



## College of Science

*Department of Biological Sciences*

### Department of Biological Sciences

#### Student Workers

##### Welcome

We would like to welcome you to the Department of Biological Sciences. The purpose of this information is to address the duties of being an office staff student worker in this department. We hope your employment here will provide you with valuable work experience as well as an invaluable introduction into the workforce.

##### On-Boarding

Once a student is selected to work for the Department of Biological Sciences, they will be required to follow on-boarding procedures. Chancellor's Student Aide or College Work Study Program students will be provided with an award letter by Financial Aid. The student should present this award letter to the HR Contact in the Department located in 101 Life Sciences Building. If a student is hired through other means, documentation from Financial Aid is not needed. Additionally, all student workers must complete the Student Worker Application form and submit it to the HR Contact. After this, the student will receive an email from Human Resources with instructions on how to complete the I-9 form, Drug Policy Acknowledgment, and Loyalty Oath. This information will only be sent to students who have not previously held a job on campus.

To enroll in direct deposit, the student must complete the LSU Direct Deposit Authorization form. This form can be accessed through myLSU under the Financial Services header. The student's work schedule will be established by their direct supervisor, who will be assigned to them on completion of paperwork.

##### Confidentiality:

In many instances, office staff come across or have access to personal information or sensitive data related to LSU's faculty, staff, and students or sensitive information related to LSU's policies, personnel, and finances. This may include, but not be limited to, payroll information, addresses, phone numbers, personnel matters, health information, etc. For some office staffs, this may also include information where confidentiality is required under HIPPA, FERPA, NCAA, etc. Office staff students should not access confidential information without permission from their direct supervisor. Additionally, confidential information should not be discussed with anyone or distributed to anyone without prior approval from the office staff's direct supervisor

##### Code of Conduct

###### Work schedule, Absenteeism and Tardiness

Works schedules will be established by the direct supervisor based on the student's availability and supervisor's need. Students are not allowed to miss class to attend work. Prior to semester's end, students must notify their supervisor, in writing, of the day they will return to work as well as a tentative work schedule. Additionally, students must notify their supervisor of their work availability during holiday breaks.

In case of illness or other cause of absenteeism and/or tardiness, the student must notify their supervisor as soon as possible and prior to their scheduled work hours. Repeated absence and tardiness and/or failure to give notice to the direct supervisor can result in termination.

###### Dress Code

All office staff are expected to practice good hygiene and to wear clothing that is clean, modest and appropriate for a professional office environment.

The purpose of the dress code is to contribute to a positive image. The university expects all of its employees to dress appropriately. While common sense is the governing principal, management has the final word regarding appropriate dress. Whatever your work setting, you must wear presentable clothing in good condition. All employees should check with management for area specific dress requirements. Clothing that is revealing or inappropriate to the workplace is unacceptable.

Inappropriate dress for student workers may include the following: pants which are below the waistline, garments with holes, off-the-shoulder tops, tank tops, crop tops, halter tops, ruffled/disheveled/wrinkled clothing.

Appropriate attire may differ depending on the type of work the student is performing; questions regarding appropriate attire should be addressed with the direct supervisor.

### **Internet and Equipment Use**

Internet, university computers and all other university owned equipment are to be used solely for business purposes. Personal use of the internet, computers and other equipment is not allowed. This includes but is not limited to printing, copying and faxing non-work related documents.

All university equipment must remain in the office and should never be removed from the workplace. If a piece of equipment is no longer needed by our office or is no longer functional, it may not be dismantled or scrapped without prior approval from Property Management. All office staff are responsible for the proper safeguarding of University equipment and should have a fundamental understanding of the Property Management regulations. All Property Management tasks should be managed by the Property Custodian.

### **Office Etiquette**

Courteous and professional behavior towards visitors, callers, faculty/staff and other student workers is expected at all times. Students should be ready and happy to assist callers and visitors to the office.

Only staff and student workers are allowed in work areas. Student workers should not allow friends to visit during work hours.

Mobile phone use, including texting, should be based on necessity and limited in number and length. Depending on job duties, some student workers will not be allowed to use mobile phones at any time, with the exception of emergencies. All students should check with their director supervisor regarding allowed mobile phone usage. If a mobile phone is brought to work, it should be kept on silent or vibrate mode. Additionally, use of ear buds is allowed in some cases, but use only one earbud so that you are not totally tuned out.

Studying and doing homework is only allowed during work hours when there is no work available. Students should check with their supervisor for additional tasks, also accounting staff, before using time to study or complete homework.

No profanity or obscenity, either in speech or action, is allowed at any time while at work.

### **Headphones/music:**

Please do not listen to music or use headphones while sitting at a front desk.

### **Internet and Equipment Use:**

Internet, university computers and all other university owned equipment are to be used solely for business purposes. Personal use of the internet, computers and other equipment is not allowed.

**As Office Staff Student workers you will be expected to do the following on a daily/weekly basis:**

**A Duties:**

Your immediate supervisor will give you a list of duties, office procedures and responsibilities specific to the office that you are assigned to. If you are working in a laboratory please follow specific guidelines for that laboratory and make sure that lab safety procedures, as explained by the laboratory supervisor, are strictly adhered to.

**B Errands:**

All office staff should be available to do errands during their scheduled time to work. There will be an errand schedule which includes all office staff in the department; however you may be asked to run an errand at any time.

**C Mail:**

Help with sorting and distributing the mail. Write down names of all persons receiving packages so an email can be sent to them.

**D Office Phone:**

Answer all phones by the third ring; offer the standard greeting “Department of Biological Sciences, this is (your name); treat the caller with respect, be efficient, and polite. If they are asking a question that you do not know the answer to, ask them to hold and ask for help. Do not use office phone for personal calls.

**E Office Supplies:**

Check supply cabinets and restock and make sure it is in order, also let supervisor know when specific supplies are low.

**F Seminars:**

Your assistance will be needed for seminars on Monday – in the morning and afternoon. You will need to prepare the cart with supplies, make coffee, bring cart downstairs, pick up cart after seminar, wash coffee pot and clean cart (cart is stored in room 271).

**G Shredder:**

Please check daily to change bag or push down shredded paper to make room for more. Let Supervisor know when we are out of bags (orange), located in cabinet by front desk.

**Timesheets:**

Timesheets are to be filled out each day you come to work. At the end of the pay period (every other week), turn in your timesheet to your supervisor by 3:30 pm on Thursday; make sure you have signed it. Your supervisor will then sign it & turn it in for processing. You are not allowed to turn in your own timesheets.

Student employees will be paid for all hours worked and are not eligible for holiday pay or fringe benefits. If a student fails to complete, sign and submit their timesheet, the student will not receive a paycheck for that pay period.

Payments will be made in the form of direct deposit into the account designated by the student employee through myLSU. The student may make changes to the associated bank information by logging into myLSU. Deposits will be made every two weeks, one week after the timesheet submittal deadline for that pay period.

Any student that has altered or forged official payroll documents such as timesheets is not eligible for student employment. Students who have been determined to have falsified timesheets will be terminated after investigation and will not be allowed to hold future student employment positions with the University, including graduate assistantships. State law requires that any misappropriation of funds must be reported to the District Attorney and the Legislative Auditor. In addition, the payroll fraud will be reported to Campus Police and the Dean of Students office.

**Training:**

Each student is required to complete mandatory trainings on Ethics and Preventing Sexual Misconduct. These trainings are annual requirements and must be completed by December 31st of each year. Upon completion of the online training courses, you will be provided with a certificate that documents the completion of the course. Please keep this certificate and submit it to your supervisor for reporting and compliance. For instructions on how to access the training courses, please ask your direct supervisor.

On-the-job training will be provided to all office staffs for their specific job duties. Additional trainings deemed appropriate due to the nature of the job duties may be required. Such trainings should be approved in advance by the student's supervisor and scheduled at a time approved by the supervisor. All trainings should be taken outside of the student's class schedule. If attendance for training is outside scheduled working hours, then the student should be paid for their time spent in the training. These hours should be considered when setting the work schedule for that particular week.

**Check all offices (101, 104, 107, 202 206 for1) errands & deliveries 2) student projects 3) copying:**

All office staff in Biological Sciences will be on the errand schedule for the mornings & afternoons (Monday – Friday). Please check projects & copying throughout the day.

**Work Schedule:**

The student's work schedule will be established by their direct supervisor. Please give your immediate supervisor the dates & times that you are available to work. Your supervisor will then make out a work schedule for you. It is very important for you to report to work at your scheduled time. We have scheduled you for work and will be expecting you.

If at any time your school schedule changes or your work load is too much please let your supervisor know. It is your responsibility to let your supervisor know if your work schedule is too much. If so, we can arrange less hours for you to work. If you are unable to come to work or you will be late for your scheduled shift, it is your responsibility to contact your supervisor as soon as possible.

Student employees working on campus are not allowed to work more than 20 hours per week during the fall and spring semesters. Students enrolled in summer courses are eligible to work a maximum of 20 hours per week. Students not enrolled in summer courses are not subject to the 20 hours per week limitation and can work up to 40 hours per week if they have completed the prior spring semester as a full-time student and have full-time hours scheduled for the upcoming fall.

Prior to semester's end, students must notify their supervisor, in writing, of the day they will return to work as well as a tentative work schedule. Additionally, students must notify their supervisor of their work availability during holiday breaks.

It is recognized that office staff should be a student first and an employee second. Students are not allowed to miss class to attend work.

# **Student Application**

# Student Employment Application

## Student & Contact Information

Name  LSU ID

Cell  Email

### Home Address

### Campus Address

Address  Address

City, State, Zip  City, State, Zip

## Emergency Contact Information

Name  Address

Cell  City, State, Zip

## Enrollment Information

Classification

High School

Freshman

Sophomore

Junior

Senior

Graduate Assistant

Student Aid

CWSP (College Work

Study Program)

CSAP (Chancellor's

Student Aide Program)

N/A

Major:

Cumulative GPA:

Expected Graduation Date:

# Hours Enrolled this Semester:

Are you current enrolled at LSU? Y  N  If not at LSU, where?

Are you currently on Academic Probation or Warning Status? Y  N

## Work Availability

List all hours you are available to work this semester, between 8:00am & 4:30pm.

Monday

Tuesday

Wednesday

Thursday

Friday

Desired # of Work Hours/Week:

## Job Placement

Check off any of the following positions that you would be interested in/a good fit for. If applicable, highlight the position you would be most interested in. (Please note we will take your requests into account, but assignments will be made based on our specific needs, current student workers, and availability.)

General office duties (filing, shredding, errands, supply inventory, etc.)

Data entry/Data management

IT (computer/tech inventory, installation/setup, user assistance, etc.)

Front desk (greeting visitors, answering phones, etc.)

**Future Career Plans**

**Past Work Experience** (briefly describe assigned duties)

Have you ever altered or forged official payroll documents such as timesheets? Y      N

Have you ever been fired from a job? Y      N

If so, describe the reason or circumstances.

Have you ever been convicted of a felony? Y      N

If so, describe the reason or circumstances.

Do you currently have another student worker position on campus? Y      N

If so, where and how many hours do you work?

Are you related to any LSU employees? Y      N

If so, provide names and relationships.

I hereby certify that the information provided above is true and accurate.

Signature

Date



# **Confidentiality Agreement**

## Office Staff Confidentiality Agreement

I, \_\_\_\_\_, understand and accept the following conditions and responsibilities of my office staff employment at Louisiana State University:

1. In the performance of my duties, I may come across or have access to personal information or sensitive data related to LSU's faculty, staff, and students or sensitive information related to LSU's policies, personnel, and finances. This may include, but not be limited to, payroll information, addresses, phone numbers, personnel matters, health information, etc. Additionally, this may also include information protected under HIPPA, FERPA, NCAA, etc.
2. I shall access confidential information only at the direction of my supervisor while performing my assigned job duties.
3. I shall not disclose, discuss or reproduce confidential information without prior authorization from my supervisor.
4. I shall not use my office staff access permissions to edit or enter fraudulent information into any academic, financial or other records.
5. I shall immediately report to my supervisor any unauthorized use or disclosure of confidential information by myself or others.

I have read and understand the above statements regarding confidentiality of information. I understand that violation of this written confidentiality agreement may result in disciplinary action, up to and including termination.

Signature

Office Staff LSU ID Number

Date

# **Property Management Regulations**

## Property & Equipment Requirements

### Disposal of Inventory Property

All faculty and staff are cautioned not to dispose of any inventory property without the prior written consent of Property Management. Property Management must make a formal written request (Transfer document) to the State LPAA to dispose of any item on inventory regardless of its condition. Each budget unit head is accountable for the movable property on his or her inventory until such time the item is picked up from the budget unit. Budget units are to complete Property Management's Equipment Inventory Action Request Form in order to have inventory property processed for pickup and delivery made to the Surplus Warehouse.

#### PLEASE NOTE:

The department or college responsible for any data on devices being disposed of must ensure that all data is securely removed to minimize the risk of possible compromise of the data. For additional information on data security, see PS-06.20 (Security of Data) and PS-114 (Security of Computing Resources). Also, see "Securely Removing Data from Devices" for steps or utilities available to securely delete and/or destroy the data.

### Idle or Surplus Inventory

Inventory property that may become idle or surplus to an inventory unit shall be surplus by the inventory head within the week it becomes idle or surplus. Inventory unit head is to complete Property Management's Equipment Inventory Action Request Form to facilitate pickup and delivery to the Surplus Warehouse. Property Management will determine if item may have use by other inventory units for redistribution or will surplus the item utilizing LPAA's Transfer Request for approval to deliver the surplus item to LPAA's Surplus Property location.

For items that are considered surplus but have not been processed through Property Management, see

Technology Recycling Center (you must log into PAWS after clicking this link).

### Dismantling of Equipment

Departments are reminded that dismantling equipment can be only authorized by the Louisiana Property Assistance Agency (LPAA) through Property Management. To begin the process, departments are to submit an Equipment Inventory Action Request to Property Management. Approval/Non-approval may take three to five working days. Once LPAA determines the equipment as having no useful value in its existing condition (prior to dismantle), the approval will be forwarded to Property Management. Property Management will submit documentation to the department indicating approval for the dismantling of equipment.

Once approval is given, the equipment will be removed from the Equipment Inventory Records by Property Management. The removal of the remaining parts from dismantled equipment is not considered surplus and, therefore, becomes the responsibility of the department. (Note: Removal of approved items for scrap is likewise the responsibility of the department.)

### Stolen/Missing Inventory Property

If a department determines that an item on their inventory has been stolen from campus, it must be reported to the LSU Police immediately. LSU Police will provide a copy of the Incident Report form to Property Management and the District Attorney's Office. The department must

submit an Equipment Inventory Action Request Form to Property Management at this time. For items stolen from an offsite location, the local law enforcement in that area is to be contacted immediately and a police report obtained. The department must promptly notify Property Management and provide a copy of the police report along with an Equipment Inventory Action Request Form. Property Management will submit this report to LSU Police who will provide a copy to the District Attorney's Office. In either instance, once Property Management receives written notification, copies will be forwarded to the Legislative Auditors.

Theft/loss "...involving computing resources either attached to a LSU operated network or in a functional unit shall be reported **immediately** to the Network Operation Center (NOC)." Please refer to PS-114 (Security of Computing Resources) for additional information.

### **Movement of Inventory Property on Campus**

Property Management must be notified in writing of equipment transfers between University departments. It is the responsibility of the department transferring the equipment to obtain a signed "receipt" from the receiving department using Property Management's Equipment Inventory Action Request Form. The new account number and new location must be indicated. After completion, the original form must be sent to Property Management in order for the inventory record adjustments to be executed. Copies are to be retained by each department. **Note: The receiving department is responsible for updating Equipment Record Inventory (ERI) information for equipment transferred to a different building or room.**

### **Removal of Inventory Property from Campus**

No inventory property of this institution shall be removed from campus to a non-university location for use and storage without the prior approval of the employee's department head or director. In the event, the department head or director is the user, the department head or director's next level supervisor shall be sought for approval. The department head or director shall be responsible for documenting the employee's temporary use and storage of the inventory property on the Property Management's Home Storage/Remote Location Form. Approval shall be based on the purposes of research or other reason within the scope and mission of the University. The department head or director will be responsible to forward a copy of the Home Storage/Remote Location Form to Property Management prior to the time of release. The department head or director will be responsible for verifying the return of the movable property. Inventory property used and stored at a non-university location shall not be used for personal benefit or any purpose that can be considered misuse of state property. The use of state property for personal benefit is illegal under state law.

### **Trailer Documentation**

Whenever a trailer is purchased, a signed and notarized Certificate of Origin (especially for a new trailer) and a Bill of Sale must be received from the vendor. The purchaser should exercise extra precaution when these documents are obtained to make sure they are properly notarized and made out to Louisiana State University, not to the individual purchasing the trailer. These documents are necessary when the trailer is purchased through Procurement. Property Management must have these documents to obtain a title and license for the trailer.



Property Management  
River Road Annex Building  
3555 River Road  
Baton Rouge, LA 70803  
PHONE: (225) 578-6921  
EMAIL: [property@lsu.edu](mailto:property@lsu.edu)