

Policy Statement 3.05.01

Coordinated By: Business Affairs

Effective: October 1978

Revised: March 31, 2014

Processing Personnel Actions

I. Purpose

This policy establishes procedures and provides guidance to process personnel actions in accordance with LSU System and Civil Service guidelines.

II. LSUS Form PER-1

- a. LSUS Form PER-1 is used to process the following personnel actions for all academic, classified, and unclassified employees:
 1. Create a position
 2. Fill a vacancy
 3. Change in source of funds
 4. Promotion (excluding faculty)
 5. Salary change
 6. Reallocate a position
 7. Change of Title
- b. As applicable, an organizational chart and job description will be attached to Form PER-1.
- c. Upon receipt of an approved PER-1 to fill a vacancy or create a position, Human Resource Management will contact the initiating department to coordinate the search and hiring process.

III. Additional Compensation

- a. Additional Compensation is paid for work performed for the university outside the scope of the employee's normal duties and within the guidelines of PM-3.
- b. Requests for Additional Compensation are made on LSUS Form PER-3. Sufficient justification and explanation must be included. 12 month employees who receive Additional Compensation for work performed during their normal work hours are required to take annual leave or leave without pay for the times the work is performed. Copies of approved leave requests will be attached to the PER-3 when submitted.

- c. Requests for retroactive Additional Compensation must include an explanation why the request is late. Retroactive requests for Additional Compensation will be sent to the LSU System Board of Supervisors for approval. Upon approval by the Board of Supervisors, the employee will be paid.

IV. Temporary Employees

- a. Temporary employees are defined as employees who generally perform full or part time work for 6 months or less. This typically includes Continuing Education Instructors and those hired to perform short term project type work. Adjunct Instructors are not considered in this category.
- b. Requests to hire temporary employees are made using the LSUS Temporary Employment Agreement (TEA) Form.
- c. Temporary Employment Agreements should not be processed for regular employees, student workers, adjuncts, or graduate assistants.
- d. An individual hired using a TEA may not begin work until the TEA has been approved and the individual has received clearance to work from Human Resource Management.

V. Student Workers

- a. Student Workers are categorized into Work Study Student Workers and Budget Student Workers. Financial Aid is responsible for administration of the Federal Work Study Program. Budget Student Workers are selected and paid for at the department level based on the annual budget.
- b. Eligibility for employment for student workers is outlined in Permanent Memorandum 8 and LSUS Policy Statement 3.15.00. Supervisors will monitor eligibility throughout the appointment and immediately terminate the appointment of a student who is no longer eligible.
- c. Requests to hire Work Study Student Workers are initiated by Financial Aid using the Federal Work Study Student Appointment/Status Change Form.
- d. Requests to hire Budget Student Workers are made using the LSUS Student Appointment/Change Form.
- e. Student worker appointments may not cross fiscal years.
- f. Student workers, regardless of source of appointment may not begin working until clearance to work is received from Human Resource Management.

- g. Terminations of student workers prior to expiration of the end date of the appointment must be immediately reported in writing to Human Resource Management.

VI. Graduate Assistants

- a. Administration of graduate assistantships is the responsibility of the Office of Graduate Studies.
- b. Upon receipt of an approved Graduate Assistant Appointment Form Human Resource Management will process the student for employment. Graduate Assistants may not begin working until clearance to work is received from Human Resource Management

VII. Classified Employees

Personnel actions involving classified employees will be processed in accordance with Civil Service Rules.

VIII. Professorships

- a. Requests for a stipend from Professorship funds is made using LSUS Form PER-4.
- b. Stipend requests may not cross fiscal years.

XI. Adjunct Faculty

- a. Recruitment of adjunct faculty is conducted at departmental level. Department Chairs will hire adjunct faculty in accordance with applicable LSUS and LSU System Affirmative Action/Equal Opportunity guidelines.
- b. Offer Letters for adjunct faculty will be routed through normal approval channels to Human Resource Management. Adjunct faculty may not begin work until clearance to work is received from Human Resource Management.

APPROVED



Michael T. Ferrell, Vice Chancellor Business Affairs

5-20-14
Date



Paul D. Sisson, Interim Chancellor

5/20/2014
Date