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## HR Handbook Update No. 2022-0001

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**DATE:** January 10, 2022

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Updates to HR Handbook Chapters 11, 12, and 18

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**REASON FOR UPDATE:** To inform agencies of updates to Chapters 11, 12, and 18 as they relate to recently approved telework rules.

**EFFECTIVE DATE:** January 5, 2022

State Civil Service has updated Chapters 11, 12, and 18 of the HR Handbook to reflect rule changes adopted at the General Business meeting of the Civil Service Commission on January 5, 2022. The changes provide additions to the State Civil Service Rules to formally recognize telework as a flexible work arrangement, provide definitions for statewide consistency, and require components for agency telework policies.

### [Chapter 11](#)

- **Rule by Rule**
  - This section has been updated to include the new rules providing required components for agency telework policies.
  - Note box added for SCS Rule 11.4.1(i) to state mandatory telework training as established by State Civil Service.
- **Job Aids and Resources:** [Sample Telework Policy](#)
  - State Civil Service has drafted a Sample Telework Policy that includes all the required components as outlined in SCS Rule 11.4.1. This is simply a sample policy that includes all the required components but can be edited to fit the business needs of your state agency.

### [Chapter 12](#)

- **Job Aids and Resources:** [Sample Exit Interview Form](#)
  - The Exit Interview Form has been updated to include the two (2) new resignation reasons as it relates to telework and to accurately reflect resignation reasons that correlate with entry options in the LaGOV HCM system.

- The new resignation reasons are as follows:
  - *Resign – No Telework Option*
    - Used to document when an employee resigns because the agency does not have a telework option/program for the employee to participate in.
  - *Resign – Insufficient Telework*
    - Used to document when an employee resigns because the current telework option is not sufficient for the employee’s needs/wants (i.e. employee wants telework as an option five days a week versus the agency offering one day a week).
  - In an effort to allow SCS to provide and review detailed information as it relates to recruitment and retention efforts due to telework, these additional resignation reasons will provide accurate options to truly reflect reasons state employees may be resigning from the classified workforce.

## [Chapter 18](#)

This chapter has been updated to include the transition rule as it relates to telework.

Please contact your Agency Relationship Manager if you have any questions.

Sincerely,

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