

Title/Topic: Employment and Payment of Contingent Employees

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EMPLOYMENT AND PAYMENT OF CONTINGENT EMPLOYEES

PURPOSE

To establish a standard system for employment and payment of contingent (formerly transient) employees.

GENERAL POLICY

The authority of Louisiana State University for employment of persons in categories termed "contingent" is pursuant to Civil Service Rule 4.1(d)1 which includes various categories of seasonal, temporary, and intermittent employees for activities such as:

1. University athletic events; theatricals, musicals, ice shows, lecturers and artists' productions; livestock and horse shows, rodeos, and other agricultural events; student registration; and other special events;
2. clerical assistance with educational workshops, conferences, and meetings;
3. assistance with research projects;
4. labor and trades work for construction, repair, renovation or painting of University buildings; and
5. agricultural work.

Contingent appointments may not be used for any full-time students (university or high school) or used in the place of regular part-time or job appointments. Furthermore, this type appointment may not be used for continuous appointments of more than 120 days unless approved by the Office of Human Resource Management on an exception basis.

Contingent appointments may not be used for the purpose of circumventing rules for filling positions covered by Civil Service. For instance, a contingent appointment would be inappropriate for replacing employees on leave or for temporarily filling vacant positions.

Rates of pay must comply with federal minimum wage and overtime requirements.

Contingent appointees are not eligible for holiday pay, earning sick or annual leave, or fringe benefits, and shall only be paid for time actually in work status. The contingent employee must certify the actual hours of service rendered by signing a time record or a timesheet that includes the correct number of hours of attendance on duty. This timesheet must also be certified by the contingent appointees' supervisor. These certifications of hours worked must be maintained in the employing unit for a period of three years.

No individual who is currently being paid by the University on a regular basis may be appointed as a contingent employee. Individuals receiving retirement stipends must have prior approval through the Office of the Chancellor before appointment as a contingent employee.

For information on contingent appointment procedures, contact the Office of Human Resource Management, Employment Section.

SOURCE: Memoranda from Director of Civil Service.