



# THE UNIVERSITY OF NEW ORLEANS STAFF HANDBOOK

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*2024*

This Staff Handbook is a basic reference regarding policies and procedures, privileges and opportunities, and obligations and responsibilities affecting staff of The University of New Orleans. Intended as a convenient guide, it does not contain every policy or procedure nor should it be relied upon as a definitive source of policy information.

Welcome to the University of New Orleans Staff Handbook. The University provides this on-line, internet-based guide to enable the staff of the University of New Orleans to easily access policies and procedures relating to the wide range of matters of daily importance and interest to the UNO workforce. The Office of Human Resource Management, working with ideas and opinions from key university leaders, continues to develop this electronic document to better meet the needs of the faculty and staff of the University of New Orleans. Because the University is subject to various external legal and regulatory forces requiring change, we will revise the information in this Handbook as the University determines that conditions warrant. This electronic format will facilitate changes in this document.

The following Table of Contents links the user to the referenced information. Some of the links are to web sites other than UNO. The material in this handbook is provided for general informational purposes only and should not be construed as a formal statement of policy or contractual agreement between the University and staff. It in no way alters rights specifically delineated under contracts, policies, and under Federal and state law. Moreover, the information found in this book is subject to change without notice and should not be interpreted as altering, limiting, supplanting, or otherwise creating any rights or responsibilities beyond what is published in official university Administrative Policy documents. Any aspect of this handbook that contradicts or deviates from formal university or University of Louisiana System policy is null and void.

A list of formalized administrative policy documents can be found at <https://www.uno.edu/about-uno/office-of-the-president/resources/administrative-policies>. If you have suggestions about this Handbook, contact the Office of Human Resource Management, by e-mail, at [hr@uno.edu](mailto:hr@uno.edu).

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## 1.0 INTRODUCTION

### 1.1 History

The University of New Orleans, originally called Louisiana State University in New Orleans, was legally established by Act 60 of the 1956 Louisiana Legislature, in the wake of a citizens' movement to bring tax-supported higher education to the metropolitan area. Greater New Orleans, with more than a fourth of the state's population, was without a public college or university until that time. As a branch campus of Louisiana State University in Baton Rouge, LSUNO was conceived as a liberal arts college for commuting students, which might within a few years develop into a true urban university.

An ideal campus site was acquired when the United States Navy abandoned its air station on the shore of Lake Pontchartrain in late 1957, and the Orleans Levee Board leased it to the LSU Board of Supervisors. A quick renovation of barracks, service clubs, and other existing facilities made it possible to begin classes in September 1958, a year ahead of the original schedule. The inaugural convocation was held in a vacant aircraft hangar. A total of 1,460 students, all freshmen, arrived for this occasion. This was double the number originally anticipated.

By September 1961, when the new school had become a full four-year institution, the enrollment exceeded 3,000, and the faculty had grown from the original 63 to 150 members. A Junior Division had been established for the academic administration of freshmen, and senior academic divisions had been established in liberal arts, in sciences, and in business administration. Dr. Homer L. Hitt, the first employee and the chief administrative officer, had been promoted from Dean of LSUNO to Vice President of LSU in Charge of LSUNO.

Two new permanent buildings, the Liberal Arts Building and the Sciences Building, and a central utilities plant were completed and in operation by the time of the first commencement in the spring of 1962. The architectural style, established by master planners, was described as a modern adaptation of Louisiana tradition. The first commencement was held in a circus tent temporarily erected on the campus for that purpose. The initial class of graduating seniors numbered 115.

In the summer of 1962, the senior academic divisions were designated colleges. In 1963, a school of education was established, as well as an evening division and a graduate division. The Vice President in Charge was designated Chancellor, following the establishment of an LSU System of Higher Education and signaling the end of LSUNO's status as a branch of the Baton Rouge campus. The school of education became the College of Education in 1964. In 1966, the graduate division became the Graduate School.

To the original 178-acre site, a 17.5-acre strip along its western boundary was added in 1963. This land was also acquired from the Orleans Levee Board, and it brought the total campus acreage to 195.5. Still more acreage was obtained in 1964, half a mile east on the Lakefront, when the United States Army abandoned its Camp Leroy Johnson facility and the Levee Board made this site, too, available to the University. A 50-acre parcel of this 150-acre site was released to the Gulf South Research Institute in 1965. The remaining 100-acre East Campus subsequently became the

location of a Special Education Center, various outdoor sports facilities, and a multipurpose Senator Nat G. Kiefer/UNO Lakefront Arena.

In September 1969, when the enrollment exceeded 10,000, LSUNO became the second-largest university in Louisiana. By this time, it had developed into a large academic complex embracing several colleges, schools, and institutes, offering graduate work in many different fields and awarding both the master's and the Ph.D. degree. Moreover, a residence hall for both men and women had been completed. In February 1974, the LSU Board of Supervisors approved a name change, and LSUNO became the University of New Orleans. The new name more accurately defined the institution as the metropolitan campus of the LSU System.

By the fall of 1983, UNO had an enrollment exceeding 16,000 and had five senior colleges: Liberal Arts, Sciences, Education, Business Administration, and Engineering, in addition to its Junior Division and Graduate School. It also had a School of Urban and Regional Studies; a School of Hotel, Restaurant and Tourism Administration; a School of Naval Architecture and Marine Engineering; and various centers, institutes and divisions for specialized research. A new Metropolitan College offered courses at off-campus locations in the evening hours, as well as credit and noncredit work in the evening on the campus. It also administered the nation's largest summer program in Europe, UNO Innsbruck, which had been a continuing success since the early 1970s. In an administrative reorganization in 1988, the Junior Division was replaced by a system that enrolled all incoming students in one of the senior colleges or schools.

On August 29, 2005, the University suffered damage due to Hurricane Katrina. The main campus is on relatively high ground and the damage was caused mostly by winds, rain-driven-water, and human activity during the storm. A levee breach on the London Avenue Canal occurred just a few blocks south of the main campus and caused the flooding of the first floor of the Bienville Hall dormitories, the Lafitte Village apartments, and the first floor of the Engineering Building. UNO was the first of the large, damaged universities in New Orleans to re-open. The university was able to offer classes in the fall semester immediately following Hurricane Katrina at satellite campuses; the main campus re-opened in December 2005. The initial enrollment was approximately 7000 students but the enrollment has grown back to approximately 11,000 students as of Fall 2011.

On December 6, 2011 the Southern Association of Colleges and Schools – Commission on Colleges approved the move of UNO to the University of Louisiana System, concluding the five-month transition that started following the signing of ACT 419 of the 2011 Louisiana Legislature Regular Session.

Currently, the UNO main campus contains twenty-three permanent buildings plus a dormitory, a housing complex for married students and a complex of contemporary, apartment-styled, student housing units. Land has been set aside for a new dormitory complex and fraternity and sorority houses. A state-of-the-art Recreation and Fitness Center, the Chemical Sciences Building, and the newly completed Homer L. Hitt Alumni and Visitors Center (named for our founding Chancellor) have recently been opened. The Hitt Center is built around a red brick smokestack, one of the few reminders of the naval air base that became the UNO main campus. Kirschman Hall, completed in the Spring of 2005, houses the College of Business Administration. A University-sponsored Research and Technology Park is adjacent to the main campus. The East campus, approximately

one mile from the main campus, houses athletic fields and the Senator Nat G. Kiefer UNO Lakefront Arena. UNO owns a satellite campus in the suburbs of Jefferson Parish. The Ogden Museum of Southern Art is located in the Arts District near the central business district.

University of New Orleans' students now enjoy a broad range of extracurricular activities, including NCAA Division One intercollegiate athletics and an extensive program of intramural sports, many of which are housed in the Recreation and Fitness Center opened in 2002. There are frequent exhibits and programs in music, drama, ballet, and the fine arts. Culturally, socially, economically, and intellectually, the University is one of the major assets of the City of New Orleans and the State of Louisiana. Its achievements so far give promise of a distinguished future.

## **1.2 University Administration and Governance**

The University of New Orleans, as a member of the University of Louisiana System, is governed by the University of Louisiana Board of Supervisors, which in turn is under the jurisdiction of the Louisiana Board of Regents. The University of Louisiana Board of Supervisors is one of four management boards under the Board of Regents. These boards manage the Louisiana State University System, the Southern University System, the University of Louisiana System, and the Louisiana Community and Technology System. Additional information about the board can be obtained from their web sites.

**1.3 The Board of Regents website can be found at:** <http://www.regents.state.la.us/>

**1.4 The University of Louisiana System website is at:** <http://www.ulsystem.edu>

## **1.5 The University of New Orleans**

The chief administrative officer of the University of New Orleans is the President. The President of UNO is responsible to the President of the UL System and the UL Board of Supervisors for the entire operation of the campus. The President makes recommendations to the UL System President on appointments and dismissals of both academic and non-academic staff, and implements educational and administrative policies for the campus within the limits of the authority granted by the Board of Supervisors. The President is a member ex officio of all faculties on campus.

Matters affecting the faculty and the academic program are under the jurisdiction of the Senior Vice President for Academic Affairs and Provost. The Senior Vice President for Academic Affairs and Provost is directly responsible to the President. For graduate-level concerns, the Associate Vice President for Graduate School and for research concerns, the Assistant Vice President for Research. Other Vice Presidents include the Vice President Finance and Administration, the Vice President for Enrollment Management, the Vice President for Student Affairs, and the Vice President of Athletics and Recreation.

## 2.0 STAFF EMPLOYMENT

### 2.1 Types of Staff Employment

***Unclassified Employees*** - This category includes administrative officers and professional staff, as well as all employees in positions exempt from the provisions of the State Civil Service System.

***Classified Employees*** - Classified employees are all employees in positions covered by the provisions of the Louisiana Department of State Civil Service System. All actions affecting classified employees are made in accordance with Civil Service rules and regulations.

***Employees Excluded from this Handbook*** - This handbook does not cover faculty, students, temporary employees, or transient employees.

### 2.2 Pay

Unclassified and Classified employees are paid biweekly. Direct deposit is required, and any financial institution which accepts electronically transferred funds is eligible. Check stubs are available by logging into Workday with your UNO issued username and password.

#### ***Payroll Deductions***

Certain payroll deductions are made automatically by the University and certain others may be made at the request of the staff member including income tax, retirement, group insurance, tax-sheltered annuities, Campus Federal Credit Union, athletic events, and United Way.

#### ***Changes in Tax Status***

Any change in tax filing status should be processed in Workday. Please contact the Payroll Office for assistance.

#### ***Travel***

All travel at University expense is subject to the same regulations, and University expense is interpreted to include all funds, including gifts and grants, which are administered by the University through [AP-BA-16.3](#) Travel Expense Reimbursement, Cash Advance Authorization and Settlement.

Detailed information pertaining to travel, including current rates of reimbursement, can be found in the Louisiana Division of Administration, Office of State Purchasing and Travel Guide/PPM49 and at the website of the [Louisiana Office of State Travel](#).

#### ***Outside Employment***

The University recognizes the right of the staff member to engage in both paid and non-paid activities beyond his or her duties to the University. Such activities include consultation, advice and service as an expert witness. In these cases, the outside work draws directly upon the staff member's professional expertise and adds to the stature of the individual staff member and the University, and is authorized as long as it does not delay, conflict or in any manner interfere with

instructional, scholarly and/or other services due the University. The staff member planning to engage in this type of work must report his or her plans to the department head through Workday, citing the nature and extent of the activity, along with an estimate of the amount of time and compensation involved. The disclosure will be route in Workday to the appropriate Vice President, and /or President, for approval.

A member of the staff may engage in outside activities, paid or unpaid, which do not conflict, delay or in any manner interfere with instructional, scholarly, and/or other services he or she must render in the nature of his University employment.

See the University of New Orleans Administrative Policy AP-OP-25.3 Outside Employment <https://www.uno.edu/media/1401>.

### ***Compensation Limitations***

There is a limit to the total compensation which a staff member may receive during any one fiscal year from all University sources. This total includes all income covered on any check issued by the University for any compensation purpose. It does not modify, limit or directly impinge upon the provisions of AP-OP-25.3 Outside Employment <https://www.uno.edu/media/1401>.

## **2.3 Hours and Breaks**

The regular, full-time work week for all staff employees is 40 hours. Regular working hours for most departments are 8 a.m. until 4:30 p.m., Monday through Friday, but can be established outside of this schedule as determined by the operational needs of each department. Department supervisors will determine work schedules and times for lunch and breaks. It is sometimes necessary to change an employee's work schedule, and when this occurs, the employee is given as much notice as possible. Employees are required to accommodate such requests.

The lunch period is designated as one-half hour. Two fifteen-minute breaks are allowed each day – one in the morning and one in the afternoon. Breaks are a privilege and not a right and may be taken only at the convenience of the department with the approval of the supervisor. Breaks may not be used to extend the lunch period, nor may they be used to make up for time absent, late or leaving early.

## **2.4 Personnel Records**

Under the terms of the Public Records Act, records accumulated in any administrative office of the University in connection with the recruitment and employment of staff are held to be confidential. For staff members, as for all employees, this includes letters of application, letters of recommendation in the personnel resume, academic records, appointment forms, performance evaluations, and correspondence with University officials. Records held by investigative agencies are not part of the personnel file, nor are the records of ongoing grievance or disciplinary hearings, until after the relevant proceedings are completed.



## 2.5 Staff Council

The University of New Orleans Staff Council is committed to providing the best possible representation for the employees of the University. Their goal is to identify ways that we can effectively support and enhance the working lives of our valued fellow employees. The UNO Staff Council welcomes questions, comments, concerns and input from the entire University community in order to make this the best place in the City of New Orleans and State of Louisiana to work and prosper. <http://staffcouncil.uno.edu/index.cfm>

## 2.6 Classification and Pay

If you are a classified employee, your title and salary are determined in accordance with a classification and pay plan established by the State Department of Civil Service. Your title reflects the duties and responsibilities described in the position description forwarded by UNO to Civil Service. The salary level for the job title is determined by the Civil Service pay schedule and job evaluation plan. Jobs are evaluated by Civil Service on the basis of education, experience, supervisory responsibility, contacts, job impact and complexity, work environment, and physical demands.

The University maintains a title and salary structure for academic and unclassified employees as outlined in written position descriptions that are authorized by the UL System. The department establishing the position proposes the minimum educational level and work experience required to perform the job duties and an appropriate salary range, subject to University and UL System approval. Most unclassified positions require a minimum of a baccalaureate degree or the equivalent in professional work experience. Unclassified employees are not eligible for overtime pay but may be eligible for compensatory leave.

## 2.7 Annual Market Adjustments for Classified Employees per Civil Service Rule

To maintain market competitiveness, employees in active status six months prior to the disbursement date, except for those serving as classified When Actually Employed (WAE) employees, shall be granted a market adjustment.

The amount of base pay adjustment shall be as follows:

1. If the employee's hourly rate of pay is fixed at a point from the minimum up to the 1st quartile of his pay range, his pay shall be increased by 4%.
2. If the employee's hourly rate of pay is fixed at a point above the 1st quartile up to the midpoint of his pay range, his pay shall be increased by 4%.
3. If the employee's hourly rate of pay is fixed at a point above the midpoint up to the 3rd quartile of his pay range, his pay shall be increased by 3%.
4. If the employee's hourly rate of pay is fixed at a point above the 3rd quartile up to the maximum of his pay range, his pay shall be increased by 3%.

All increases herein authorized are subject to the requirement that no employee's pay shall exceed the maximum rate of pay established for the job.

Any adjustment or increase which an employee receives under the provisions of other rules, unless otherwise indicated, shall not affect such employee's ability to receive increases authorized under this rule.

An employee who has a current official overall Performance Evaluation of “Needs Improvement/Unsuccessful” or equivalent shall not be granted any increase under the provisions of this rule.

## **2.8 Gifts and Favors**

As a University employee, you may not accept anything of economic value as a gift or favor from any person who does business with the University, whose activities are regulated by the University, or whose interests may be affected by your performance of duty.

## **2.9 Nepotism**

It is the policy of UNO to recruit and employ the best qualified individuals solely on the basis of merit. In accordance with this policy, a member of the immediate family of a University employee will not be excluded from employment by the University. However, it is contrary to University policy and state law for immediate family members to be placed in a supervisor-employee relationship in any form of employment, including student employment. “Immediate family” is defined to mean children, brothers, sisters, parents, a spouse, or the parents of a spouse. Accordingly, an immediate family member of an administrator may not be employed in that administrator’s area of responsibility, whether at the campus, college, department or other administrative unit level, and whether or not intervening levels of supervision between the administrator and the family member are present. This policy is not intended to hinder, alter or in any way affect normal promotional advancement where a member of an employee’s immediate family becomes the head of an administrative unit, provided that the employee has been employed in the unit for at least one year prior to the family member becoming its head. Under no circumstances, however, will a University employee be permitted to initiate or participate in institutional decisions involving direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to a member of his or her immediate family. In the case of a decision involving staff participation (recommendation for promotion, retention, tenure, etc.), a staff member who is also a member of the immediate family of the person about whom such a decision is being made shall recuse himself or herself from the decision-making process. If an acceptable supervisor-employee relationship has developed under the provisions of the Code of Governmental Ethics, the supervisor will pass to his or her immediate supervisor all responsibility for making decisions involving direct benefit to the employee who is a member of his or her immediate family. Violation of this policy may subject the employee, his or her immediate supervisor, and the agency head to both disciplinary penalties and fines under State law. Questions about the University’s nepotism policy should be directed to the Associate Vice President for Human Resource Management.

## 2.10 Political Activities

As a full-time employee, you may not accept any appointive political office or seek or hold any elective, remunerative political office without the consent of your department head, dean, the President, and the President of the UL System. You may, however, exercise your rights as an individual citizen to attempt to influence legislation or public policy. You may not use State resources to do this, and you must make it clear that you are speaking as a private individual and not as a University representative. Further restrictions on political activities are placed on classified employees by the Louisiana Civil Service Law. If you are a Civil Service employee, you may not take part in the management or affairs of any political faction or party in any political campaign. This regulation is not intended to interfere with your right as a citizen to express your opinion privately, to serve as a commissioner or official watcher of the polls in elections, or to vote freely. It does, however, provide you with protection from political intimidation and job security free from political interference.

## 2.11 Promotions

All unclassified and classified staff vacancies are advertised on the Office of Human Resource Management Job Opportunities website <http://www.uno.edu/jobs>. Classified promotions are often competitive based on test scores within job families and/or by scores for individual higher-level jobs. Employees who are interested in applying for positions that require a qualifying Civil Service examination are responsible for taking the exam before an actual vacancy occurs.

Classified promotional salary increases are based on the number of pay grade levels that the employee is advancing. As a rule, there is a 7% increase in pay for moving up one pay grade; 10.5% increase for a two-level advancement; and 14% for moving up three or more levels. There is a mandatory decrease of 7% for movement to a lower pay grade. In any case, an employee must be paid no less than the minimum salary for the pay grade and no more than the maximum salary for the pay grade. An employee who has been assigned additional duties and responsibilities can appeal to the State Civil Service System for a change in title. Requests for reallocation are submitted through administrative channels to the Office of Human Resource Management.

## 2.12 Performance Evaluation

A formal performance evaluation system is in effect for unclassified and classified staff. The Classified Performance Evaluations are conducted annually and each employee receives a copy of the rating. An employee who wishes to contest a "needs improvement" rating must first submit a written appeal to the Associate Vice President for Human Resource Management or their designee. Further appeal is available to the Department of Civil Service. Contact the Office of Human Resource Management for details.

## 2.13 Leaving the University

Departure from the University for reason of retirement, resignation, termination, non-reappointment, or any other reason must be preceded by activities intended to ensure that all

individual accounts with the University will be settled and that all University identification cards, keys, and equipment will be returned to the appropriate custodians. A Clearance Form attesting that these activities have been carried out must be signed by the supervisor. See AP-BA-26.2 Clearance of Employees Terminating Employment with the University <https://www.uno.edu/media/1811>. Dismissal from the University may occur for conditions such as conduct seriously prejudicial to the University, insubordination, theft, neglect of duty, inefficiency, incompetence, unsafe action, property damage or misuse, falsifying records, or concealing improper actions. The University is required to terminate the employment according to state law (L.R.S. 42:1414).

### ***Termination of Unclassified Employee***

If you are an unclassified employee, you hold your position at the pleasure of the Board of Supervisors (unless you are subjected to an employment contract with different provisions). Your services may be terminated by written notice from the appropriate administrative officer, through your dean or director, the President, and the President of the UL System.

### ***Termination of Classified Employee***

The first six to twenty-four months of service with the University constitute a probationary period that is used as an evaluation period by your supervisor. During this probationary period, you may be terminated if your performance does not meet the required standard of work, provided the reasons for this termination are furnished to you in writing and are sent to the Director of the Department of Civil Service. Termination during the probationary period may not be appealed to Civil Service unless you allege discrimination.

If you are a permanent classified employee, you may be terminated if your conduct is found to impair public service. Such termination requires administrative approval and prior written notification to you. You will also be allowed, 30 days from the date you are notified of the termination, to appeal the action to the Department of Civil Service. This appeal must conform to Chapter 13, Civil Services Rules, available in the Office of Human Resource Management.

## **3.0 EMPLOYEE RELATIONS**

### **3.1 Americans with Disabilities Act**

AP-OP-08.2 Americans with Disabilities Act (ADA) <https://www.uno.edu/media/1391>

The Americans with Disabilities Act (ADA) protects qualified individuals with disabilities (i.e., persons who can perform the essential functions of a job with or without reasonable accommodation) by making it unlawful to discriminate in all employment practices, such as recruitment, hiring, promotion, training, layoff, termination, job assignment, leave, benefits, and all other employment-related activities. It is the policy of the University to provide reasonable accommodation to enable a qualified applicant or employee with a disability to participate in the application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those available to other employees. Formal grievances or complaints should be addressed to the Office of Human Resource Management.

### 3.2 Equal Employment Opportunity

AP-BA-35.3 Equal Employment Opportunity <https://www.uno.edu/media/1831>

The University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, marital status, or veteran's status in the admission to, participation in, and treatment or employment in the programs and activities that the University operates. The University has formally endorsed equal employment through the development of an Affirmative Action Plan, and has directed maintenance of the plan to ensure that it is carried out in a meaningful way. The execution of this policy requires vigorous efforts to identify and attract qualified applicants from groups underutilized at all levels of employment in the University.

The University Equal Employment Opportunity (EEO) policy ensures that all applicants receive fair consideration for employment and that employees are treated fairly. Such action includes, but is not limited to, employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and tenure. The University further endorses equal opportunity in its program activities and all educational responsibilities. This policy has been implemented by publishing the policy in appropriate places, establishing grievance procedures, and conducting evaluations to determine the degree of effectiveness of the equal opportunity programs, as well as to provide indications of need for remedial action. Individual employees can make contributions to the equal opportunity policy through their support of the spirit and letter of the policy. The responsibility for continuing development, implementation, and monitoring of the equal employment opportunity program has been assigned to the Office of Equal Employment Opportunity Programs. Anyone having questions or complaints regarding equal employment opportunity at UNO should contact this office.

### 3.3 Prohibiting Discrimination, Harassment and Retaliation

AP-BA-32.8 Discrimination, Harassment and Retaliation <https://www.uno.edu/media/24656>

Sexual harassment is a form of unlawful discrimination on the basis of sex, and is defined as unwelcome verbal or physical behavior of a sexual nature that is prohibited by both University policy and federal law. UNO reaffirms and emphasizes its commitment to provide a professional working and learning environment that is fair and responsible; that supports, nurtures, and rewards educational and employment growth on the basis of relevant factors such as ability and performance; and that is free of discriminatory, inappropriate, and disrespectful conduct or communication. The University will not tolerate any form of sexual harassment. Sexual harassment may involve submission to verbal or physical conduct of a sexual nature, unwelcome sexual advances, or request for sexual favors when these are made - explicitly or implicitly - as a term or condition of an individual's employment or student status. Sexual harassment may also include unwelcome verbal or physical conduct of a sexual nature when this interferes with an individual's ability to function effectively in an employment or academic setting by creating an intimidating, hostile, or offensive environment.

All categories of employees, including graduate assistants and student employees, are governed by the sexual harassment policy. Because sexual harassment may involve a wide range of sexually oriented behavior and is, in part, a function of the way in which such behaviors are perceived, the way a given incident is appropriately treated depends on its effect on the recipient, as well as the specific behavior itself. For example, simply informing the initiator – through either verbal or written communication – that the behavior is unwelcome and should cease may be sufficient to end it. On the other hand, the situation may be such or the behavior may be so extreme that the recipient is unwilling or unable to deal with it in this way.

To help the recipient determine how best to remedy sexual harassment, as well as to ensure that appropriate measures are taken when warranted, anyone who believes he or she has been subjected to sexual harassment may make use of both informal and formal procedures to pursue resolution. Details of these procedures are provided in the University policy statement on sexual harassment. Copies of this policy statement, as well as advice and assistance, are available from the Office of Human Resource Management.

### **3.4 Drug and Alcohol Testing**

AP-BA-35.3 Drug and Alcohol Testing <https://www.uno.edu/media/1836>

The University of New Orleans supports a workplace that should be free from the risks associated with the use of alcohol and drugs. The administration has a legitimate interest in promoting reasonable working conditions and is committed to providing a safe and healthy environment for employees and the public. According to the Louisiana Revised Statutes 49:1001-1021, the University is authorized to drug test employees. The context of this policy will be pursuant to these statutes and to the Drug-Free Schools and Communities Act of 1986, the federal Drug-Free Workplace Act of 1988, the Drug-Free Public Housing Act of 1988, the Louisiana Drug Testing Act of 1990, the Omnibus Transportation Employee Testing Act of 1991, the Federal Highway Administration procedures, Title 49CRF part 40 and part 382 et al., LA Revised Statutes 23:1081 and 1601, and Executive Order MJF 98-38. The University of New Orleans fully supports these efforts and is committed to a drug-free workplace.

### **3.5 Code of Ethics**

University employees are covered by the State of Louisiana’s Code of Governmental Ethics (L.R.S. 43:31, Act 443 of 1979) which regulates, but not limited to, gifts and favors, nepotism, political activities, and selling or soliciting on campus.

### **3.6 Employee Discipline**

AP-BA-47.4 Employee Discipline Policy <https://www.uno.edu/media/1886>

University employees who do not perform the duties of their position satisfactorily may be reprimanded, suspended without pay, have their salary reduced, be demoted, or be dismissed depending on the seriousness of the offense.

Employees who feel that disciplinary action was unjustified may file a grievance (See the Grievances section of this Handbook.). Classified employees may instead appeal the action to the State Civil Service Commission within 30 calendar days after notification of the disciplinary action. The appeal must conform to the provisions of Chapter 13 of the Civil Service Rules, available in the Office of Human Resource Management. For more information contact the Office of Human Resource Management, or the Louisiana Department of Civil Service, P. O. Box 94111, Capitol Station, Baton Rouge, LA 70804.

### 3.7 Grievances

If you have a job-related problem or are involved in a work situation with which you are seriously dissatisfied, you may seek resolution of this problem by following the University's grievance procedures. These procedures allow you, as an employee, to discuss your concerns with the appropriate authorities with freedom from reprisal. Grievance procedures also help employers determine the specific cause of any employee's grievance and find an appropriate solution. The University's grievance procedure involves sequential steps, which must be strictly adhered to by all parties involved. Any questions should be directed to the Office of Human Resource Management.

### 3.8 Campus Safety

The University of New Orleans is dedicated to providing the best protection possible to safeguard the lives and property of the University and its community. The Department of Public Safety/University of New Orleans Police (UNOP) and the Environmental Health and Safety Office (EHSO) work collaboratively to support the campus security and safety mission. In supporting UNO's mission as a public service institution, all members of the Department of Public Safety/University of New Orleans Police and the Environmental Health and Safety Office strive to provide the highest quality of service possible.

Department of Public Safety/University of New Orleans Police <https://www.uno.edu/upd>

The UNOP is staffed 24 hours a day to meet the needs of the UNO community. The department coordinates all requests for assistance relative to crime, including threats, theft, personal safety, medical emergencies, harassment, fire, vehicular mishaps, catastrophic weather emergencies, domestic disturbances and other police related matters.

As Law Enforcement Officers, the mission is to uphold and enforce appropriate federal, state and local laws as well as university rules and regulations. As Peace Officers, the responsibilities include preserving the peace at the university and instituting police procedures that ensure that order is maintained as the university undertakes its mission.

Environmental Health and Safety Office (EHSO) <https://www.uno.edu/ehso>

The EHSO believes that safety is not the exclusive responsibility and University administration. Everyone, including all staff, faculty, students, and visitors, is responsible for their safety and for the safety of those with whom they interact. As members of the UNO community, it is our

responsibility to understand and follow the safety rules, procedures, and policies that have been adopted by the University of New Orleans. EHSO is responsible for Risk Management, Safety and Compliance, and Safety Training and identifies programs, methods and trends to help achieve a safe and secure environment at the university. The Campus Safety Manual and other resources related to safety may be found on the webpages of the UNOPD and EHSO.

Important contact information:

Emergency: 504-280-6666

Parking & Traffic 504-280-6047

Business telephone: 504-280-6371

Environmental Health and Safety: 504-280-6670

## 4.0 BENEFITS AND PRIVILEGES

### 4.1 Leaves, Vacations and Holidays

#### *Annual Leave*

AP-BA-41.6 Attendance Leave Records - Faculty, Unclassified Staff, and Classified Staff Policy  
<https://www.uno.edu/media/1861>

Annual leave is leave with pay granted to unclassified (12-month) and classified employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or for the transaction of any personal affairs.

- A. No 12-month unclassified employee shall be credited with annual leave for any calendar month:
  - 1. Until completion of that calendar month as an employee,
  - 2. During which the employee was on leave without pay for ten or more working days, or
  - 3. While serving in the military.
- B. Accrued unused annual leave earned by an employee shall be carried forward to the succeeding years without limitation.
- C. When an employee changes his position from one state agency to another, his accumulated annual leave shall be forwarded to the new agency and shall be credited to him.
- D. Official Legal holidays, state-designated holidays, or days of local weather emergencies and celebrations shall not be charged to annual leave.
- E. Annual leave shall be applied for in advance by the employee and may be taken only when approved by the appointing authority. Requirements concerning the use of annual leave include the following:



- An appointing authority may require an employee who has sufficient annual leave to his credit to take annual leave whenever the authority feels that it is best for the employee or the appointing authority.
- Except when given special advance approval for absence from duty, an employee must be at his work station for the day in order to be classified as on duty. A work station normally will be one's office or elsewhere on the employer's premises, or at other locations while representing the employer.

F. Terminal payment of annual leave for unclassified employees shall not exceed an amount representing:

- A maximum of 300 hours of unused annual leave at the time of termination for any reason
- The method of payment for fiscal employees is to divide the final annual base salary by 2,080 and multiply by the number of hours of leave to be paid.
- The method of payment for academic employees who have annual leave remaining from a prior fiscal appointment, the computation method is to divide the employee's final annual base salary by 1,440 and multiply by the number of hours of leave.

G. Terminal payment of annual leave for classified employees shall not exceed an amount representing:

- A maximum of 300 hours unused annual leave at the time of termination for any reason.
- The method of payment is to multiply the final hourly rate of pay by the number of hours of leave.

***Annual Leave Accrual Schedule:***

**Years of Service Amount of Leave Accrued**

|                                 |  |
|---------------------------------|--|
| Less than 3 years.....          | 0.0461 per hour (approximately 8 hours per month full time)  |
| 3 years, but less than 5.....   | 0.0576 per hour (approximately 10 hours per month full time) |
| 5 years, but less than 10.....  | 0.0692 per hour (approximately 12 hours per month full time) |
| 10 years, but less than 15..... | 0.0807 per hour (approximately 14 hours per month full time) |
| 15 or more years .....          | 0.0923 per hour (approximately 15 hours per month full time) |

***Sick Leave***

AP-BA-41.6 Attendance Leave Records - Faculty, Unclassified Staff, and Classified Staff Policy <https://www.uno.edu/media/1861>

Sick Leave is defined as leave with pay granted to an employee who is suffering with a disability which prevents the employee from performing their usual duties and responsibilities and who requires medical, dental, or optical consultation or treatment; or to care for an immediate family member who is ill or injured; or to accompany an immediate family member to a medical, dental, or optical consultation or treatment. As used in this subsection, "immediate family member" means a spouse, parent, or child of an employee.

A. No unclassified employee shall be credited with sick leave for any calendar month:

1. Until completion of that calendar month as an employee,
2. During which the employee was on leave without pay for ten or more working days,  
or
3. While serving in the military.

B. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.

C. When an employee changes his position from one state agency to another, his accumulated sick leave shall be forwarded to the new agency and shall be credited to him.

D. Sick leave with pay may be taken by an employee with sufficient leave to his credit for the following:

1. Illness or injury that prevents performance of his work duties, or
2. Medical, dental, or optical consultation or treatment, or
3. To care for an immediate family member who is ill or injured, or
4. To accompany an immediate family member to a medical, dental, or optical consultation or treatment.

E. The employee may use sick leave for maternity purposes when her postnatal or prenatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition shall be six weeks unless a physician certifies the employee's inability to return to work.

F. Terminal payment of sick leave for unclassified staff shall not exceed an amount representing:

- A maximum of 200 hours of unused sick leave upon retirement or death prior to retirement.
- The computation method of payment for unclassified fiscal employees is to divide the final base salary by 2,080 hours and multiply the result by the hours of leave.
- The computation method for academic employees is to divide the final annual base salary by 1,440 and multiply the result by the number of hours of leave.

***Sick Leave Accrual Schedule:***

**Years of Service Accrual Rate Per Hour**

|                                 |   |
|---------------------------------|---|
| Less than 3 years.....          | 0.0461 per hour (approximately 8 hours per month full time)   |
| 3 years, but less than 5.....   | 0.0576 per hour (approximately 10 hours per month, full time) |
| 5 years, but less than 10.....  | 0.0692 per hour (approximately 12 hours per month, full time) |
| 10 years, but less than 15..... | 0.0807 per hour (approximately 14 hours per month, full time) |
| 15 or more years.....           | 0.0923 per hour (approximately 16 hours per month, full time) |

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

Leave without pay must be requested in writing, in advance and may be granted to you for personal reasons. The duration of this leave may not extend beyond the period of your present appointment. During such leave, you do not accumulate sick leave or vacation leave. While you are on leave without pay, you may continue membership in the University group insurance programs (except for LTD) for a maximum of one year, but UNO will not make any contributions, unless the leave without pay is granted under the Family and Leave Act (FMLA). Arrangements to continue insurance coverages must be made in advance by completing a form in the Benefit Section of the Office of Human Resource Management.

Your service before and after leave without pay is credited in the same manner as if your service had been continuous. The reasons for requesting leave without pay must be acceptable to the University, and your department must be able to grant it without seriously affecting departmental operations. Reasons for granting leave without pay may include, but not be limited to:

- Extended illness (after sick and vacation leave are exhausted)
- The need to provide care for members of your family
- Education which will directly increase your effectiveness
- Adoption of a child

In special situations, leave without pay may also be granted for temporary employment outside the University when it is in the interest of public service and / or will be beneficial to the University upon your return. You will not receive holiday payment for any holiday that intervenes while you are on leave-without-pay status. Leave without pay may be granted for a period of one year or more, subject to approval of the Board of Supervisors, and unclassified employees. For classified employees, leave without pay may be granted for a period up to, but not exceeding, one year. Any extension beyond this time is subject to the joint approval of the University and the Civil Service Commission.

***Family and Medical Leave (FMLA)***

Family and Medical Leave (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. AP-BA-41.6 Attendance Leave Records - Faculty, Unclassified Staff, and Classified Staff Policy <https://www.uno.edu/media/1861> provides guidelines for Family and Medical Leave. University policy is to run FMLA leave concurrent with accrued leave. The University will continue to pay the employer portion of insurance premiums during the leave period.

***Civil Leave***

AP-BA-41.6 Attendance Leave Records - Faculty, Unclassified Staff, and Classified Staff Policy <https://www.uno.edu/media/1861> allows for Leave For Civil and National Service. The following are recognized by the Board as appropriate reasons:

1. for performing jury duty;

2. when summoned to appear as a witness before a court, grand jury, or other public body or commission;
3. for performing emergency civilian duty in relation to national defense;
4. for voting in a primary, general, or special election which falls on his scheduled working day, provided that not more than two hours of leave shall be allowed an employee to vote in the parish where he is employed, and not more than one day to vote in a parish other than the one where he is employed;
5. when the appointing authority determines that employees are prevented from performing their duties by an act of God;
6. when the appointing authority shall determine that local conditions or celebrations make it impracticable for employees to work.

### ***Military Leave***

AP-BA-41.6 Attendance Leave Records - Faculty, Unclassified Staff, and Classified Staff Policy <https://www.uno.edu/media/1861> provides guidelines for Military Leave. Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, or annual or sick leave when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year. However, employees who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

### ***Other Leave***

AP-BA-41.6 Attendance Leave Records - Faculty, Unclassified Staff, and Classified Staff Policy <https://www.uno.edu/media/1861> provides guidelines for Other Leave not otherwise defined above.

- When an employee is absent from work due to disabilities for which they are entitled to Worker's Compensation, they may, at his option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Worker's Compensation in accordance with law.
- Probationary and permanent employees may be given time off without loss of pay, annual leave, or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, stepbrother, sister, stepsister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two days on any one occasion.
- At the discretion of the appointing authority, a full-time staff member may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave.

### *Holidays*

Holidays for staff members are announced and published each year by the Office of Human Resource Management. <https://www.uno.edu/holiday-calendar>

## **4.2 Unclassified Mandatory Retirement**

### *Eligibility*

Enrollment in the Teachers' Retirement System (TRS) or, as an alternative, the Optional Retirement Plan (ORP), is mandatory as a condition of employment for:

- all full-time, unclassified personnel of public colleges, universities, community and technical colleges (hired after July 1, 1991),
- all permanent, part-time employees who work more than 20 hours per week or 50% of full-time for a university, or
- all part-time employees with at least 10 years of TRSL service credit.

Aliens teaching in Louisiana based on “J” and “F” visas should seek counsel of the Office of Financial Services (280-3207) to verify retirement.

The contribution rate for the Teachers' Retirement System is 8% of gross earnings. Since July 1, 1988, these contributions have been tax-sheltered and will become taxable in the Internal Revenue Code when the funds are distributed to the member either as a refund or a retirement benefit. There are no provisions under the law by which members may secure a loan from their TRSL contributions.

### *Regular Retirement*

The lifetime retirement benefit is determined by a formula defined by state law. This formula calculates the maximum retirement benefit for which a member is eligible considering years of service, final average compensation (FAC), and benefit factor percentage. FAC will be calculated using the highest five years (or 3 years if initial enrollment was prior to January 1, 2011) of salary consecutively earned. The benefit factor percentage ranges between 2.0% and 2.5% depending on the member's initial enrollment date, age, and years of service.

### *Purchase of Service*

To increase the amount of retirement benefit, active TRSL members may purchase additional service credit. The following types of service may be purchased to increase service credit: previously refunded service, U.S. military base teach service, leave without pay, maternity leave, sabbatical leave, in-state private school service, out-of-state public-school service, and military service. Certain restrictions and eligibility criteria apply.

### *Deferred Retirement Option Plan*

Deferred Retirement Option Plan (DROP) is an optional program in which eligible TRSL members elect to freeze their regular retirement benefits and have those benefits deposited in a special account at TRSL, while they continue to work and draw a salary from a TRSL-reporting agency.

DROP allows a TRSL member to build up savings. However, DROP participation may not be a good idea for members expecting significant pay increases, as their lifetime benefit will be locked in at the pre-DROP average. Members may elect to participate in DROP only once. The decision to participate in DROP is irrevocable once participation begins. For more information on DROP, review the TRSL publication, *DROP Handbook: A guide to the Deferred Retirement Option Plan*, which is available on the TRSL website [www.trsl.org](http://www.trsl.org).

### *Estimates*

TRSL will provide members with a retirement estimate upon request if the employee is within three years of retirement eligibility. The TRSL benefit calculator, found at [www.trsl.org](http://www.trsl.org) will allow the member to enter data to calculate an unofficial projection of a member's retirement benefits. For detailed information, brochures, and retirement forms, staff should contact the Office of Human Resource Management.

## **4.3 Classified Mandatory Retirement**

### *Eligibility*

Enrollment in the Louisiana State Employees' Retirement System (LASERS) is mandatory as a condition of employment for all classified, civil service employees hired for greater than 50% of full-time effort (more than 20 hours per week) and for a duration of more than two years (except those excluded by law). Enrollment in LASERS is optional only for those classified employees who are 60 years of age or greater at the time of employment, or for classified employees who are 55 years of age or greater at the time of employment and who have credit for at least 40 quarters in the Social Security System. These employees also have the option of participating in the Louisiana Deferred Compensation Plan (LADC) or Social Security. The contribution rate for LASERS is 8% of gross earnings or 7.5% if membership began on or before June 30, 2006.

### *Regular Retirement*

The retirement benefit is determined by a formula defined by state law. This formula calculates the maximum retirement benefit for which a member is eligible considering years of service, final average compensation (FAC), and benefit factor percentage of 2.5%. FAC will be calculated using the highest five years (or 3 years if initial enrollment was prior to July 1, 2006) of salary consecutively earned.

### *Purchase of Service*

To increase the amount of retirement benefit, active LASERS members may purchase additional service credit. The following types of service may be purchased to increase service credit: Full-time state service was worked, but no service credit was received, service credit was denied due to an administrative error, service credit was not received due to leave without pay, furlough time, "Air Time" purchase of up to five years' service credit for time not worked, Uniformed Services Employment and Re-employment Rights Act (USERRA), military Service not under USERRA, National Guard, Coast Guard, and Reserve Forces Credit, and service credit based on time worked in a federal position. Certain restrictions and eligibility criteria apply.

### *Deferred Retirement Option Plan*

Deferred Retirement Option Plan (DROP) is an optional program in which eligible LASERS members elect to freeze their regular retirement benefits and have those benefits deposited in a special account at LASERS, while they continue to work and draw a salary from a LASERS-reporting agency. DROP allows a LASERS member to build up savings. However, DROP participation may not be a good idea for members expecting significant pay increases, as their lifetime benefit will be locked in at the pre-DROP average. Members may elect to participate in DROP only once. The decision to participate in DROP is irrevocable once participation begins. For more information on DROP, review the LASERS publication, Membership Handbook, which is available on the LASERS website [www.lasersonline.org](http://www.lasersonline.org).

### *Estimates*

LASERS will provide members with a retirement estimate upon request if the employee is within 18 months of retirement eligibility. For detailed information, brochures, and retirement forms, staff should contact the Office of Human Resource Management.

## **4.4 Social Security**

Act 6 of the 1991 Third Extraordinary Session of the 1991 Louisiana Legislature requires that certain employees be included under Social Security rather than one of the Louisiana State retirement systems. The following categories of employees are currently exempt from both the Louisiana State Employees Retirement System (LASERS) and the Teachers' Retirement System (TRSL) and will be required, instead, to pay Social Security tax:

- Part-time employees. For Social Security purposes, employees are considered part-time if they are employed at or below 50% of effort. Unless these employees are currently vested in a state retirement system, they will be required to contribute to Social Security and Medicare. If a status change causes the percentage of effort to exceed the criteria stated above, employees will be required to join the appropriate retirement system, if they are otherwise eligible.
- Seasonal employees. This group includes employees hired on an intermittent, short-term basis.
- Temporary employees. This group includes all academic and non-classified employees hired on annual appointments, periods of appointment, or any nontenure-track appointment for a term less than two years. Temporary employees will be required to join the appropriate retirement system after they have been continuously employed for two years, if they are otherwise eligible.

For further information, staff should consult the Office of Human Resource.

## **4.5 Tax-Deferred Supplemental Retirement Accounts (SRAs)**

Because of the University's status as a tax-exempt educational organization, University employees are provided the opportunity to participate in tax-deferred supplemental retirement accounts (SRAs). UNO currently offer 403(b) plans and a 457 plan administered by the Louisiana Deferred Compensation Plan. An SRA allows employees to set aside a portion of their salary before federal

and state taxes are withheld through payroll deduction. The maximum amount that may be tax-sheltered is determined by federal law and is set by the IRS each calendar year. Employees that are age 50 or older may be eligible to contribute an additional amount referred to as the “Catch-Up Provision.”

#### **4.6 Group Insurance**

Various types of insurance are available to the UNO staff employed at a minimum of 75% of full-time effort (30 hours/week) and appointed for at least one semester or 120 days. Group insurance offered includes medical, dental, vision, long-term disability, life, and accidental death and dismemberment. Flexible Spending Accounts and a Section 125 plan are also available. For more information, employees are urged to read the descriptive brochures/website information furnished by the Office of Human Resource Management. Participation in group insurance is voluntary. <https://info.groupbenefits.org/>

#### **4.7 Workers’ Compensation**

Workers’ Compensation laws provide money and medical benefits to an employee who has an injury as a result of an accident, injury or occupational disease on-the-job. Workers’ Compensation is designed to protect workers and their dependents against the hardship from injury or death arising out of the work environment. If you are injured on the job, notify your supervisor, complete an incident report and contact the Office of Human Resource Management.

#### **4.8 Employee Facilities and Services**

##### ***Parking***

The University requires all personnel using motor vehicles on the campus to register these vehicles with the University Police, regardless of ownership, within 48 hours after the vehicle is first brought onto the campus. A decal must be ordered at the start of each academic year. Areas reserved for staff are clearly marked with yellow or red lines. Temporary parking permits are available at the University Police Office if the registered vehicle is disabled or for any other type of emergency situation. Special permits for the handicapped may be purchased upon presentation of a physician’s certificate. Tickets are issued and fines assessed for parking and traffic violations. Staff may pay fines at the Office of the Bursar from 8:00 a.m. to 3:30 p.m. Six simple offenses in one semester will result in the revocation of the parking permit. More serious violations, such as unsafe operation of a vehicle, may result in immediate suspension of driving privileges. Further details on parking and traffic regulations may be obtained from the University Police Office and in the document UNO Parking and Traffic Regulations. <https://www.uno.edu/upd/parking-services>

##### ***Identification Cards***

Employees may have picture identification cards made by University Computing and Communications (UCC). Identification cards are required to gain access to recreational facilities, to cash checks at the bookstore and bursar’s counter, to borrow books from the library, and for other, occasional purposes. They may be used in the community as a general identification document, and may serve to identify the holder for purposes of merchants’ discounts, cashing



checks, and the like. The possession of the card does not authorize the individual to make purchases in the University's name. Spouses and dependents of University staff may also obtain identification cards, which are to be presented when University services open to family of staff are desired. <https://www.uno.edu/it/id-cards>

### ***Credit Union***

The UNO Federal Credit Union offers its services to all members of the staff. The purchase of a \$5.00 share of stock is required for membership, and accounts are insured up to \$100,000.00. Credit Union savings and loans are both insured at no cost to the member. Credit disability insurance is also available on all loans. Interest-bearing checking accounts requiring no minimum balance are available to all credit union members. Inquiries should be referred to the UNO Federal Credit Union <http://www.unofcu.org>.

### ***The Earl K. Long Library***

The Earl K. Long library is located in the center of campus and is a convenient stop to and from offices for staff who wish to conduct research, check out books and periodicals, to find locations of other books and journals in town, to order material through interlibrary loan, to place class readings on reserve, to have an online search done, to bring classes for instruction in research methods and tools, or just to sit down and read in quiet or to put on headphones and relax in the music room. <http://library.uno.edu>

### ***Fitness Center***

The UNO Fitness Center has approximately 87,000 square feet of space dedicated to a variety of recreational and fitness activities. An expansive 16,000 square feet is allocated with state-of-the-art equipment that includes, but not limited to: plate loaded/free weights with urethane plates and easy grip handles, and cardiovascular equipment. Amenities in the Recreation and Fitness Center include: TV's in the cardiovascular and free weight area, Dr. Richard Stillman Track (1/10 mile), natatorium (25 yard/4 lane pool), day and reserved locker rooms, outdoor deck, two racquetball courts with glass back walls and hardwood maple floors, two dry saunas, gymnasium housing three full-size basketball courts with hardwood maple floors which can be used for volleyball and badminton, and two multipurpose rooms for group exercise activities. <https://www.uno.edu/fitness>

### ***The University of New Orleans Women's Center***

The University of New Orleans Women's Center serves faculty, students, staff, and women in the larger New Orleans community. <https://www.uno.edu/womens-center>

### ***University Computing and Communications***

The University Computing and Communications provides general purpose computing facilities for instruction and research <https://www.uno.edu/it>.

### ***Bookstore***

Textbooks, general and reference books, classroom and office supplies, personal computers and software, cards, gifts, and imprinted apparel and items are available at the UNO Bookstore. Staff receive a 10% discount on non-sale item purchases with proper identification. <https://www.bkstr.com/neworleansstore/home>