



Employment Status

Policy 6.006.2

Effective Date: December 17, 2021
Last Revision Date: November 30, 2005
Department/Office: Office of Human Resources

Purpose

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.

Policy Details

A. Full-Time Status

An employee that has a work schedule that is normally forty (40) hours per week is full-time. This full-time status entitles the employee to full benefits as provided by the State. Typically, this includes annual leave, sick leave, medical and life insurance, other supplemental insurances, and retirement system participation. The State pays partial amounts for insurance and retirement costs. One exception to this policy is nine-month employees.

B. Part-Time Status

An employee with a work schedule that averages thirty (30) hours or less is part-time. Any part-time who works more than twenty (20) hours per week, provided the position is not seasonal or temporary, must contribute to the Teachers' Retirement System of Louisiana (TRSL).

C. Temporary and Seasonal Status

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 be required to contribute to the Teachers' Retirement System if employed more than twenty (20) hours a week for at least two (2) years and has potentially inconsistent employment.

D. Personal Services Contract

An individual or corporation contracted to provide specified services. The contractor is responsible for contributing to 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.

E. Nine-Month Appointments

SOWELA has the option to offer full-time faculty a 9-month teaching appointment, which may be offered with an additional three (3) month teaching assignment.

A nine-month employee's workweek is forty (40) hours. In accordance with LCTCS Policy #6.003 Leave for Unclassified Employees, they may earn faculty sick leave, but no annual leave during their appointment. All nine-month employees are entitled to two personal leave days per school year. In addition, a nine-month staff member may use faculty leave when classes are not in session.

Approved by Chancellor: *Neil Aspinwall*
Neil Aspinwall (Feb 1, 2022 10:34 CST)

Date: Feb 1, 2022