



POLICY STATEMENT 28 EMPLOYMENT AND PAYMENT OF TEMPORARY EMPLOYEES

POLICY DIGEST

Monitoring Unit: Office of Human Resource Management
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I. PURPOSE

To establish a standard system for employment and payment of temporary employees such as *Transient Employees* and *Unclassified When Actually Employed (WAE)* types. Typically, the "Transient" designation is for periodic or seasonal cyclical employment and the "WAE" designation is for longer-term use for employees who possess certain specialized skills.

II. GENERAL POLICY

The authority of Louisiana State University for employment of persons in categories termed "Transient or Unclassified When actually Employed (WAE)" is pursuant to Civil Service Rule 4.1(d)1 which includes various categories of seasonal, temporary, and intermittent employees for activities such as:

- A. University athletic events; theatricals, musicals, lecturers and artists' productions; livestock and horse shows, rodeos, and other agricultural events; student registration; and other special events;
- B. clerical assistance with educational workshops, conferences, and meetings;
- C. assistance with research projects;
- D. labor and trades work for construction, repair, renovation or painting of University buildings; and
- E. agricultural work.

Temporary job appointments may not be used for any full-time students (university or high school) or used in the place of regular part-time or job appointments (See PS 33: *Student Employment*). Furthermore, these types of appointments may not be used for continuous appointments of more than 120 days for Transient and up to one year for WAE unless pre-approved by the Office of Human Resource Management on an exception basis and in consideration of the requirements and provisions of the Patient Protection and Affordable Care Act (ACA) to ensure appropriate employment classification. For WAE appointments up to one year, quarterly evaluations of work hours are assessed by the Office of Human Resource Management (HRM) to ensure continued correctness of classification

Temporary job appointments also include Classified WAE and Classified Job Appointments as cited within Department of Civil Service Handbook, Chapter 23: Appointments (Rules 23.5 and 23.6).

Temporary job appointments may not be used for the purpose of circumventing rules for filling positions covered by State Civil Service Rules. For instance, a transient/WAE appointment would be inappropriate for replacing employees on leave or for temporarily filling vacant positions. Rates of pay must comply with federal minimum wage and overtime requirements, per the Fair Labor Standards Act (FLSA) . Additionally, Unclassified WAE worker types must meet the minimum qualifications of the position title. Individuals hired into temporary job appointments shall not exceed an average of 29 hours per week for the duration of the appointment.

Temporary appointees are not eligible for holiday pay, earning sick or annual leave, or fringe benefits, and shall only be paid for time actually in work status. The temporary employee must enter hours worked in the current LSU Human Capital Management System (HCM) system of record that includes the correct number of hours of attendance on duty. The record of time must also be certified by the temporary appointees' supervisor.

No individual who is currently being paid by the University on a regular basis may be appointed as a temporary employee. No individual who is currently employed in another capacity can be appointed as a temporary employee, as no individual can be appointed into conflicting employee types. Supplemental work beyond one's primary job would be handled via additional compensation (See PM 3 and PS 43). Individuals receiving retirement stipends must have prior approval through the Office of the President (See PM 69) before appointment as a temporary employee.

For information on Unclassified and Classified temporary job appointment procedures, contact the Office of Human Resource Management.

III. SOURCES

Department of State Civil Service Handbook, Chapter 23
Patient Protection and Affordable Care Act
Fair Labor Standards Act
PS 33: Student Employment
PM 69: Delegation of Authority to Execute Personnel Actions