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HR Handbook Update No. 2022-0002

DATE: September 16, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapters 4 and 23

REASON FOR UPDATE: To inform agencies of the new job aid added to Chapter 4 regarding the newly approved ongoing authority for various job titles. Also, to notify agencies of the revisions to Chapter 23 as it relates to updating policies and procedures for change in duty station for classified employees.

EFFECTIVE DATE: September 13, 2022

This notice is to inform agencies of the following updates:

Chapter 4

- **Job Aids and Resources:** [Ongoing Unclassified Position Authorities](#) – **NEW JOB AID!**
 - This new job aid has been created to include the specifics of the various titles approved for ongoing authority at the September 7, 2022 regular business meeting as well as a summary of all unclassified authorities granted to agencies through the Louisiana State Constitution, Article X and previously approved ongoing authorities by the SCS Commission.

Chapter 23

- **Rule by Rule:**
 - This section has been updated to update the guidelines established by the Director regarding permanent and probationary employees change in duty station.
 - The changes provide the ability to change the duty station of permanent or probationary employees without the need to post in the LA Careers system. Previously SCS policies required an Appointing Authority to post within the LA Careers system when moving a probationary employee from one geographical area to another.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director