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## CLASSIFIED WAE AND STUDENT APPOINTMENTS

### I. POLICY

The Department of Natural Resources (DNR) benefits from utilizing classified When Actually Employed (WAE) and student appointments to supplement its regular workforce when needed and budget availability allows. Doing so also furthers the public interest by providing valuable job experience. Such appointments shall conform to State Civil Service (SCS) rules and policy standards, good management practices and the standards set forth in this policy.

### II. PURPOSE

This policy sets forth the Department's compensation rates and expectations for classified WAE and student appointments.

### III. APPLICABILITY

This policy applies to all classified WAE and student employees. The relationship between DNR and student externs who receive course credit for serving an externship with DNR is governed by the Externship Agreement.

### IV. APPOINTMENT

#### A. Classified WAE Appointments (SCS Rule 23.6)

1. In accordance with SCS Rule 23.6(a), there are only three (3) reasons for the use of a classified WAE appointment:
  - a. To address filling the position in a regular manner;
  - b. To address an emergency; or
  - c. To address a work overload situation.
2. Justification for the classified WAE position shall be maintained in the form of a *Classified WAE Position Description*, with Appointing Authority signature, explaining the need for the use of a classified WAE appointment.
3. In accordance with SCS Rule 23.6(d), classified WAE appointees must meet the minimum qualifications for the job. The vacancy in which they are being appointed does not need to be announce; neither a certificate nor a test score is required.
4. Prior to appointment, the classified WAE appointee must provide a printed copy of their LaCareers application to the Human Resources Division evidencing their attainment of the required Minimum Qualifications for the job title to which they are being appointed.
5. If a Department Preferred Reemployment List (DPRL) exists for DNR, each classified WAE appointment shall be offered to the first person on the list, per SCS Rule 17.25. If the employee declines this temporary appointment, their name shall remain on the DPRL. Each subsequent person on the DPRL is offered the appointment until one accepts. If no one accepts the appointment, DNR is then authorized to hire someone who is not on the DPRL.
6. It is the policy of the SCS Director that agencies use form *Statement of Agreement and Understanding – Employment in a Non-Permanent Position* for all WAE appointments. This document provides clarity and information to the employee on his type of appointment. The following shall be required:

- a. The *Statement of Agreement and Understanding* shall be completed upon initial appointment of a classified WAE appointment and reappointment (renewal).
- b. The form shall be retained in the employee's personnel file.

#### **B. Student Appointment**

In accordance with SCS Rule 1.5.1, to be eligible for employment, students must be enrolled and provide documentation to Human Resources each semester, by February 28<sup>th</sup> for the Spring semester and by September 30<sup>th</sup> for the Fall semester, certifying their enrollment status as full-time as defined by the college or university.

1. Full-time graduating seniors are ineligible for student employment as of the date of their graduation and must be separated no later than such.
2. Students who are enrolled less than full-time must be separated upon the Department becoming aware of their part-time status, unless approved otherwise for employment as classified WAEs.
3. Only students actually attending Summer School or who have scheduled full-time course load for the Fall Semester are eligible to work during the summer months.

### **V. WORK HOURS/SCHEDULES**

#### **A. Work Hours**

##### **1. Classified WAE Appointments**

- a. In accordance with SCS Rule 23.6(a), a classified WAE appointment shall not exceed 1245 hours worked in a 12-month period.
- b. The number of hours (1245) and the 12-month period follow the individual employee regardless of the agency in which employed.
- c. The 12-month period begins upon the appointment date and continues for the following 12-month period.
- d. A new set of hours (1245) shall not be established until the employee is eligible for a new 12-month period.
- e. To ensure classified WAEs do not exceed the set limit, a classified WAE may not work more than 28 hours per week or 56 hours per pay period. Work in excess of this limit must be approved, in advance, by the Undersecretary.
- f. When the employee is nearing the 1245 hours in a 12-month period and it is determined that the work cannot be completed in the allotted 1245 hours, DNR may request, for rational business reasons, approval from the SCS Commission to exceed the 1245 hours within the already established 12-month period. DNR Human Resources must submit the *Classified WAE Request to Exceed 1245 Hours* form to SCS in advance of the expiration of the 1245 hours for consideration at the next available SCS Commission meeting. **Failure to comply with the time limitations may have unintended consequences such as termination of the appointment without any further approval to exceed 1245 hours.**
- g. When approval has been granted to exceed 1245 hours in a 12-month period and the need to establish a subsequent 1245 hours, 12-month period has been determined to be filled by the same employee in the same job title with the same duties, DNR Human

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Resources must request approval from the SCS Commission using the *Classified WAE Request to Reappoint Incumbent When 1245 Hours Was Exceeded* form prior to reappointment. DNR Human Resources must submit the *Classified WAE Request to Reappoint Incumbent When 1245 Hours Was Exceeded* form to SCS in advance of the expiration of the 1245 hours for consideration at the next available SCS Commission meeting.

- h. Upon approval by the SCS Commission, DNR Human Resources shall maintain approval information in the employee's personnel file for audit purposes.

## **B. Work Schedules**

### **1. Classified WAE Appointments**

- a. Supervisors are responsible for working with classified WAE appointees to develop work schedules that serve the needs of both the employee and Department.
- b. Once a work schedule is agreed upon, the classified WAE is required to adhere to the schedule.
- c. All schedule changes must be approved, in advance, by the classified WAE's supervisor.
- d. When known in advance, a request to deviate from the regular work schedule should be directed to the supervisor as far in advance as possible.
- e. If a classified WAE, without prior authorization, is unable to report to work at the scheduled time, a call-in to the supervisor no later than thirty (30) minutes prior to the commencement of the scheduled reporting time is required. Advance supervisory approval likewise is required if a classified WAE is unable to work through the end of the scheduled workday.

### **2. Student Appointments**

- a. Supervisors are responsible for working with students to develop work schedules which accommodate both class requirements and work demands. For this purpose, student employees must provide a class schedule for their supervisors to review.
- b. Once a work schedule is agreed upon, the student is required to adhere to the schedule.
- c. All schedule changes must be approved, in advance, by the student's supervisor.
- d. When known in advance, a request to deviate from the regular work schedule should be directed to the supervisor as far in advance as possible.
- e. If a student, without prior authorization, is unable to report to work at the scheduled time, a call-in to the supervisor no later than thirty (30) minutes prior to the commencement of the scheduled reporting time is required. Advance supervisory approval likewise is required if the student is unable to work through the end of the scheduled workday.

**C. Breaks**

1. With permission of the supervisor, a paid break period of fifteen (15) minutes may be granted to classified WAE and student employees who work in excess of three (3) hours. Such a break may not be taken at the beginning or ending of the classified WAE or student employee's scheduled workday nor in conjunction with an authorized lunch break.
2. Classified WAE and student employees who are scheduled to work six (6) hours or more in a workday shall be required to take an unpaid lunch break of at least thirty (30) minutes.

**VI. RECORDING WORK HOURS**

For payroll purposes, classified WAE employees and students are required to enter their work hours in CATS (Cross Application Time System) on the same day in which the time is worked, in accordance with the requirements listed below. Doing so serves to ensure the accuracy of attendance records, as well as the timely and accurate payment of wages, given that CATS entries and timesheets are used to create the official document from which student and classified WAE employees' wages are calculated. There may be an additional delay for receipt of pay for time not posted in the system by Payroll Monday. Timekeepers should provide technical instruction to ensure accurate time entries.

1. All time entries must include a Start and End Time;
2. Attendance codes for hours worked:
  - a. Classified WAE – Must use the Attendance Code "ZWAE."
  - b. Student – Must use the Attendance Code "ZARG."
3. Classified WAE/Student employees must record two (2) separate time entries in CATS on a workday in which a lunch break is taken as follows:
  - a. For hours worked prior to commencement of the lunch break; and,
  - b. For hours worked following return from the lunch break.
4. All time worked must be calculated in accordance with the following Time Increment chart:

Minutes	Equals
1 – 15 minutes	0.25 hours
16 – 30 minutes	0.50 hours
31 – 45 minutes	0.75 hours
46 – 60 minutes	1.00 hour

**NOTE:** Time entries must be fully and accurately completed. Classified WAE and student employees who claim wages for hours not actually worked are required to reimburse DNR for all wages improperly received. Additionally, false payroll documentation will result in termination and may result in criminal prosecution.

**VII. PAY**

Classified WAE and student appointee wages may never be set below the Federal Minimum Wage.

**A. Classified WAE Appointments**

1. In accordance with Civil Service Rule 6.5(d), the hourly rate for a classified WAE appointee may be set at any rate within the pay range assigned to their job title.

2. For job titles with established special entrance rates (see HR Policy No. 37), a classified WAE appointment shall not be paid below the special entrance rate for the job title in which they are appointed.
3. An appointing authority may amend the rate of pay for a classified WAE at any time after the initial appointment as long as that rate falls within the assigned pay range.
4. Classified WAEs are not eligible for market adjustments. SCS Rule 6.32 specifically excludes Classified WAEs from receiving market adjustments.

**B. Student Appointments**

1. Student appointees shall be paid in accordance with the following schedule:

Education Level	Starting Hourly Rate
College Freshman	\$9.50
College Sophomore	\$10.00
College Junior	\$10.50
College Senior	\$11.00
Graduate or Law Student	\$14.00

**Exceptions:** College Juniors and College Seniors working in the area of their major may be paid up to \$2.00 more per hour with approval of the Undersecretary.

2. Pay increases for student appointments are discretionary. Student appointees are eligible for pay increases on October 1<sup>st</sup> of each year if all of the following requirements are satisfied:
  - a. The student has attained a higher classification level;
  - b. The student's performance has been satisfactory;
  - c. Funding is available;
  - d. The student's supervisor recommends a pay increase; and,
  - e. The recommended pay increase is approved by the Appointing Authority and Undersecretary.

**VIII. EMPLOYMENT STATUS AND PERFORMANCE EVALUATION**

- A. Classified WAE and student appointments are temporary, at-will employees with no right to continued employment. For this reason, classified WAE and student appointments may be terminated at any time, with or without cause.
- B. Performance evaluations of classified WAE appointments is not required.
- C. The performance of student appointments shall be evaluated in September of each year. In the least, students should be evaluated on quality and timeliness of work assignments, dependability, following instructions, work ethic and compliance with departmental policies.

**IX. PERSONAL CONDUCT**

All DNR policies apply to classified WAE and student appointments. Classified WAE and student appointees are expected to conduct themselves in a professional manner and observe professional office decorum.

**X. EXCEPTIONS**

The Secretary has the authority to make exceptions to this policy that are deemed necessary to further the interests of the Department. All requests for exceptions should be routed through the Human Resources Director.

**XI. QUESTIONS**

Questions regarding this policy should be addressed to the Human Resources Division.

**XII. REVISION HISTORY**

<b>Date</b>	<b>Action</b>	<b>Date</b>	<b>Action</b>
October 2007	Policy Established	April 2019	Policy Revised
November 2009	Policy Revised	August 20119	Policy Revised
February 2016	Policy Revised	March 2020	Policy Revised
August 2018	Policy Revised	November 2023	Policy Revised

**AUTHORIZATION:**

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**Thomas F. Harris, Secretary**