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HR Handbook Update No. 2026-0007

DATE: August 18, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 22

REASON FOR UPDATE: To establish consistent guidance and procedures, in accordance with SCS Rule 22.4.1, for the use and approval of felony conviction supplemental questions on initial job applications.

EFFECTIVE DATE: August 18, 2026

This notice is to inform agencies of the following update:

[Chapter 22: Requirements for Filling Job Vacancies](#)

- **Job Aids and Resources:** [Fair Chance for Workers](#)
 - Updated to reflect current requirements for felony conviction inquiries and use of supplemental questions during the application process.
 - Added clarification regarding job titles subject to the supplemental question requirements.
 - Established a process for requesting approval when a job title is not included on the approved list.
- **NEW FORM –** [Request Form to Add Job Title for Felony Conviction Questions](#)
 - Added a standardized form to document requests and supporting justification for adding job titles to the approved list.

If you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Division Administrator.

Sincerely,

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