



TITLE: EMPLOYMENT STATUS

EFFECTIVE DATE: July 1, 2003

LAST REVISION: October 26, 2007

Policy No. 6.006.1

Policy Statement

All faculty and some staff members are considered unclassified state employees. There are generally five categories of employment: full-time, part-time, temporary, personal services contract and nine-month appointments (see below).

FULL-TIME STATUS

An employee that has a work schedule that is normally 40 hours per week is considered a full-time employee. This full-time status entitles the employee to full benefits as provided by the State; annual leave, sick leave, hospitalization insurance, life insurance, and retirement system participation. The State pays partial amounts for insurance and retirement costs. One exception to this policy is the nine-month employee.

PART-TIME STATUS

An employee that has a work schedule of less than 40 hours per week is considered a part-time employee. And, any part-time employee who works more than 20 hours per week, provided the position is not seasonal or temporary, must contribute to the Teachers' Retirement System of Louisiana (TRSL). A temporary or seasonal appointment is defined as employment less than two years. Academic or unclassified employees who are part-time, seasonal, or temporary may choose to participate in the Optional Retirement plan (if applicable) but will not be permitted to become members of TRSL. The decision to participate in the ORP is irrevocable. In some cases, these members must contribute to Social Security if they do not join the ORP.

TEMPORARY / SEASONAL

A temporary or seasonal employee may be full-time or less. The duration of employment may be for a specific duration or an undetermined period. This person may earn sick or annual leave and may be required to contribute to the Teachers' Retirement System if employed more than 20 hours a week for at least 2 years and has potentially inconsistent employment. Temporary employees are not eligible for group benefits.

PERSONAL SERVICES CONTRACT

An individual or corporation contracted to provide specified services. The contractor is responsible for contributing to any insurance, tax, or retirement benefits. Any retiree of the

Teachers' Retirement System of Louisiana, shall, upon employment or re-employment, be governed with respect to retirement laws governing the Teachers' Retirement System.

9-MONTH APPOINTMENTS

Sowela has the option to offer full-time faculty employed after July 1, 2004, 9-month teaching appointments, which may be offered with an additional 3-month teaching assignment.

This policy does not affect full-time faculty employed prior to July 1, 2004, unless such faculty voluntarily wish to be changed to a 9-month basis of employment.

A nine-month employee's workweek is 40 hours and they may earn faculty sick leave, but no annual leave during their appointment. All nine-month employees are entitled to two personal days per school year. In addition, a nine-month staff member may use faculty leave when classes are not in session.

Source of Policy: HR
Related Policy: LCTCS

Responsible Administrator: Human Resources
LCTCS Policy Reference: NA
LCTCS Guideline Reference: NA

Approved by: _____
Chancellor

Date: _____