

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy &
Procedure (AP) - 2.2

Effective Date: 3/30/82

SUBJECT: Appointment of Classified Employees

PURPOSE

The purpose of this procedure is to provide guidelines for appointing employees to the Classified Service.

DEFINITIONS

Appointing Authority means the agency (UNO) and officer(s) thereof authorized, by statute or by lawfully delegated authority, to make appointments to positions in the State Civil Service. (The Director of Personnel Services).

Appointment means an offer by an Appointing Authority to a person qualified for employment in a classified position and the acceptance of such offer.

Classified Position means any office or position in the Classified Service.

Emergency Appointment means a temporary appointment made necessary by an emergency.

Probationary Appointment means appointment to serve a working test period in a position. (Six (6) months).

Provisional Appointment means appointment to a classified position pending certification by Civil Service, and in the absence of an eligible list for the class.

Re-employment means noncompetitive appointment based on permanent status attained in former employment in the Classified Service.

Job Appointment means a short-term appointment for work of a temporary nature, or for work as a substitute for another employee.

GENERAL POLICY

Applicants may be appointed only by the Appointing Authority. Deviations are not authorized or permitted.

AUTHORITY

The authority for the issuance of AP 2.2 is derived from Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors for the LSU System.

PROCEDURE

1. Vacancies in the Classified Service may be filled by original appointment, promotion, reassignment, demotion, transfer, reinstatement following an appeal, restoration to duty following military service, or re-employment.
2. When a vacancy is to be filled by original appointment, except Emergency Appointment, the appropriate administrator shall notify the Director of Information Services, furnishing the job title, organization, telephone number and person to be contracted concerning the vacancy, for publication in the UNO Newsletter. Further, the appropriate administrator shall notify the Director of Personnel Services, providing the same information plus such other information about the vacancy as might be necessary for the Director to determine those persons eligible for appointment.
3. When an emergency exists and a vacancy must be filled by Emergency Appointment, the appropriate administrator shall notify the Director of Personnel Services prior to making such an appointment. Prior approval of the Director of Personnel Services is required before an Emergency Appointment may be processed.
4. Insofar as practicable, each vacancy shall be anticipated sufficiently in advance to permit the Director of Personnel Services to determine who may be available for appointment and, if necessary, to request a Certificate of Eligibles from State Civil Service.
5. Appointment from Civil Service Certificates must be made from one (1) of the applicants having the top five (5) scores. In appointments made from a re-employment list, the highest ranking eligible shall be appointed.
6. When a vacant position is to be filled for which there are less than five (5) names on a Certificate of Eligibles, the Director of Personnel Services will advise the appropriate administrator whether or not he is authorized to appoint provisionally any person who possesses the necessary Civil Service qualifications.
7. Administrators shall interview all applicants referred by the Director of Personnel Services. Selected applicants will be appointed promptly. The interview application forms (UNO-8) of all persons interviewed shall be completed and returned to the Director of Personnel Services. If this is not done, the applicant selection will be nullified.



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