



-ACKNOWLEDGMENT-

To: Applicable ULM Unclassified Staff & Faculty

From: Melissa Ducote
Director of Human Resources

Re: Act 264

This memorandum is to inform you of Act 264, a recent legislative requirement for applicable unclassified staff and faculty. Effective September 15, 2013, Act 264 of the Louisiana Legislature requires employees employed in unclassified positions whose annual salary rate of compensation is equal to or exceeds \$100,000, to provide proof to his/her employer that he/she has been issued a Louisiana driver's license and that all vehicles in his/her name are registered in Louisiana. This requirement applies to new hires and to current unclassified employees and faculty if their salaries are \$100,000 or higher or if their salary becomes \$100,000 or higher during the duration of their employment.

Unclassified employees and faculty who have an annual salary of \$100,000 or greater, shall be required to submit no later than 30 days after hire, the following to the Office of Human Resources, Attn: Melissa Ducote:

- a copy of all the vehicle registrations, to be registered in Louisiana, in his/her name
- a copy of a valid Louisiana Driver's License in his/her name

Compliance and consequences: Any person who does not meet the requirements, or who no longer meets the requirements, shall be removed and terminated within thirty (30) days of the University learning the employee does not meet the requirement.

Unfortunately, at this time there are no exceptions to Act 264, so please comply promptly.

If you have any questions, please do not hesitate to contact me by email at ducote@ulm.edu or by phone at 318-342-5141.

I understand that it is my responsibility, the employee, to read, understand and comply with the provisions of Act 264, and that these provisions are a condition of my employment.

Employee Signature/Acknowledgement

Date