



Policy # 53041

USE OF WHILE ACTUALLY EMPLOYED (WAE) APPOINTMENTS

Original Effective Date: October 18, 2002

Reviewed Date: March 25, 2021

Responsible Office: Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To comply with the Department of Civil Service Rules governing WAE Appointments.

II. STATEMENT OF POLICIES

A classified WAE is a temporary appointment used to fill a position in the classified service for a limited duration. The appointing authority, University President, may use the classified WAE appointment for a period not to exceed 1245 hours in a 12-month period. For rational business reasons, the hours may exceed 1245 hours within the 12-month period, but only if granted by the Commission. The WAE Classified Position Description must be approved before the position is filled. This type of appointment shall only be made when it is not possible or appropriate to use a job appointment or probational appointment. This rule allows the Director to establish policy standards for the use of classified WAE appointments.

This rule allows the Commission or the Director to cancel classified WAE appointments at any time or remove the agency's authority to make classified WAE appointments. The vacancy does not have to be posted. Neither a certificate nor a test score is required. However, appointees must meet the minimum qualifications for the job. The classified WAE is also subject to certain layoff related actions.

A. Rule 23.6(a) states only three (3) reasons for the use of a classified WAE

Appointment:

1. To address filling the position in a regular manner,
2. To address an emergency, or
3. To address a work overload situation.

A written statement justifying the reason (1-3) for the WAE appointment shall be recorded in the "Remarks" section of the Personnel Action Form. The Application shall be reviewed and submitted as documentation.

B. The appointing authority may set the pay of the team member at any rate in the range.