

# LSU | Staff Senate

MEETING MINUTES  
May 15, 2024

President Joshua Duplechain presided over the May 15, 2024; Staff Senate meeting held in the Event Room on the Second Floor of the Barnes & Noble Bookstore at LSU at 10:30 a.m.

Unclassified

Executive/Administrative/Managerial

P - Tammy Millican ('24)

Professional/Non-Faculty

A - Bonner, Amber ('26)

P - Breaux, Kevin ('25)

P - Campen, Ryan ('24)

P - Canady, Robyn ('26)

P - Carney, Mo ('24)

P - Duplechain, Joshua ('24)

A - Ferguson, Amanda ('24)

Pr - Gresham, Deanna ('24)

Pr - Guttner, Ginger ('25)

A - Hicks, Emmy ('24)

P - Jeffcoat, Danielle ('26)

P - Kennison, Jennifer ('25)

P - Lee, Quinneka ('24)

P - Martin-Whitaker, Neely ('25)

P - Miller, Cassaundra ('24)

P - Mimms, Anissa ('26)

P - Oster, Anthony ('24)

P - Owens, Jace ('26)

P - Phelps, Olivia ('26)

A - Rafati, Karina ('24)

P - Smith, Henri ('24)

P - Trahan, Amy ('25)

A - Washington, Valori ('26)

P - Waters, Bradley ('26)

P - White, Dayton ('25)

A - Williams, Amberlon ('24)

A - Williams-Carter, Tyrslai ('24)

Pr - Williamson, Jeannie ('26)

P - Yarbrow, Skylar ('26)

Classified

Skilled Crafts

P - Constance, Taylor ('25)

Pr - Corbitt, Brent ('24)

Technical/Paraprofessional

P - Matkovic, Igor ('26)

A - Nehlig, Mark ('24)

Clerical/Secretarial

A - Jensen, Jerri ('26)

Pr - Smith, Celeste ('26)

Service/Maintenance

A - Robertson, Winkeyssa ('24)

P - Indicates Present

Pr - Indicates Proxy

A - Indicates Absent

A/P – indicates Absence not Counted

## **GUESTS:**

Amber Galjour, International Programs  
Niki Norton, Human Resource Management  
Karen Magee, Human Resource Management  
Joyce Whitefield, Human Resource Management  
Zacki Soliman, Campus Federal Credit Union

## **CALL TO ORDER**

The meeting was called to order by President Joshua Duplechain at 10:30 a.m.

## **ATTENDANCE**

There was a quorum with five proxies noted.

## **PLEDGE OF ALLEGIANCE**

Senator Neely Martin-Whitaker led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – April 17, 2024, Staff Senate Meeting**

A motion to accept the minutes was made by President-Elect Olivia Phelps. The motion, seconded by Senator Dayton White, carried.

## **GUEST SPEAKER – SENATOR ANSSA MIMMS, HUMAN RESOURCE MANAGEMENT**

President Joshua Duplechain announced that Senator Anissa Mimms who works with Human Resource Management would like to share some of the results from the 2023 Employee Engagement Report with the full Senate.

Senator Mimms announced that in September 2023, LSU partnered with Qualtrics to administer a campus-wide employee engagement survey among full-time faculty and staff. An employee engagement survey is designed to measure the level of engagement, satisfaction, and commitment that employees have toward their work and the organization. The findings reflect positively on LSU, highlighting commendable aspects and identified specific areas that could use enhancement.

The survey was open from September 18 - October 6, 2023. It was comprised of 48 questions and was sent to 5,335 potential participants (faculty and staff) and received a 39% completion rate. The three main points of the survey were employee well-being at 71%, employee engagement at 68%, and intent to stay at 52%.

According to [Gallup](#), only 32% of employees in the United States (both full-time and part-time time workers), self-identify as engaged. Therefore, it is worth noting that LSU significantly surpasses this national average in terms of employee engagement.

Some inspiring insights were that LSU is a great place to work, there is work fulfillment, there is an alignment with LSU's values, and there is a respectful work culture. Some areas for growth are internal communication, employee and leadership trust, employee collaboration, and career development.

Senator Mimms shared the heat map where categories and employee types who participated were outlined.

With regards to internal communication, Human Resource Management recommends the following actions:

- Regular Town Hall Meetings: Organize regular town hall meetings where senior leadership communicates updates, answers questions, and engages with employees.
- Leadership Visibility: Increase the visibility of leadership by having leaders participate in team meetings, events, and informal gatherings to foster a sense of connection.
- Consistent Messaging: Ensure consistency in messaging across different communication channels to avoid confusion and build trust.

Goals for the 2024 Engagement Survey:

- By implementing the suggested recommendations, HRM anticipates a 4% improvement in the communication score, resulting in an overall score of 45%.

With regards to employee and leadership trust, Human Resource Management recommends the following actions to enhance trust:

- Effective Communication
- Enhancement of Onboarding Process
- Onboarding Training for Managers
- Leadership Development

Goals for 2024 Engagement Survey:

- As building trust with employees is a gradual process, HRM anticipates a 2% increase in the trust score for 2024 if the following recommendations are implemented.

With regards to employee collaboration, Human Resource Management and Office of Communications and University Relations suggests this implies a challenge may be rooted in inter-unit collaboration rather than intra-unit teamwork. Human Resource Management recommends the following actions to enhance collaboration effectiveness:

- Development of Project Management Training for Employees
- Team Meetings

Goals for 2024 Engagement Survey:

- Human Resource Management does believe that employee collaboration will increase by 2% if the recommendations for communication and trust are implemented as these will go hand in hand with enhancing employee collaboration.

With regards to career development, Human Resource Management recommends continually review of the performance management process (i.e., inclusion of self-evaluations, 360-feedback, etc.).

The floor was opened for questions.

President Duplechain thanked Senator Anissa Mimms for sharing these results.

**GUEST SPEAKER – NIKI NORTON, KAREN MAGEE, AND JANICE WHITEFIELD, HUMAN RESOURCE MANAGEMENT**

President Joshua Duplechain introduced Niki Norton, Karen Magee, and Joyce Whitefield with Human Resource Management (HRM) who were invited to speak about upcoming changes with the Fair Labor Standards Act (FLSA) which will affect some employees pay distribution.

Niki Norton thanked the Staff Senate for the opportunity to speak today.

FLSA is a federal law administered by the U.S. Department of Labor, established to protect workers' rights, and ensure fair labor practices. FLSA determines eligibility for overtime pay. It is ultimately a benefit to the employee in receiving pay for all hours worked including overtime, compensatory time or having a true work-life balance and not working beyond 40 per week.

This law affects private companies, federal, state, and local government, and non-profits, and of course LSU is affected by the FLSA provisions. FLSA has staggered the approach to updating the salary threshold. Effective July 1, that threshold is increasing to \$43,888. And on January 1st, 2025, that threshold increases again to \$58,656. There will also be automatic updates every 3 years to the salary threshold.

LSU will proceed with converting all individuals who have a salary below \$43,888 and/or who occupy a position with a position range minimum less than \$43,888, to hourly non-exempt for the July 1, implementation. Due to the bi-weekly pay period beginning on June 29, the conversion to hourly non-exempt will occur. Ranges for positions that are converting have been posted on the HRM website. They will continue to add ranges for job profiles to the website.

FLSA categorizes employees as exempt or non-exempt from overtime based on their eligibility for overtime pay. Exempt employees are paid monthly and are salaried and are not eligible for overtime pay. While non-exempt employees are hourly, paid bi-weekly and are eligible to earn overtime for hours worked over 40 in a standard work week. LSU's standard work week is Saturday 12 am – Friday 11:59 pm

The job positions are still considered unclassified, other academic and faculty. This is not part of the Civil Service classification system and rules. There is no change to duties, only to pay frequency. There are very few exemptions from the salary threshold and those are Teachers/Faculty whose primary responsibility is instructional duties, coaches whose primary duty is coaching (not recruitment or other related tasks), and positions that practice medicine or law.

If an employee is converted to non-exempt, they will now be hourly and eligible for overtime for any hour worked over 40 in a standard work week. Overtime is calculated at the rate of time and a half. Employees are to begin entering time on June 29, 2023. They will now be paid on a bi-weekly pay cycle and receive 26 paychecks per year. To convert your 12-month salary to an hourly rate, you will divide your annual salary by 2080 hours. Benefits will automatically convert to bi-weekly deductions.

Parking will also automatically be distributed over the bi-weekly schedule. Since parking is only deducted for the 9-month academic year, the deductions will occur bi-weekly, so 18 times over the 9-month period. There will not be deductions for June, July, and August. When employees are converted to a bi-weekly pay cycle, there will be two months in the year with three paychecks. What they receive in two pay periods, or two bi-weekly paychecks will not equal your current monthly rate. The annual amount is still the same, but it is distributed differently, so employees are encouraged to prepare personal finances/budgets based on the change in distribution.

If employees have fixed dollar payroll deductions, those must be updated by the employee as they will not automatically adjust. The amounts that they contribute now in a monthly capacity will be the same for bi-weekly unless they make updates. Examples of fixed dollar payroll deductions that you must update are LSU foundation deductions, Tiger Cash, supplemental retirement accounts, as well as updating your distributions to your savings, credit unions or if you have your check distributed to multiple banks. In another example, if you withhold an extra \$50 per monthly paycheck, this will become \$100 per month for months with two bi-weekly pay dates. The job aid on how to manage your pay elections in Workday is included in the employee toolkit.

Typically, the months that contain a 3<sup>rd</sup> paycheck will not have insurance premiums deducted, however, to fully cover August and reduce hardship on converted employees, the 3<sup>rd</sup> check in August will have the second bi-weekly deduction. This is a catchup deduction to cover the second part of August. In the future, the months with 3 paychecks will not have insurance premiums removed from all 3, only from 2. Note that insurance premiums cover the following month.

Whether travel time is compensable or not is based on the individual scenario. There can be nuances to each situation but for a high-level view, regular commute time is not compensable. Travel during one's regularly scheduled work hours is considered compensable. Also, working while in travel status is also compensable. There may be specific questions that you have regarding travel time and those can be sent by email to [HR@lsu.edu](mailto:HR@lsu.edu).

Any changes to the wage period calendars will be announced through email to timekeepers for them to communicate with hourly employees and their managers. The dates will also be revised on the Workday calendar when this happens. The time entry calendar in Workday opens for the bi-weekly period at 12 am on the period start date. Time entry locks, usually on the Tuesday following the bi-weekly period and must be entered and approved by the lockout date in order for the hours to be reflected in the employee's paycheck.

Employees must enter time and supervisors must approve all time in a timely manner, so they are paid accurately and on time. Overtime must be approved before the work commences. Compensatory time can be substituted for overtime payments but must also be pre-approved before work begins and is accumulated as a leave type to be taken at a later date. Overtime that is worked without prior approval must be paid. The employee may be subject to discipline for not getting prior approval before working the overtime hours.

Overtime is paid at 1.5 the regular rate of pay when hours worked exceeds 40 hours in a regular work week – Saturday through Friday. For example, an employee works 41 hours during the week will be paid 40 hours at the regular rate of pay, and 1 hour at 1.5 times the regular rate of pay. However,

holidays and leave taken do not count towards hours worked. So that means that any hours of overtime that do not exceed the 40 hours actually worked in a work week will be paid at the regular rate of pay or overtime straight. If a holiday falls during the week or if the employee takes leave, then Workday will calculate the overtime pay rate. So, assume there is a holiday, and the employee works late one hour during the week. The employee will have 41 hours entered for the week. There will be 8 hours of holiday pay, 32 regular hours worked and 1 hour of overtime straight. The employee is paid for the overtime, but not eligible for 1.5 until they have actually worked 40 hours during the week.

As mentioned previously, compensatory time may be earned in lieu of hours worked and payment for overtime hours. Departments will need to finance payout of comp time from annual budget. Compensatory time is a paid leave type that may be taken at a later date and unused balances will be paid in full upon final separation from LSU. Think of compensatory hours as deferred payment for overtime hours. Compensatory time will be earned at the same rate as overtime for all overtime hours worked in excess of 40 hours worked during a work week. Departments must communicate which method of payment will be used for overtime in advance. The maximum allowed accumulation of compensatory hours is 240. If an employee reaches the maximum, they must be paid for all overtime hours. We have built in alerts and when employees are approaching the 240-hour maximum with instructions telling employees to revise their time entry.

Comp Time Earned is a time entry code that is used for overtime when instructed by a supervisor. The employee will enter the Comp Time Earned time entry code for overtime hours that will convert to compensatory time off or paid leave to be used at a later date. It may be used the week after it is earned. Compensatory balances must be exhausted before annual leave can be used per LSU overtime policy. Workday will not prevent an employee from taking annual leave when there is a compensatory balance. It is incumbent upon the employee and the manager to confirm balances and ensure the correct leave type is taken. However, LSU does not require that compensatory time be used before sick leave is taken, but it is ok to use it in lieu of sick leave. The employee and the manager must monitor compensatory leave balances when requesting and approving leave. And finally, all unused compensatory leave hours will be paid in full upon final separation from LSU in addition to your regular leave payouts.

Employees must submit time for each week. That means a full-time employee must enter a total of 40 hours each week to account for their regular schedule. Employees should monitor the approval status of all your time and leave entries and ensure all hours are accounted for prior to the lockout period for payroll processing. The supervisor must verify that all hours submitted are accurate and that all time submitted was actually worked and the appropriate leave type is used. Workday is designed to meet audit requirements. Delegations should not be used to pass the responsibility for approving time to someone else. Using a delegation to approve time should only be used while you are on leave from the university. Some helpful tips for managers include monitoring your Workday inbox. If you are responsible for approving time for hourly employees and will be out of the office, make sure you make arrangements to delegate the approval of time so that employees are paid timely. And finally, utilize time tracking and absence reports each Monday to ensure all time is entered and approved for employees. The Digital Resource Library on the HRM website provides a comprehensive list of reports.

This is a lot of information and when you actually sit down to enter your time for the first bi-weekly period, you will inevitably have questions. They will be hosting drop-in labs where employees can walk in, and they can assist with individual questions so that all time is entered correctly. Please make a

note that these sessions are open to any new hourly employee with questions, and they will have a team there to help.

The floor was opened for questions.

President Duplechain thanked Niki Norton, Karen Magee, and Joyce Whitefield for attending today's meeting.

## **PRESIDENT'S REPORT**

President Joshua Duplechain reviewed relevant meetings in which he attended.

## **COMMITTEE REPORTS**

### **Education and Professional Development**

Treasurer Henri Smith reported that the committee has received one application for the Professional Development Fund. The Staff Senate Office is set to receive those applications.

President Duplechain plans on sending out an announcement to all employees.

## **LIAISON REPORTS**

### **Faculty Senate**

Senator Danielle Jeffcoat submitted a written report for the meeting that was held on April 11, 2024, which was included in the meeting packet for review.

## **OLD BUSINESS**

### **Staff Senate Budget**

Treasurer Henri Smith provided a written financial report for May that was included in the meeting packet for Senate review.

## **NEW BUSINESS**

### **Staff Senate Executive Officer Nomination Speeches**

President Duplechain announced the 2024-2025 Staff Senate Executive Officer Candidates. Staff Senators will hear their election speeches during the meeting today and voting will be open electronically this afternoon.

The results will be tabulated after the deadline to vote on May 29, 2024. The new Officers will be announced during the June meeting.

Member-at-Large

Kevin Breaux

	Tammy Millican
Treasurer	Henri Smith (unopposed)
Secretary	Bradley Waters Anthony Oster
President-Elect	Quinneka Lee (unopposed)

### **June Meeting**

The June meeting will be held at a restaurant to be announced soon to celebrate recognitions and the end of the senate year.

### **ANNOUNCEMENTS**

Staff Senator May Birthdays:

- Senator Robyn Canady celebrated her birthday on May 2.
- Secretary Quinneka Lee celebrated her birthday on May 11.
- Senator Karina Rafati will celebrate her birthday on May 22.

Happy Birthday!

**MOTION TO ADJOURN** – With there being no more business, Senator Bradely Waters made a motion to adjourn. The motion, seconded by Senator Dayton White, carried.

The meeting was adjourned at 12:00 p.m.

Quinneka Lee, Secretary

QL/mm