

**PPM #46**

**Policy Name:** *Classified WAE Appointments*

**Effective Date:** *July 24, 2015*

**Revision Date:**

**Authorization:**

  
*Charles R. Davis, Deputy Secretary*

**I. POLICY**

In accordance with Civil Service Rule 23.6, the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) may utilize temporary, classified WAE appointments to fill a position in the classified service for a limited period of time and hours in order to address filling the position in a regular manner, or to address an emergency or work overload situation. It is the intent of this policy to outline the provisions, prohibitions, and procedures that govern OLG/DCRT classified WAE appointments.

**II. PROVISIONS**

The following provisions apply to OLG/DCRT classified WAE appointments:

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nature/Duration of Appointment: | A classified WAE appointment is a temporary appointment not to exceed 12-months.<br><br>In accordance with Civil Service Rule 12.2(a), an appointing authority may separate a classified WAE at any time.                                                                                                                                                                                                                |
| Work Schedule:                  | <b>In accordance with this policy, OLG/DCRT classified WAE's shall be restricted to no more than 20 hours per week</b> , not to exceed a total of 1245 hours during a 12-month appointment.<br><br>NOTE: At the discretion of the appointing authority, the number of weekly hours may be further restricted for classified WAE's employed by an individual OLG/DCRT agency for rational business and budgetary reasons. |
| Minimum Qualifications:         | Classified WAE appointees must meet the minimum qualifications assigned to the job.                                                                                                                                                                                                                                                                                                                                      |
| Testing:                        | Classified WAE appointees are not required to have a test score.                                                                                                                                                                                                                                                                                                                                                         |
| Vacancy Announcement:           | Classified WAE vacancies do not have to be publicly announced.                                                                                                                                                                                                                                                                                                                                                           |

|              |                                                                                                                                                 |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Rate of Pay: | An appointing authority may set the hiring rate of a classified WAE at any rate within the assigned pay range.                                  |
| Paid Leave:  | Employees serving in a classified WAE appointment are not eligible for any form of paid leave (i.e., annual, sick, compensatory leave).         |
| Timekeeping: | The payroll code "ZWAE" must be entered by timekeepers for all hours worked by classified WAE's.                                                |
| FMLA:        | Given the maximum hours allowed, classified WAE's are not eligible for unpaid FMLA leave.                                                       |
| Insurance:   | Given the maximum hours allowed, classified WAE's are not eligible for insurance coverage.                                                      |
| Retirement:  | Given the maximum hours allowed, classified WAE's are not eligible to participate in the Louisiana State Employees' Retirement System (LASERS). |

### III. PROHIBITIONS

The following prohibitions apply to classified WAE's:

1. Shall not participate in a Career Progression Group (CPG);
2. Shall not be reallocated – up, down, or laterally;
3. Shall not be allocated to a supervisory job title (unless approved on a case-by-case basis by the Department of State Civil Service).
4. Shall not be eligible for a performance adjustment or other form of base pay increase. (The base pay of a classified WAE may only be adjusted at the time of appointment or reappointment.)

### IV. PROCEDURES

#### A. New Classified WAE Appointment

All necessary forms are available at [www.crt.state.la.us/management-and-finance/human-resources/forms/index](http://www.crt.state.la.us/management-and-finance/human-resources/forms/index)

1. To establish a classified WAE position, the hiring supervisor must complete a Classified WAE Position Description form, obtain the appointing authority's signature, and submit to the Human Resources Division.
2. Once notified that a classified WAE position is established and available, the hiring supervisor (or his agency's designee) shall complete a Request to Fill (RTF) form electronically through the Onbase system in order to receive authorization to fill the position.
3. Upon approval to fill, the hiring supervisor must obtain a completed State of Louisiana employment application from the selected applicant.

4. The hiring supervisor shall complete the procedures listed in PPM #23, Conditional Offer of Employment Policy, related to:
  - a) Conditional Offer of Employment (COE) form;  
*It is also recommended at this step to complete and submit the Personnel Authorization Form (301) in order to expedite obtaining the appointing authority's approval rather than waiting to provide this form later in the process.*
  - b) Verbal Job Offer;
  - c) 48-Hour Window for Drug Screen and Required Paperwork;  
*At this step, the applicant must also complete the "Employment in a Non-Permanent WAE Appointment - Statement of Agreement and Understanding" form, in addition to the other paperwork outlined in PPM #23.*
  - d) Submission of Completed Paperwork to Human Resources Division.

**B. Reappointment or Separation of Classified WAE Employee**

Upon completion of a 12-month classified WAE appointment, the employee may either be separated or reappointed to a subsequent classified WAE appointment at the discretion of the appointing authority.

1. Within 60 days of the expiration date of the current classified WAE appointment, the Human Resources Division shall send the supervisor a "Classified WAE Appointment Form";
2. The supervisor must complete the "Classified WAE Appointment Form" indicating his recommendation of separation or reappointment and submit to the appointing authority for approval/signature;

NOTE: If recommended for reappointment, the supervisor must also have the employee complete a new "Employment in a Non-Permanent WAE Appointment-Statement of Agreement and Understanding" form and attach it to the "Classified WAE Appointment Form" upon submission to the appointing authority.

3. The appointing authority indicates the action to be taken, affixes his signature, and submits the "Classified WAE Appointment Form" (and "Employment in a Non-Permanent WAE Appointment - Statement of Agreement and Understanding" form, if applicable) to the Human Resources Division for processing.

**V. EXCEPTIONS**

The Deputy Secretary may make exceptions to this policy as he deems necessary, provided such exceptions shall not be in conflict with Civil Service Rules or express law.

**VI. QUESTIONS**

Questions regarding this policy should be directed to the Human Resources Division.

*Summary of Changes: New policy (July 24, 2015).*