

Q: Why was the Classified WAE appointment created?

A: The concept of the Classified WAE appointment was created out of State Civil Service's effort to ensure the "duties" of a position was the core focus for determining whether a position should be exempted from the classified service. Over time the focus began to be placed on whether the nature of the position was temporary or permanent, rather than duties. As a result, the number of requests to exempt positions from the classified service increased over 69% in the last 3 years. As extensions for unclassified authority have been reviewed, it has become apparent that the duties of many unclassified WAE's fit the scope of the classified system. The Classified WAE was created to replace the previous "Restricted Appointment" in an effort to provide consistency among classified and unclassified temporary positions. As a result, agencies now have greater flexibility to manage their temporary workforce under delegated classification authority. No longer will agencies have to request permission for unclassified authority, as the state's classification plan can accommodate a number of duties for temporary positions. Further, limiting an appointee to 1245 hours of work keeps the position temporary. If provided with adequate justification, the Commission can extend the hours beyond 1245 in a 12 month period, a process that places transparency on the state's temporary workforce.

Q: Do I need a Classified WAE or a Unclassified 4.1(d)1?

A: When an agency establishes the need for a temporary appointment the HR office must first look at the duties. If the duties performed fit into the classified service then the agency should establish a Classified WAE. If the duties performed do not fit into the classified service an exemption from the classified service under 4.1(d)1 may be requested from the Civil Service Director.

Q: How do I convert a 4.1(d)1 to a Classified WAE?

A: At the time of expiration, or sooner, a Classified WAE Position Description should be completed if it is determined that the duties are classified. If not, the agency should complete the Request for an Exemption from the Classified Service Form.

Q: The duties are classified but the employee does not meet the minimum qualifications of the recommended job title. What do I do?

A: Please contact your SCS Compensation Consultant for guidance. These will be handled on a case by case basis in conjunction with the SCS Director.

Q: The duties are classified but the salary is over the max of the range of the recommended job title. What do I do?

A: Please contact your SCS Compensation Consultant for guidance. These will be handled on a case by case basis in conjunction with the SCS Director.

Q: How do I establish a 4.1(d)1?

A: The agency should complete the Exemption from the Classified Service Request Form and send it to SCS Compensation.

Q: If we are transitioning a position from 4.1(d)1 authority to a Classified WAE, can we use the same position number?

A: Yes. Please ensure that the position attributes are correct for the new appointment type. Even though a position number already exists, the Classified WAE position description form must still be completed.

Q: For all of our unclassified positions that have ongoing authority, do we need to submit these to SCS due to the new appointment types?

A: At this time, any positions with ongoing authority may continue to work under that approval. SCS will be contacting agencies that have ongoing authority in the near future.

Q: Does my Unclassified 4.1(d)1 position expire?

A: Unclassified 4.1(d)1 positions are typically granted authority for 12 months. The authority to fill that position expires at the end of that one year. In addition, an incumbent can only work 1245 hours in the 12 month period.

Q: Can my current 4.1(d)1 positions work more than 1245 hours?

A: Yes. Current 4.1(d)1 positions can continue to work as approved until their expiration date.