



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2016 – 0007

Issue Date: June 8, 2016

To: Head of State Agencies and Personnel Officers

Subject: Update to HR Handbook Chapters 11 and 17

REASON FOR UPDATE: To provide clarification to HR officials regarding qualifying state service for the purpose of calculating adjusted service date for layoff as compared to qualifying state service for the purpose of accruing leave.

EFFECTIVE DATE: June 7, 2016

This update is to provide useful tools in the form of job aids in reference to Adjusted Service Date (ASD) and Leave Service Date (LSD). As a result of the creation of the new Adjusted State Service Calculator, one job aid was revised and another created to provide distinction between what types of service qualify for the purpose of layoff (ASD) and what types of service qualify for the purpose of accruing leave (LSD).

Effective July 1, 2016, agency human resources personnel will be required to use the calculator before submitting a layoff plan to SCS in order to determine the Adjusted Service Date for all employees that may be impacted in the layoff.

Rule by Rule Summary:

SCS Rule 11.5(b) – Revised to add a note which links HR personnel to the [Leave Service Date Calculator](#) for the purpose of determining years of service in reference to the leave accrual rate. Also provides a link to the new [Job Aid: Types of Service Credited for Leave Accrual Purposes](#).

Job Aids and Resources:

Chapter 11

Created a link to the new job aid under [Job Aids and Resources: Types of Service Credited for Leave Accrual Purposes \(Leave Service Date\)](#)

Chapter 17

Revised: Job Aids and Resources – Types of Service (Adjusted Service Date for Layoff vs. Leave Earning). The new job aid is rebranded as [Job Aids and Resources: Types of Service Credited for Layoff Purposes \(Adjusted Service Date\)](#)

Revised: [Job Aids and Resources: Prior State Service Questionnaire \(Layoff Template #1\)](#) to reflect the new methodology for the calculation of state service for layoff purposes using the new [Adjusted Service Date Calculator](#)

Revised: [Job Aids and Resources: Adjusted Service Date – General Information](#) to add language regarding the mandatory use of the Adjusted Service Date Calculator when calculating the ASD for the purpose of an impending layoff.

Removed: **Job Aids and Resources: Sample Calculation** as manual calculations will no longer be an acceptable method of calculating the ASD for the purpose of layoff.

Procedures:

Chapter 17

Updated: [Procedures: Layoff Guidelines – Implementation for Permanent Employees](#) to provide a link to the revised [Job Aid: Adjusted Service Date – General Information](#)

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

Sincerely,

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Director
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