

## LIAISON MEMORANDUM

### NUMBER 13-16

**To:** Agency Liaison Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** Enrollment in LASERS for Part-Time, Intermittent, Temporary,  
Emergency, WAE, and Job Appointment Employees

**Date:** July 24, 2013

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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. Eligibility for LASERS is typically not available to part-time, intermittent, temporary, emergency, work-as-needed (WAE), and job appointment employees.

However, if a position is not part-time and its intended duration is greater than two years, regardless of the Civil Service classifications, these employees must be enrolled in LASERS.\* The two year duration should be based on the agency's expectation for keeping the position, not necessarily the individual employee. For example, if you are filling a position with an employee you doubt will stay with the agency for more than six months, but you expect to need someone in that slot for at least two years, the employee should be enrolled in LASERS.

In examining whether the duration of employment is expected to exceed two years, consider whether employment extensions are routine. For example, in an academic setting, if similarly situated employees received bona fide offers to renew their contracts an average of 80 percent of the time during the last two academic or calendar years, the duration of employment should be considered more than two years and the employee enrolled.

If an employee's normal working schedule is greater than 20 hours per week, that employee is not considered part-time for retirement eligibility purposes and should be enrolled in LASERS.

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An employee with at least 10 years of service credit in LASERS should be enrolled even if currently employed on a part-time basis or considered intermittent, temporary, emergency, WAE, or on a job appointment.

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*\*Employees who are unclassified, temporary seasonal income tax rush employees, and unclassified work-as-needed (WAE) employees at the Department of Revenue, excluding the Louisiana Tax Commission, should not be enrolled in LASERS.*