Personnel Affairs and Policy Committee  
(Following the Facilities and Property Committee)  
Friday, April 25, 2008  
Board of Supervisors’ Meeting Room  
2nd Floor, J.S. Clark Administration Building  
Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
   A. Medical Leave of Absence
      1) Assistant Professor of Chemistry, SUBR
6. Other Business
7. Adjournment

Members
Rev. Samuel C. Tolbert (Chair); Mr. Achilles Williams (Vice Chair);  
Mr. Johnny G. Anderson, Mr. Richard J. Caiton, Jr.,  
Mrs. Mary R. Doucet, Atty. Tony M. Clayton, Mr. Herman Hartman, Sr.,  
Mr. Murphy Nash, Jr.; Ms. E. Jean Ware,  
Mr. Myron K. Lawson (Ex officio)
## Personnel Action Form

### SOUTHERN UNIVERSITY SYSTEM

**Position Number:** 221778

<table>
<thead>
<tr>
<th>Campus</th>
<th>SUBR</th>
<th>SULAC</th>
<th>SUAREC</th>
<th>SUNO</th>
<th>SUSLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Category:</td>
<td>9-MONTH</td>
<td>12-MONTH</td>
<td>OTHER</td>
<td>X</td>
<td>(Specify)</td>
</tr>
<tr>
<td>Academic</td>
<td>X</td>
<td>Non-Academic</td>
<td>Part-time ( % of Full Time)</td>
<td>Civil Service</td>
<td>Restricted</td>
</tr>
<tr>
<td>Temporary</td>
<td>X</td>
<td>Undergraduate Student</td>
<td>Graduate Assistant</td>
<td>Retire Return To Work</td>
<td></td>
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<tr>
<td>Tenured</td>
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</tbody>
</table>

**Previous Employee:** Carolyn Albert  
**Date Left:** 1/07/08  
**Reason Left:** Medical Leave  
**Salary Paid:** $46,223/9 months  
**Length of Employment:** 1/07/08  
**Effective Date:** 1/07/08  
**ID#:** 213-12-4411  
**Gender:** Female  
**Race:** Black  
**Department:** Chemistry  
**Years Experience:** 29  
**Southern University Experience:**  
- Institution/Location (SU-Baton Rouge): Southern University at Baton Rouge  
- Year: 1978  
- Southern University at Baton Rouge: 1986  

**Current Employer:** Southern University at Baton Rouge  

### Personnel Action

- **Check One:**  
  - X: Existing Position  
  - New Position  
  - (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)  

**Recommended Salary:** $23,111.74  
**Salary Budgeted:** $23,111.74  
**Source of Funds:** State of Louisiana  
**Identify Budget:** 10860  
**Form Code:**  
**Location:**  
**Department of Chemistry:**  

**Change of:**  
**From:**  
**To:**  
**Salary Adjustment:**  

**Financial Aid signature (if applicable):**  
**Source of Funds:** Chemistry Budget (10869)  
**Amount:** $46,223/9 months  

**List total funds currently paid to this employee by Southern University:**  
**Comments:** (Use back of form)  

**See Reverse Side**  
**Graduate School signature (if applicable):**

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**Signature:**  
**Date:** 2/17/08  
**Title/Position:**  
**Supervisor:**  
**Vice Chancellor:**  
**President:**  
**Chairman/SU Board of Supervisors:**  

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**Signature:**  
**Date:** 2/17/08  
**Title/Position:**  
**Chancellor:**

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**Signature:**  
**Date:** 4/19/08  
**Title/Position:**  
**Vice President/Finance:**  
**Business Affairs/Controller:**

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**Signature:**  
**Date:** 9/10/08  
**Title/Position:**  
**President:**
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

___ Hispanic or Latino  ___ X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

___ X White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

___ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

___ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

___ American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Comments:
During the spring semester of 2008, Ms. Carolyn Albert is on medical leave. The listed salary of $23,111.74 is half of her nine-month salary.

EMPLOYEE REGULAR WORK SCHEDULE:

Not Applicable (On Medical Leave)

EMPLOYEE DIRECT SUPERVISOR:

Dr. Ella L. Kelley, Interim Chair of Chemistry

NUMBER OF EMPLOYEES SUPERVISED (If any)

STATUS (Circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, and graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid Office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approved by Human Resources before employment is offered.

CLASS OF EMPLOYMENT:

NAME

United States Citizen/Certificate of Naturalization
Resident Alien
H-1 Visa (Distinguished Merit & Ability)
J-1 Visa (Exchange Visitor Program)
F-1 Visa (Student Emp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

Do Not Write Below This Area
For Human Resource Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Und Positions (Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/verified and signed by supervisor)

Exemptions Survey Form (signed by employee and budget head)

Funds Available

Office of the Comptroller
Southern University System

Revised: 8/30/2003