

A T H L E T I C S

STUDENT
WORKER
HANDBOOK



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WELCOME

It is with great pride that I welcome you into our LSU Athletics community. We are thrilled to have you and excited to share this part of your college experience with you. Throughout your time as a student employee, you will learn valuable skills that will carry you beyond this campus after graduation and into your bright future. Starting with us is only one step along the way and I hope you make the most of the opportunity to grow with us while contributing to the standard of excellence in which we hold ourselves in the LSU Athletics Department. Geaux Tigers!

A handwritten signature in black ink, reading "Scott Woodward". The signature is fluid and cursive, with the first name "Scott" and last name "Woodward" clearly legible.

Scott Woodward, *Director of Athletics*

LSU Athletics Core Values

Who We Are

Tigers Epitomize **Excellence** - We are elite in everything we do.

Tigers Embody **Integrity** - We meet our commitments and take ownership when we cannot.

Tigers Celebrate **Authenticity** - We are true to who we are.

Tigers Personify **Perseverance** - We maintain forward progress regardless of circumstances.

What We Do

Tigers Give **Respect** - We treat people, property, and processes with utmost consideration.

Tigers Build **Equity** - We utilize consistent processes to provide appropriate access and opportunities.

Tigers Foster **Growth** - We strive to be better today than yesterday.

Tigers Practice **Service** - We embrace a purpose beyond ourselves.

LSU Athletics Department Objectives & Commitments

Department Objectives

- Give our student-athletes a world class education.
- Provide student-athletes the opportunity to compete and win at the highest levels.
- Do the right thing.

Department Commitments

- Diversity, Equity, and Inclusion
- Prevention of Sexual and Domestic Violence

LSU Athletics Brand Narrative

The LSU Athletics brand is defined by generations of Tigers united by purple and gold. It is elite student-athletes, a legacy of champions and a relentless pursuit of victory. It is a people, unrivaled in passion and pride, who embody the enduring spirit of Louisiana. It is deeply rooted traditions that bring us together and a unique culture that sets us apart. Our brand is our people, our culture, our values and this place we call home. Forever LSU.

QUALIFICATIONS

Here are the highlights of [PM 8](#) (*Definition of Student for Campus Employment Purposes*) and [PS 33](#) (*Student Employment*) to answer some frequently asked questions. For more information, please don't hesitate to contact the LSU Athletics Human Resources Manager.

Which LSU students are eligible for student employment?

Full-time students will be approved for campus employment as student employees. A full-time student retains that status for student employment during the student's Christmas, summer and other vacation periods. Full-time students attending a vocational-technical or proprietary school that is approved by the state in which located or accredited by a recognized regional accrediting association are also eligible for employment (PM 8).

Students enrolled at least **half time** are eligible for student employment on campus. A half-time student is defined as follows:

1. Undergraduate Student - One enrolled in an undergraduate college for six or more hours of resident credit. For the summer term, a student must carry at least three semester hours to be classified as half time.
2. Graduate Student - One enrolled in the graduate school for five or more semester hours in the fall and spring semesters or for three hours in the summer term. A student retains that status for student employment during winter break and other vacation periods, excluding summer. (PS 33)

During the last semester prior to graduating, a student will be considered to be full-time for employment purposes if the student schedules all courses required for graduation (PM 8).

International students on nonimmigrant visas must have their eligibility to work determined by the student employment or other appropriate office before they can be employed by the University (PM 8). International Services (IS) advises LSU nonimmigrant students regarding F-1 and J-1 (student) employment regulations. Employment eligibility is contingent upon the student maintaining their lawful student status. An IS approved work permit is required in order for an international student to be employed and once the student completes and submits the work permit and I-9 forms, these forms are electronically routed to IS for their approval. Employment can be terminated if the conditions of the on-campus work permit are not approved or are violated.

International students who have not worked in the U.S. before will need to apply for a U.S. Social Security number (SSN) for employment. Before applying for an SSN, the student needs to be in the U.S. for a minimum of 10 days after completing the IS check-in either at international student orientation or in 101 Hatcher Hall. When the student goes to the Social Security office, the student must provide proof of LSU campus employment and Designation School Official (DSO) authorization which will be in the form of a combined letter. This letter includes an original, official job letter from the hiring department and authorization form from IS. The department will need to

prepare this one-page letter on LSU letterhead and give it to the student. The student will bring this to IS to complete along with a DSO Letter Request Form so that IS can prepare the DSO authorization. The student will be alerted when they can pick up the documents, and then go to the Social Security office, located at: 5455 Bankers Avenue, Baton Rouge, LA M-F 9:00AM-4:00PM.

If you are an international student, it is important to keep your supervisor informed of any changes to your Visa status over the course of your employment.

Full-time high school students and **full-time undergraduates attending an institution other than LSU** are eligible for student employment on the LSU campus. Students attending another institution must provide proof of full-time enrollment. Any student under the age of 18 (between 14-17 years old) must have an [Employment Certificate](#) to work. The student should complete their section, then give to their prospective employer to complete. A parent or legal guardian should then review and sign. The completed form should be brought to their high school official along with proof of age in order for the Employment Certificate to be issued. For students that are high school graduates, Student Payroll will issue the Employment Certificate. The student should bring the original Employment Certificate to their employing department upon being hired.

Students who are classified as “degree only” are **not** eligible to work as a student employee (PS 33).

What is the I-9 and why is it part of my onboarding?

Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must properly complete Form I-9 for each individual they hire. This includes citizens and noncitizens. To complete Form I-9, you will need to submit documents that provide proof of identity and employment authorization. Please note, use [FilesToGeaux](#) to encrypt and protect these attachments so that they are protected when you digitally submit them.

Acceptable documents for your Form I-9 are taken from **either** a List A document (US passport), **or** a List B (US driver’s license) and List C document (social security card or US birth certificate). If you are not providing List A, then please be sure to have both List B and List C documents available. To learn more about what constitutes an acceptable document, reference this [link](#).

According to PS 33, the student employee must complete Section 1 of Form I-9 **by their first day of work**. For persons hired for three days or less, the entire form must be completed no later than the first day of work for pay. Non-compliance of any part of the Form I-9 (whether in tardiness, errors, incompleteness, falsification, etc.) has serious consequences to the University including significant penalties which may be passed along to the department for failure to comply. Student employees who do not have the Form I-9 completed within the legal time frame, do not have proper authorization to work which could result in the termination of employment.

Am I eligible for holiday pay or fringe benefits?

Student employees are not eligible for holiday pay or fringe benefits (PM 8).

How much can I work a week?

Students holding part-time campus jobs should not be allowed to work more than 20 hours per week during the fall and spring semesters. In the event a department wishes to have a student work more than 20 hours in any week during the fall and spring semesters, proper justification shall be submitted to the office handling student employment (PM 8). Graduate assistants should not normally hold other campus employment (PM 8).

Remember, students are allowed a maximum of 20 paid hours per week but are not guaranteed this amount of hours. Supervisors must have approval on a semester basis from LSU Student Employment to extend the 20 working hours into 25 working hours. If you are working five consecutive hours or longer, a 30-minute break needs to be recorded as “time out” on your timesheet.

If you have another student job on campus, you are limited to 20 paid hours **between** both jobs, **not** 20 paid hours for each job. Please disclose in advance if you hold another paid student job on campus. **Your working hours cannot conflict with your class schedule** (PS 33).

Students enrolled in summer courses are eligible to work a maximum of 20 hours per week once classes begin. Students not enrolled in summer courses, but who completed the prior spring semester as a full-time or part-time student and have hours scheduled for the upcoming fall are eligible to work up to 40 paid hours a week pending supervisor or budget approval.

International students eligible for student employment are not allowed to work over 20 hours per week and are not eligible for additional compensation except during official university breaks and holidays. Employment can be terminated due to violations of this rule.

Any other important things to know?

Student employees should be in good academic standing and are required to maintain a cumulative 2.0 GPA. Once employed by LSU, students are required to notify the employing department of any change in their full time status or in their academic or disciplinary standing at the institution. This includes placement on academic probation (PM 8 & PS 33). Student employees may be terminated at any time (PM 8).

The American with Disabilities Act (ADA) regulations regarding employment for student workers may apply. A student employee should request accommodations through their employing unit and the Office of Human Resource Management. Per PS 26, "In all cases in which a reasonable accommodation is requested, the University representative receiving the request is required to contact HRM for assistance in handling the request."

SCHEDULING

WORKDAY TIMESHEETS

All hours for paid students are input through Workday. You can access a Job Aid or a guide with step-by-step instructions on how to enter time for the day or by the week [here](#). It is best practice to set a calendar reminder to fill out your Workday timesheet on Friday mornings. Each work week runs Saturday through Friday.

It is your responsibility to record your actual start and stop work times daily and accurately. Rounding of hours is prohibited and cause for payroll fraud. Payroll Fraud is any act of purposeful deceit against the payroll system. For example:

- Reporting hours on your timesheet as worked hours that you did not work
- Staying late or clocking in early from a scheduled shift, without supervisor approval

According to PS 33, students who commit payroll fraud will be terminated immediately and will not be allowed to hold future student employment positions with the University, including graduate assistantships. Policies regarding graduate assistantships are found in [PS 21](#) (*Graduate Assistantships*).

Policies regarding the detection, reporting and investigation of incidents of financial irregularity are found in [PM 76](#). Financial irregularity, as defined by the university permanent memorandum include:

- Misappropriation or misapplication of funds or other property (tangible and intellectual) belonging to LSU;
- Alteration or other unauthorized modification or forgery of official documents or records to include time sheets, travel vouchers, purchase orders, checks, academic records, or other similar documents;
- Misuse for personal or other inappropriate purposes of any property or asset of LSU
- False claims of any kind or nature relating to financial matters;
- Identity theft;
- Accepting or seeking anything of value when such conduct is prohibited by law;
- Accepting or authorizing compensation for work not performed or engaging in conduct that constitutes a financial conflict of interest;
- Any other fraud or deceptive practice involving financial matters;
- Other intentional acts or omissions of a similar nature that violate LSU policy, procedure, or law regarding financial matters.

In the case of suspected payroll fraud or financial irregularity, reports may be made in any of the following ways:

- Report to immediate supervisor or superior within the affected activity or unit;
- Notification to the Office of Internal Audit; or
- Notification to an officer designated by the LSU Entity Head or his/her designee
- Telephone call (855-561-4099) or internet report www.lsu.ethicspoint.com to the LSU Ethics and Integrity Hotline which communication may be anonymous.

A knowing failure to report an incident that is covered by this policy is, in itself, a violation and may subject the violator to appropriate disciplinary action.

If you input your own time in Workday and it routes to your manager for approval, the record in Workday is the official timesheet.

Other Job Aids designed to assist you in important Workday processes such as changing your personal information, requesting time off, or modifying your submitted time can be found [here](#).

REMOTE WORK

Your direct supervisor can make decisions about your ability to work remotely based on the scope of duties that can be completed virtually. Even remotely, university policy limits student employees to 20 hours per week of work unless you were granted a 25 hour exception by the Student Employment office previously within the same semester.

In order to work remotely, you must:

- Have a written email detailing approval to work remotely, the hours you are permitted to work, and the scope of work that is to be accomplished; AND,
- Record time in Workday on a daily basis; AND,
- Email no less than weekly summaries of work performed to your supervisor.

Student workers, including Graduate Assistants, should perform work using a university-provided device if at all possible. If you must use a personal device to perform work remotely, and that work involves the handling of sensitive information, you must utilize a virtual private network (VPN) and must not store files on a local (privately-owned) device. Both managers and student workers shall handle information in accordance with LSU Policy Statement 6.20 – Security of Data.

To track your remote working hours, please utilize [Timestation](#) with the guidance of your supervisor to retrieve your log-in information or your four digit PIN. Timestation is not a substitute for Workday timesheet entry, but it is a reference tool that assists your supervisor in verifying your hours.

Again, it is your responsibility to record your actual start and stop work times daily and accurately. Rounding of hours is prohibited and cause for payroll fraud.

GENERAL EXPECTATIONS

- Stick to your work schedule as established by your supervisor.
- You should never be in working status during one of your academic scheduled courses.
- Report to work on-time.
- Accurately report your time.
- Notify a supervisor as soon as possible if you are unable to work or are running late.
- Be honest and open with your supervisor if you need to cut down your hours or take off.
- Confirm your start date and time with your supervisor.
- Be sure to check Workday for necessary on-boarding steps as part of the hire process.

DRESS CODE

All student workers are expected to dress in a way that represents LSU Athletics with a high level of professionalism and in a manner consistent with LSU's public interests. All employees are expected to be neat and clean at all times and dressed appropriately. You must wear clothing suitable for an office environment or for your working unit. No bare feet, midriff shirts, swimsuit pieces, spandex, tank tops, very short shorts or skirts, or halter-tops are to be worn while on duty. If you have any questions or are unclear about the descriptions below, please ask a full-time staff member.

When in doubt, check with your supervisor for instructions on how to dress in your working unit. Any university team's logos other than LSU in the office or while covering any LSU Athletics event is strictly prohibited.

DRESS DURING OFFICE HOURS:

- Our working environment allows for casual dress, but please remember that you are still in a professional office setting.
- Limitations include but are not limited to bare midriffs, very short shorts or skirts outside of professional length, bicycle shorts or another university team's logos.
- Wear closed toe shoes, no sandals or flip flops if safety is a concern in the designated area.

DRESS DURING SPORTING EVENTS:

- When working an LSU event, students must wear LSU-issued apparel or professional attire approved by your supervisor.
- We may work in the elements so shorts are allowed, but please make sure they are a professional length. No bicycle shorts.
- Wear closed toe shoes, no sandals or flip flops. The only exception is when covering a Beach Volleyball event.

DRESS FOR NON-ATHLETIC EVENTS:

- Events can include press conferences, new coach hirings, special events, etc.
- This will depend on the event. Please check with a full-time staff member prior to arrival.
- Dress can vary from casual to business professional.

DRESS DURING TRAVEL:

- Dress during travel is dependent on each sport. Check with your supervisor for expected dress style prior to departing.

GUIDELINES / PROCEDURES / BEST PRACTICES

Each department of the Athletic Department depends upon student employees and allocates work and special projects, according to the work schedule of the students. The following policies and procedures are provided to ensure consistency in expectations of student employees among the various departments. They are not intended to be all inclusive, but a basic guide outlining minimum standards. Failure to adhere to the policies and procedures listed below may result in discipline up to and including suspension or termination. Please review these policies and procedures carefully.

COVID GUIDELINES

Follow the most current state and University guidelines for appropriate COVID protocols. Proof of vaccination is required or an approved waiver for lack of vaccination. If that entails wearing your mask inside University and Athletics facilities, then please wear your mask. Be mindful of the space between yourself and others. When in doubt, socially distancing by 6-ft is acceptable.

CREDENTIALS / ACCESS - <https://lsusports.net/credential/>

Credentials should only be used for working purposes or game-related services. Students are granted access to LSU facilities for work purposes only. Do not use your access (*credential or fingerprint access*) to enter an athletics facility when not working an event or without an assignment. Do not post your credentials on social media for home or away events. Your credentials are your own and not to be given to anyone else. **Violation of this policy will result in loss of credentials/access and/or termination.**

PERSONAL ACCOUNTABILITY & CONDUCT

- You will be trained for specific tasks relevant to the section to which you have been assigned. When these tasks are completed, you are expected to “look for other work” within your section.
- You are not permitted to work for Student Media, including Tiger TV and the Reveille, or any other news outlet while holding a paid or volunteer position in the LSU Athletics department.
- Do not post anything job-related on a collegiate-based online chat room or message board.
- Do not ask for photos and/or autographs at any LSU event while in a working capacity.
- No gifts of any kind should ever be given to or accepted from anyone, including student-athletes.
- Personal phone calls should be kept to a minimum during work hours.
- You have a responsibility to report any suspected or known violations of LSU or NCAA policies to your supervisor; the Deputy Athletic Director of Leadership and Strategy; a member of the Athletics Human Resources Team; and/or the Athletics Administration Compliance Office.
- You have a responsibility to report any suspected or known violations of Title IX which include but are not limited to sexual assault, sexual harassment, dating and interpersonal violence, domestic violence, and retaliation. To report, you may submit an online report [here](#) or contact the Office of the Title IX Coordinator by calling 225-578-6163.
- Your assigned duties may often involve running errands on or off campus. If an errand requires you to drive a State vehicle (including golf carts) you must have a valid DA-2054 (Authorization and Driver History Form) on file with Property Management. You are not allowed to drive your personal vehicles for business.
- Performing personal work (babysitting, running errands, etc.) or work on non-LSU matters for any Athletic Department employee should be based on reasonable compensation as determined by the involved individuals.

- For any concerns, questions, suggestions, or other reasons, one-on-one personal meetings should and can be held with the following persons: Deputy Athletic Director of Leadership and Strategy; a member of the Athletics Human Resources team; and the Compliance team.
- Texts, phone calls, emails, or social media correspondence with any coach, assistant coach, or Athletics Department team members should remain professional and related to the job. Avoid sending personal messages or messages that are not conducive to maintaining a healthy work environment.
- If you become aware of a violation or potential violation of these policies and procedures, you shall immediately report the matter to your supervisor; the Deputy Athletic Director of Leadership and Strategy; a member of the Athletics Human Resources team; or the Compliance team.

ATTENDANCE

- The core business hours of the Athletic Department are M-F, 8:00AM to 5:00PM. Work schedules should be designed during these hours unless there is a flex schedule in place in your division with adequate supervision.
- Student schedules are established at the beginning of each semester with flexibility for exams, special projects, semester breaks, etc. You are expected to inform your direct supervisor of needed time off as soon as you are aware of the necessity to allow time for rearranging workloads.
- If you will not be reporting for work you must contact your supervisor via a telephone call or email. It is not acceptable for you to miss work without reporting the absence.

INTERACTION WITH PROSPECTIVE STUDENT ATHLETES

- Your interaction with prospective student-athletes should be limited to Athletic Department business. Do not give prospective student-athletes/student-athletes your personal contact information. Further, you are prohibited from fraternizing with recruits. This includes texting, personal phone calls, twitter, or use of social media to communicate with recruits. You are obligated to comply with NCAA rules regarding recruiting.
- As an athletics student worker, it is impermissible for you to engage in recruiting conversations with prospective student-athletes and/or to encourage them to attend LSU via any platform (e.g., telephone call, text message, direct message on social media, post of social media and etc.). By definition, a prospective student-athlete is anyone who has started classes in the ninth grade in high school and such an individual remains a prospective student-athlete until the time they enroll full-time at a collegiate institution.

INTERACTION WITH STUDENT-ATHLETES

- You may not provide improper academic assistance to a student-athlete, such as cheating or plagiarism.
- You may not provide or arrange to have provided a benefit to a student-athlete or the student-athlete's friends or family without express permission from the athletics department.

PAYROLL

Payroll is handled through Workday. Direct deposit is required and one of your onboarding items that should be completed before your first day of work so you may receive your compensation in a timely manner. You can find the student worker payroll schedule for fiscal year 2022 [here](#).

NCAA COMPLIANCE - [LSU Compliance Website](#)

NCAA rules violations are often committed without malicious intent. Nevertheless, a violation reflects poorly on the Athletic Department. Specifically, be mindful of violations such as gambling (office pools, bookies, competition, etc.) and extra benefits for student-athletes (equipment, discounts at stores, etc.). The Athletic Department has a Compliance staff to assist with rules questions and all issues. These persons are available to assist with obtaining information necessary to ensure compliance with all NCAA/SEC rules.

As a student worker, you are expected to abide by NCAA, SEC and institutional rules and regulations at all times. In this section, we will provide a brief overview of the more applicable rules and regulations to you; however, this is not an exhaustive list and we strongly advise you to reach out to your supervisor or a member of the compliance office with any questions. **If you have ANY questions about a specific freelance job, compliance rules, etc. please consult with your supervisor.**

NAME, IMAGE, LIKENESS (NIL)

Please note that no LSU coach or employee can be involved indirectly or directly in creating or facilitating any NIL deal. All employees, **including student employees**, are prohibited from performing work - even on your own time - for student-athlete NIL deals (i.e. freelance work, photography, videography). If you are contacted by a company to facilitate an NIL deal, we recommend the following response: *Neither I, nor any LSU employee, can facilitate any NIL deals for student-athletes or prospective student-athletes.*

FREELANCE WORK

Students are allowed to freelance, but there could be some issues when it comes to any projects involving a high school or high school student-athletes. Please check with your supervisor before working on these types of projects. Failure to clear these types of projects in advance could result in termination if NCAA rules and regulations are broken. LSU equipment cannot be used to create freelance projects.

GAMBLING/SPORTS WAGERING

As a reminder, athletic student workers are not allowed to gamble on any sport sponsored by the NCAA, at any level, including high school, college and/or professional athletics or to share information (e.g., injury report) to individuals outside the institution for sports wagering purposes. Sports Wagering has been defined as: putting something at risk (such as cash, entry fee, dinner or other tangible item) on any amateur and/or professional sporting event with a chance to win something in return. If you are caught sports wagering on a sport sponsored by the NCAA, you jeopardize your status as a student worker.

Types of sport wagers that violate NCAA rules include, but are not limited to, fantasy leagues, March Madness brackets, Super Bowl squares, calcuttas, sports pools, online sports bets, sports betting apps, parlay and prop bets, live in-game betting and single game sports bets.

ACADEMIC MISCONDUCT

As an athletic student worker, it is not uncommon for you to be enrolled in the same class(es) as a current student-athlete. With this in mind, it is extremely important for you to understand the importance of academic misconduct. Examples of academic misconduct involving a current student-athlete include, but is not limited to:

- Assisting a current student-athlete on an exam
- Writing a paper for a current student-athlete

- Assist current student-athlete on project for class
- Assist current student-athlete with grade change for class

You may be terminated from your position as a student worker, if you are found to have engaged in academic misconduct involving a current student-athlete.

EXTRA BENEFITS

An extra benefit is defined as providing a current student-athlete something of value that is not available to the general student body and/or general public. With that being said, please do not provide a current student-athlete with anything of economic value. Examples include, but are not limited to:

- Free or reduced cost on meals/transportation/lodging
- Gift certificate
- Use of an automobile
- Discounts at stores

REPORTING

We in LSU Athletics believe in the importance of maintaining a welcoming, healthy, and safe work environment for all team members. Frequent conversations with your supervisor to communicate your needs and experience are encouraged. In case of any suspicious acts or behavior, known infractions, or behavior that does not align with any of the department's core values, objectives, or commitments, please report immediately to the following:

- Your supervisor and/or the superior within your working unit;
- The Deputy Athletic Director of Leadership and Strategy; or
- A member of the LSU Athletics Human Resources team.

For general feedback and dialogue, please feel free to reach out to any of the aforementioned parties. We value growth as a department, and we look forward to assisting you in your growth as a young professional as well.

TITLE IX REPORTING

As a student worker in the LSU Athletics Department, you are also required to report any Title IX infractions. If someone informs you of an instance of sexual assault, sexual harassment, dating violence, domestic violence, or sexual misconduct **while you are in a working capacity**, then you are required to report the information directly and immediately to the LSU Title IX Coordinator (Joshua Jones) within the Office of Title IX by emailing joshuajones@lsu.edu, visiting 118 Himes Hall, or calling 225-578-6163. Additionally, on every LSU Athletics desktop computer, you may also file a report through use of the Title IX "Reporting" desktop icon that will take you to the Office of Title IX's [website](#).

Failure to report immediately will result in disciplinary action.

ANNUAL MANDATORY TRAINING

Mandatory training is required by LSU Human Resources Management each calendar year. The Power-based Violence Prevention & Response Training has a September 30th deadline. All other assessments must be completed by a December 31st deadline. Each mandatory training provides a certificate. Please submit completed certificates to your supervisor and forward a copy to the LSU Athletics Human Resources Manager. Please keep in mind that it is your responsibility to keep track of your individual certificates either by printing them or maintaining a digital record. More information regarding annual mandatory training can be found on the LSU HRM website located [here](#).

The Louisiana Code of Governmental Ethics, Louisiana Board of Ethics

In response to Louisiana Revised Statute 42:1170, all public employees are required to complete [one hour of training on the Code of Governmental Ethics](#) each calendar year. Upon completion, the employee will be provided with a certificate that documents the completion of the course.

Power-based Violence Prevention & Response Training

LSU's Power-based Violence Prevention & Response Training satisfies the training requirements outlined in both the 2012 Louisiana Senate Concurrent Resolution 107, which requires one hour of sexual harassment training, and in Title IX of the Educational Amendments of 1972, which requires training on sexual misconduct prevention. In the course, you will learn about your role as a mandatory reporter and review example scenarios to check for understanding.

Every classified employee, professional/unclassified employee, faculty, other academic employee, contingent/transient, graduate and teaching assistant and student worker must complete the new training course.

To access this training, go to the [2022 Power-based Violence Prevention & Response Training](#) in Moodle. Click Yes to self-enroll in this Moodle course. Once enrolled, click on the link that says Power-based Violence Prevention & Response Training. Then, click Enter.

Digital Resource and Content Accessibility Awareness Training

This course will teach employees about the federal statutes and institutional policy governing digital resource and content accessibility, and the tools available to ensure the proactive accessibility of digital resources and content.

To take this course, visit the [Digital Resource and Content Accessibility Awareness](#) Community Moodle page. Click yes to self-enroll in this Community Moodle course. Once enrolled, click on the link that says Digital Resource and Content Accessibility Awareness. Then, click Enter.

Cybersecurity Awareness Training

Today's technology has advanced our lives and work environments with instant communication and access to information. However, these conveniences also introduce new risks and threats. It has become much simpler to

carry out cyber-attacks to steal information, take control of systems, and more. LSU is committed to educating and protecting its community against these malicious threats.

Enroll in the Cybersecurity Awareness Training. After enrollment in the course, please select “Cybersecurity Awareness Training”. There are knowledge checks throughout the video which users will be required to complete before they can proceed. In order to receive appropriate credit for the course, please ensure that you receive the certificate from the State of Louisiana, as well as complete the “LSU Course Completion” section of the course."

If you drive a state vehicle (including golf carts) are required to complete a DA-2054 annually and complete an online Defensive Driving Course every three years. You are not allowed to use their personal vehicle for state business.

Additional training deemed appropriate due to the nature of the job may be required. Such training should be approved in advance by your supervisor and coordinated by your supervisor, when necessary. All training should be completed outside of your class schedule. If attendance for training is scheduled outside working hours, then you will be paid for the time spent in the training. Time needed for training should be considered when setting the work schedule for that particular week.

CONFIDENTIALITY & COMMUNICATION

There are many times when students are exposed to confidential information within their workspace and during interviews, video shoots or meetings. Assigned duties may involve sensitive data or personal information (SSN's, salaries, etc.) as well. This type of information should not be repeated to anyone outside of your unit. Collaboration with any news organization, blog, website or social media platform is strictly prohibited. This includes student media like The Reveille and Tiger TV. If you have a question about any type of information, please ask your supervisor.

You will be asked to sign a Confidentiality Agreement upon employment with LSU Athletics. Violation of this agreement may lead to termination.

SOCIAL MEDIA

Please be aware that the internet is widely accessible and you represent LSU Athletics at all times. Thus, it is recommended that you do not post personal information and use discretion when posting photographs, text and/or join "groups" that do not promote positive behavior. Remember the general public, including news reporters, administrators, classmates, media, and all of your future employers and sources of any possible future endorsements have access to social media (Facebook, Instagram, Twitter, Snapchat, TikTok, etc.). Inappropriate language, behavior or insensitive online postings may result in suspension or dismissal from the LSU Athletics program.

COMMUNICATION

As a student worker in LSU Athletics, you are an ambassador of LSU Athletics, our core values, our objectives, and our commitments. When sharing thoughts or opinions with others through any medium of communication, please behave in a manner that best represents what we value and believe as an athletic department.

RESOURCES

[LSU BRAND GUIDELINES](#)

Brand guidelines serve to ensure alignment across all of LSU Athletics in how we express the brand externally while ensuring a clear and consistent brand internally.

[LSU ATHLETICS DIVERSITY STATEMENT & COUNCILS](#)

We believe in keeping diversity, equity, and inclusion at the forefront of our processes and procedures. More information about our councils' purposes, goals, and activities as well as other DEI resources can be found here.

[LSU ATHLETICS STAFF DIRECTORY](#)

Directory of contact information for every department and employee.

[NIL INFORMATION](#)

Information and regulations relating to LSU Athletics' institutional rules on "Name, Image and Likeness"

[LSU SHIELD APP](#)

This is an LSU Police Department safety tool that is available for everyone. It allows users to create a profile, make an emergency call, file a report, and provides other emergency and safety resources. You can download the app for free via the [App Store](#) or [Google Play](#). **LSU PD: 225-578-3231**

[BASECAMP PROJECT MANAGEMENT](#)

If the scope of your duties require access to Basecamp, then email your name, title and the departments you are working with to creative@lsu.edu

[LSU PM 73](#)

The permanent memorandum detailing the university's procedures for addressing and resolving allegations of power-based violence including sex- and gender-based harassment and discrimination, and sexual misconduct (i.e. sexual assault, stalking, dating violence, domestic violence, sexual exploitation, retaliation, etc.)

[TITLE IX](#)

[Office of the Title IX Coordinator](#) (118 Himes Hall)

Campus Title IX Coordinator - Joshua Jones (225-578-6163)

[Baton Rouge Sexual Trauma Awareness and Response \(STAR\)](#) 24 Hour Hotline - 855-435-7827

[Lighthouse Program](#) Directors - Ornisha Brown (obrown@lsu.edu) & Veronica Polk (vpolk1@lsu.edu)

[EMERGENCY PHONE NUMBERS](#)

911 LSU Police - 225-578-3231

[Baton Rouge City Police](#) - 225-389-2000

East Baton Rouge Sheriff's Office - 225-389-5000

Louisiana State Police, Troop A - 225-754-8500

[LSU Mental Health Service](#) - 225-578-8774

[National Domestic Abuse Hotline](#) 1-800-799-7233 or live chat at [thehotline.org/#](https://thehotline.org/)

[National Suicide Prevention Lifeline](#) - 800-273-8255