

General Employment Information

This policy contains general information about employment in SSD. For more specific information, please contact your Human Resources Office.

Payday

State of Louisiana employees are paid bi-weekly (every other Friday), through the statewide payroll system.

Employees are paid through direct deposit, unless an exception has been granted by the Office of State Uniform Payroll (OSUP), and may view their remuneration statements in LEO (Louisiana Employee's Online). LEO may be accessed at <https://leo.louisiana.gov>. Details and brochures are available in the Human Resources Office.

For year-round employees, each paycheck includes fourteen calendar days, or two regular work-weeks.

The annual contract amount for teachers and paraeducators at LSDVI is divided evenly over 26 pay periods, from the beginning of the school year.

Nine month classified employees and ten month unclassified employees at LSDVI are on leave without pay during the summer months.

Updating or Changing Personal Information

In order to ensure deposit of paychecks and delivery of tax forms, benefits notifications, and other information, employees must maintain appropriate bank and address information in the payroll system.

Employees may change their personal information, such as their address, or banking information, through LEO. LEO is available at all times, with limited interruptions for maintenance and payroll processing. Employees may also update or change information through the Human Resources Office.

Civil Service System

All SSD employees are state employees, and are either in the classified or unclassified state service. The classified service is governed by the Civil Service Article in the Louisiana Constitution, and Civil Service Rules, approved by the State Civil Service Commission.

Classified Appointments may be:

- Probationary
 - All classified employees, except those who transfer from other state agencies with permanent status, serve a probationary period of at least six months, and no more than

twenty-four months. Even employees who have permanent status at another state agency may be hired at SSD without permanent status and be required to serve a probationary period. SSD requires a probationary period of 18 months, which may be extended up to an additional six months if an employee's performance does not warrant granting permanent status after 18 months. Exceptions may be made by the SSD Superintendent. During the probationary period, an employee may be separated without cause. A classified employee gains permanent status only upon the recommendation of the employing School or Division, and the Appointing Authority's approval.

- Permanent
 - Only permanent employees, who have satisfactorily served a probationary period, have property rights in their jobs.
- Job Appointment
 - Job appointments are intended to fill full-time positions temporarily, such as for a temporarily-funded grant, and may be ended by the appointing authority at any time.
- Classified WAE
 - These appointments are intended to fill a temporary or intermittent need. WAE employees may not work more than 1245 hours during a 12 month period. The appointing authority may end a classified WAE appointment at any time.
 - These employees are paid only for hours worked (not for holidays or closures), do not earn leave, and are not eligible for benefits, including health insurance.

Unclassified Appointments include:

- Teachers
- Paraeducators
- Student Employees
 - 'Bona Fide Student' means a person enrolled in an accredited high school, college or university in the State, or a person enrolled in a State-operated technical college, in a sufficient number of courses and classes in such institution to be classified as a full-time regular student under the criteria used by the institution in which he is enrolled; or a person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 102(b) of the Higher Education Act of 1965, as amended. Less than full time students may be considered for employment as bona fide student employees only for work performed under the Federal Work-Study Program. A bona fide student shall retain his status during breaks, which occur in the course of or between sessions, including summer breaks.
 - Students under 18 must have a valid employment permit.
 - Students must re-certify student status at the beginning of each semester
 - **STUDENTS MUST NOTIFY HUMAN RESOURCES IF THEIR STATUS CHANGES DURING THE SEMESTER**
 - Student employees are paid only for hours worked (not for holidays or closures), do not earn leave, and are not eligible for benefits, including health insurance.
 - Student employment may be terminated by the appointing authority at any time.
- Regular, Temporary, or Part-time Unclassified Employees, who are in professional or administrative officer positions, or positions that have been placed in the unclassified service by the State Civil Service Director or the State Civil Service Commission