

From: [Richardson, William B.](#)
Subject: Additional Closures of AgCenter Facilities
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To All AgCenter Faculty and Staff,

In order to fully comply with the Governor's Proclamation Number 33 JBE 2020 while also maintaining service to our clients, I am implementing the additional office closures as outlined below.

Please keep in mind that even though you may be granted special leave for office closure, you remain an active employee and should be accessible by your supervisor during regular business hours. If for some reason you are not accessible, you should use annual or sick leave time for those hours. Special leave can only be granted to employees who are available and ready for work, but various circumstances related to our operations prohibit them from working.

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Parish Extension Offices

Parish extension offices will remain closed to visitors and AgCenter personnel. With the closure of the offices, unclassified employees that are required to work remotely should continue to do so as directed by their Parish Chair and/or Regional Director. Classified employees required by their supervisors to perform duties will receive compensatory time. These classified employees and supervisors should keep logs of hours worked for reporting and audit purposes.

Unclassified personnel will continue to operate remotely and will not accrue compensatory time.

Please continue to follow your SCOOP plans and maintain a log of all faculty and staff who are deemed essential and authorized to access the office during the closure.

Research Stations and other AgCenter Facilities

Effective March 26, our research stations and other AgCenter facilities will be closed to visitors and AgCenter personnel. With these closures, unclassified employees that are required to work remotely should continue to do so as directed by their supervisor, Resident Coordinator, or Regional Director. Classified

employees required by their supervisors to perform duties will receive compensatory time for hours worked. These classified employees and supervisors should keep logs of hours worked for reporting and audit purposes.

Unclassified personnel will continue to operate remotely and will not accrue compensatory time.

Please continue to follow your SCOOP plans and maintain a log of all faculty and staff who are deemed essential and authorized to access the station during the closure.

LSU AgCenter Campus Offices

All AgCenter buildings, offices and labs on the LSU A&M campus are also closed effective March 26, 2020. These offices are to operate with minimal essential personnel and remain closed to visitors. Faculty and staff members must limit the frequency and duration of any visits to campus offices. Every opportunity to complete work or duties remotely must be maximized. We understand that there are some research functions and other needs that cannot be handled remotely. Anyone accessing a campus facility must have prior approval from their supervisor. Supervisors should maintain a log of people that have been approved to access campus buildings.

Classified employees who are required by their supervisor to work will earn compensatory time for those hours. Unclassified employees will continue to work and will not be accrue compensatory time.

Please continue to follow your SCOOP plans and keep a log of faculty and staff who are accessing your buildings.

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