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HR Handbook Update No. 2023-0001

DATE: April 18, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapters 5, 6, and 23

REASON FOR UPDATE: To provide updated contact information due to the recent SCS Restructure, updated SER and Premium Pay Questionnaire Forms, and new information regarding delegation to the SCS Director for Premium Pay policies with a rate of up to \$2.00 per hour. Also, to notify agencies of updates to Classified WAE Policy Standards and Submitting Position Description Policy Standards.

EFFECTIVE DATE: April 18, 2023

This notice is to inform agencies of the following updates:

[Chapter 5](#)

- **Procedures: Submitting the Position Description Policy Standards**
 - Removed option to submit a position description via email. Effective 4/17/2023, SCSPDS@la.gov has been deactivated.
- **Job Aids and Resources: FAQs – HR Portal/Position Description System**
 - Updated FAQs to remove option to submit a position description via email, updated the process for Non LaGov HCM agencies to report position numbers, and updated the process on submitting agency appeals.

[Chapter 6 – Compensation Administration Guide](#)

- Updated contact information to reflect the recently established Compensation Division
- Updated SER Questionnaire Form
 - Requires additional information needed to process agency requests
- Updated Premium Pay Questionnaire Form
 - Requires additional information needed to process agency requests
- SCS Rule 6.16(a) Premium Pay
 - New note box added regarding delegation to the SCS Director for Premium Pay policies with a rate of up to \$2.00 per hour.

- **Appendix E – Flex Tools and Policy Requirements**
 - Updated chart to reflect recent delegation to the SCS Director for Premium Pay policies with a rate of up to \$2.00 per hour.
 - Updated timeframe to require receipt of policy requests from agencies for policies that require approval of the Civil Service Compensation Divisions to at least 14 days prior to implementation.

[Chapter 23](#)

- **Procedures: Classified WAE Appointments Policy Standards**
 - Amended policy standards to reflect the ability to amend the rate of pay for a Classified WAE at any time during the appointment period.

If you have any questions, please contact [Heather Hebron](#), Compensation Division Administrator.

Sincerely,

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