



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

 @LA_SCS

This public document was published at a total cost of \$.58. Two copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2017-004

DATE: February 6, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Policy Standard Update: Chapter 23.12 Detail to Special Duty

This general circular serves as a notice to Appointing Authorities and Human Resources Directors that effective February 6, 2017, State Civil Service has updated the policy standards in accordance to Chapter 23.12(c).

Chapter 23.12(c) gives the Director the authority to issue Policy Standards for use of Details to Special Duty.

SUMMARY OF MAJOR CHANGES

- A permanent classified employee who meets the SCS minimum qualifications and testing requirements for the job title of the detail position may be placed on detail without prior SCS Director approval for a period not to exceed 12 months.
- SCS Director approval is required **prior** to the detail of any probational employee or a permanent classified employee who does not meet the State Civil Service minimum qualifications and testing requirements for the job title of the detail position.
- “Agency Request for Prior SCS Director Approval of Detail to Special Duty” Form is to be used when requesting to detail an employee who is probational or a permanent classified employee who does not meet the State Civil Service minimum qualifications and testing requirements for the job title
- New LaGov HCM entry requirements to coincide with the new Policy Standards. New action reason codes SCS Director Approved Detail & SCS Detail Extension were created.

HR HANDBOOK

The HR Handbook has been updated to reflect policy and procedure revisions resulting from these changes.

Please contact your Employee Relations Consultant if you have any questions.

Sincerely,

s/Byron P. Decoteau, Jr.
Director