



THE UNIVERSITY of  
NEW ORLEANS

**ADMINISTERED BY: Office of Vice  
President for Business Affairs**

**Policy No:** AP-BA-43.2  
**TITLE:** Unclassified Staff Appointments  
**EFFECTIVE DATE:** August 1, 2013\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2016

#### **PURPOSE**

To establish an orderly and consistent process for recruitment of qualified employees at the University of New Orleans (UNO). It is the intent of this policy to provide as much flexibility to the individual departments as possible as long as their recruitment is consistent with general accepted management principles and legal guidelines. This policy shall provide an outline of the hiring procedures and policies to be followed.

#### **AUTHORITY**

*Authority for this document is derived from Article 10 of the Constitution of the State of Louisiana, Chapter III, Section II of the Bylaws and Regulations of the Board of Supervisors of the University of Louisiana System and Administrative Policy and Procedure AP-BA-35.2 of UNO.*

#### **GENERAL POLICY**

In an effort to attract qualified and diverse applicants, a variety of recruiting and selection actions are to be utilized when seeking individuals to fill campus positions in the unclassified workforce. Regardless of the actions taken, all state and federal affirmative action and non-discrimination laws shall be followed.

The University of New Orleans shall consider applicants for employment without regard to their retirement status and without regard to an applicant's having previously accused the Board or any of its universities of unlawful discrimination.

Notwithstanding the foregoing, the University of New Orleans itself may consider retirement status in the hiring process, if, and only to the extent, it is required to do so by Federal or Louisiana state law.

If the hiring of any person on the basis, in whole or in part, of retirement status is refused or delayed based on compliance with Federal or Louisiana state law, the University shall notify the UL System President in writing via the University President of each such instance within 5 (five) days prior to such action for the purpose of allowing an opportunity for legal review by UL System of such action. All UNO hiring managers/supervisors shall contact the Office of HRM immediately, once an applicant's hire is refused due to retirement status on the basis of compliance with Federal or Louisiana state law.

## PROCEDURE

1. **Appointments of Chief Executive Vacancies:** Appointment to the chief executive position (President) at any institution under the jurisdiction of the University of Louisiana System Board is in accordance with [University of Louisiana System Policy Number: FS.III.II.A-1](#).
2. **Appointments for Vice Presidents, (Academic and Non-Academic) Deans and Athletic Directors:**

All System universities are to perform a national search when interviewing candidates for positions at the level of dean or higher. When submitting the agenda item for Board approval, institutions must indicate the process used in the search, the number of applications received, the number of candidates interviewed, and the makeup of the search committee. The System Office will focus efforts on reviewing the selection process rather than the credentials of each candidate. Even though the best candidate for the position may sometimes be a local applicant, it is important for System universities to consider all potential candidates.

  - a. To fill UNO campus positions at the level of vice presidents, deans or athletic directors, UNO [AP-BA-33.2](#) will be followed.
  - b. Appointments to these positions shall be submitted for approval by the University of Louisiana System Board as individual line items. Once selection has been made, all documentation of Search Committee records will be maintained in HRM.
  - c. Employment/Appointment (announcement of employment/appointment) shall not commence prior to official University of Louisiana System Board action. All terms and conditions of employment shall be submitted to the University of Louisiana System Office for review.
3. **Administrative/Staff Positions:** All unclassified administrative/staff position incumbents shall hold their administrative appointment at the pleasure or will of the University of Louisiana System Board. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters. Subject to the approval of the University of Louisiana System Board, individual contracts may be negotiated for athletic coaches. In addition, as required by NCAA Constitution, coaches may be suspended for a period of time without pay or have his/her employment terminated if found to be involved in deliberate and serious violations of NCAA regulations.
  - a. The Unclassified Staff Hiring Procedure (Attachment "A") [click here](#) , will be used for hiring of all administrative/staff employees.

- b. Employment/Appointment (announcement of employment/appointment) should not commence prior to approval of the University President or Provost and the EEO Coordinator.

**4. Temporary Positions: Period of Appointment (POA) and Unclassified WAE (intermittent)**

- a. **Period of Appointment:** No individual shall be appointed to a temporary position for more than 12 consecutive months. After that period, should the position not be filled by someone on a continuing basis, the temporary incumbent can only be reappointed if a truly compelling need exists. (Any request for reappointment must include justification.) Those employees hired on a temporary Period of Appointment shall not work more than 29 hours per week (not greater than 73% of effort).
  - i. The Period of Appointment Hiring Procedure, [click here](#), will be used for hiring all temporary appointment.
  - ii. The temporary appointments should not commence prior to approval of the appropriate Vice-President/Provost and/or the University President.
  - iii. In rare circumstances, a POA may be full-time with written justification and approval from the University President. Those employees appointed to a full-time POA will be offered employee benefits, accordingly.
  
- b. **Unclassified WAE:** Civil Service approval is required to create all Unclassified WAE positions. These temporary positions shall not exceed 12 months without an extension or special approval from Civil Service. Employees hired into these hourly positions shall not work more than 29 hours per week, nor shall they exceed the 12 month Civil Service maximum of 1245 hours (Civil Service Rule 4.1(d)1).
  - i. To request the creation of an Unclassified WAE position, please contact the Office of Human Resource Management. They will assist you in completing the required Civil Service paperwork and submit the request to Civil Service for approval.
  - ii. Unclassified WAE appointments must not commence prior to approval from Civil Service and the Office of Human Resource Management.

**NOTE: Classified WAEs are governed by Civil Service Rule 23.6. To request the creation of a Classified WAE, please contact the Office of Human Resource Management.**



Peter J. Fos, Ph.D., M.P.H.  
President  
University of New Orleans

*\*Policy Updates:*

*Revisions: 03/28/2014, 01/01/2015*