

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

POLICY NUMBER: 4553-21

CATEGORY: Human Resources

CONTENT: Conversion to Unclassified Monthly Position from Classified position.

APPLICABILITY: This policy applies to permanent classified employees with the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) who convert to regular unclassified monthly positions.

EFFECTIVE DATE: November 20, 2006
Revised: December 20, 2007
Reviewed: August 22, 2008
Revised: November 17, 2009
Revised: April 12, 2010
Revised: July 29, 2011
Revised: April 29, 2014
Revised: March 24, 2015
Reviewed: July 12, 2017
Revised: January 9, 2019
Reviewed: June 29, 2020
Reviewed: September 17, 2021

INQUIRIES TO: Human Resources
LSU Health Care Services Division
P.O. Box 91308
Baton Rouge, LA 70821-1308
Telephone: 225-354-4843 Fax: 225-354-4851

Note: Approval signatures/titles are on the last page

**LSU Health Care Services Division
Policy for Conversion to Unclassified Monthly Position from
Classified Position**

I. Statement of Policy

It is the policy of the LSU Health Care Services Division (HCSD) to compensate eligible classified employees who convert to regular unclassified monthly positions. HCSD 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.

For purposes of this policy, regular, unclassified monthly positions are those jobs eligible for leave accrual, benefits, etc.

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. Implementation

This policy and any subsequent revisions shall become effective upon approval date and signature of the HCSD Chief Operations Officer.

III. 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, with approval of HCSD Human Resources Administration.

B. 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 Chief Operations Officer.
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, special premium pay, and/or overtime paid as a result of a disaster, pandemic, 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.

C. Approval

All conversion requests must be approved by the HCSD Chief Operations Officer.

D. Effective Date

The effective date of the conversion will be the first of the month following the date approved by the HCSD Chief Operations Officer or other future date.

IV. Responsibilities

A. Human Resources Administration

1. To make the final determination as to whether or not a classified 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 Chief Operations Officer.

B. Lallie Kemp Medical Center 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 HCSD Human Resources Administration for approval by the HCSD Chief Operations Officer.
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.

V. Exceptions

Exceptions to this policy require the prior approval of the HCSD Chief Operations Officer.

Document Metadata

Document Name: 4553-21 - Conversion to Monthly
Unclass.doc

Policy Number: 4553

Original Location: /LSU Health/HCSD/4500 - Human
Resources

Created on: 11/20/2006

Published on: 09/20/2021

Last Review on: 09/17/2021

Next Review on: 09/17/2022

Effective on: 06/20/2019

Creator: Townsend, Kathy
HCSD Human Resources Director

Committee / Policy Team: Main Policy Team

Owner/SME: Townsend, Kathy
HCSD Human Resources Director

Manager: Townsend, Kathy
HCSD Human Resources Director

Author(s): Wicker, Claire M.
PROJECT COORDINATOR

Approver(s): Buie, Lanette
Chief Operations Officer
Townsend, Kathy
HCSD Human Resources Director

Publisher: Wicker, Claire M.
PROJECT COORDINATOR


Digital Signatures:

Currently Signed

Approver:
Townsend, Kathy
HCSD Human Resources Director


09/20/2021

Approver:
Buie, Lanette
Chief Operations Officer


09/20/2021