



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2016 – 0010

Issue Date: November 17, 2016

To: Head of State Agencies and Personnel Officers

Subject: Update to HR Handbook Chapters 4, 5, and 23

REASON FOR UPDATE: To remove the employee subgroup box from the Position Description Form, Classified WAE Position Description Form, and the Exemption from the Classified Service – Request Form.

EFFECTIVE DATE: November 21, 2016

This notification serves to inform state agencies that the forms listed below have been updated. All references to the Fair Labor Standards Act (FLSA) status have been removed from these forms. As a result, State Civil Service will no longer maintain the employee subgroup field in the LaGov-HCM system when creating new positions. It will be incumbent on the agency to maintain this employee subgroup field. Agencies should be aware of record keeping requirements under the FLSA, for more information please visit the Department of Labor's website at www.dol.gov.

Chapter 4 – Job Aids and Resources

[*Exemption from the Classified Service Request Form*](#)

Chapter 5 – (See Forms)

[*Position Description Form \(Word\)*](#)

Chapter 23 – Job Aids and Resources

[*Classified WAE Position Description Form*](#)

If you have any questions regarding these updates, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Byron P. Decoteau, Jr.
Director
State Civil Service