HRM News!

New additions to our teams!

April Brown
Compensation Manager
abro70@lsuhsc.edu
504-568-1782

Tashina Williams
Benefits Coordinator
twil78@lsuhsc.edu
(504) 568-7780

If you would like to have an introductory chat with April or Tashina, please reach out.
HRM Benefits
Maddie Hopkins, Manager, Retirement and Benefits
Parental Leave

PM-20 Update
• LSU revised PM-20 to allow for eligible unclassified staff and faculty to utilize Parental Leave following the executive order for Classified Employees by the Civil Service Commission
  • The update to PM-20 is retroactive to January 1, 2024.
  • The birth or placement of the child must have occurred on or after January 1, 2024.

Parental Leave Overview
• Parental Leave provides 6 weeks (240 hours) of leave which can be taken continuously or intermittently within the 12-week period following the event.
• The employee is compensated at 100% of their base pay while on parental leave
• Parental leave runs concurrent with FMLA
• At least 12 months must elapse between qualifying events to be eligible for another parental leave period.
• Employees are entitled to holiday pay while on parental leave.
Requesting Parental Leave

Parental leave should be requested 30 days prior to the first day of leave.

1. Submit the Parental Leave Certification Form to HRMFMLA@lsuhsc.edu
   • Classified Employees – State Civil Service Parental Leave Certification form
   • Unclassified Faculty/Staff – LSUHSC Parental Leave Certification form

2. If approved, submit the paper SF-6 Leave Request(s) for Parental Leave & FMLA:
   • Biweekly Employees – Submit to your timekeeper
   • Monthly Employees – Submit to HRMFMLA@lsuhsc.edu (Interim Process)

3. Once available, provide supporting documentation to HRMFMLA@lsuhsc.edu
   • Birth Certificate
   • Adoption Placement Paperwork/Court Docket
   • Foster Placement Paperwork/Court Docket
   • Insurance Certificate
HRM Talent Development
Braylin Artigues, Manager, Talent and Organizational Development
Leadership Fundamentals

**Conflict Management**
Downtown Campus Lions Eye 632  
04/26/2024 9:00am to 10:30am  
Dental School Large Classroom 8401 D  
04/25/2024 12:00pm to 1:00pm

**Effective Interviewing**
Downtown Campus Lions Eye 632  
06/07/2024 9:00am to 10:30am  
06/10/2024 9:00am to 10:30am  
06/26/2024 1:30pm to 3:00pm  
Dental School Large Classroom 8401 D  
06/21/2024 12:00pm to 1:00pm

**Coaching for Performance**
Downtown Campus Lions Eye 632  
05/08/2024 1:30pm to 3:00pm  
05/17/2024 9:00am to 10:30am  
05/22/2024 1:30pm to 3:00pm  
Dental School Large Classroom 8401 D  
05/20/2024 12:00pm to 1:00pm
Liaisons Meetings & HR Newsletters

We are excited to announce that we will be introducing our campus wide quarterly HR Newsletter May 2024!

HRM Liaisons Meetings will also move to a quarterly schedule with our next meeting being held July 18, 2024 for 10am.
Compensation
Sara Schexnayder, Assistant Director, Compensation & Talent Acquisition
Potential FLSA Changes

Heads Up

The Department of Labor has proposed moving the salary threshold for Exempt positions up significantly.

We are looking at the impact which looks like it could result in many employees moving from exempt to non-exempt.

Impacts to the employee and the organization

• Employees become eligible for overtime pay, we must pay overtime for all hours over 40 per week.
• Get paid bi-weekly as opposed to monthly
• Must clock in and clock out
• Managers or timekeepers will run report and approve time bi-weekly
• Budget impact
Accounting Services
Daniel Cocran, Executive Director, Accounting Services
Accounting Services Open House for Business Managers

The open house will present the opportunity for the following:

• Connect face to face with Accounting Counterparts
• Share Roles/Responsibilities for Greater Understanding Across our Teams
• Understand Each Other’s Pain Points
• Foster Greater Collaboration
• ...And There’s Some Sweet Treats too!
Questions?
The next Hybrid Liaisons Meeting will be held on Thursday, July 18, 2024 (10:00a-11:00a)

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

MS Forms: [LINK HERE]
# Human Resources Management Contacts

## Chief Human Resources Officer
- **Jill Fragoso**
- Ext: #3-2634

## Employee Relations
- **Employee Relations Manager**
  - **Leila McConnell**
  - Ext: #3-4947
- **Employee Relations Consultant**
  - **Mike Jarvis**
  - Ext: #3-1680

## Benefits
- **Associate Director, Human Resources**
  - **Aaron Miley**
  - Ext: #3-2954
- **Benefits Manager**
  - **Maddie Hopkins**
  - Ext: #3-8742
- **Benefits Generalist (Leave Administrator)**
  - **Mark Gelé**
  - Ext: #3-7812
- **Benefits Consultant**
  - **Laurie Kirzner**
  - Ext: #3-8741
- **Benefits Consultant**
  - **Terry Varnado**
  - Ext: #3-2799
- **Benefits Consultant**
  - **Cemilia Shaw**
  - Ext: #3-8742
- **Benefits Coordinator**
  - **Tashina Williams**
  - Ext: #3-7780

## Human Resources Information Systems (HRIS), Talent & Organizational Development
- **Assistant Director, HRIS and Talent/Organizational Development**
  - **Jane Behlen**
  - Ext: #3-1616
  - **HRIS Manager**
  - **Emily Hernández**
  - Ext: #3-5798
  - **File Room Coordinator**
  - **Janet Magee**
  - Ext: #3-8158
  - **Administrative Coordinator 4**
  - **Michael Mosley**
  - Ext: #3-4834
  - **Human Resources Analyst**
  - **Beverly White**
  - Ext: #3-3916
  - **Manager, Talent & Organizational Development**
  - **Braylin Artigues**
  - Ext: #3-1609
  - **Consultant, Talent & Organizational Development**
  - **Donnie Watkins**
  - Ext: #3-8640
  - **Coordinator, Talent & Organizational Development**
  - **Krystal Citty (Citty-Cisneros)**
  - Ext: #3-2214

## Compensation & Talent Acquisition
- **Assistant Director, Compensation and Talent Acquisition**
  - **Sara Schexnayder**
  - Ext: #3-4226
- **Compensation Manager**
  - **April Brown**
  - Ext: #3-7182
- **Talent Acquisition Manager**
  - **Shauna Caputo**
  - Ext: #3-2047
- **Human Resources Specialist**
  - **Timethia Brown**
  - Ext: #3-4835
- **HRM Talent Acquisition Specialist**
  - **Cristina Guillory**
  - Ext: #3-2044
- **HRM Talent Acquisition Specialist**
  - **Tannia Jacob**
  - Ext: #3-4832
- **Talent Acquisition Coordinator**
  - **Ora Jones**
  - Ext: #3-7378
thank you
Sr. Recruiters - Meet & Greet

Cathy Martin
cmar31@lsuhsc.edu
504-568-1786 office
504-512-1610 cell

School of Dentistry
School of Nursing

VCAA
Research Services, International Services, Library,
Office of Innovation and Partnerships, Student Health, VCAA
office support roles, Title IX/Disability Services

VCAF
Information Technology, PeopleSoft Support, Development &
Training, Accounting Services, VCAF office support roles

VCGCA
Diversity & Inclusion

School of Medicine
Family Medicine, Baton Rouge, Psychiatry, Neurosurgery,
Surgery, Dermatology, Ophthalmology, Orthopaedics,
Urology, Cancer Center, Neurosciences Center, Biochemistry,
Genetics

Yahti Wooten
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School of Allied Health
School of Public Health
Chancellor

VCAA
Animal Care, Financial Aid, Registrar, CAP,
Interprofessional Education and Collaborative Practice,
Institutional Effectiveness

VCAF
Auxiliaries, Supply Chain, HRM, Facilities

VCGCA
Campus Police

School of Medicine
Lafayette, Medicine, Neurology, Anesthesiology,
Otorhinolaryngology, Pathology, Pediatrics,
Radiology, CV Center, CHVE, Anatomy, Microbiology
Physiology, Pharmacology, MS Administration,
OB Gyn