## **Classified WAE Flowchart** Effective 08/04/14 Agency B may employ John into Classified WAE appointment. John's initial 12 month period (8/5/2013 to YES John leaves Agency A to accept Agency B must certify hours John worked at Agency A. 8/4/2014) and 1245 hour limit follows him. Classified WAE appointment at Agency **Certification Form** B on 3/1/2014 Does John have any allotted hours remaining in his 12 Agency B must request additional hours for John to work NO month period? within his 12 month period from the SCS Commission prior to appointment at Agency B. Request to Exceed 1245 Hours Form Agency A switches John to a Agency A may appoint John to new different job title on 3/1/2014. job title but his 12 month period John has 900 hours left. (ending 8/4/2014) and 1245 hour **Agency A appoints** limit still applies. John Smith to Agency A must request additional hours for John to work **Classified WAE** within his 12 month period from the SCS Commission prior to exhausting the 1245 hours. YES 8/5/2013 to Agency A determines work Does the agency want/need to Request to Exceed 1245 Hours Form 8/4/2014 cannot be completed in the keep John to finish this **1245** hours allotted 1245 hours. assignment? Agency A may place a different employee into the NO Classified WAE appointment without approval from State Civil Service if the duties need to be continued. Agency A must request approval from SCS Commission to reappoint John into a subsequent Classified WAE YES appointment with the same duties as his previous Agency A would like to reappoint John Did John exceed the allotted 1245 hours during appointment. at the end of his 12 month period his previous 12 month appointment (8/5/2013 to Reappointment Approval Form (8/4/2014) into a position with the 8/4/2014)? same job title and same duties. Agency A may reappoint John into a Classified WAE NO position with the same duties without approval from State Civil Service.