



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2016 – 0005

Issue Date: May 24, 2016

To: Head of State Agencies and Personnel Officers

Subject: Update to HR Handbook Chapter 23

REASON FOR UPDATE: To provide clarification to HR officials regarding the use of Details to Special Duty and Job Appointments.

EFFECTIVE DATE: May 24, 2016

This update is to provide clarity in the Director's policy standards regarding the agency's authority when utilizing job appointments and details to special duty under the provisions of State Civil Service (SCS) Rules 23.5 and 23.12 respectively. The policy standards have been updated to specify the limits of the agency's authority to implement these actions under their own authority, as well as when SCS approval is required for extension of these appointments beyond the timeframes provided for in the SCS rules.

Procedures:

[Policy Standards for Job Appointments](#) – item number 4 has been updated to add the following language:

“When an employee has served four years on job appointment within an agency, that agency may not, under its own authority, reappoint the employee to a second job appointment for a period of 12 months after the initial appointment has ended.”

“Agencies shall avoid appointing the employee to a job appointment in a new job title following a four-year appointment without SCS Commission or Director's approval. This practice will be viewed as a circumvention of the rules and will be monitored in audit practices by State Civil Service.”

Specifically, this clarifies the required timeframes between appointments within the same agency before the agency can reappoint an employee to a second job appointment. This change mandates the approval of the SCS Director or Commission before an employee can begin another job appointment within the same agency after the employee has served four years on job appointment and before the 12-month break between appointments has elapsed.

[Policy Standards for Detail to Special Duty](#) – Item number 5, subsections (a) and (c) have been updated to read as follows:

- a. No employee may stay on detail for more than 12 months without the Director's approval. If an employee will be on detail for more than one year, prior approval of the Director must be obtained before the duration of the employee's detail exceeds one year. SCS approval must be obtained each time there is an extension past the original one year detail. Agencies must wait at least 12 months following the end of any detail initiated under its own authority before detailing the same employee without first obtaining the Director's approval, regardless of the length of time served on the initial detail.*

- c. Once the Director has given approval for a detail extension, the agency may not detail the employee to a different job without obtaining approval from the Director. Detail extensions are granted based upon the business reasons which the agency provided at the time of the initial request for extension, and any change in job title during the extension should present a different set of business reasons which must be reviewed by the Director for approval. Detailing the employee to a different job during an extension period without the Director's approval will be considered a circumvention of the rules and will be monitored in audit practices by State Civil Service."*

This change removes the provision for the appointing authority to detail employees to multiple positions following the Director's approval of an extension. Once the Director has given approval of an extension of detail to special duty, the employee may not be moved to another detail during the extension period without obtaining approval from the Director to do so. It further clarifies the timeframes between agency-authorized details for the same employee.

If you have any questions regarding these updates, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

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Director
State Civil Service