

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

**POLICY NUMBER:** AG CENTER PS-1

**VERSION:** 1

**EFFECTIVE:** February 12, 1987

**REVISED:** APRIL 1, 2023

**RESPONSIBLE OFFICER:** Assistant VP, Human Resource Management

**CATEGORY:** Administrative

## LSU AGRICULTURAL CENTER POLICY STATEMENTS (AGCENTER PS)

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### I. PURPOSE

It is the policy of the Louisiana State University AgCenter (LSU AgCenter or AgCenter) to develop and maintain policy and procedure guidelines which provides Ag Center's employees with institutional policies and procedures in a standardized method. More specifically, the purpose is to:

- Standardize policy and procedure format and content,
- Strengthen internal controls,
- Identify violations and potential corrective action for violations of policy,
- Ensure consistency and continuity of operations, and
- Provide personnel with an authoritative reference source.

### II. POLICY

The LSU AgCenter Policy Statement (AG CENTER PS) series has been established to provide a uniform method for informing AgCenter employees of policies or to clarify existing directives or regulations. The purpose is to offer easy reference to policies and procedures that affect the day-to-day operation of the AgCenter.

- AgCenter Policy Statements will be issued as necessary and distributed to appropriate administrators for review, approval, and implementation or repeal.
- All policies are readily available to employees online at [www.lsuagcenter.com/policies](http://www.lsuagcenter.com/policies).
- Appendices are used for detailed information, instructions, and procedures. Documents that need to be available in their entirety are included as appendices.

All LSU AgCenter employees should be informed of these policy statements and requirements for compliance with the current policies, as well as any future revisions to the existing policies or policies that may be enacted. Individuals who are jointly employed by two or more campuses of

the LSU System shall be responsible for conforming to all appropriate rules, regulations, and policies. Those individuals with primary (greater than 50 percent) employment are with the LSU AgCenter, shall be responsible for confirming to the Agricultural Center Policy Statements if these statements differ from policy statements of another campus.

All policy statements must follow the uniform template (Appendix A) with appropriate information for each required field. The designated Policy Committee teams and Policy custodian will ensure that each policy contains necessary information in the following header fields before the policy is published:

- Policy Number: Refers to the assigned number determined by the policy custodian.
- Version Number: Indicates the number of times the policy was revised.
- Effective: Refers to the date that the original policy went into effect.
- Revised: Last time an updated/revised policy and approved by the Policy Committee.
- Responsible Officer: Refers to the title of the unit head that is responsible for the policy.
- Category: Refers to the category group the policy addresses. Examples are Administrative, Human Resources, Information Technology, Communications, Research, Extension, Academic, etc.

### III. DEFINITIONS

Should be limited to key words/terms that are unique/have specialized meaning to a policy.

*Example:*

**Professional Image:** A standard of dress and appearance that enables the employee to be safe in the workplace and presents employees in a professional manner.

### IV. PROCEDURES

New policy statements, revisions to existing policy statements and proposals for policy sunsets have an established protocol for review, input, approval, and implementation. Proposed changes may result from changes in statutory language, permanent memorandums from LSU System, suggestions by faculty and staff, or other recognized liabilities. These policies, whether new, revisions, or sunsets/repeals will be submitted to the LSU AgCenter's Executive Committee for review in accordance with this policy statement.

All suggestions or requests for new policies and revisions to existing policies, concerning topics needing clarification or subjects not explicitly addressed elsewhere, should be made in writing to their respective Department Heads who will submit proposals to the Executive Committee. Each proposal submitted to the Executive Committee should state the type of request being made, the date by which a decision is requested, and the source of the proposal by name and department. As applicable, each submission should be accompanied by the existing policy, policy with proposed revisions, and/or newly created policy.

- **DISTRIBUTION**

AgCenter Policy Statement series is available to AgCenter employees through the AgCenter's webpage. New hires will receive email correspondence/information on how to access the AgCenter policy and procedures series. It is the responsibility of AgCenter's employees to familiarize themselves with LSU AgCenter Policy Statements and procedures as it relates to their

position to ensure compliance. Department Heads or Unit Supervisors of personnel without computer access must provide printed copies of new and revised policies to their personnel.

Updates and changes to existing policies, as well as new draft policies will be distributed to the following (as appropriate by subject matter) for review and comments before implementation and approval by the Vice President for Agriculture:

1. LAES and/or LCES Directors
2. Program Leaders
3. Associate Vice President for Administration
4. Accounting Services
5. Budget/Finance
6. Human Resources
7. Intellectual Property
8. Sponsored Programs
9. Information Technology
10. Communications
11. Facilities
12. Safety/Risk Management
13. Department Heads
14. Regional Directors
15. Faculty Council
16. Legal/General Counsel
17. Others deemed appropriate by the Executive Committee

- **COMPLIANCE/RESPONSIBILITY**

All LSU AgCenter employees and personnel shall be responsible for knowledge of LSU AgCenter's Policy Statement series contents related to their position.

## **V. EXCEPTIONS**

Exceptions may be granted with the approval of the Vice President for Agriculture or their designee.

## **VI. VIOLATIONS**

The LSU AgCenter supports an environment free from retaliation. Noncompliance or any AgCenter employee who is determined to have violated policy statements, intentionally or unintentionally, are subject to disciplinary action up to and including termination. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

## **VII. RESOURCES**

The AgCenter Policy Statements series may encompass authoritative policy and procedure sources including, but not limited to, the following:

- LSU Permanent Memoranda (PM)

- LSU Board of Supervisors' By-Laws and Regulations
- LSU Finance and Accounting Standard Operating Procedures (FASOP)

### **VIII. ADDITIONAL INFORMATION**

For questions on creating a new Policy Statement, contact the appropriate Associate Vice President for the category of the proposed policy. For questions on or updates to existing AgCenter policy statements, contact the Responsible Officer noted in the heading.

Appendix A  
Uniform Policy Statement Template

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## TITLE

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- I. Purpose
- II. Policy
- III. Definitions
- IV. Procedures
- V. Exceptions
- VI. Violations
- VII. Resources
- VIII. Additional Information/Question/Contact