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## ***HR Handbook Update No. 2014 – 0008***

**Issue Date:** June 4, 2014

**To:** HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject:** Update to HR Handbook Chapter 3  
Contract Review – Agency Request Form

Currently, agencies complete the ***Contract Review – Agency Request Form*** under Chapter 3 in the HR Handbook for Civil Service review when entering into a contract that will have an adverse impact on classified state employees, or if the contract requires approval by the SCS Commission. All other contracts were submitted for approval by the SCS Director via a different form.

This update is to advise agencies that the ***Contract Review – Agency Request Form*** has been changed. This form is now required before agencies enter into any type of contract whether or not the contract requires approval by the SCS Commission or the SCS Director.

An instruction sheet has been created that will assist in completing the contract review process. The instruction sheet and Agency Request Form can be found in the HR Handbook as well as on the SCS website.

### **Handbook:**

Chapter 2 – Rule by Rule Review – Rule 2.9(h)

Chapter 3 – Rule by Rule Review – Rule 3.1(o)

Chapter 3 – Job Aids and Resources – Contract Review – Agency Request Form

Chapter 3 – Job Aids and Resources – Contract Review – Agency Request Form Instructions

### **SCS Website:**

<http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx>

**REASON FOR THE CHANGE:** The ***Contract Review – Agency Request Form*** will now be required for all contracts **except** for those with a dollar value less than \$20,000 or for certain specified services that are exempted by order of the Director listed on the Civil Service website at

<http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx>

**EFFECTIVE DATE:** June 4, 2014

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

Sincerely,

Shannon S. Templet  
Director