



When an employee is appointed to a classified WAE position, agencies will need to maintain documentation of the following for SCS Compliance and Audit purposes:

- Department Preferred Reemployment List (DPRL) check (*if applicable*)
- Appointing Authority approval
- Certification of compliance
- Minimum qualifications determination (*application needed*)
- Statement of Agreement and Understanding – Employment in a Non-Permanent Appointment Form
- SCS Commission approval, if applicable due to exceeding hours limit

If an employee is reappointed to a new 12-month period to the **same or different** classified WAE position number with the **same** job title as the previous 12-month appointment, agencies will need to maintain documentation of the following for SCS Compliance and Audit purposes:

- Department Preferred Reemployment List (DPRL) check (*if applicable*)
- Appointing Authority approval
- Certification of compliance
- Minimum qualifications determination (application needed – can be new application or application from original appointment)
- A new Statement of Agreement and Understanding – Employment in a Non-Permanent Appointment Form and job application is not required; however, agencies should maintain the original Statement of Agreement, application and qualifying information for auditing purposes.
- Justification for temporary appointment in the form of the Classified WAE Position Description

If an employee is appointed to a new 12-month period in a **different** classified WAE position number with a **different** job title than the previous 12-month appointment, agencies will need to maintain documentation of the following for SCS Compliance and Audit purposes:

- Department Preferred Reemployment List (DPRL) check (*if applicable*)
- Appointing Authority approval
- Certification of compliance
- New minimum qualifications determination (application needed)
- Statement of Agreement and Understanding – Employment in a Non-Permanent Appointment Form is not required; however, agencies should maintain the original Statement of Agreement for auditing purposes.
- Justification for temporary appointment in the form of the Classified WAE Position Description
- SCS Commission approval, if applicable due to exceeding hours limit