

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

POLICY NUMBER: 4553-19

CATEGORY: Human Resources


CONTENT: Conversion to Unclassified Monthly Position from  
Classified or Unclassified Bi-weekly position.

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1/11/19  
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Date

  
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Human Resources Director  
LSU Health Care Services Division

01/09/19  
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Date

**LSU Health Care Services Division**  
**Policy for Conversion to Unclassified Monthly Position from**  
**Classified and/or Unclassified Bi-Weekly Position**

**I. Statement of Policy**

It is the policy of the LSU Health Care Services Division (HCS D) to compensate eligible classified employees and regular unclassified bi-weekly employees who convert to regular unclassified monthly positions. HCS D recognizes the importance of the implications of the classified service but also desires to enhance the Division's role within the LSU system by the conversion of eligible positions to unclassified monthly positions.

Note: For purposes of this policy, "regular" unclassified bi-weekly positions and "regular" unclassified monthly positions are those jobs eligible for leave accrual, benefits, etc.

**II. Applicability**

This policy shall be applicable to all permanent classified employees and regular unclassified bi-weekly employees with the HCS D Administrative Office (HCS DA) and Lallie Kemp Regional Medical Center (LAKMC) who convert to regular unclassified monthly positions.

**III. Implementation**

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

**IV. Procedures**

A. Classified jobs/employees:

1. Some positions currently established in the classified service by the Department of State Civil Service, are considered eligible for unclassified status as granted to LSU by the Louisiana State Constitution.
2. A classified employee occupying such a position shall not be forced into the monthly, unclassified position. However, upon separation of the classified employee, the classified position shall be abolished and established as a monthly, unclassified position.

B. Unclassified Regular Bi-Weekly Employees

1. Some unclassified bi-weekly positions currently established in the unclassified service by the Department of State Civil Service, are considered eligible for monthly, unclassified status as granted to LSU by the Louisiana State constitution.
2. An employee occupying such a position, can be converted into a Regular monthly, unclassified position at the discretion of the Appointing Authority and the approval of the HCSD Deputy CEO.

C. Calculation of Pay upon Conversion to Monthly Unclassified

Pay will be recommended and calculated using the guidelines listed below.

1. Employees may be given up to 10% adjustment in conversion pay upon written justification for the adjustment and approval of the HCSD Deputy CEO.
2. The conversion pay rate may be calculated as outlined below.
  - a. Total base pay prior to conversion includes the base rate plus premium pay, shift differentials, or other special pay amounts paid in the last 12 months prior to proposed effective date of conversion. Regular overtime pay 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.

- b. Total base pay rate as calculated in a) above, plus approved conversion percentage equals conversion pay rate.

D. Approval

All conversion requests must be approved by the HCSD Deputy CEO.

E. Effective Date

The effective date of the conversion will be the first of the month following the date approved by the HCSD Deputy CEO or other future date.

**V. Responsibilities**

A. Human Resources Administration

1. To make the final determination as to whether or not a classified position or a regular unclassified bi-weekly position is eligible for conversion to unclassified monthly status.
2. To establish position descriptions and maintain appropriate records of all positions with HCSD unclassified monthly status.
3. To make recommendations for approval of salary conversion to the HCSD Deputy CEO.

B. Hospital Human Resources

1. To propose job duties, salary range and provide proposed positions descriptions for positions to be converted to unclassified monthly status. These shall be submitted to Human Resources Administration for approval by the Deputy CEO.
2. To provide, the candidate's resume, written justification, and proposed salary adjustment along with accurate salary data for proposed conversions to unclassified monthly status based on calculations described above.

**VI. Exceptions**

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