



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI®

Welcome Packet

Employee Handbook

- The employee handbook is maintained by University Human Resources and is the official employee handbook for all faculty and staff of the University. This handbook is intended to provide important information on employment policies, practices, procedures, and resources for all employees of The University of Southern Mississippi.

[Employee Handbook](#)

Notice of Non-Discrimination

- The University of Southern Mississippi does not discriminate on the basis of age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, veteran status, or any other status protected under applicable federal, state, or local law, in its admission, treatment, or access to its educational programs and activities or in its employment practices. The University of Southern Mississippi prohibits sexual and gender-based harassment, including sexual assault and misconduct, and other forms of interpersonal violence.
- If you have questions or concerns, please contact the Office of AA/EEO at affirmativeaction@usm.edu

Tobacco Free Campus

- Smoking, vaping and using tobacco in any form are prohibited in or on all University owned, operated or leased property, including vehicles.
- Cessation resources can be obtained by calling the Office of Health Promotion at 601-266-5390.
- Visit www.usm.edu/student-health-services/tobacco_free_usm.php for additional information

Enroll To Receive Electronic W-2

- Log in to <https://soarhr.usm.edu>
- Enter your User ID and password
- Click on Self Service --> payroll and compensation --> W-2 consent form

View Your Paycheck Online

- Log in to <https://soarhr.usm.edu>
- Enter your User ID and password
- Click on Self Service --> payroll and compensation --> view paycheck

Payne Center (Hattiesburg campus)

- Open 7 days a week (except semester breaks and holidays)
- Membership available for spouse and children age 16 and up
- Monthly payroll deduction available for faculty and staff
- FACILITIES INCLUDE:
 - 7,900 square foot Work Out Zone and Fitness Studios
 - 27,000 square foot gymnasium space houses four multi-purpose courts
 - 1/8 of a mile indoor exercise track
 - Indoor Rock Wall
 - M.C. Johnson Natatorium features a 25-yard, 6-lane indoor pool
 - Visit www.usm.edu/rec-sports for additional information

Gulf Park Fitness Center

- Open 7 days a week (except semester breaks and holidays)
- Membership available for spouse and children age 16 and up
- Monthly payroll deduction available for faculty and staff
- FACILITIES INCLUDE:
 - Complete circuit of strength equipment
 - A variety of dumbbells
 - Free weights
 - Lifting benches
 - Treadmills
 - Recumbent and upright bikes
 - Rowers
 - Visit www.usm.edu/gulf-park-fitness-center for additional information

Moffitt Health Center (Hattiesburg)

- Full service urgent care clinic with some preventative services offered
- Laboratory and x-ray services available
- Located on the first floor of Scott Hall (part of Century Park South) and open 5 days a week
- Faculty and staff can expect to pay a co-pay and deductible. Amount for these will depend upon the patient's insurance policy and coverage benefits.
 - Employees who have BCBS are entitled to an annual "Healthy You" visit/lab work free of charge
- Full-service pharmacy on site
- Medication(s) can be filled at the pharmacy inside the clinic. Outside prescriptions are welcomed.
- Pharmacy delivery program available to faculty and staff
- Visit www.usm.edu/student-health-services for additional information

Gulf Park Health Center

- Gulf Park Health Center is an on-campus health and wellness clinic established to meet the needs of the faculty, staff, and students on the Gulf Park Campus of Southern Miss. Gulf Park Health Center provides basic medical care, health and wellness visits, and referrals as needed.
- Visit www.usm.edu/gulf-park-health-center

Parking Permits

- Parking and Transit Services is responsible for overseeing the multiple aspects of traffic and parking for all campuses.
- Faculty, staff and students are required to register a vehicle online and purchase a parking permit for all campus locations.
- Visit www.usm.edu/parking-transit-services for additional information

Season Ticket Discounts

- All benefit eligible faculty and staff may purchase season tickets at a discounted rate for the sports of baseball, football, men's and women's basketball. (Discounts are not available for single games)
- Payroll deduction is available for football season tickets
- For additional information contact The Pat Ferlise Center, located at the intersection of Fourth Street and Sunset Drive or call the Southern Miss Ticket Office at 601-266-5418
- All benefit eligible faculty and staff may also purchase reduced price tickets to USM cultural events. Visit <https://calendar.usm.edu/> for additional information on the USM Events Calendar

Get Connected

Southern Miss Mobile App



The University of Southern Mississippi



@officialsouthernmiss



@SouthernMiss



The University of Southern Mississippi



Numbers to Know...

Eagle Dining	6-5376
iTech	6-4357
Moffit Health	6-5390 (GP: 228.214.3300)
Payroll	6-4084 payroll@usm.edu
University Police (All Locations)	6-4986
Parking and Transit	6-4943
Image Center (photo id)	6-4149
Post Office	4-4013
Title IX	6-6804 (GP: 228.214.3363)
Registrar	6-5006
Affirmative Action and Equal Employment	6-5973 affirmativeaction@usm.edu
Human Resources	6-4050 HR@usm.edu
Disability Accommodations	6-6618
Barnes and Noble Bookstore	6-4381
Payne Center	6-5404 (GP: 228.214.3256)

FY24 Holiday Schedule

Holiday	Day	Date
Independence Day*	Tuesday	July 4, 2023
Labor Day*	Monday	September 4, 2023
Thanksgiving Day* Following Day	Thursday Friday	November 23, 2023 November 24, 2023
Christmas Break (Christmas Day* New Years Day*)	Thursday - Monday	December 21, 2023 - January 1, 2024 <i>Last day work: Wednesday - December 20, 2023</i> <i>Return to work: Tuesday - January 2, 2024</i>
M.L. King, Jr. Day*	Monday	January 15, 2024
Good Friday	Friday	March 29, 2024
Memorial Day	Monday	May 27, 2024

**Board Designated Holidays*



Fresh Food Company	Thad Cochran Center
Chick-Fil-A	Union
Subway	Union
Bento Sushi	International Center
Einstein Bros. Bagels	International Center
Freshens Fresh Food Studio	Asbury Hall
Southern Wing Company	Across from Cook Library
Starbucks	Cook Library
P.O.D. Express (snacks & more)	-Liberal Arts Building -Scianna Hall -Thad Cochran -Century Park
Beach View Cafe	Gulf Park Campus Hardy Hall

Visit the Eagle Dining website at <https://usm.campusdish.com/> for more information about menus, hours of operations, and more.

Eagle Alert

To ensure the safety of students, faculty and staff, The University of Southern Mississippi offers the Eagle Alert emergency notification system.

Students, faculty and staff can [update their contact information](#) to receive time-sensitive emergency messages via text and voice messages to cell phones and home phones. Eagle Alert allows the university to better inform the campus community of imminent danger and emergency situations.

While it is strongly recommended that you provide at least one phone number (cell number is recommended) for Eagle Alert, students, faculty and staff can [opt-out](#) of the personal phone and text message portion of the services. **Although you may opt-out of those portions of the service, participation by campus email is required. You may also opt-in to receive alerts by campus phone.**

Eagle Alert is a secure system, and messages will be sent through the system only in an emergency and for periodic testing. It will not be used to send advertising or spam to personal phones.

Technical issues: Contact the iTech Help Desk, 601.266.4357.

General questions: Contact the University Police Department, 601.266.4986.

Website: <https://www.usm.edu/police/eagle-alert.php>

Staff Council

The University of Southern Mississippi 's Staff Council was established in 1989 to serve as a representative voice for staff members working throughout the University from the Gulf Coast Research Laboratory, Gulf Park, Stennis and Hattiesburg locations.

We have ten representatives for Academic Affairs, one for Athletics, three for GCRL, two for Gulf Park, one for Stennis, four for Student Affairs, one for External Affairs, six for Finance and Administration, and two for Research. Together, these 30 members represent all campuses and coastal locations.

The goal of the Staff Council is to ensure that these excellent staff personnel have a venue to voice their views, interests, and concerns regarding their support of and function within Southern Miss. It is with this voice that staff, faculty, and administration may work together to become a leading force for growth and excellence in service within Southern Miss, our local communities, and the state of Mississippi.

The Council meets monthly to discuss orders of business and plan events and programs that benefit staff members from across the University. A guest speaker is also included each month to highlight different areas of the University and teach Council members about new areas. Visit <https://www.usm.edu/staff-council/> to learn more, and to find out who represents your location/area.

Faculty Senate

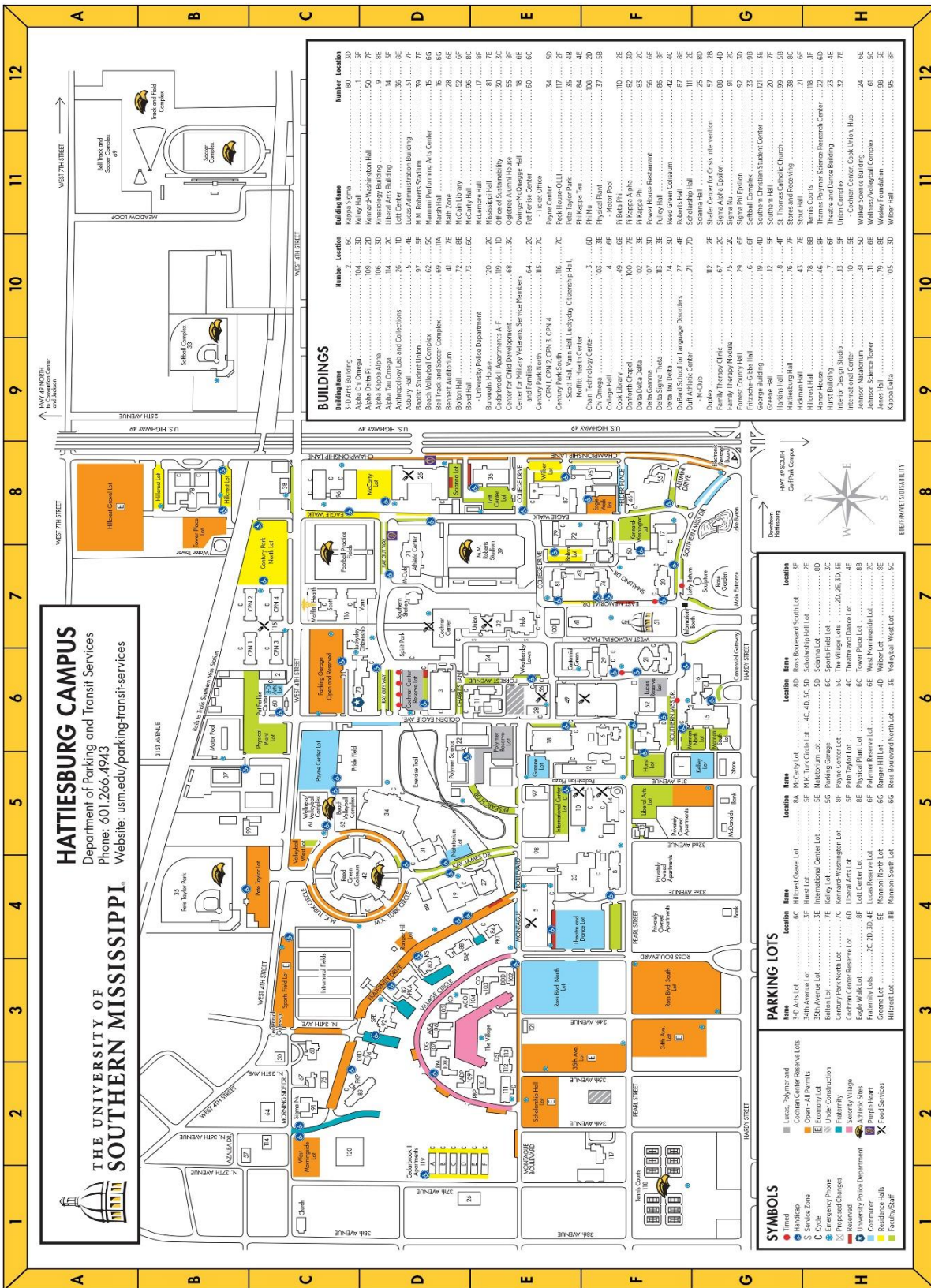
The Faculty Senate provides a forum and a voice for the faculty to assert its distinctive viewpoint and principles for the general welfare of the university. As duly elected representatives of the faculty, the Faculty Senate acts on matters relating to due process, governance, resource allocation, and university planning.

As a key partner in university governance, the Faculty Senate has responsibility for the following

- (1) Facilitating meaningful input regarding matters of faculty concern
- (2) Advising on policy, development, planning and budgeting, resource allocation, and operations of the university
- (3) Ensuring faculty representation to all relevant university committees, boards, and task forces administering the affairs of the university

Visit <https://www.usm.edu/faculty-senate/> to learn more and to find out who represents your academic unit.

HATTIESBURG CAMPUS MAP



HATTIESBURG CAMPUS
 Department of Parking and Transit Services
 Phone: 601.266.4943
 Website: usm.edu/parking-transit-services

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

BUILDINGS

Building Name	Number	Location	Number	Location
3-D Arts Building	8	2	6C
Alpha Eta Omega	10	30	3D
Alpha Kappa Alpha	106	30	3F
Anthropology Lab and Collections	26	10	5F
Art and Design Studio	30	14	5F
Blanchard Student Union	97	35	6E
Bookstore	5	16	6E
Business Administration	41	16	6E
Chemistry	56	17	6E
Communications	73	17	6E
Computer Science	120	17	6E
Counseling Center	109	17	6E
Deaf Services Center	64	17	6E
Education Building	185	17	6E
Faculty Office	34	17	6E
Health Services Center	103	17	6E
Honors College	3	17	6E
International Center	40	17	6E
Library	110	17	6E
Mathematics	100	17	6E
Natural Sciences	102	17	6E
Physical Plant	108	17	6E
Physics	110	17	6E
Political Science	104	17	6E
Psychology	106	17	6E
Social Work	107	17	6E
Statistics	105	17	6E
Theatre and Dance	22	17	6E
Workshop	31	17	6E

PARKING LOTS

Location	Notes	Location	Notes	Location	Notes
3-10 Arts Lot	34	38
3-D Arts Lot	35	39
3-D Arts Lot	40	40
3-D Arts Lot	41	41
3-D Arts Lot	42	42
3-D Arts Lot	43	43
3-D Arts Lot	44	44
3-D Arts Lot	45	45
3-D Arts Lot	46	46
3-D Arts Lot	47	47
3-D Arts Lot	48	48
3-D Arts Lot	49	49
3-D Arts Lot	50	50

SYMBOLS

- Historic
- Service Zone
- Cycle
- Emergency Phone
- Proposed Changes
- University Police Department
- Compressor
- Residence Halls
- Faculty/Staff
- Parking and Transit Services
- Open - All Permits
- Economy Lot
- Under Construction
- Fraternity
- Greek
- Athletic Sites
- Purple Heart
- Food Services
- X - Faculty/Staff



BEGINNERS/DISABILITY

SYMBOLS

- Historic
- Service Zone
- Cycle
- Emergency Phone
- Proposed Changes
- University Police Department
- Compressor
- Residence Halls
- Faculty/Staff
- Parking and Transit Services
- Open - All Permits
- Economy Lot
- Under Construction
- Fraternity
- Greek
- Athletic Sites
- Purple Heart
- Food Services
- X - Faculty/Staff

GULF PARK CAMPUS MAP



Department of Parking and Transit Services
 Phone: 228.214.3290
 Website: usm.edu/parking-transit-services

GULF PARK CAMPUS

Please go to the Department of Parking and Transit Services for visitor parking passes and campus information.

- ACADEMIC**
- 1 Barber Building D4
 - 2 Elizabeth Hall E7
 - 3 Fleming Education Center (FEC) C5
 - 4 Gulf Coast Geospatial Center (GGC) B6
 - 5 Hardy Hall (HH) F5
 - 6 Lloyd Hall (LH) F7
 - 7 North Academic Building (NAB) B5
 - 8 Science Building (SB) C5
 - 9 Technology Learning Center (TLC) C3
 - 10 West Academic Building (WAB) E1
- SUPPORT**
- 11 Fleming Education Center Auditorium D5
 - 12 Fitness Center (FC) C7
 - 13 Gulf Coast Library D6
 - 14 Health Center B7
 - 15 Mechanical Plant C9
 - 16 Physical Plant B3
 - 17 Shipping/Receiving C3
 - 18 University Police Department (UPD) and Department of Parking and Transit Services (PTS) D7

LOCATIONS OF INTEREST

- 24-Hour Study Space (1st Floor, Library)
- Academic Success Center (1st Floor, Library)
- Barnes and Noble Bookstore (1st Floor, Hardy Hall)
- Beach View Café (1st Floor, Hardy Hall)
- Career Services (2nd Floor, Hardy Hall)
- Gulf Park Advisement Center (2nd Floor, Hardy Hall)
- Human Resources (2nd Floor, Hardy Hall)
- ITech (FEC 310)
- Student Affairs (2nd Floor, Hardy Hall)
- Student Services One Stop (1st Floor, Hardy Hall)
- Academic Records
- Admissions
- Financial Aid
- Registration
- Student Billing

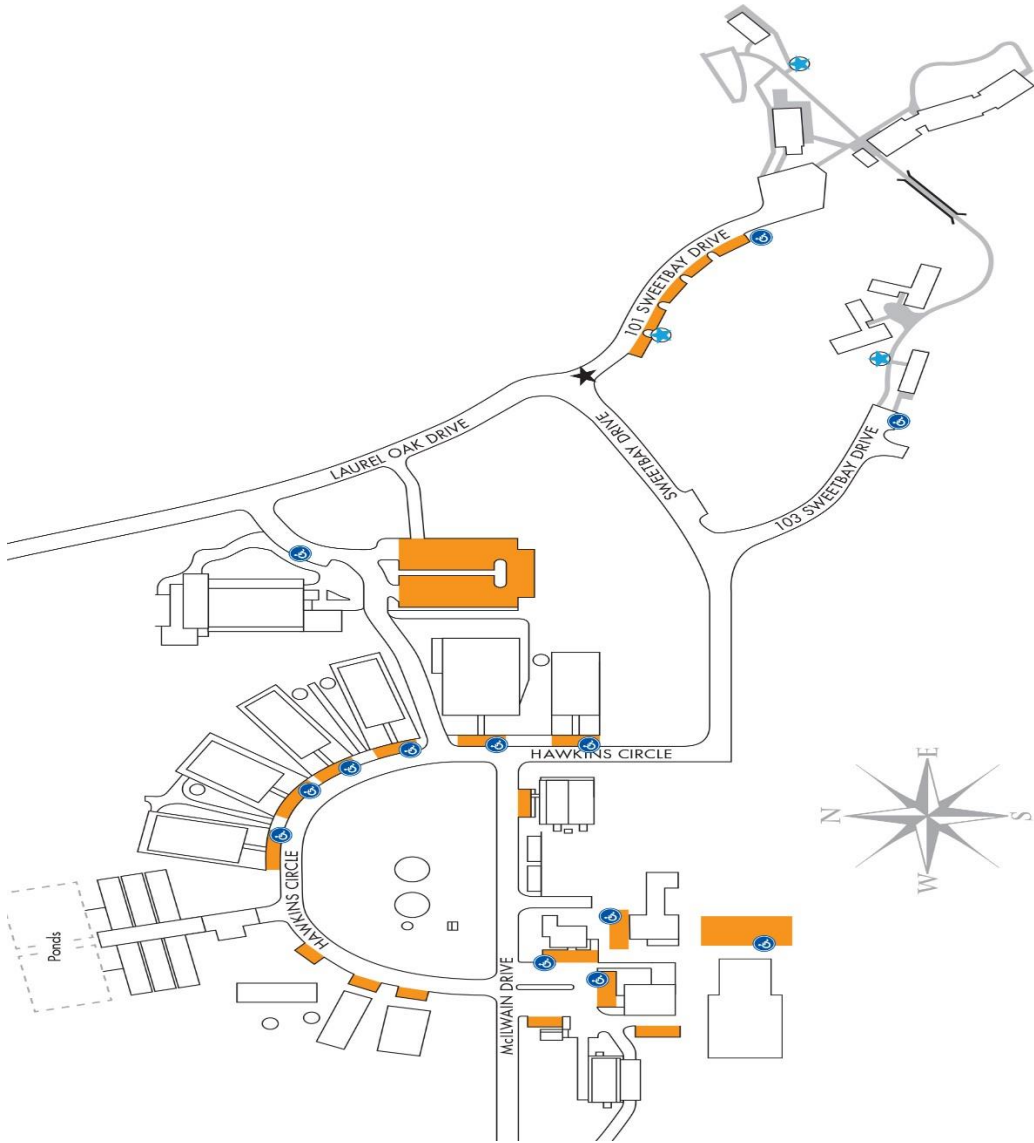
CAMPUS PARKING LEGEND

- Visitor
- UPD
- Handicap
- Reserved Parking
- Service Zone
- Faculty/Staff
- Bicycle
- Open - All Permits
- Motorcycle
- Police Vehicles Only
- Emergency Phone

ECE/FM/NETS/DISABILITY



GCRL - CEDAR POINT MAP



GCRL - HALSTEAD MAP

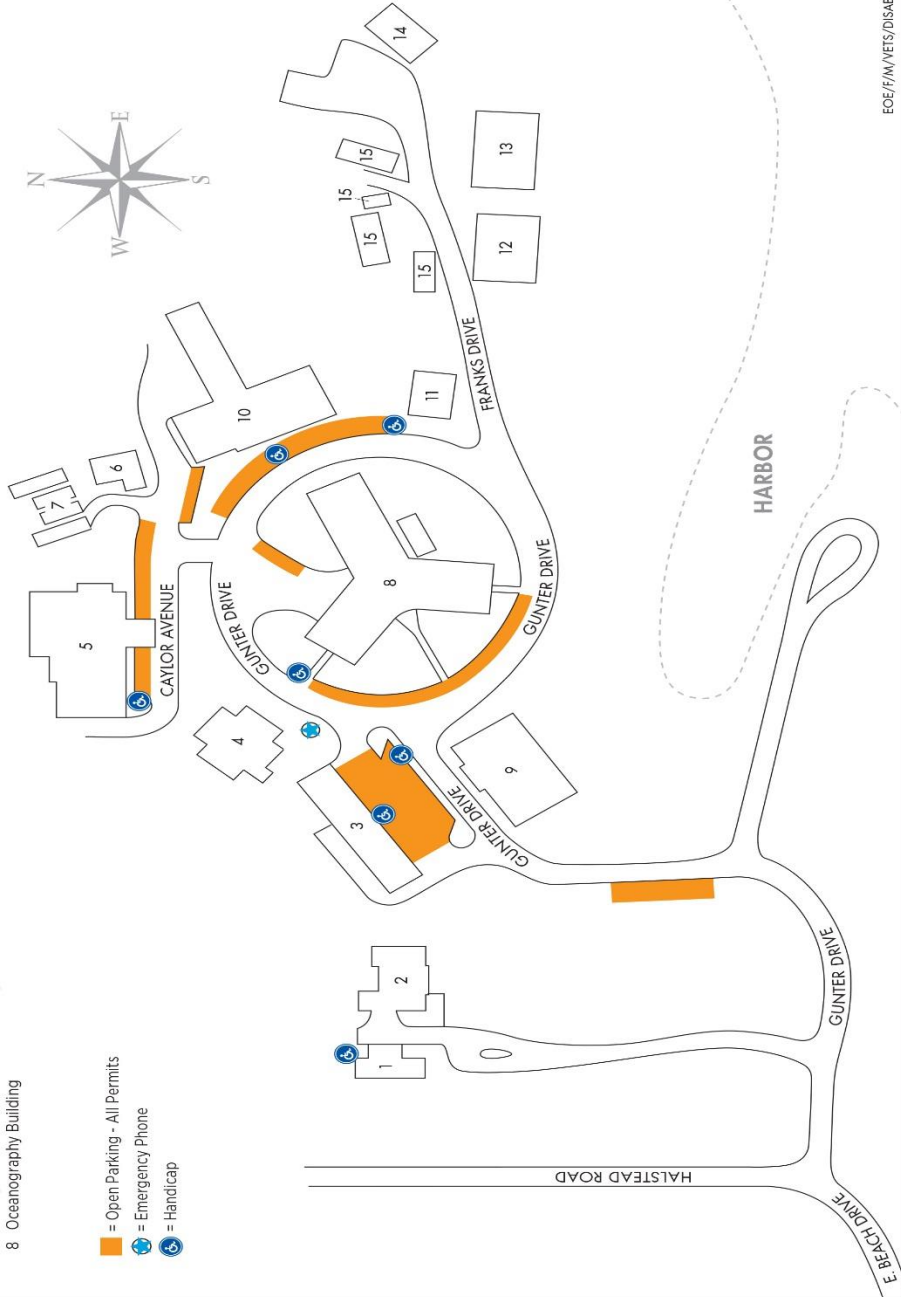


Department of Parking and Transit Services
 Phone: 228.214.3290
 Website: usm.edu/parking-transit-services

GULF COAST RESEARCH LABORATORY AT HALSTEAD ROAD

- 1 Faculty House
- 2 Director's House
- 3 Dormitory
- 4 Dining Hall
- 5 Caylor Building
- 6 Fisheries Laboratory
- 7 Cottages
- 8 Oceanography Building
- 9 Field Studies Building
- 10 Research Building
- 11 Fisheries Building
- 12 Aquatic Research I
- 13 Aquatic Research II
- 14 Storage and Maintenance
- 15 Storage Growout

- = Open Parking - All Permits
- = Emergency Phone
- = Handicap



EOE/FF/M/VETS/DISABILITY