

NOTE: Violation of these policy standards may result in a formal investigation and required corrective action.

This policy standard applies to the classified WAE Appointment per [Civil Service Rule 23.6](#). The intent of this rule is to provide flexibility to agencies when using classified WAE appointments as needed for anticipated work hours that will not exceed 1245 hours in a 12 month period.

Included are the following policy standards:

1. Appointment Policy Standards
2. Classification Policy Standards
3. Pay Policy Standards

1. Appointment Policy Standards

- Civil Service [Rule 23.6\(a\)](#) states only three (3) reasons for the use of a classified WAE appointment:
 - a. to address filling the position in a regular manner,
 - b. to address an emergency, or
 - c. to address a work overload situation.

Justification shall be maintained at the agency in the form of a [Classified WAE Position Description](#), with appointing authority signature, explaining the need for use of a classified WAE appointment. For additional information on documentation requirements, please see [Job Aids and Resources: Required Documentation for Classified WAE Positions](#).

- All classified WAE appointees must meet Minimum Qualifications for the job, however, a test score is not required.
- If a Department Preferred Reemployment List (DPRL) exists for the agency, each classified WAE appointment shall be offered to the first person on the list, per Civil Service [Rule 17.25](#). If the employee declines this temporary appointment, his name shall remain on the DPRL. Each subsequent person on the DPRL is offered the appointment until one accepts. If no one accepts the appointment, the agency is then authorized to hire someone who is not on the DPRL.
- It is the policy of the State Civil Service Director that agencies use form [Statement of Agreement and Understanding – Employment in a Non-Permanent WAE Position](#) for all WAE appointments. This document provides clarity and information to the employee on his type of appointment.

The following shall be required:

- a. The Statement of Agreement and Understanding shall be completed upon initial appointment of a Classified WAE appointment.

- b. The form shall be retained in the employee's personnel file.
- The classified WAE appointment **shall not exceed 1245 hours** worked in a 12 month period.
 - a. The number of hours (1245) and the 12 month period follow the individual employee regardless of the agency in which employed.
 - b. The 12 month period begins upon the appointment date and continues for the following 12 month period.
 - c. A new set of hours (1245) shall not be established until the employee is eligible for a new 12 month period.
- When the WAE appointment exists for 1245 hours or less and the agency has a need to establish a subsequent 1245 hour, 12 month appointment, the agency may, by its own authority, establish a subsequent 1245 hour, 12 month classified WAE appointment. This may be filled by a new employee or the reappointment of a current Classified WAE appointment.
- Agencies must monitor employee hours worked to ensure compliance with the 1245 hours in a 12 month period. When the need arises to verify the hours worked by an employee in a Classified WAE at another agency, agencies may utilize the [Certification of Classified WAE Hours Worked](#) form.
- When the employee is nearing the 1245 hours in a 12 month period and the agency determines that the work cannot be completed in the allotted 1245 hours, the agency may request, for rational business reasons, approval from the Civil Service Commission to exceed the 1245 hours within the already established 12 month period. The agency must submit the [Classified WAE Request to Exceed 1245 Hours](#) form to the Compensation Division in advance of the expiration of the 1245 hours for consideration at the next available Civil Service Commission meeting. **Failure to comply with the time limitations may have unintended consequences such as termination of the appointment without any further approval to exceed 1245 hours.**

For an example of this scenario, please see example #3 on the [Classified WAE Flowchart](#).

- When approval has been granted to exceed 1245 hours in a 12 month period and the agency determines the need to establish a subsequent 1245 hour, 12 month period to be filled by the **same employee in the same job title with the same duties**, the agency must request approval from the Commission using the [Classified WAE Request to Reappoint Incumbent When 1245 Hours Was Exceeded](#) form prior to reappoint. This request must be submitted to the Compensation Division for preparation for the Commission meeting.

For an example of this scenario, please see example #4 on the [Classified WAE Flowchart](#).

NOTE: If the 12 month period is not subsequent, a break of service of at least 60 days is required to reappoint the same employee in the same job title with the same duties without SCS Commission approval.

- Upon approval by the Civil Service Commission, the agency shall maintain approval information in the employee's personnel file for audit purposes.

2. Classification Policy Standards

- To establish a Classified WAE position or update an existing WAE position, agencies are required to complete the [Classified WAE Position Description](#).

Additional instruction is provided in [Chapter 5, Job Aids & Resources: Position Allocations](#).

- Non-delegated job titles must be allocated by SCS Compensation and all delegated job titles should be sent to SCS Compensation within 30 days of action. These will be reviewed to ensure equity among job duties.
- Classified WAE positions shall not participate in a Career Progression Group (CPG).
- Classified WAE positions shall not be allocated to Dual Career Ladder (DCL) job titles.
- Classified WAE positions shall not be reallocated - up, down, or laterally.
- Classified WAE positions should typically be allocated to non-supervisory job titles. Supervisory and above job titles will be allocated on a case by case basis by the Compensation Division. Please contact your Compensation consultant under special circumstances.

3. Pay Policy Standards

- The rate of pay for a Classified WAE must be in accordance with Civil Service [Rule 6.5\(d\)](#).
- The pay of a Classified WAE can only be adjusted at the time of the appointment or reappointment. However, an appointing authority may request approval for exceptions to Civil Service Rule 6.5(d) from the SCS Commission under special circumstances.
- Classified WAEs are not eligible for performance adjustments.
- Classified WAEs are not eligible for Special Entrance Rates (SERs) upon hire or SER adjustments.
- Classified WAEs may receive the following pay mechanisms in accordance with agency or SCS Commission approved policies:
 - a. Premium Pay
 - b. Shift Differential
 - c. On-Call Pay
 - d. Rewards & Recognition

For additional information regarding pay for a Classified WAE appointment, please refer to [Job Aids and Resources: FAQs – Paying the Classified WAE](#) or contact the SCS Compensation Division, 225-342-8083.