

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

Effective Date: March 23, 2009

AG CENTER PS-8
Revision: 1

EMPLOYMENT AND PAYMENT OF NON-STUDENT TRANSIENT EMPLOYEES (UNCLASSIFIED)

Purpose

To establish a standard system for employment and payment of non-student transient employees.

General Policy

Civil Service Rule 4.1(d)(a) allows the Department Civil Service to grant to agencies the authority to make appointments in the unclassified service that involve duty assignments which are seasonal, temporary, intermittent, or part-time. The AgCenter commonly refers to these as “transient” appointments. No transient appointment may be made unless it is for a duty assignment for which the AgCenter has been granted this authority. The AgCenter HRM Office maintains a list of these duty assignments and that list also accompanies this policy. All transient appointments must be consistent with the purpose of the category. A transient appointment may not be made without the approval of a unit head (regional director, department head, resident coordinator, resident director, parish chair, or equivalent or person of higher rank) or his/her designee.

An employee serving on a transient appointment is not eligible for holiday pay or earning of leave and is only paid for time when actually in work status. Transient employees must sign timesheets certifying their hours worked. The timesheets must be signed by the immediate supervisor or other individual having knowledge of the transient’s work hours.

This policy has no application to field student employees hired on the wage payroll.