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HR Handbook Update No. 2013 – 0001

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject: HR Handbook Update – Request for an Exemption from the
Classified Service Form (CSUA.1)**

Issue Date: February 1, 2013

This is to advise agencies that the Request for an Exemption from the Classified Service Form (CSUA.1), formerly titled Request for Unclassified Authority, has been revised and is available for use starting immediately upon receipt of this notice. Previous versions should be discarded. The revised document may be found at <http://www.civilservice.louisiana.gov/SCS/Forms.aspx>.

General Circular No. 2013-03 published on February 1, 2013 as well as e-mail notification to all HR Directors, have been issued providing notification of this change.

REASON FOR THE CHANGE: The purpose for this revision is to include additional information necessary for the review of these requests. The form continues to provide a more efficient and uniform method for agencies to submit information when requesting exemption for positions from the classified service under Civil Service Rules 4.1d1 and 4.1d2.

If you have any questions, please contact your Assistance Consultant at (225) 342-8274.

Sincerely,

s/Shannon S. Templett
Director