



LSU Health
NEW ORLEANS

Welcome Liaisons!

New Employee Orientation is Returning to In-Person beginning Tuesday, August 10, 2021.

- 8:00 am – 5:00 pm
- Waiting on confirmation of meeting room (more info to come)
- Presenters:

- **Due To COVID Restrictions In-Person NEO is Postponed Until Further Notice. We will continue the Zoom format for now.**
- *Talent Development*
- *Benefits Team*
- *Campus Police*
- *Compliance*
- *Information Technology*
- *Supply Chain & Auxiliary Services*
 - *Dining, Wellness Center, Parking, Bookstores, Technology Store, Access Controls, Student Housing*
- *Campus Assistance Program (CAP)*
- *Campus Federal Credit Union*
- *Safety and Emergency Preparedness*
- *LSU Health New Orleans Foundation*

CM-71 Background Inquiry Policy

<https://www.lsuhs.edu/administration/cm/CM-71.pdf>

- Purpose is to ensure safety of faculty, staff, students, patients, and property
- Done upon post acceptance of job offer
- For individuals working with minors, sex offender registry done every 3 years (PM 16)
- Includes:
 - **Regular faculty and staff**
 - **Temporary, term, seasonal and intermittent appointments**
 - **Adjunct faculty**
 - **Visiting scholars** who have access to the network or obtain LSUHSC badge
 - **Gratis**, who have access to patient care, who deliver patient care as a faculty member, or who supervise trainees in the delivery of patient care

CM-71 Background Inquiry Policy

<https://www.lsuhsu.edu/administration/cm/CM-71.pdf>

- Content of report:
 - Criminal History (local, national (federal))
 - Social Security Number Verification
 - National Sex Offense Registry
 - Financial History Inquiry (ONLY in very specific instances)
- Adverse Action Determination:
 - Case-by-case
 - Recency
 - Relevance; directly related to the job function

PM-16 – Protection of Minors Participating in University Programs

<https://www.lsuhsu.edu/administration/pm/pm-16.pdf>

Purpose is to establish rules and procedures that minimize the risk of harm to Minors participating in programs in which LSU assumes supervision of Minors

Who is an *Authorized Adult*:

- At least 18 years of age
- Responsible for supervising Minors
- In a shared area where Minors are present
- Spends at least 15 mins a day in the presence of Minors (Either directly working with them, or sharing space where minors are learning)

PM-16 – Protection of Minors Participating in University Programs

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- **Required Ratios of *Authorized Adults* to Minors:**
 - Minors 10 years old and up
 - Ratio must not exceed more than thirty (30) minors to one *adult*
 - Minors 10 years old and under
 - Ratio must not exceed more than twenty (20) minors to one *adult*
- No one-on-one contact between *Authorized Adult* and Minor (when only one minor present, there must be at least two *Authorized Adults* present)

PM-16 – Protection of Minors Participating in University Programs

<https://www.lsuhsu.edu/administration/pm/pm-16.pdf>

- **Required Training:**
- Each *Authorized Adult* is required to complete Mandatory Reporter training at least once every three years after the initial training
- **Required Sex Offender Registry Check:**
- At least once every three (3) years
- **Duty to Report:**
 - Any LSU faculty, staff, student, *Authorized Adult*, or other adult, regardless of their status as a Mandatory Reporter, shall immediately make a report in accordance with PM-16, section E:1
- **For Details, please refer to PM-16**

We Want To Hear From YOU!

Talent Acquisition is gathering data on hiring successes and challenges.

Please take a few minutes to give us feedback using the Staffing Matrix attached to your email.

Purpose:

- Tracking challenges that you may be having attracting the best talent
- Share details of offers that were turned down and why
- The more details, the better.

Please contact Juli Sholar with any questions you have.

jshola@lsuhsc.edu or 504-494-2672

**The next Zoom Liaisons Meeting will be held on
Thursday, August 19, 2021 at 10:00 AM.**

**Please let us know if there is a topic that you would
like to hear about!**

