



Southeastern Louisiana University

Classified Employee Appointments

Classified Employee Handbook
Part III. Policies Governing Employment of Classified Employees
Section A. Classified Employee Appointments

APPOINTMENT TYPES

Employees are appointed to positions in the classified service in several ways. The most common are restricted appointments, job appointments, provisional appointments, and probational appointments.

Restricted Appointment

Employees hired on a restricted appointment are temporary employees. The appointment cannot exceed a cumulative total of six months in a calendar year. The employee will be advised of the estimated length of the appointment. The Director of Civil Service or the University's Appointing Authority (Human Resources Director) may cancel a restricted appointment at any time. A person serving a restricted appointment cannot gain permanent status, and cannot earn or take leave. Employees hired on restricted appointments are not eligible to receive funeral leave, special leave (except for some types of military leave), or any holiday leave. They are only paid for the hours they work. They may, however, be required to work overtime and shall be compensated at the appropriate overtime rate. They may also, if required, work on a holiday and be eligible to receive appropriate additional pay for that day.

Job Appointment

Employees hired on a job appointment are temporary employees. Persons on job appointments do not attain permanent status and may be separated by the employing agency at any time. They can earn and take both annual and sick leave and may be eligible for insurance if they are appointed for 120 or more days with a regular tour of duty. They may be required to work overtime and shall be compensated at the appropriate overtime rate. A job appointment may be made for a period up to but not exceeding three years at a time. An employee on a job appointment is not eligible for funeral leave. Some employees in grant-funded positions may be reappointed annually for several years.

Probational Appointment

The probational appointment is the most common method of filling vacancies. If applicable, applicants must meet the minimum qualifications and/or Civil Service score requirements in order to be considered for a position. For noncompetitive positions, the best-qualified applicant is selected. Each person appointed to a probational appointment serves a six to twenty-four month probationary or working test period. During this period the supervisor determines whether or not the employee can satisfactorily perform the job duties.

Employees hired under Civil Service Flexible Hire Rate Policy are required to serve a minimum of a 12-month probationary period.

If the employee's performance does not meet the required standards, **the employee may be removed at any time** during the probationary period. While on probation the employee can earn and take annual and sick leave, and is eligible for insurance.

If the employee satisfactorily completes the probationary period he/she attains permanent status. Attainment of permanent status is extremely important, as many rights under the Civil Service system are limited to permanent employees. Some of the more important ones include: the right to appeal disciplinary actions, preference in layoffs, noncompetitive re-employment rights, and promotions.

Non-Competitive Probational Reemployment

For competitive positions, a former permanent employee who has been separated from classified service and who was in good standing may, within ten years from separation, be non-competitively reemployed to any competitive position for which he/she is qualified and which has the same or a lower entrance salary as the current minimum for the class in which he/she had permanent status. This is a probationary appointment. Reemployment must occur within five years of separation to receive the unused sick leave and annual leave for which the employee was not paid at time of separation. The employee will be given credit for years of prior state service and be placed in the appropriate leave-earning category.

CLASSIFIED HIRING POLICIES

Quest

Quality Express Staffing Process is a direct-hire process introduced by the Department of Civil Service. The QUEST process applies to positions requiring the Clerical, Office and Administrative Test (COAST), Law Enforcement and Protective Services Test (LEAPS), Law Enforcement Supervisor Test (LEAPS SUPERVISOR) and the Professional Entry Test (PET). Civil Service allows each agency to set their own policies regarding preferred percentiles and qualifications for positions under QUEST.

Preferred Percentiles

Southeastern Louisiana University's preferred percentiles are as follows:

- COAST Behavior Assessment 60%
- COAST Office Skills 80%
- PET Jobs 60%
- LEAPS Jobs 60%

In addition to preferred percentiles, the university also requires set levels of experience for each position that falls under QUEST. SLU also requires the COAST – Typing Skills test for some clerical positions. Each individual announcement will indicate required years of experience and/or if the Typing Skills Test is also required.

Applicants for any job covered by QUEST must take the appropriate Civil Service test prior to applying for a position. The Human Resources Office will screen all applications for test scores and minimum qualifications. Applicants who do not meet the minimum qualifications **will not be considered**.

Applications for people who do not meet the preferred percentiles will not be forwarded to the hiring department unless the hiring department specifically requests otherwise. Current SLU employees should also possess preferred percentiles in order to be considered for promotions.

If the hiring department does request to review an application for someone who does not meet the preferred percentiles, they must submit justification for why they want to consider the applicant at the point of an interview and/or job offer. It is expected that positions will be filled

using preferred qualifications most of the time, and that exceptions will be rare and rationally defensible when they do occur.

CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employee benefits, Southeastern Louisiana University classifies its employees as follows:

Full-time Regular Employees

Employees hired to work the University's normal full-time workweek (40 hours) on a regular basis. For insurance purposes only full-time is 30 to 40 hours per week. Such employees may be exempt or non-exempt as defined below.

Part-time Regular Employees

Employees hired to work fewer than 40 hours per week on a regular basis. For insurance purposes only part-time is less than 30 hours per week. Such employees may be exempt or non-exempt as defined below.

Temporary Employees

Employees engaged to work full-time or part-time on the University's payroll with the understanding that their employment will be terminated no later than upon completion of a specified assignment or period of time or at the will of the University. Such employees may be exempt or non-exempt.

FSLA EXEMPTION STATUS

An employee is informed of their initial employment classification and status as an exempt or non-exempt employee when completing paperwork. If an employee changes positions during Southeastern Louisiana University employment as a result of promotion, transfer, or demotion, he/she will be informed by the Human Resources Office of any change in exemption status.

Non-exempt Employees

Employees are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours physically worked over forty hours in a workweek in accordance with the Fair Labor Standards Act.

Exempt Employees

Employees are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically exempt.

PERSONNEL ACTIONS

All personnel actions shall be brought before the University of Louisiana System for ratification based on recommendations of the System President. All **unclassified administrative staff** shall hold their administrative appointment at the pleasure or will of the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.

For **classified staff**, the University of Louisiana System grants authority to the presidents of the colleges and universities within the University of Louisiana System, or their designees, the right to hire or dismiss any **classified employee** in compliance with state law and appropriate Civil Service Commission regulations.