

# **POLICY STATEMENT 28 EMPLOYMENT AND PAYMENT OF TEMPORARY EMPLOYEES**

## **POLICY DIGEST**

Monitoring Unit: Office of Human Resource Management  
Initially Issued: June 2, 1997  
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### **I. PURPOSE**

To establish a standard system for employment and payment of temporary employees such as Transient Employees and Unclassified When Actually Employed (WAE) types. Typically, the "Transient" designation is for periodic or seasonal cyclical employment and the "WAE" designation is for longer-term use for employees who possess certain specialized skills.

### **II. GENERAL POLICY**

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

- A. University athletic events; theatricals, musicals, lecturers and artists' productions; livestock and horse shows, rodeos, and other agricultural events; student registration; and other special events;
- B. clerical assistance with educational workshops, conferences, and meetings;
- C. assistance with research projects;
- D.

Temporary job appointments may not be used for the purpose of circumventing rules for filling positions covered by State Civil Service Rules. For instance, a transient/WAE 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, per the Fair Labor Standards Act (FLSA) . Additionally, Unclassified WAE worker types must meet the minimum qualifications of the position title. Individuals hired into temporary job appointments shall not exceed an average of 29 hours per week for the duration of the appointment.

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