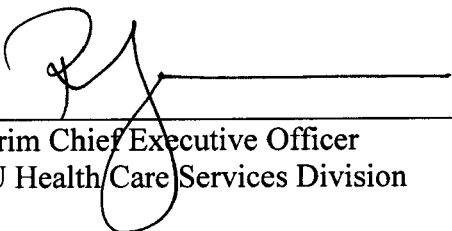


**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4553-11
CATEGORY: Human Resources
CONTENT: Conversion from Classified to Unclassified (Monthly)
Status Policy
EFFECTIVE DATE: November 20, 2006
Reviewed & Revised: December 20, 2007
Reviewed: August 22, 2008
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Reviewed/Revised: April 12, 2010
Reviewed/Revised: September 21, 2011

INQUIRIES TO: Human Resources
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821-1308
Telephone: 225-922-2277 Facsimile: 225-922-2285



Interim Chief Executive Officer
LSU Health Care Services Division

11.11.11
Date



Deputy Chief Executive Officer
LSU Health Care Services Division

11/10/11
Date



Human Resources Director
LSU Health Care Services Division

11/9/11
Date

Revised: December 20, 2007
Reviewed: August 22, 2008
Reviewed: November 17, 2009
Reviewed: April 12, 2010
Reviewed/Revised: September 21, 2011

LSU Health Care Services Division

Conversion from Classified to Unclassified (Monthly) Status

I. Statement of Policy

It is the policy of the LSU Health Care Services Division (HCS D) to enhance the HCS D's role within the LSU system by the conversion of eligible classified positions to unclassified (monthly) positions and to compensate classified employees who convert to monthly unclassified positions in accordance with established policy criteria and the authority granted LSU by the Louisiana State constitution.

II. Applicability

This policy will apply to all positions within the HCS D medical centers and headquarters.

III. Implementation

This policy and any subsequent revisions shall become effective upon approval date and signature of the CEO of LSU HCS D.

IV. Procedures

Some positions which are currently established in the classified service by the Department of State Civil Service are considered to be eligible for unclassified status as granted to LSU by the Louisiana State constitution.

A. Conversion of Positions from Classified to Unclassified Monthly

Positions in HCS D will be converted from classified to unclassified monthly under the following conditions:

1. A vacant individual position
2. An entire group of positions with the same job title for a single or multiple business units
3. An encumbered individual position

Note: Once a position has been established in the monthly unclassified service, the position shall not be filled in the classified service in the future.

B. Conversion of an encumbered position

1. In accordance with LSU Policy PM 69, approval of a conversion of a filled classified position to an unclassified monthly position, will only be granted if justified by the following factors:
 - a. The employee must have a baccalaureate degree or sufficient professional experience to substitute for the degree
 - b. The duties of the unclassified position must require advanced learning acquired by a prolonged course of specialized, intellectual training.
2. The conversion pay rate shall be calculated as outlined below.
 - a. Total base pay prior to conversion includes the classified Base rate plus premium pay, shift differentials, or other special pay amounts paid in prior fiscal year.
 - b. Regular overtime pay in the prior fiscal year may also be considered in the calculation of Total base pay (see Note below).

NOTE: Disaster pay and overtime paid as a result of a disaster or special assignment will not be counted in the calculation of base pay.

- C. All conversion requests must be approved by the HCSD Chief Executive Officer and receive LSU Presidential approval, which requires the request be sent to the LSU System Office.
- D. The effective date of the conversion will be the first of the month following the date LSU Presidential approval is received by HCSD Human Resources Administration.

V. Responsibilities

A. Human Resources Administration

1. To make the final determination as to whether or not a classified position within the HCSD is eligible for conversion from the classified service to unclassified monthly status under the authority granted to LSU by the Louisiana State constitution and HCSD policy.
2. To establish position descriptions for each position with unclassified monthly status and maintain appropriate records of all positions with HCSD unclassified monthly status.
3. To review proposed conversion requests from HCSD Medical Centers and headquarters for adherence to applicable policies and procedures and make recommendations for approval to the HCSD CEO.

B. Hospital Human Resources

1. Provide Human Resources Administration with recommendations for conversion from classified to unclassified monthly status for positions allocated to the Medical Centers for approval by the CEO.
2. Provide proposed position description to include job duties, salary range, qualification requirements, and organizational charts for positions to be converted from the classified service to unclassified monthly status. These shall be submitted to Human Resources Administration in writing under cover of Hospital Administrator for approval by the CEO.
3. Provide, the candidate's resume, written justification, and proposed salary along with accurate salary data for proposed conversions from the classified service to unclassified monthly status based on calculations described in IV. B. 2. above.

VI. Exceptions

Exceptions to this policy require the prior approval of the HCSD CEO or designee.

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