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DATE: June 25, 2020

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 State Civil Service has updated the policy standards in accordance with SCS Rule 23.12(c) effective June 25, 2020.

SCS Rule 23.12(c) gives the Director the authority to issue [Policy Standards for use of Details to Special Duty](#).

SUMMARY OF MAJOR CHANGES

- SCS Director Approval is required prior to the detail of an employee who has received an official evaluation of “Needs Improvement/Unsuccessful.” While agencies are urged to not set precedent with allowing employees who have received Needs Improvement/Unsuccessful on their most recent PES to be detailed to another position, SCS understands that there may be times where this situation may occur. If this occurs, agencies are required by SCS Rule 10.8(b)2 to receive prior Director Approval for the detail.
- Agencies will no longer use the following forms:
 - Agency Request for Extension of Detail to Special Duty
 - Agency Request for Prior SCS Director Approval of Detail to Special Duty
- SCS has released a new form “[Request for SCS Director Approval of Detail to Special Duty](#)” that agencies will now use when requesting prior Director Approval needed for details to special duty in accordance with SCS policy standards and/or rules. Agencies will use this single form to request prior approval for all reasons needing Director approval:
 - *When detailing a permanent classified employee who does not meet the State Civil Service minimum qualifications and/or testing requirements.*
 - *When detailing a probational classified employee.*
 - *When there is a need to detail an employee in excess of one (1) year.*

- *When there is a need to detail an employee who received an official evaluation of "Needs Improvement/Unsuccessful".*

HR HANDBOOK

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

If you have any questions regarding this update, please contact your Agency Relationship Manager or [Nicole Tucker](#), Chief Operating Officer, at (225) 342-8264.

Sincerely,

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