

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

November 9, 1942

WHEN AND HOW TO USE FORM CS-204

A. FOR EMERGENCY APPOINTMENT

In an unforeseen emergency, a person may be appointed for a period of not to exceed ten days. Successive emergency appointments may not be made, and no person may receive more than three emergency appointments within one calendar year.

Use only for positions normally subject to Civil Service. Emergency appointments are not to be made for persons in the unclassified service (students and instructors).

B. FOR UNCLASSIFIED APPOINTMENT

Use for persons not subject to Civil Service, such as instructors and student help. Until further notice, high school students employed on a part-time basis are in the unclassified service. (A person who is primarily an employee and takes only a few hours of University work is not a student under the law.)

Fill in Form CS-204 as follows:

<u>Agency</u> KU	<u>Organization Unit</u> Name of your office or department	<u>Date to start on payroll</u> Give date employee is to start work
<u>Employee's Name</u> Give name, with initial	<u>Title</u> For emergency appointment -- leave blank. For unclassified appointment -- write in "Instructor" or "Student". If less than full time, write "Part-time". A Student is always "Part-time".	
<u>Name of former employee</u> Give this only if appointment is to fill a vacancy.	<u>Title</u> Fill in as outlined above.	
<u>Date of appointment</u> Give date appointment was made, not later than date employee started work.	<u>Total Pay Rate</u> Give hourly or monthly rate, including maintenance* if any.	<u>Less Maintenance* Valued at</u> If maintenance* is provided, give value. If not, write in "None".
<u>If emergency appointment, describe emergency fully</u> Give enough detail to describe nature of work and explain emergency.		
<u>Name and Title of Appointing Authority</u> Type in: Deane W. Malott, Chancellor.	<u>Signature of Appt. Authority</u> Leave this space blank.	<u>Date</u> Leave blank.

*Maintenance refers to room, board, or laundry.