



**University of Louisiana at Lafayette**  
**Office of Human Resources**  
*Employment Types and Hiring Procedures*

Position Type	Definition and Usage	Benefits Eligibility	Procedure/Approval Process
Classified	<p>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).</p> <p>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.</p>	<p>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.</p>	<p>Service rules apply.</p> <ol style="list-style-type: none"> <li>1. Hiring supervisor submits Position Request Form (PRF) and proposed position description and organization chart to Dean/Director/Dept.</li> <li>2. Head for review, approval and submission to HR.</li> <li>3. Dean/Director/Dept. Head reviews, approves and submits to HR for review and classification.</li> <li>4. 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.)</li> <li>5. Finance/Budget/SPFAC confirms availability of funds based on maximum of hiring range plus estimated benefits.</li> <li>6. Finance/Budget/SPFAC submits to Vice President/Provost for review and approval.</li> <li>7. Vice President/Provost submits action to Vice President Administration and Finance for approval.</li> <li>8. Approved request forwarded to HR for posting via State Civil Service.</li> <li>9. HR provides list of qualified candidates to department.</li> <li>10. Department selects candidates and coordinates scheduling of interviews with HR.</li> <li>11. PAF is submitted, requesting hire by Department (see PAF &amp; instructions)</li> </ol>

<p>Unclassified (Nontemporary)</p>	<p>Managerial, professional, and administrative positions that have been designated as exempt from Civil Service hiring, due process, and disciplinary rules.</p> <p>All faculty appointments.</p>	<p>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</p>	<ol style="list-style-type: none"> <li>1. Hiring supervisor submits Position Request Form and proposed position description to Dean/Director/Dept. Head for review, approval and submission to HR.</li> <li>2. Dean/Director/Dept. Head reviews, approves and submits to HR for review and classification.</li> <li>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.)</li> </ol>
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Classified WAE	<p>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.</p>	<p>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.</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Dean/Director/Dept. Head reviews, approves and submits to HR for review and classification.</li> <li>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.</li> </ol>
			<p>VP Forwards to Finance/Budget confirms availability of funds based on maximum of hiring range plus estimated benefits.</p> <ol style="list-style-type: none"> <li>4. Approved request forwarded to HR for submission to State Civil Service to establish WAE position. (New positions only)</li> <li>5. If requested, State Civil Service posts and creates WAE pool.</li> </ol>

			<ol style="list-style-type: none"> <li>7. Hiring supervisor interviews/selects candidate and submits for hire on PAF Form (see PAF instructions for routing information).</li> <li>8. Once approved, HR makes formal offer and schedules onboarding.</li> </ol>
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 impracticable, 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.	<ol style="list-style-type: none"> <li>1. <b>A Position Request Form is required prior to submitting an employee for Emergency Temp position.</b> In the comment section, it is necessary to explain the scope/job function for this appointment, and why it's being hired on a temp basis.</li> <li>2. HR reviews position description then routes to next approver (See PRF instructions for detailed routing instructions).</li> <li>3. Once approved, posting not required. Hiring supervisor simply submits Personnel Action Form (PAF) for candidate to Dean/Director/Dept.</li> <li>4. Head for review, approval and submission to HR. 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.</li> <li>5. HR initiates on-boarding process.</li> </ol>
Temporary Part-time (TPT) (Formerly Casual Labor) (FLSA nonexempt)	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, and cannot be approved for a schedule of more than 25 hours per week (exceptions can be made for brief peak periods during appointment).	Eligible for University sponsored health insurance if they work 30 or more hours/week or averages at least 30 hours per week during 10 month lookback period.	<ol style="list-style-type: none"> <li>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.</li> <li>2. HR reviews position description then routes to next approver (See PAF instructions for detailed routing instructions).</li> <li>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.</li> <li>4. HR initiates on-boarding process.</li> </ol>

<p>Temporary Part-time  (Formerly Casual Labor)  (FLSA exempt)</p>	<p>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.</p>	<p>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.</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. HR reviews position description then routes to next approver (See PAF instructions for detailed routing instructions).</li> <li>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.</li> <li>4. HR initiates on-boarding process.</li> </ol>
<p>Westaff</p>	<p>External temporary agency used to meet immediate, short or long term position vacancies.</p>	<p>Not eligible for University sponsored benefits.</p>	<ol style="list-style-type: none"> <li>1. Supervisor selects the appropriate level of Westaff temporary associate from the Contract rate sheet on the HR Webpage.</li> <li>2. Download and complete the formal requisition form from HR's site, indicating the appropriate job titles and job codes from the rate sheet.</li> <li>3. Submit requisition along with justification through director, to area VP, ending with the VP of Admin and Finance.</li> </ol>
<p><a href="#">Volunteers</a></p>	<p>An individual providing services to the University or for the University's benefit without compensation, payment, benefits, or other valuable consideration.</p>	<p>Not eligible for compensation, payment, benefits, or other valuable consideration</p>	<ol style="list-style-type: none"> <li>1. Receiving/beneficiary department completes <a href="#">Volunteer Agreement</a> including description of duties. Supervisor and volunteer sign form.</li> <li>2. Supervisor submits form to Chief Human Resources Officer for</li> <li>3. approval.</li> </ol>
<p>Student Employees</p>	<p>An individual who is a current, fulltime enrolled student who is also employed in a position via Student Financial Aid. Limited to 20 hours per week during the semester and 40 hours per week when classes are not in session or between semesters. Their weekly average may not exceed 25 hours over the course of the fiscal year as well.</p> <p>Departments wishing to hire students employed by other departments may jointly hire the individual so long as the weekly hours do not</p>	<p>Not eligible for University sponsored benefits, leave accrual, etc.</p>	<ol style="list-style-type: none"> <li>1. Supervisors must submit a personnel action form (<a href="#">PAF</a>) for each student employee. The previous IWP forms (Black &amp; White forms) are no longer accepted for approval of student employees.</li> </ol> <p>Questions on routing and required approvals can be addressed with the Office of Student Financial Aid: Work Study: 482-6499.</p>

	<p>exceed the above limits. In this instance, the student will be hired by one department (primary) and partially funded by the other (secondary). The primary department will be responsible for monitoring and approving time. The sharing departments will agree on which department is to serve as the primary department.</p>		
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