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## **GENERAL CIRCULAR NUMBER 2014-006**

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**DATE:**           **March 27, 2014**

**TO:**             **Heads of State Agencies and Human Resources Directors**

**SUBJECT:**    **State Civil Service Director's Policy**  
                  **Statement of Agreement and Understanding – Employment in a**  
                  **Non-Permanent Position**

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The State Civil Service Director has issued the following policy standards effective April 1, 2014, for all non-permanent appointments. The Statement of Agreement and Understanding – Employment in a Non-Permanent Position form shall now be required for all new Job Appointment, Classified WAE and Unclassified WAE appointments on or after April 1, 2014.

This document helps to provide clarity and information to the employee upon the non-permanent appointment. The following shall be required:

- The Statement of Agreement and Understanding shall be completed each time a Classified WAE or Unclassified 12 month appointment period is established and/or upon extension of the existing 1245 hours within a 12-month period.
- The Statement of Agreement and Understanding shall be completed each time a job appointment is initiated and/or extended to reflect the period of appointment.
- The form should be retained in the employee's personnel file.

**EFFECTIVE DATE OF CHANGES: April 1, 2014**

**NOTE:** Employees currently in these appointments are not required to complete the form until a new appointment period begins or is extended.

This form is located in the "Forms" section of the SCS HR Handbook. If there are any questions concerning the subject matter of this General Circular, please contact you HR Consultant in Compensation or Employee Relations, at (225) 342-8083.

Sincerely,

s/Shannon S. Templet  
Director