



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>	<ol style="list-style-type: none"> 1. Hiring manager, Committee/Designated Proxy submits Requisition Request in Cornerstone (CSOD). Head for review, approval and submission to HR. Requisition is route to HR for review and classification. 2. 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 into electronic routing queue for approvals from the Chief HR officer, your area VP, Finance/Budget, & Jerry LeBlanc. 3. Once all approvals are received, System will generate a notice to HR to post the vacancy The Civ.Srvc LaCareers page. Upon the closing of the posting, HR will forward list of candidates and their respective applicants to Hiring Manager/Dept for review. 4. Department selects candidates and coordinates scheduling of interviews with HR. 5. Upon selecting a candidate, PAF is emailed to humanresources@louisiana.edu to be approved via our Docusign system(see PAF & instructions). 6. Once PAF is approved, HR will coordinate pre-employ screening, make formal offer, determine start date, and schedule onboarding.

<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 percentage of employment. (Faculty do not earn annual leave.)</p>	<ol style="list-style-type: none"> 1. Hiring Manager/Committee completes a requisition request in Cornerstone, which includes updated job description. Also attach an org chart and resignation letter from incumbent, then submit. (see Cornerstone training document for details. 2. Human Resources will review request for classification and compensation and also vet for accuracy, then forward through digital approval chain. 3. Once all approvals are received, your vacancy will automatically post to Cornerstone's Career site, where applicants will submit their application documents. Positions must be posted a minimum of 5 days/For external postings to industry-specific sites, you must direct candidates to also submit a formal application via Cornerstone, 4. Follow Cornerstone Training document, <i>Applicant Review and Hiring</i> guide to process applicants. Cornerstone allows your search committees to review and rank applicants, schedule interviews, and submit candidates for an offer letter status via the system. 5. HR will receive notice when the Hiring Manager/Committee submits an applicant to the offer letter status, initiating the hiring process. For New Fulltime Unclassified Staff hires ONLY, the job offer will then be approved within the Cornerstone system by all required University Administrators before being submitted electronically as an Offer Letter to the candidate for acceptance, completing the hiring process. (Effective 4/12/21) (see New Unclassified Staff Hiring guide). <p><i>For non-New Hire actions, Depts will email a Personnel Action form to humanresources@louisiana.edu to be approved via our DocuSign system.</i></p>
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<p>Classified WAE</p>	<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>Typically ineligible for University sponsored health insurance; however if they average at least 30 hours per week during 10 month lookback period, can become eligible for insurance</p>	<ol style="list-style-type: none"> 1. Hiring supervisor submits a PAF for an existing WAE position, which routes through typical approval queue: CHRO, Area VP, Finance & Budget, & Mr. LeBlanc. 2. It's not required to post for WAE; however, Human Resources can post if you need assistance in identifying an applicant pool. 3. Once approved, HR will coordinate onboarding, paperwork, etc. For depts who onboard themselves, candidates must complete HR packet & submit required documents on our before their start date, and cannot begin working before this occurs. <p><u>If new/unestablished WAE position:</u> Requisition Request must be submitted to HR in Cornerstone before PAF is submitted, including an org chart and official SF3 state description form as attachments.</p> <p>Requisition will be approved in same manner described for Regular Classified roles. Once approved, position will be submitted to Civil service for formalization of WAE post. Once SCS approves, Submit PAF.</p>
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<p>Emergency Temporary</p>	<p>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.</p>	<p>Full-time employees are eligible for all University sponsored benefits including health, retirement, annual and sick leave, tuition assistance.</p>	<ol style="list-style-type: none"> 1.For ET hires, Hiring Manager/Committee are required to complete a requisition request in Cornerstone, which includes updated job description. Also attach an org chart and resignation letter from incumbent, then submit. (see Cornerstone training document for details. 2.Human Resources will review request for classification and compensation and also vet for accuracy, then forward through digital approval chain. 3.Once all approvals are received, not required to post vacancy. 4.Once candidate is identified, email a Personnel Action form to humanresources@louisiana.edu to be approved via our DocuSign system. Once complete, HR will initiate onboarding with Hire. ET hires should <u>NOT BEGIN WORK</u> without an approved PAF.
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<p>Temporary Part-time (TPT) (Formerly Casual Labor) (FLSA nonexempt)</p>	<p>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).</p>	<p>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 look back period.</p>	<ol style="list-style-type: none"> 1.Hiring supervisor emails a Personnel Action form (PAF) to humanresources@louisiana.edu to be approved via our DocuSign system 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. HR initiates onboarding paperwork.
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Westaff	External temporary agency used to meet immediate, short or long term position vacancies. Not considered employees of UL Lafayette.	Not eligible for University sponsored benefits.	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Receiving/beneficiary department completes Volunteer Agreement including description of duties. Supervisor and volunteer sign form. 2. Supervisor submits form to Chief Human Resources Officer for approval.
Student Employees	<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>Depts wishing to hire students employed by other depts. may jointly hire the individual so long as the weekly hrs do not 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 dept. will be responsible for monitoring and approving time. The sharing depts. will agree on which department is to serve as the primary department.</p>	Not eligible for University sponsored benefits, leave accrual, etc.	<p>Supervisors must submit a personnel action form (PAF) for each student employee. The previous IWP forms (Black & White forms) are no longer accepted for approval of student employees.</p> <p>Questions on routing and required approvals can be addressed with the Office of Student Financial Aid: Work Study: 482-6499.</p>

