

#### **GUIDELINES FOR FORMS PROCESSING**

This set of guidelines describes the different types of human resources transactions and forms required for actions commonly used by the LSU AgCenter. To request authorization to create a position, fill a vacancy or change to a vacant position, complete a PER1A. For unclassified positions (title codes Nxxx), associates or positions at the assistant/associate professor rank that also has Baton Rouge campus funding, also complete the PER1B which is the job description. For Research Associates, you must complete the Research Associate Supplemental form. For appointments and other transactions affecting filled positions, submit a completed PER2 and any required supporting documentation per Supervisor's Packet Instructions.

Forms must be submitted in a timely manner. Position Advertisement & Selection Record with selected individual's application package should be sent to HRM to verify eligibility. After the background check has been completed and an offer is made and accepted, submit a completed Employment Packet Request form, then prepare and submit a PER2. Non-routine actions, such as appointments, promotions, and retirements, must be submitted in advance of the effective date (at least two weeks, if possible).

#### LIST OF TRANSACTIONS

The following is a partial list of transactions. A "C" behind a transaction indicates that the transaction only applies to classified positions. An "A" indicates the transaction only applies to academic positions. Transactions with no reference behind them can be used for both academic and classified positions. Frequently, more than one transaction will apply to a form. When completing a PER2, under "Nature of Action" check all transactions which apply. If you are uncertain of the correct transaction(s), select the one(s) that appear to best fit and fully explain the intent of the action in the "Remarks" section or in a separate note.

Additional Compensation

Add or Delete cross-charge to other unit/campus

Appointment - Job (C)

Appointment - Probational (C)
Appointment - Provisional (C)
Appointment - Reemployment (C)
Appointment - Retiree Reemployment

Appointment - Regular (A)
Appointment - Restricted (C)

Appointment - Temporary (A)

Change from Gratis to Paid Status (A)
Change From Part-Time to Full-time

Change in Percent Effort (A) Change in Source of Funds

Change in Standard Workweek (C)

Continuation (A)

Continuation of Detail to Special Duty Continuation of Job Appointment (C) Continuation of Leave Without Pay Demotion

Detail to Special Duty

Dismissal (C)

Increase in Local Funding

Leave Without Pay Merit Increase (C) Name Change

Other
Promotion
Reallocation (C)
Reassignment (C)
Resignation
Retirement

Return From Leave Without Pay Salary Increase (specify reason) (A) Termination of Detail to Special Duty

Transfer to/from Other Agency Transfer to/from Other Campus Transfer to/from Department

#### **INSTRUCTIONS FOR COMMONLY USED TRANSACTIONS**

The following are instructions for many of the most commonly used transactions. These instructions also include required supporting documentation. Remember that more than one transaction frequently applies to a personnel form. Some transactions (EZ) may be loaded directly into HRM from the unit. Each transaction listed below indicates if an EZ form is an option in place of the PER2.

#### Appointment - Regular (A) Probational/Provisional/Reemployment (C) (PER2)

This transaction is used for appointments to positions which have been advertised through the normal process. Do not use this transaction when the applicant selected is already an LSU System employee. Instead, use the transfer and promotion transactions as applicable.

#### Appointment – Temporary (A) Restricted (C) (PER2)

This transaction is used for appointments to positions which have *not* been advertised through the normal process and are for 180 days or less. Do not use this transaction when the applicant selected is already an LSU System employee. Instead, for academic, use the transfer and promotion transactions as applicable. Contact AgCenter HRM to discuss Restricted Appointment if selected applicant is currently an LSU System employee.

#### Change in Source of Funds (EZ/PER2)

A "change in source of funds" involves changing the account number(s) of a position or changing the charges between existing account numbers. The change may be to another account number within the same unit or to an account number in a different unit. Form and address the following items in the "Remarks" section as appropriate.

- If the action involves a change to state or federal funding, indicate in "Remarks" whether the change is temporary or permanent. (A permanent change is one which will affect the following fiscal year budget.)
- If the action involves an increase in state or federal funding, explain in "Remarks" the source of the additional state or federal funds.
- If an employee is being moved to a grant from state or federal funds in order to save the state or federal funds for departmental use, explain this in "Remarks."
- If a PER2/EZ Form is part of a package of offsetting forms, state in "Remarks" the other forms affected (e.g., "cross-reference with PER2/EZ forms for Jones, Johns, and Johnson").

If the change results in adding or deleting a cross-charge to another unit, check the appropriate block under "Nature of Action" and explain action in "Remarks."

#### Continuation (EZ/PER2)

Continuations extend an employee's appointment when there was an end date associated with the previous appointment. Check the total appointment to determine whether the employee is eligible for new benefits. (See Benefits Eligibility Chart at the end of this section.)

NOTE: If the continuation brings the total number of days over 180, it must be advertised and the current incumbent will have the opportunity to apply. Allow four to six weeks for this process.

#### Change in Percent Effort (EZ/PER2)

Use this transaction when the employee changes from or to part-time status. Check the total appointment to determine whether the employee is eligible for new benefits or whether the employee will lose benefits eligibility. (See Benefits Eligibility Chart at the end of this section.) Indicate whether the change is temporary or permanent and provide a reason in "Remarks."

#### **Detail to Special Duty (PER2)**

This transaction applies when an employee temporarily assumes the duties of a *different* position. Submit a PER2 and include a personnel action end date since this is a temporary transaction. Include an explanation/justification in "Remarks."

Details to special duty are not intended as a substitute for following normal recruiting practices and filling the position on a regular basis. Details to special duty are applicable when the employee has assumed all or most of the duties of the new position, not when the employee has only assumed parts of the new position. Civil Service places firm restrictions on the length of details to special duty.

#### **Increase in Local Funding** (EZ/PER2)

This transaction applies when local funds to a parish are increased resulting in salary increases for employees.

#### Leave Without Pay (EZ/PER2)

When an academic/unclassified employee is on leave without pay, regardless of how long, a PER2/EZ Form must be processed with a GI-1 insurance form completed and attached. The GI-1 form is for the employee's use in designating insurance coverage to be continued/dropped while in leave without pay status. A PER2/EZ Form must also be submitted to continue the leave without pay or to return the employee from leave without pay. Employees generally may not be placed on leave without pay for more than a year. A PER2/EZ Form involving leave without pay must include a personnel action end date.

The reason for leave without pay must be stated in the "Remarks" section of the PER2/EZ Form. The reason should also include a determination as to whether the leave without pay results from a job-related injury and whether it is covered by the FMLA (Family and Medical Leave Act). (Contact the AgCenter HRM Office if you need assistance in making these determinations.)

#### **Position Change (PER2)**

This transaction applies when the employee's position number changes.

#### **Promotion** (PER2)

A promotion occurs when an employee accepts a position at a higher academic rank or when a formal administrative title is added. Submit a completed PER2 to process a promotion. NOTE: Do not submit PER2's for regular July 1 promotions in faculty rank in the employee's same position. These are done automatically by the AgCenter HRM Office.

#### Resignation (EZ/PER2)

Whenever the services of an employee are terminated by voluntary resignation, the employee must submit a letter of resignation which includes the date of resignation and reason for resignation. The effective date given on the PER2 should be the "close of business" effective date. By mutual agreement between an employee and the unit head, an accepted resignation may be withdrawn and rescinded at any time prior to the effective date specified by the employee in the letter of resignation.

In any case where it is not possible to obtain a letter, indicate in the "Remarks" section of the PER2/EZ Form, "verbal resignation," along with a brief explanation of why the letter could not be obtained. Although verbal resignations may be accepted, units should make every effort to obtain written resignation letters which include a reason.

On the PER-2/EZ Form, provide the employee's actual last day worked. If the last day worked was not the same as the resignation date, state in the "Remarks" section the type of leave the employee was on from the last day worked until the date of resignation. If the last day worked is unknown, process the form without that information and provide it by telephone once it is known.

Generally, employees may not take their annual leave immediately preceding resignation if the intent is to circumvent the regulation which limits payment for annual leave to 300 hours. For that reason, annual leave taken immediately preceding resignation should not exceed the amount of annual leave the employee earns in one year.

Process the following forms for a resignation: PER2/EZ Form, Letter of Resignation, Retirement Refund (optional to employee). Send all remaining leave slips as soon as possible.

#### Retirement

Retirement eligibility requirements and related information are included in the "Schedule of Employee Benefits." To process a retirement, submit a completed PER2/EZ Form well in advance of the effective date. Submit all remaining leave slips shortly before or after the actual retirement date. Refer also to the instructions given in the employee's Retirement Packet.

#### **BENEFITS ELIGIBILITY CHART**

BENEFIT	LENGTH OF APOINTMENT REQUIRED FOR ELIGIBIITY	PERCENT EFFORT REQUIRED FOR ELIGIBILITY
Group Benefits	Greater than 120 days	75% or greater
Sunlife Disability Insurance	Greater than 120 days	75% or greater
CNA Accident Insurance	Greater than 120 days	75% or greater
Optional Insurances	Greater than 120 days	75% or greater
Leave Accrual	Over180 days of continuous service w/no break*	50% or greater
Retirement	See Retirement Flow Chart (attached)	See Retirement Flow Chart (attached)

THE PAGES FOLLOWING THE RETIREMENT FLOW CHART CONTAIN SAMPLES OF COMPLETED FORMS.

**USE YELLOW PAPER FOR PRINTING PER FORMS.** 

### GUIDELINES FOR DETERMINING RETIREMENT ENROLLMENT OR SOCIAL SECURITY COVERAGE - Appointments, Continuations, Changes in Percent Effort and/or

Changes in Visa Status require that you review this chart for each action. (If employee is transferring in (i.e., currently employed by another LSU campus or state agency), see Kathy to determine if same rules apply.)

STUDENT EMPLOYEES	S AND GRA	ADUATE	ASSISTANTS											
Is a student employee enrolled on a campus of the LSU System?	YES	- No retirem	nent or SS											
on a campus of the LSU System?	NO -	Does stude	ent employee have 10 or La. Retirement System?		YES - No retirem	ent or SS								
	more	e years in a i	La. Retirement System?		NO - Is student e F-1 or J-1 visa?	employee on	YES	5 - Is student employ sident alien for tax pu	ee consid	dered	YES - Co	vered by SS		
					F-1 or J-1 visa?		a re	sident allen for tax pl	urposes?		NO - No r	etirement or SS		
							NO	- Covered by SS						
NON-STUDENT EMPLO	YEES													
Transients														
Is employee retired from a La. retirement system?	YES* - Did em	mployee retii	ree on disability	YES - See	Kathy regarding "F	Return to Serv	vice" options.							
retirement system?	retirement?	, ,	•	NO - See	Kathy regarding "Re	eturn to Servi	ce" options.							
	NO - Does em	- Does employee have 10 or more years of ditable service in a La. Retirement system?			- Enroll in that syste		от органия							
	creditable serv			NO - Is employee o			YES - Is empl	ovee considered a	YES - 0	Covered by SS				
				visa?	, ,		resident alien	oyee considered a for tax	NO - N	lo retirement or SS	S			
							NO - Covered							
Classified														
Is employee retired from	YES* - Did em	mployee retii	ree on disability	YES - See	Kathy regarding "F	Return to Serv	vice" options.							
LASERS?* ret	retirement?			NO - See Kathy regarding "Return to Service" options.										
	NO - Is emplo	oyee	YES - Is employee on	YES	- No retirement or S	SS (if on regu	lar appt and is	50% effort or less, of	ffer LDCF	P)				
	retired from ai	nother t	YES - Is employee on Restricted or Job Appt other appointment for 50% effort or less?	or NO -	Is employee at leas	st age 55 but	YES - Does	employee have 5 o table service in TRSI	r more	YES - Choice of	f LASERS,	, TRSL (if never in La ORP a	and not TRSL retired), or SS	
	system?*		50% effort or less?	SS c	Is employee at leas than age 60 with 40 redit?	quarters of	years credi	table service in THSI	LY	NO - Choice of	LASERS o	or SS		
							NO - Is em	oloyee age 60 or	YES -	Does employee have lears creditable se or LSERS?	ave 5 or	YES - See "♥" below		
							older?		TRSL (	rears creditable se or LSERS?	ervice in	NO - Offer LASERS, other	wise no ret or SS	
									NO - D	loes employee have rears creditable se or LSERS?	ve 5 or	YES - See "★" below		
									TRSL	or LSERS?	ivice iii	NO - Enroll in LASERS		
			NO - Does employee	YES	- See "⊚" below. (E			ent - See "♠" below.)						
			NO - Does employee have 10 or more years creditable service in a retirement system?	-a.   NO - Rest   or otl	Is employee on ricted or Job Appt ner appt for 50% or less?	YES - Is er 1 or J-1 vis	mployee on F- a?	YES - Is employe resident alien for	ee consid tax purpo				pointment and is 50% effort or less,	
				effort	or less?			NO. O	00 ('f			tirement or SS		
						NO la am	playes at least					less, choice of SS or LDCP) of SS, LASERS or TRSL		
						age 55 but	ployee at least less than age quarters of SS	YES - Does emp more creditable y	ears in T	RSL?		of SS or LASERS		
						60 with 40 credit?	quarters of SS	NO - Is amployed	200	YES - Is			YES - Enroll in SS	
								NO - Is employee 60 or older?	age	employee on	resident	employee considered a alien for tax purposes?***	NO - No retirement or SS	
										employee on F-1 or J-1 visa?	NO - Do	es employee have 5 or more		
											creditabl	es employee have 5 or more le years in TRSL or LSERS?	NO - Choice of LASERS or SS SS	
										NO - Is	YES - Is	employee considered a	YES - Enroll in SS	
								1		employee on F-1 or J-1 visa?	resident	employee considered a alien for tax purposes?***	NO - No retirement or SS	
								1		visa?	NO - Do	es employee have 5 or	YES - See "★" below	
											more cre	es employee have 5 or editable years in TRSL or	NO - Enroll in LASERS	
											LOENO!			

## GUIDELINES FOR DETERMINING RETIREMENT ENROLLMENT OR SOCIAL SECURITY COVERAGE- Appointments, Continuations, Changes in Percent Effort and/or Changes in Visa Status require that you review this chart for each action. (If employee is transferring in (i.e., currently employed by another LSU campus or state agency), see Kathy to determine if same rules apply.)

Faculty, Other Acader	nic, & Unclassified							
Is employee retired from TRSL?*	YES* - Did employee participa TRSL OPTION 5 provision or	ate in TRSL DROP, disability retirement?**	/ES - See Kathy regarding "Rel	·	TRSL Disability retiree wil	ill lose disability benefits i	f re-employed in a position covered	by TRSL.
			NO - See Kathy regarding "Ret					
NOTE: Always check with	NO - Is employee retired from another La. retirement	YES - Is employee on	YES - No retirement or S	_				
Santa if this employee was	system?*	appointment for 2 years or less or for 50% effort or les	s? NO - Does employee have 5 or more years	YES - Does employee h	mployee have 5 or more YES - H		loyee ever been a La. ORP?	YES - Choice of ORP, LASERS or LSERS
Santa if this employee was previously covered by the U.S. Civil Service Retirement			creditable service in	NO - Does employee have 5 or more years creditable service in LSERS, but not retired from LSERS?				NO - Choice of TRSL, ORP, LASERS or LSERS
System and is being appointed			LASERS, but not			NO - Has emplo	yee ever been a member	YES - Choice of ORP or LASERS
System and is being appointed by LCES.			retired from LASERS?			of the La. ORP?	•	NO - Choice of TRSL, ORP or LASERS
				NO - Does employee ha	ve 5 or more	YES - Has emp	loyee ever been a	YES - Choice of ORP or LSERS
				years creditable service	in LSERS, but	member of the l	La. ORP?	NO - Choice of TRSL, ORP or LSERS
				not retired from EGETTO	•	NO - Has emplo	yee ever been a member	YES - Enroll in ORP
						of the La. ORP?	?	NO - Choice of TRSL or ORP
		NO - Does employee have	YES - See "●" below. (EX	CEPTION: Dual Employm	ent - see "♠" below.	.)		
		10 or more years of creditable service in a La.	NO - Is employee on	YES - Is employee on	YES - Is employ resident alien for	ee considered a	YES - Choice of LDCP o	r SS
		retirement system?	appointment for 2 years or less or for 50% effort	F-1 or J-1 visa?	resident alien for purposes?***	r tax	NO - No retirement or SS	S
		,	or less?		NO - Choice of C	ORP, LDCP or SS	(If currently participating in	
				NO - Is employee on	YES - Is employ	ee considered a	YES - Choice of LDCP o	•
				F-1 or J-1 visa?	resident alien for	r tax		
					purposes?***		NO - No retirement or SS	3
					NO - Does empl	oyee have 5 or	YES - Has employee eve	er YES - Choice of ORP or LASERS/LSERS
					more years cred LASERS or LSE retired from LAS	itable service in RS, but not ERS or LSERS?	participated in La. ORP	NO - Choice of TRSL, ORP or LASERS/LSERS
							NO - Has employee eve participated in La. ORP	r YES - Enroll in ORP NO - Choice of TRSL or ORP

**DEFINITIONS: LASERS** = Louisiana State Employees' Retirement System; **LSERS** = Louisiana School Employees' Retirement System; **TRSL** = Teachers' Retirement System of Louisiana; **ORP** = Optional Retirement Plan; **LDCP** = Louisiana Deferred Compensation Plan; **SS** = Social Security.

\*Re-employed retirees of TRSL are not eligible for enrollment in TRSL and re-employed retirees of LASERS are not eligible for enrollment in LASERS nor do they have to pay Social Security. (See exceptions noted in \*\* below). Earnings will be limited unless the employee chooses to suspend his/her retirement benefit. (Limitations are determined by the system from which retired.) Earnings will not be limited for a retiree of LASERS who is employed in a position covered by TRSL (must enroll in TRSL). Earnings will not be limited for a retiree of TRSL employed in a position covered by LASERS (must enroll in LASERS).

\*\*When a TRSL DROP retiree or TRSL Option 5 retiree is re-employed, the following applies: 1) if employment has been terminated for less than 24 months, retiree may choose to suspend benefit and earn any amount or continue benefit and earn up to 50% of benefit. Contributions must again be made to TRSL; 3) If retiree had 30 years of service, he/she needs to be out of service only 12 months with the option to suspend benefit and earn any amount or continue benefit and earn up to 50% of benefit. (*This does not apply to a LASERS DROP retiree*.)

Disability Retirees: 1) TRSL Disability Retiree - if employed in a position covered by TRSL, disability benefits will cease (has earnings limit.

\*\*\*The following lists when an individual on an F or J visa is considered a "Resident Alien for tax purposes:"

- An employee on an F-1 or J-1 Student visa in the US for more than 5 calendar years (including part years) and at least 183 days in the sixth year.
- An employee on a J-1 Non-student visa who is present in the US more than 2 calendar years (including part years) and at least 183 days in the third year.
- ▼ YES Offer LASERS, TRSL (if at least 5 years credit, never in the La. ORP and not a TRSL retiree), or LSERS (if at least 5 years credit), otherwise no retirement or SS.
- \* YES Choice of LASERS, TRSL (if at least 5 years credit, never in the La. ORP and not a TRSL retiree), or LSERS (if at least 5 years credit)
- If temporary (2yrs or less) or part-time (50% effort or less), must continue in current system. If >2 yrs & >50% effort, has choice of current system or LASERS and if age 60 or old, also has choice of SS.
- If temporary (2yrs or less) or part-time (50% effort or less), must continue in current system. If >2 yrs & >50% effort, has choice of current system, TRSL (if never participated in La. ORP) or ORP.
- YES Choice of LASERS, SS, TRSL (if at least 5 years credit, never in the La. ORP and not a TRSL retiree), or LSERS (if at least 5 years credit)
- - Dual Employment If an individual is employed by two agencies covered by different retirement systems, that employee is required to be a contributing member of both systems. However, if that employee will be in a temporary and/or part-time position requiring social security coverage, but that employee has 10 or more years of credit in the other agency's retirement system, the employee is required to participate in the other agency's system in lieu of social security.

Note: If appointed less than 51% and later increased to 51% or greater, 2 year eligibility rule begins with the change date, not with the date of original appointment.

HRM	Log#.	

### **PERSONNEL ACTION FORM 1A**

This box to be	completed by ALL ui	<u>ts</u>				
				<b>ppointment</b> ass. Regular (>180 days)		Type Action ate New Position
[].	nter [X] La on Rouge [ ]La. [ ] Coll	ege of Ag	[ ] Acad./Unc t. [ ] Classified [ ] Classified [ ] Classified [ ] Master Pos	lass. Temp (<181 days) Permanent/Probational Job Appointment Restricted Appointment sn. Description	[ ]Fill [ ]Upc [ ]Cla: [ ]Add	Vacancy date Position ssified Reallocation d Admin. Duties
POSITION	NUMBER .		Resignation	[ ] PREVIOUS INCUME Itr received: [ ] Yes	INO Effective	date:
			SOUTHWEST REC	GION . Unit Cod	le (1st 5 digits) <u>.</u>	965-61 .
	AND PERCENT EFF rent Data: Job Ti			titles for academic/a Proposed Data		sified positions.) % Effort
2) .	SEARCH ASSOCIAT			<u>.</u>		<u> </u>
3) <u>.</u>		·	<u>•</u>	·		<del>·</del> · <del>·</del>
PROPOSED I	EFFECTIVE DATE $\underline{.}$	04/01/2006	<u>.</u>			
<u>Portion below</u> Parish Chair	to be completed by a 'Signature require	<u>II EXCEPT for parish</u> d for parish class	classified positions		. Date	e <u>.                                     </u>
ACTION END D	ATE <u>. 01/30/2007</u>	FUNDS END [	DATE . 08/31/200	. TEMPORARY A	ACTION END DATE .	
		Complete these for	our sections for Acad	lemic/Unclassified posi	tions only	
		-			-	
	<b>D SALARY RANGE</b> \$23,700 .	[ ]Non-Exem	•	SOURCE OF (Check all that [x] State General Fundamental	it apply. <b>)</b> nd []Federal	TYPE UNCLASSIFIED POSITION
Midpoint <u>.</u>	\$29,250 .	[ ]Exempt-Ex		[X] Grant or Contract [ ]Auxiliary		[X]Teaching [ ]Admin. Officer
Maximum <u>.</u>	\$36,600 .	[X] Exempt-Pr	rofessional	[ ] Approp. Unrest. S	elf Generated	[ ] Professional
BUDGETARY I	NFORMATION: Positi	ion in Operating Bud	get (state or federal)?	[X]YES [ ]NO	PAY Fisca	BASIS From To
Financial		Obj Code/	Current	Propose		demic [ ] [ ]
Approval	Account Number	Project	Annual Sa	lary Annual S		od of Appt. [ ] [ ] er [ ] [ ]
	. 965-61-0100	. 1110 .	. 25,900 .	<u> </u>		<u> </u>
	. 965-61-6104	. 1110 .	<u>. 5,000 .</u>	<u> </u>	-	RCENT EFFORT
	<u>•</u>	<u>.</u>	· ·	<u> </u>	_ From	<u>. 100 .</u> To <u></u>
	•	<u>·</u>	<u>·</u>	<u>·                                      </u>	CI ASSIEIED	POSITION ONLY
	·	 Totals:	. 30,000	·	CLASSII ILD	From To
REMARKS:	STATE FUNDS	<u> </u>	JONES (POSN	<del></del>	Workwe Monthl	eek <u></u> y Rate <u></u>
SF-3 Current F	Review Date: <u>.                                    </u>	<u>.</u>			Hourly	Rate <u></u> <u></u>
SIGNATURES:	For academic/appoir	nted/unclassified pos	sitions, signatures als	o certify recommendation	on that the position be	e unclassified as meeting the
				Constitution and Civil S		_
Unit Head		· .	 Date	Vice Chancellor		<u>.</u> Date
Dean/Director		•	Date .	Chancellor		Date

# Louisiana State University Agricultural Center PERSONNEL ACTION FORM 1B

CAMPUS <u>.    </u>	LSU Agricultural Center	UNIT CODE <u>.</u>	965-61 .	POSITION NUMBER	<u>,</u>
researchers, uncla completed when o	n this page must be completed onlessified positions (i.e., title codes Nine of these positions is being create is vacant and is being filled, unless the	xxx), and academic admir d or when it is necessary to	istrative positions (e.g. o update the job duties.	., department heads, directors). This information does not have	This information must be to be completed when one
PERCENT TIN	ME DUTIES AND RE	ESPONSIBILITIES (	Please be specifi	c.)	
100%	(Duplicate fron	n Position Vacancy	Announcement	)	
POSITION RE	PORTS TO: . Marga	ret Martin <b>Name</b>	·	. Associate Pr	ofessor .
POSITION SU	JPERVISES: . 3	student worker Titles of Emplo	s oyees Supervised and	Number Supervised	•
MINIMUM QU	ALIFICATION REQUIREM	ENTS:			
(Duplicate	e from Position Vacancy A	nnouncement)			
ADDITIONAL	REQUIREMENTS DESIRE	ED:			
FOR SYSTEM ASSIGNED S	<u>1 USE ONLY</u> : YSTEM TITLE(S)				
			TC#_		
			TC#_		
			TC#_		
APPROVED I	BY:				
	System Director of Human Re (for Preside			Date	

SUPPLEMENTAL JOB DESCRIPTION QUESTIONNAIRE FOR RESEARCH ASSOCIATE POSITIONS
Describe any physical demands, unfavorable working conditions, or hazards associated with this position. How frequently and when do these occur? Please be specific.
Check the category which best describes the role this position plays in managing resources (e.g., equipment, supplies, budgets) for the relevant program of work. State your reasons in the blank space provided.
<ul> <li>[ ] Has limited responsibility for resources</li> <li>[ ] Has overall responsibility for routine supplies and equipment and day to day resource management within a faculty members' program of work.</li> <li>[ ] (1) Independently manages the supplies and equipment for a subunit or other independent program within a department/station OR (2) manages the budget, supplies and equipment in a faculty member's overall program of work which involves diverse funds, supplies and equipment.</li> <li>[ ] Manages the budget and has responsibility for equipment and supplies for a subunit of a department/station.</li> </ul>
List the types of equipment (field and laboratory) operated. Under "Purpose" indicate whether the position is responsible for maintaining and repairing this equipment. Also indicate whether this position is responsible for programming, calibrating or adjusting the equipment.  Frequency Operated  Type Equipment (daily, weekly, etc) Purpose
Check the category which best describes the scope of the position in terms of its potential impact on the project/program/unit/organization. State your reasons in the blank space provided.
<ul> <li>[ ] The primary function is to provide support for a single project within a faculty member's total program of work (e.g., a research project funded by a grant).</li> <li>[ ] The primary function is to provide support for a single faculty member's total program of work.</li> <li>[ ] The primary function is to provide support for all or most programs in a department/station.</li> <li>[ ] The primary function is to provide support for the programs of multiple departments/stations.</li> </ul>
Check the category which best describes the level of independence of this position in terms of the degree to which technical supervision is received and/or available. State your reasons in the blank space provided.
<ul> <li>[ ] General supervision is received for routine duties; daily supervision and/or detailed training for complex duties.</li> <li>[ ] Minimal supervision is received for routine and complex duties.</li> <li>[ ] This position functions independently all or most of the time and requires independent decision-making and judgment to complete tasks.</li> </ul>

UNIT

Complete the "Supervisory Elements" chart if this position supervises one or more full-time, regular employees.

Ag Center Human Resource Management Office - 10/99

POSITION NUMBER \_\_\_\_\_

UNIT	POSITION NUMBER
UNII _	_ POSITION NUMBER

If this position supervises other employees, complete the following chart by listing the persons supervised along with their titles, checking the supervisory functions performed for each employee, and check the type supervision exercised over each employee. If desired, use the "Comments" section to provide any additional information which might be helpful.

				Superv Funct	visory tions			Тур	e Supervi	sion	
Name	Title	1	2	3	4	5	6	Full <sup>1</sup>	Proj. <sup>2</sup>	Func.	Comments

<u>NOTE</u>: When listing student and transient employees, instead of specifying names, provide the total number being supervised and the typical number of hours worked per week. Separate listings can be used if necessary to properly convey major fluctuations in supervisory responsibility during the year.

<u>Supervisory Functions</u>: 1 = hires; 2 = determines work assignments; 3 = reviews and approves work; 4 = evaluates performance; 5 = trains staff; 6 = approves leave

<u>Type Supervision</u>: <sup>1</sup>Full - Serves as primary supervisor of the employee and provides overall supervision

<sup>2</sup>Project - Serves as supervisor of the employee when the employee is working on a certain research project

<sup>3</sup>Functional - Serves as supervisor of the employee when the employee is performing a certain function (e.g., operating

particular type of equipment)

	University Agricultural Cente ACTION FORM 2	er	[ ] Appointment		Academic	HRM Log# HRM Trans	
	] LSU AgCenter [ ] LSU - ] Other .		[X] Other		Unclassified	HRM Form#	· · ·
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Initials

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Initials

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Louisiana State University Agricultural Center

Initials

PERSONNEL A	Iniversity Agricultural Cente CTION FORM 2	<del>-</del> 1	[X] <b>A</b> pp	pointment	[X] Academic	HRM Log#
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Initials

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[ ] Appt - Job (C		Change Standard Workw		ame Change		CampusDept.
[ ] Appt - Probat	. ,	<ul><li>Continuation (A)</li><li>Continuation Temp to Re</li></ul>		romotion eallocation (C)	[ ] Transfer	out to other:  Campus Dept.
[ ] Appt - Reemp		Cont of Detail to Spec D	• ' '	eassignment (C)	Other - li	
		Cont of Job Appt (C)	[X] Re	esignation		
[ ] Appt - Regula	-	Cont of Leave Without F	•	etirement	t D	
[ ] Appt - Restric		Demotion Detail to Special Duty		eturn from Leave With alary Increase - list rea	-	
		] Dismissal (C)		-		
[ ] Change Paid	to Gratis Status (A) [	] Increase in Local Funding	g (A) [ ] Te	ermination - Non-renew	val appt	
		FROM			<u>O</u> (Complete only if chan	nging
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	. LA. AGRICULTUR		<del></del>	•		
Unit/Region	. VETERINARY SCI			•		
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Louisiana State University Agricultural Center

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