

LIAISON MEMORANDUM NUMBER 16-14

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Re: Part-Time Employees

Date: May 26, 2016

When determining whether an employee should be enrolled in LASERS, it is important to realize that the Civil Service job classifications and LASERS eligibility rules are different. The definition of a part-time employee for LASERS is any employee whose normal planned working schedule is 20 hours or less per week.

For new employees with a hire date of January 1, 2016, or later, LASERS will strictly apply this definition of part-time across all facets of retirement, which includes enrollment, service credit, and final average compensation. Therefore, any employee who has a normal planned working schedule of greater than 20 hours per week and the intended duration of their position is greater than two years, regardless of the Civil Service classifications, will be considered full time. These members should be enrolled in LASERS as full-time employees who work less than one hundred percent effort.

For more information regarding enrollment for part-time, intermittent, temporary, emergency, or job appointments, please refer to agency liaison memorandum numbers 11-14 and 13-16, located under [Employer Publications](#) on the LASERS website. For details about employees with a hire date prior to January 1, 2016, please inquire through [Ask LASERS](#).

Questions about enrollment should be addressed to the Member Services Division at 225.922.0600 in the Baton Rouge area or 800.256.3000 toll free, statewide. You may also send inquiries through [Ask LASERS](#).

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