

APPOINTMENT TYPES AND RELATED BENEFITS

CLASSIFIED CIVIL SERVICE STAFF

A) Restricted Appointment

- FICA tax withheld (4.2% OASDI), not eligible for LASERS unless they are already vested from previous employment
- Pay Medicare tax (1.45%) if hired 4/1/86 or after
- Not eligible for insurance
- Not eligible for holiday pay, special leave, civil leave
- Do not earn leave, not eligible for funeral leave
- Can be paid overtime, do not earn compensatory leave
- An at will employee
- Paid biweekly

B) Job Appointment

- FICA tax withheld (4.2% OASDI), not eligible for LASERS, unless they are already vested from previous employment or they are hired on a 2-year, 1 day job appointment.
- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Earn annual and sick leave, not eligible for funeral leave
- Eligible for holiday pay, special leave, civil leave
- Eligible for insurance if appointed for 120 days or longer and they work 30 or more hours per week
- Can be paid overtime or can earn compensatory leave
- At will employee
- Paid biweekly

C) Probational/Permanent Appointment

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Membership in LASERS is required unless the employee is vested in one of the other LA Public retirement systems from previous employment (TRSL, LSERS). If at the time of employment the employee is 55 or older and has earned 40 quarters in Social Security or if the employee is age 60 or older, the employee can elect to contribute to LASERS, FICA, or the La. Deferred Compensation at the minimum rate the employee would pay as a LASERS member.
- Earn annual and sick leave
- Eligible for holiday pay, funeral leave, special leave, civil leave
- Eligible for insurance if working 30 hours or more per week
- Can be paid overtime, can earn compensatory leave
- Probational employees are at will employees
- Permanent employees must be given due process in disciplinary matters
- Paid biweekly

D) Classified Rehired Retirees

- Medicare tax (1.45%) withheld if hired 4/1/86 or after

- Retirees who return to state service must select one of the three options when they are rehired. The selection is irrevocable and is effective on a fiscal year basis.
 - **Option 1:** Retirees may elect to limit earnings in any fiscal year to 50% of their annual retirement benefit for such fiscal year.
 - **Option 2:** Retirees may regain membership in LASERS by repaying all retirement benefits received plus interest.
 - **Option 3:** Retirees may suspend their retirement benefits effective on their re-employment date and become contributing members of LASERS based on their current employment.
- Any rehired retiree who is 70 years of age and retired with at least 30 years of service credit shall be exempt from any earning limitations.
- Disability retirees cannot return to work in a state government position without terminating their disability benefits.
- Contact Human Resources before making any job offers to retirees.

UNCLASSIFIED STAFF

(Non-teaching -Based on ULS Board Rules Chapter III, Section XXI)

A) Temporary Unclassified Staff Appointments: Less than 120 days - FT or PT

- FICA tax withheld (4.2% OASDI), not eligible for TRSL/ORP, unless they are already vested from previous employment
- Medicare tax (1.45%) is withheld if hired 4/1/86 or after
- Not eligible for insurance
- Do not earn leave (**ULS – Ch. II, Section XXL, E1**)
- At will employees
- Paid biweekly

B) Temporary Unclassified Staff Appointments: From 4-8 months – FT or PT

- FICA tax withheld (4.2% OASDI), not eligible for TRSL/ORP, unless they are already vested from previous employment
- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Eligible for insurance if working 30 or more hours/week
- Do not earn annual leave, sick leave, or compensatory leave (**based on Board Rules Ch-III, Section XXI, E1**)
- At will employees
- Paid biweekly

C) Full-time Unclassified Staff Appointments: 9-10 Month Appointments

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Eligible for TRSL/ORP
- Eligible for insurance (must be prorated to cover non-working months)
- Earn leave for months worked on a prorated basis.
- Eligible for civil leave (jury duty, subpoenaed as a witness), special leave
- At will employees
- Paid biweekly

Note: Special leave is for Acts of God and is subject to appointing authority approval.

D) Full-time 12 Month Unclassified Staff Appointments

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Eligible for TRSL/ORP
- Eligible for insurance
- Earn leave: annual, sick, and compensatory, if applicable (some exempt unclassified staff do not earn compensatory leave)
- Eligible for civil leave (jury duty, subpoenaed as a witness), special leave
- At will employee
- Paid biweekly

E) Part-Time 12 Month Unclassified Staff Appointments (20 hours/week or less)

- FICA (OASDI) withheld (4.2%)
- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Not eligible for membership in TRSL/ORP unless they were already vested from previous employment.
- Not eligible for insurance
- Earn annual and sick leave on a prorated basis
- Eligible for holiday pay, funeral leave and special leave on a prorated basis
- At will employee
- Paid biweekly

F) Part-time Regular 12 Month Unclassified Staff Appointments (21-39 hours/week)

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Eligible for membership in TRSL/ORP
- Eligible for membership in LASERS if vested based on previous state employment.
- Eligible for insurance, if working 30+ hours/week or more
- Earn leave on a prorated basis
- Eligible for holiday pay, funeral leave, special leave on a prorated basis
- At will employee
- Paid biweekly

G) Unclassified Staff - Rehired Retirees (Regular and DROP)

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Special rules apply. Contact the Human Resource Office.
- Earnings limitations could affect retirement benefits.
- Retirees returning to work in a position not normally eligible for TRSL membership will have no return-to-work restrictions—no waiting period, no contributions, and no TRSL reporting requirement.
- Beginning July 1, 2001, all retirees (except disability retirees) may return to work **after a 12-month waiting period** in a position eligible for TRSL membership and receive both full salary and full retirement benefits. The 12-month waiting period begins on the date of retirement. The retiree will not earn any additional service credits. Only the retiree's contributions, without interest, will be refunded upon request after termination of employment. These contributions will not be made on a tax-sheltered basis.

- Reemployment in any TRSL-covered position, including teacher assessor or substitute teacher, during the 12-month waiting period will result in a suspension of benefits for the duration of reemployment or the lapse of the waiting period, whichever occurs first. Unsheltered contributions must still be made during reemployment, regardless of the 12-month waiting period.
- At will employees
- Paid biweekly
- Contact Human Resources before making job offers to retirees.

FACULTY

A) Full-time Faculty (Visiting/Regular) 9 months or 1 semester

- Medicare tax (1.45%) is withheld if hired 4/1/86 or after
- Employees contribute 8% to TRSL or ORP;
- Eligible for insurance
- Earn sick leave, do not earn annual or compensatory leave
- Have faculty leave – leave for when classes are not in session
- Paid monthly (10 checks per academic year or 5/checks per semester)

B) Part-time Instructors – 9-month (part-time position listed in budget)

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- If FTE is more than 50% (based on equivalent clock hours) the employee must contribute to TRSL or one of the ORPs
- If FTE is 50% or less (based on equivalent clock hours), FICA tax is withheld (4.2% OASDI), and the employee is not eligible to contribute to TRSL or one of the ORPs unless they are already vested based on prior state employment.
- If working 30+ hours/week – eligible for insurance
- If working < 30 hours/week – not eligible for insurance
- Earn sick leave on prorated basis
- Do not earn compensatory leave or annual leave
- Have faculty leave – leave for when classes are not in session
- Paid monthly (10 checks per academic year)

C) Part-time Librarian with Faculty Rank (12 months)

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Contribute to TRSL/ORP if FTE is more than 50%
- If FTE is 50% or less, FICA tax withheld (4.2% OASDI) unless they are already vested in LASERS, TRSL, or an ORP from previous employment.
- Eligible for insurance if working 30+ hours/week and appointment is for 120 days or more
- Earn leave (annual, sick) on a prorated basis
- Eligible to earn straight compensatory leave
- Earn special/funeral/civil leave on a prorated basis
- Paid biweekly

D) Temporary Full-time Librarians with Faculty Rank (Less than 9 months)

- Medicare tax (1.45%) withheld if hired 4/1/86 or after

- FICA tax withheld (4.2% OASDI), unless they are already vested in TRSL or an ORP from previous employment
- Not eligible for insurance unless appointment is for 120 days or more
- Do not earn leave
- Paid biweekly

E) Full-time Librarians: 9 or 12 month with Faculty Rank

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- Contribute to TRSL/ORP
- Eligible for insurance
- Earn leave (annual, sick, and compensatory)
- Paid Biweekly

F) Lecturers

- Medicare tax (1.45%) withheld if hired 4/1/86 or after
- FTE should be 50% or less, therefore Lecturers will pay FICA tax (4.2% OASDI) unless they are a current contributing member of TRSL based on other employment or a vested TRSL member.
- Lecturers are not eligible for holiday, special/funeral leave
- Lecturers are not eligible for insurance
- Lecturers do not earn leave
- See Lecturer pay chart for earnings amounts
- Lecturers are paid monthly (5 checks per semester)

GRADUATE ASSISTANTS

A) Graduate Teaching Fellows (Instructors of Record)/Research Assistants

- Students must be enrolled for at least 6 graduate hours unless they need less than 6 hours to graduate. Nine hours is full-time for insurance coverage and financial aid.
- Exempt from FICA due to student status
- Not eligible for insurance
- Do not earn leave
- Work an average of 20 hours/week
- Additional duties/hours may only be worked during the breaks between semesters with the approval of the Dean of the Graduate School.
- Paid monthly

B) Non-Teaching Graduate Assistants (Administrative Assistants and Teaching Assistants)

- Students must be enrolled for at least 6 graduate hours unless they need less than 6 hours to graduate. Nine hours is full-time for insurance coverage and financial aid.
- Exempt from FICA due to student status
- Not eligible for insurance
- Do not earn leave
- Work an average of 20 hours/week

- Additional duties/hours may only be worked during the breaks between semesters with the approval of the Dean of the Graduate School.
- Paid Biweekly

OVERLOADS

- Faculty teaching overload classes – An employee cannot teach more than one class and one lab if the class includes a lab. Any exceptions must be approved by the Provost.
- Unclassified staff teaching – Can only teach outside of regular office hours and can only teach one class unless unusual circumstances approved by the Provost.