

C A M P U S C O R R E S P O N D E N C E

University of New Orleans

TO: Deans, Directors, Department
Chairpersons, and Other
Administrative Officers

DATE: July 24, 1991

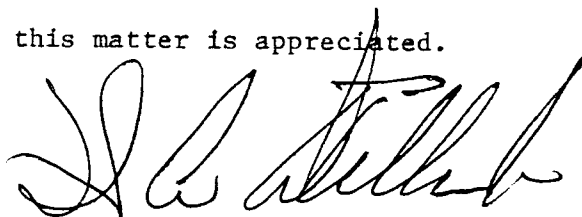
FROM: Human Resource Management

RE: Administrative Policy and Procedure (AP) 2.3 (State Civil Service)

Referenced above establishes policies and procedures for the use of temporary appointments under the Rules of State Civil Service. Addressees are requested to review definitions stipulated therein, particularly the special event/intermittent appointment (when the services of an employee are not needed on a regularly scheduled basis and/or the temporary appointment of a person to a position of short duration which characteristically will stop and start at various intervals). When used properly, these appointments are valuable and available to management in maintaining continuity of the work force. However, while these appointments are easy to use, they are also easy to misuse and abuse. To avoid the possible misuse and/or abuse of temporary appointments, the provisions of referenced above will be strictly adhered to.

Some departments are habitually using the special event/intermittent appointment to the detriment of the employee and the University. Such actions run the risk of the State Department of Civil Service withdrawing the University's authority to make these appointments. Accordingly, and effective immediately, all requests for temporary appointments not in compliance with Administrative Procedure (AP) 2.3 will be returned to the originator disapproved.

Your cooperation concerning this matter is appreciated.



H. A. DILLON, JR.
Director
Human Resource Management

HAD/jb

OFFICE OF THE CHANCELLOR

University of New Orleans

Administrative Policy &
Procedure (AP) - 2.3
Revised: 7/24/91

SUBJECT: TEMPORARY APPOINTMENTS (STATE CIVIL SERVICE)

PURPOSE

To establish policies and procedures for the use of temporary appointments.

DEFINITIONS

Restricted Appointment - A temporary appointment of a person to a temporary position or to a temporarily vacant allocated position for a period up to three (3) calendar months.

Multiple Restricted Appointment - More than one restricted appointment of one (1) person in one department during any twelve (12) month period when the person's total accumulated time on such appointments will exceed three (3) calendar months.

Special Event/Intermittent Appointment - A temporary appointment of a person to a position of short duration which characteristically will stop and start at various intervals and/or when the services of an employee are not needed on a regularly scheduled basis.

GENERAL POLICY

Temporary appointments may be made when an emergency exists and a position must be filled immediately by any qualified individual to eliminate a departmental back-log, or to handle special events or projects.

Requests for temporary appointments must originate with department heads and be forwarded to the Director of Human Resource Management for approval. Effective dates of temporary appointments must be subsequent to approvals.

AUTHORITY

Chapter II, Section 2-4 of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University System and the Louisiana State Department of Civil Service.

This AP supersedes AP dated February 1, 1983.

PROCEDURE

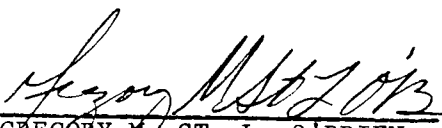
When a position is temporarily vacant or a position is required on a temporary basis and it is clearly evident that filling the position will be essential to the efficiency of a department, a temporary appointment may be made, provided that:

1. The appointment is requested by the department head on a timely basis and receives prior approval from the Director of Human Resource Management (Appointing Authority).
2. The appointment is made only when it is not possible or appropriate to use either the provisional, job or probational type appointment.
3. Pay rate must not exceed mid-level of the pay range.
4. The department head has made a reasonable determination that the person to be appointed meets the minimum qualifications of the class specification.
5. The appointment does not extend beyond three (3) calendar months.
6. Written justification of the need for the temporary appointment must be submitted with the personnel action form.

Appointments may be made for any length of time up to three (3) calendar months; however, the Director of Civil Service or the Director of Human Resource Management (Appointing Authority) may limit the duration of or cancel a temporary appointment at any time.

The Director of Civil Service may withdraw an agency's authority to make temporary appointments. Willful abuse or misuse of temporary appointments may subject offenders to financial liabilities as provided in Civil Service Rules and the sanction provided in Article X, Section II of the State Constitution.

Questions concerning this AP should be addressed to the Director of Human Resource Management.


GREGORY M. ST. L. O'BRIEN
Chancellor