

LIAISON MEMORANDUM NUMBER 11-14

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

RE: LASERS Eligibility for Part-Time, Intermittent, Temporary, Emergency,
and Job Appointment Employees

Date: April 21, 2011

Generally, an employee classified as part-time, intermittent, temporary, emergency, or a job appointment for civil services purposes is not eligible for membership in LASERS. However, there are two exceptions to this rule.

The first exception occurs if the intended duration of employment is **greater than two years** and the employee's normal working schedule is **greater than 20 hours per week**. Such an employee must be enrolled in LASERS.

Possible employment extensions may be considered in determining whether the duration of employment will exceed two years. 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. Also, if the employee has a history of contract extensions in their current position that history should be considered when determining whether or not an employee should be enrolled.

The second exception occurs if the employee has ten or more years of service credit in LASERS. An employee should be enrolled in LASERS even if they are part-time (20 hours or less per week), intermittent, temporary, emergency, or on a job appointment if they have such credit.

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.

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