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HR Handbook Update No. 2014 – 0010

Issue Date: July 28, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Updated Content Regarding Temporary, Non-Permanent Positions

REASON FOR UPDATE: To clarify classified WAE and job appointment policy standards, and provide detailed documentation guidelines for employees who are appointed or reappointed in a temporary, non-permanent position (Classified/Unclassified WAE, and Job Appointment).

EFFECTIVE DATE: August 4, 2014

The Human Resources Handbook has been updated with the following changes:

Chapter 15 Updated:

[Job Aids and Resources: Documentation and Reporting Requirements – Classified Employee Reporting Requirements](#) Under the “Actions which require prior approval by the State Civil Service Commission” section, the following language has been added “*Request for incumbent in a WAE position to exceed the 1245 hour limit*” and “*Classified WAE request to reappoint incumbent when 1245 hours was exceeded.*”

[Job Aids and Resources: Documentation and Reporting Requirements – Required Documentation for Classified WAE Positions](#) This Job Aids and Resources document is a new addition to the Handbook. HR professionals should familiarize themselves with this document for HR Program Reviews conducted by the SCS Accountability Division.

Chapter 23 Updated:

[Procedures: Classified WAE Appointments – Policy Standards](#) This policy standard has been updated to provide greater clarity regarding Classified WAE Appointments. HR professionals should pay close attention to the addition of the Classified WAE Flowchart, Statement of Agreement and Understanding – Employment in a Non-Permanent WAE Position form, and the Note on page 2 regarding a 12-month period not being subsequent.

This policy standard includes an updated form [Statement of Agreement and Understanding – Employment in a Non-Permanent WAE Position](#). This replaces the current Employment in a Non-Permanent Position – Statement of Agreement and Understanding form, which previously covered both Job Appointments and WAE's. The new form only pertains to WAE's. The intent is for the employee to complete this form once at the start of employment in a temporary, non-permanent capacity. A new form is not required for subsequent appointments.

[Procedures: Policy Standards for Job Appointments](#) This policy standard has been updated with a new form [Statement of Understanding – Employment in a Non-Permanent Job Appointment Position](#). This replaces the current Employment in a Non-Permanent Position – Statement of Agreement and Understanding form, which previously covered both Job Appointments and WAE's. The new form only pertains to Job Appointments. The intent is for the employee to complete this form once at the start of employment in a temporary, non-permanent capacity. A new form is not required for subsequent appointments.

[Classified WAE Flow Chart](#) This is a new Job Aid.

[FAQs – Paying the Classified WAE](#) This is a new Job Aid.

[Classified WAE Request to Reappoint Incumbent When 1245 Hours Was Exceeded Form](#) This is a new form for HR professionals to utilize when requesting to reappoint an incumbent that previously exceeded 1245 hours in a 12-month period.

If you have any questions about documentation and reporting, please contact the Accountability Division at (225) 219-9437. Questions regarding WAE extensions, payments, etc. contact the Compensation Division at (225) 342-8083.

Sincerely,

Shannon S. Templet
Director