

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA
CONVERSION TO UNCLASSIFIED MONTHLY POSITION FROM
CLASSIFIED POSITION**

POLICY NUMBER: 4553-25

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.

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INQUIRIES TO: Human Resources
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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 to this policy shall become effective upon approval and signature of the HCSD Chief Executive Officer (CEO) or Designee.

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 Executive Officer or Designee.
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 Executive Officer or Designee.

D. Effective Date

The effective date of the conversion will be the first of the month following the date approved by the HCSD Chief Executive Officer or Designee.

IV. **RESPONSIBILITIES**

A. HCSD 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 Executive 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.
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

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

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