and only if, one of the following circumstances applies:

- 1) The employee was absent for an extended period of time (usually more than 9 months) during the rating period which effectively makes it impossible to evaluate his performance.
- 2) The employee has transferred into the Department from another state Department within 90 days of the anniversary or rating date.



Have a safe and happy 4th of July!
From your friends in HRM