

Agencies must report actions on classified employees to State Civil Service within 30 days of the effective date of the action. Best practice is for agencies to report actions on all employees to ensure an accurate and accountable use of taxpayer dollars. State Civil Service recommends a similar method of reporting actions for unclassified employees, of course, but demands specific reporting of actions on state classified employees in accordance with Chapter 15 rules. As a result, the following actions must be reported on all state classified employees in the timeframe indicated:

Actions which must be reported

All of the actions listed below must be reported to State Civil Service **within 30 days of their effective date**. While many agencies are utilizing some type of HRIS, such as LaGov HCM, PeopleSoft, etc., State Civil Service still requires the agency to update their systems within 30 days of the effective date of the personnel transaction. State Civil Service has the capability audit transactions directly in LaGov HCM as well as a method to audit to interface agencies. State Civil Service provides services to enter personnel transactions for some “paper agencies”; these agencies are still required to report the transactions within 30 days of the effective date so that it may be entered timely and in compliance with Chapter 15 rules.

Actions which require prior approval by the Director of Civil Service

- Allocations (creation) of new positions
- Details to Special Duty that involve the following:
 - 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”
- Job Corrections
- Layoff Avoidance Measures
- Layoffs and Relocation Actions
- Reallocations of existing positions
- Temporary Inter-Departmental Assignments of more than 1 year
- Modifications of Personnel Actions (Rule 15.10)
- Unclassified Position Approvals (Rule 4.1(d)1)

Actions which require prior approval by the State Civil Service Commission

- Individual Pay Adjustments
- Job Appointment Extensions (Commission approved)
- Overtime Exemption Approvals
- Job Appointment Extensions
- Suspension pending criminal proceedings

- Special Entrance Rates/Special Pay/Premium Pay Approvals/Incentive Awards
- Unclassified Position Approvals (Rule 4.1(d)2)
- Request for incumbent in a WAE position to exceed the 1245 hour limit
- Classified WAE request to reappoint incumbent when 1245 hours was exceeded
- Rule 6.5(g) over the midpoint [Rule 6.5(g) approvals temporarily delegated to the SCS Director by the Commission]
- Rule 6.5(c) Rehire less than 30-day break in service [Rule 6.5(c) approvals temporarily delegated to the SCS Director by the Commission]

Actions which may be approved by Appointing Authorities

(does not require prior approval by the Director of State Civil Service)

- Appointments – Probational, Job, Classified WAE
- Assignments of position to a Career Progression Group (CPG)
- Changes in Appointment (Contract) Type (probational, permanent, etc.)
- Changes in duty station to a new geographical area
- Changes in Part-Time/Full-Time employment
- Changes to a different position number (but within same job title)
- Demotions (Voluntary and Involuntary)
- Details to Special Duty of more than 30 days but less than 1 year
- Detail Terminations (end of Detail of any duration)
- Dismissals
- Job Corrections
- Leave without pay in excess of 30 days
- Market Adjustments
- Pay changes
- Position Changes
- Promotions
- Reallocations of employees
- Reassignments
- Reductions in Pay (disciplinary, non-disciplinary, layoff avoidance)
- Re-employments – based on prior service or from a preferred list
- Reinstatements
- Removals (Non-Disciplinary)
- Resignations
- Separations while on Probation
- Suspension while on other non-permanent appointment
- Suspension without Pay (disciplinary and emergency)
- Temporary Inter-Departmental Assignments of less than 1 year
- Terminations of any Temporary Inter-Departmental Assignments
- Transfers

Actions Which Need NOT Be Reported

- Changes in duty stations within a geographical area
- Changes in work schedule

- Details to special duty under 30 days w/o change in title, status or pay
- Leave without pay for less than 30 days
- Reprimands or Warnings

Employee Notification

Agencies must provide employees with official notification of any change in their position, pay, status or organizational assignment. An example of the Employee Notification Form in LaGov HCM can be found [here](#). Variations may be used, provided the essential information is communicated.