



NOTE: Violation of these policy standards may result in a formal investigation and required corrective action.

This policy standard applies to the classified WAE Appointment per [State Civil Service \(SCS\) Rule 23.6](#). The intent of this rule is to provide flexibility to agencies when using classified WAE appointments as needed for anticipated work hours that will not exceed 1245 hours in a 12-month period.

Included are the following policy standards:

1. Appointment Policy Standards
2. Classification Policy Standards
3. Pay Policy Standards

1. Appointment Policy Standards

- SCS [Rule 23.6\(a\)](#) states 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.

Justification shall be maintained at the agency in the form of a [Classified WAE Position Description](#), with appointing authority signature, explaining the need for use of a classified WAE appointment. For additional information on documentation requirements, please see [Job Aids and Resources: Required Documentation for Classified WAE Positions](#).

- All classified WAE appointees must meet Minimum Qualifications for the job, however, a test score is not required.
- If a Department Preferred Reemployment List (DPRL) exists for the agency, 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, his 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, the agency is then authorized to hire someone who is not on the DPRL.
- 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.
- b. The form shall be retained in the employee's personnel file.

- The classified WAE appointment **shall not exceed 1245 hours** worked in a 12-month period.
 - a. The number of hours (1245) and the 12-month period follow the individual employee regardless of the agency in which employed.
 - b. The 12-month period begins upon the appointment date and continues for the following 12-month period.
 - c. A new set of hours (1245) shall not be established until the employee is eligible for a new 12-month period.
- When the WAE appointment exists for 1245 hours or less and the agency has a need to establish a subsequent 1245-hour, 12-month appointment, the agency may, by its own authority, establish a subsequent 1245-hour, 12-month classified WAE appointment. This may be filled by a new employee or the reappointment of a current classified WAE appointment.
- Agencies must monitor employee hours worked to ensure compliance with the 1245 hours in a 12-month period. When the need arises to verify the hours worked by an employee in a Classified WAE at another agency, agencies may utilize the [Certification of Classified WAE Hours Worked](#) form.
- When the employee is nearing the 1245 hours in a 12-month period and the agency determines that the work cannot be completed in the allotted 1245 hours, the agency may request, for rational business reasons, approval from the SCS Commission to exceed the 1245 hours within the already established 12-month period. The agency must submit the [Classified WAE Request to Exceed 1245 Hours](#) form to your assigned consultant 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.**

For an example of this scenario, please see example #3 on the [Classified WAE Flowchart](#).

- When approval has been granted to exceed 1245 hours in a 12-month period and the agency determines the need to establish a subsequent 1245 hour, 12-month period to be filled by the **same employee in the same job title with the same duties**, the agency must request approval from the SCS Commission using the [Classified WAE Request to Reappoint Incumbent When 1245 Hours Was Exceeded](#) form prior to reappoint. This request must be submitted to your assigned consultant for preparation for the SCS Commission meeting.

For an example of this scenario, please see example #4 on the [Classified WAE Flowchart](#).

NOTE: If the 12-month period is not subsequent, a break of service of at least 60 days is required to reappoint the same employee in the same job title with the same duties without SCS Commission approval.

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

2. Classification Policy Standards

- To establish a classified WAE position or update an existing WAE position, agencies are required to complete the [Classified WAE Position Description](#).
- Classified WAE positions shall not participate in a Career Progression Group (CPG).
- Classified WAE positions shall not be allocated to Dual Career Ladder (DCL) job titles.
- Classified WAE positions shall not be reallocated – up, down, or laterally.
- Classified WAE positions may be job corrected by SCS as a result of a job assessment.
- Classified WAE positions should typically be allocated to non-supervisory job titles. Supervisory and above job titles will be allocated on a case-by-case basis by SCS.

3. Pay Policy Standards

- The rate of pay for a classified WAE must be set in accordance with SCS [Rule 6.5\(d\)](#) at the time of appointment.
- 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.
- Agencies have the following pay action reasons as options when setting the pay of a classified WAE:

Minimum Hire Rate	- <i>Used when setting the pay at the minimum of the pay range.</i>
WAE – Pay Above Min	- <i>Used when setting the pay above minimum or when amending the rate of the pay after the initial appointment, if above the pay range minimum.</i>
Special Entrance Rate (SER)	- <i>Used when an agency has a SCS Commission approved SER policy for applicable job titles and the agency would like to set the rate of pay of the Classified WAE at the SER.</i>

- Classified WAEs are not eligible for market adjustments. SCS Rule 6.32 specifically excludes Classified WAEs from receiving market adjustments.
- Classified WAEs may receive the following non-base pay compensation mechanisms in accordance with agency or SCS Commission approved policies:
 - a. Premium Pay
 - b. Shift Differential
 - c. On-Call Pay
 - d. Rewards & Recognition

For additional information regarding these policy standards, please HR Program Support by calling (225) 342-8274.