

Title 4
ADMINISTRATION
Part V. Policy and Procedure Memoranda
Chapter 7. Request for New or Substitute Positions C PPM Number 33

§701. Purpose

A. It is the purpose and intent of this memorandum to incorporate a revised form, BA-8, 10/76.

B. This revised form, BA-8, 10/76, will be used, without exception, to request authorization for any new position not authorized in the executive budget and also to request authorization for any substitution of previously approved positions on the personnel position control.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:7.

HISTORICAL NOTE: Adopted by the Office of the Governor, Division of Administration, February 21, 1969, promulgated LR 1:97 (February 1975), amended LR 12:229 (April 1986).

§703. Instructions

A. In utilizing the revised Form BA-8, 10/76, a request for new positions will be executed as follows:

Column 1. Classification or Title

Column 2. Organizational Unit or New Position (Functional Section or Unit)

Column 3. Date of Occupancy

Column 4. Monthly Salary

Column 5. Cost for Remainder of Current Year

Column 6. Justification - Explain in Detail

B. For substitution of previously approved positions:

Column 1. Classification or Title

Column 2. Organizational Unit or New Position (Functional Section or Unit)

Column 3. Date of Occupancy

Column 4. Monthly Salary

Column 5. Cost for Remainder of Current Year

Column 6. Justification - Explain in Detail

Column 7. Title or Position to be Replaced

Column 8. Organizational Unit (Functional Section or Unit)

C. A separate Form BA-8 must be completed for each and every request submitted for the commissioner's approval and must also indicate whether the position affected is classified (C) or unclassified (U).

D. It must be emphasized that the approval of a classification substitution in no manner changes the numerical position of the control. Approval of a substitution automatically cancels and eliminates the substituted position from the authorized personnel position control in the executive budget and replaces it with the approved change. Under no circumstance will the substituted position be retained on the adjusted control. Also, the approval of a new position automatically advances the numerical position of the control.

E. The personnel position control block must be completed before approval can be granted. In the column "number" the agency must designate the current personnel control by incumbents and vacancies. This will include all previously authorized changes.

F. If the request for change represents a new position, the total adjusted personnel control will show a numerical increase of one position. If the request represents a substitution of a previously budgeted position, the adjusted personnel control will remain the same. In all cases the control block must be completed.

G In the second block headed "funds - pro rata - amount", the agency will disclose the source of funds intended to defray the additional salary expense. If the cost is to be borne by a joint state-federal participation, indicate the pro rata cost of each source. If the funds are derived from other sources, e.g., self-generating, etc., explain in detail on the reverse side of the form.

H. This memorandum supersedes Policy and Procedure Memorandum Number 3, and all memoranda and manuals in conflict herewith are superseded.

I. Form BA-8 should be duplicated by your agency as future needs arise. (See form below).

Rev. 10/76

DIVISION OF ADMINISTRATION
REQUEST FOR NEW OR SUBSTITUTE FULL
TIME EQUIVALENT POSITION

BA-8 Number _____
Agency Date _____
Schedule _____ Number _____

C or U	(1) Classification or Title	(2) Organizational Unit or New Position	(3) Date of Occupancy	(4) Monthly Salary	(5) Cost Differential for Remainder of Current Year	U or C	(6) Title of Position to be Replaced	(7) Organizational Unit

Justification: Explain in Detail

PERSONNEL POSITION CONTROL

Authorized Personnel-Budgeted	Current Number	Change	Adjusted Personnel Control
Incumbents			
Vacancies			
Total			

Certificate: I certify that this request, if approved, will (will not) change the Personnel Position Control (authorized number of employees) as stipulated in the Executive Budget; that the position to be filled is not now or will not be filled prior to receipt of approval; that the substitution requested automatically cancels or eliminates the position substituted and in no manner changes the status of the approved Personnel Position control; that this request, if approved will (will not) impair or exceed the total amount of monies allocated in Salaries (2112) category for Fiscal Year _____.

No. positions funded in other charges over authorized T.O. _____.

In all cases use the "justification" column to explain how funds will be made available for the request.

Note: A separate form must be executed on each and every individual request for change.

Funds	Pro Rate	Amount
State	%	
Federal	%	
Interagency	%	
*Other	%	

*Explain in detail (reverse side)

(Budget Unit Head)

Title
Approved: _____
Commissioner of Administration
Date: _____

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, February 21, 1969, promulgated LR 1:97(February 1975), amended LR 12:229 (April 1986).