



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 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.

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

The budget unit head will submit a request to advertise an existing classified position via email through chain of command to the President. If the President grants approval for the position to be filled, the budget unit head will review the job description to make sure it is still accurate. If the job description is not current or the position is a supervisor position, the hiring manager will work with Human Resources to update it before the position is advertised. Next, the hiring manager will prepare the "Request to Advertise and Replace an Existing Classified Position" in the PeopleAdmin online system. Once the position is approved to be filled in PeopleAdmin, Human Resources will advertise the vacancy.

Applicants complete applications online at www.jobs.selu.edu from any computer with Internet access. Hard copy applications are no longer accepted. Human Resources staff will assist any applicant who needs help completing the online application. When the position has closed for applications, the qualified applicants will be released to the hiring department.

The hiring department will review applications and select the applicants to be interviewed. The hiring department will provide Human Resources with the names of the applicants to be interviewed. Human Resources will work with the hiring department to schedule interviews for the vacancy. The hiring department will conduct the interviews. After the interviews have been conducted, the hiring manager will submit the hiring proposal for review and approval to Human Resources. Human Resources will conduct a criminal background check and a motor vehicle background check, if the position requires a driver's license. Applicants selected for hire for certain positions will also be required to take a pre-employment, post offer drug test.

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 or credited with compensatory leave earned 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 unclassified 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.