



1. Q: How do I request a 4.1(d)1 or 4.1(d)2 exemption from the classified service?

A: The agency should complete the [Exemption from the Classified Service Request Form](#) and send it to your Compensation Consultant.

2. Q: What is the difference between a 4.1(d)1 and 4.1(d)2 unclassified authority?

A:

4.1(d)1	4.1(d)2
Can be approved by the SCS Director.	Must be approved by the SCS Commission.
Incumbents are limited to 1245 hours within a 12-month period.	Not limited by 1245-hour restriction. Position may function full-time.
12-month authority	4-year authority

3. Q: How is 4.1(d)1 (Unclassified WAE) different from a Classified WAE?

A: When an agency establishes the need for a temporary appointment the HR office must first look at the duties and responsibilities of the requested position. If the duties performed do not fit into the classified service an exemption from the classified service under 4.1(d)1 may be requested from the Civil Service Director. If the duties performed fit into the classified service, then the agency should establish a Classified WAE.

4. Q: How do I convert a 4.1(d)1 to a Classified WAE?

A: At the time of expiration, or sooner, a [Classified WAE Position Description](#) should be completed if it is determined that the duties are classified.

5. Q: Does my Unclassified 4.1(d)1 position expire?

A: Yes. Unclassified 4.1(d)1 positions are typically granted authority for 12 months. The authority to fill that position expires at the end of that one year. In addition, an incumbent can only work 1245 hours in the 12-month period.

NOTE: It is recommended that requests for renewal of authority on current 4.1(d)1 positions should be submitted at least 2 weeks prior to expiration to ensure no lapse in authority for the position. Requests for new authority on current 4.1(d)2 positions should be submitted in accordance with SCS Commission deadlines.

For additional information regarding Unclassified Appointments, please refer to [Procedures: Policy Standards for Exemptions from the Classified Service](#) or contact your Compensation Consultant, 225-342-8274.