<table>
<thead>
<tr>
<th>Position Type</th>
<th>Definition and Usage</th>
<th>Benefits Eligibility</th>
<th>Procedure/Approval Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified</td>
<td>All positions designated as “Classified” under Louisiana in the Louisiana Constitution. All positions at the University are by default “Classified” unless designated as “Unclassified” by the Hiring Authority (President) or his designee. Classified positions may be non-exempt, eligible to receive overtime, or exempt, ineligible to receive overtime under the federal Fair Labor Standards Act (FLSA). FLSA Exempt Classified positions may be substituted with Unclassified positions under current Louisiana Civil Service rules. However, classified employees cannot be forced into unclassified positions though they may apply to unclassified position vacancies.</td>
<td>Full-time employees are eligible for all University sponsored benefits including health, retirement, annual, and sick leave, tuition assistance. Benefits eligibility for part-time employees in this class is dependent upon the employee’s percentage of employment.</td>
<td>Civil Service rules apply. 1. Hiring supervisor submits Position Request Form (PRF) and proposed position description and organization chart to Dean/Director/Dept. Head for review, approval and submission to HR. 2. Dean/Director/Dept. Head reviews, approves and submits to HR for review and classification. 3. HR reviews position description to ensure position is properly titled, classified, and that position requirements match duties and responsibilities. HR indicates hiring salary range and submits with final position description to Finance/Budget for review. (May be returned to submitting department if amendments or changes are necessary.) 4. Finance/Budget/SPFAC confirms availability of funds based on maximum of hiring range plus estimated benefits. 5. Finance/Budget/SPFAC submits to Vice President/Provost for review and approval. 6. Vice President/Provost submits action to Vice President Administration and Finance for approval. 7. Approved request forwarded to HR for posting via State Civil Service. 8. HR provides list of qualified candidates to department. 9. Department selects candidates and coordinates scheduling of interviews with HR. 10. PAF is submitted, requesting hire by Department (see PAF &amp; instructions).</td>
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<tr>
<td>Unclassified (Non-temporary)</td>
<td>Managerial, professional, and administrative positions that have been designated as exempt from Civil Service hiring, due process, and disciplinary rules. All faculty appointments.</td>
<td>Full-time employees are eligible for all University sponsored benefits including health, retirement, annual, and sick leave, tuition assistance. Benefits eligibility for part-time employees in this class is dependent upon the employee’s percentage of employment.</td>
<td>1. Hiring supervisor submits Position Request Form and proposed position description to Dean/Director/Dept. Head for review, approval and submission to HR. 2. Dean/Director/Dept. Head reviews, approves and submits to HR for review and classification. 3. HR reviews position description to ensure position is properly titled, classified, and that position requirements match duties and responsibilities. HR indicates hiring salary range and submits with final position description to Finance/Budget for review. (May be returned to submitting department in amendments or changes are necessary.)</td>
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percentage of employment. (Faculty do not earn annual leave.)

4. Finance/Budget/SPFAC confirms availability of funds based on maximum of hiring range plus estimated benefits.
5. Finance/Budget submits to Vice President/Provost for review and approval.
6. Vice President/Provost submits to Vice President Administration and Finance for review and approval.
7. Vice President Administration and Finance submits action to President for approval.
8. Approved request forwarded to Vice President to distribute copies.
9. Approved request forwarded to HR for posting.

10. Position posted for minimum of five days.
11. Applications submitted to and screened by hiring department (When implemented, all applications will be submitted electronically through Ellucian Talent Management and screened by HR).
12. Qualified applicant pool submitted to hiring supervisor or search committee chair. Hiring supervisor informed of any applicable Affirmative Action or diversity goals.
13. Hiring supervisor/search committee interviews candidates and makes hiring recommendation to Dean/Director/Dept. Head.
14. Dean/Director/Dept. Head submits Personnel Action Form to HR for salary review or recommendation.
15. See PAF Form and Instructions for information on routing Sequence.
16. Once all required signatures are received, Human Resources will make the formal offer (Staff only).
17. Original will return to the President or Provost depending on the employment type, with copies to Finance, Payroll, and the respective department. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval process.
18. HR initiates on-boarding process.

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**Classified WAE**

Temporary classified positions limited to (but renewable) 1245 hours per year and appointment not exceed one year. Classified WAE positions must be established through Civil Service prior to posting or filling. WAE employees may work either full-time or part-time so long as they do not exceed 1245 hours in a given year.

Eligible for University sponsored health insurance if hired to work 30 or more hours/week or averages at least 30 hours per week during 10 month lookback period.

1. Hiring supervisor submits Position Request Form (only if WAE position not already created) and proposed position description to Dean/Director/Dept. Head for review, approval and submission to HR.
2. Dean/Director/Dept. Head reviews, approves and submits to HR for review and classification.
3. HR reviews position description to ensure position is properly titled, classified, and that position requirements match duties and responsibilities. Then routed to respective VP.
| **Emergency Temporary** | A fulltime unclassified temporary resulting from an unexpected vacancy or in response to rapidly changing or evolving circumstances where the need to fill the position makes posting impractical, i.e., a service failure is imminent if the position is not immediately filled. Emergency Temporary appointments should be for shortest period possible. Emergency Temporary appointments may not be used to “try out” employees. | Full-time employees are eligible for all University sponsored benefits including health, retirement, annual and sick leave, tuition assistance. Benefits eligibility for part-time employees in this class is dependent upon the employee’s percentage of employment. | 1. Hiring supervisor submits Personnel Action Form (PAF) to Dean/ Director/Dept. Head for review, approval and submission to HR. A Position Request Form is required if creating a new position. In the PAFs comment section, it is necessary to explain the scope/job function for this appointment, and why it’s being hired on a temp basis.  
2. HR reviews position description then routes to next approver (See PAF instructions for detailed routing instructions).  
3. Once approved by the appropriate parties, PAF Form routed from VP Administration to HR. Original will return to the President, with copies to Finance, Payroll, and the respective department. Official job offer will be made by the department for temporary staff. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval process.  
4. HR initiates on-boarding process. |
| **Temporary Part-time** (Formerly Casual Labor) (FLSA non-exempt) | Unclassified non-exempt positions where the need for services is short-term, seasonal, or intermittent. Casual labor employees do not work a fixed schedule and are paid by the hour. Cannot exceed 1300 hours in a calendar year. | Eligible for University sponsored health insurance if hired to work 30 or more hours/week or averages at least 30 hours per week during 10 month lookback period. | 1. Hiring supervisor submits Personnel Action Form (PAF) to Dean/ Director/Dept. Head for review, approval and submission to HR. A Position Request Form is required if creating a new position. In the PAFs comment section, it is necessary to explain the scope/job function for this appointment, and why it’s being hired on a temp basis.  
2. HR reviews position description then routes to next approver (See PAF instructions for detailed routing instructions).  
3. Once approved by the appropriate parties, PAF Form routed from VP Administration to HR. Original will return to the President, with copies to Finance, Payroll, and the respective department. Official job offer will be made by the department for temporary staff. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval process.  
4. HR initiates on-boarding process. |
| Temporary Part-time | Unclassified exempt employees who are hired on a project by project basis. These employees are distinguished from contract labor in that while they may work independently, they work under the overall direction of a supervisor whereas contract employees are paid for their delivered product. Examples of exempt Casual Laborers include an engineer hired to assist with design specs, an accountant hired to assist in preparing year-end financial statements, etc. These employees must earn a weekly rate that exceeds $455 in order to be paid a flat rate. | Eligible for University sponsored health insurance if hired to work 30 or more hours/week or averages at least 30 hours per week during 10 month lookback period. | 1. Hiring supervisor submits Personnel Action Form (PAF) to Dean/ Director/Dept. Head for review, approval and submission to HR. In the PAFs comment section, it is necessary to explain the scope/job function for this appointment, and why it’s being hired on a temp basis.  
2. HR reviews position description then routes to next approver (See PAF instructions for detailed routing instructions).  
3. Once approved by the appropriate parties, PAF Form routed from VP Administration to HR. Original will return to the President, with copies to Finance, Payroll, and the respective department. Official job offer will be made by the department for temporary staff. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval process.  
4. HR initiates on-boarding process. |
| Westaff | External temporary agency used to meet immediate, short or long term position vacancies. | Not eligible for University sponsored benefits. | 1. Supervisor selects the appropriate level of Westaff temporary associate from the Contract rate sheet on the HR Webpage.  
2. Download and complete the formal requisition form from HR’s site, indicating the appropriate job titles and job codes from the rate sheet.  
3. Submit requisition along with justification through director, to area VP, ending with the VP of Admin and Finance. |
| Volunteers | An individual providing services to the University or for the University’s benefit without compensation, payment, benefits, or other valuable consideration. | Not eligible for compensation, payment, benefits, or other valuable consideration | 1. Receiving/beneficiary department completes Volunteer Agreement including description of duties.  
2. Supervisor and volunteer sign form.  
3. Supervisor submits form to Chief Human Resources Officer for approval. |