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## ***HR Handbook Update No. 2014 – 0016***

**Issue Date:** December 12, 2014

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

**Subject:** Update to HR Handbook Chapter 23: Policy Standards for Details to Special Duty and the Agency Request for Extension of Detail to Special Duty Form

**REASON FOR THE UPDATE:** The Policy Standards for Details to Special Duty is being updated to include information on the use of details in relation to a DPRL; the current Extension of Detail to Special Duty Form is outdated and is being updated and also includes updated DPRL information.

**EFFECTIVE DATE:** December 15, 2014

This update is to advise that the Policy Standards for Details to Special Duty and the Agency Request of Detail to Special Duty Form have been updated to include information on the use of details while an agency has an active DPRL. If an agency is filling a position via detail to special duty, and the position is a "true vacancy," DPRL rules must be followed; if the agency wishes to appoint someone other than the first person on the DPRL, SCS Commission approval is required.

[Handbook: Chapter 23 – Procedures – Policy Standards for Details to Special Duty](#)

Additionally, the extension form will now require that agencies provide information on the regular incumbent of a position that has been filled via detail for which the agency is requesting a detail extension. This form continues to be required if an agency wishes to extend a detail past the initial 12-month period. Please note that the form must be submitted to SCS for consideration and the SCS Director must grant an approval before the end of the original detail period. The extension form may be found in the HR Handbook as well as the SCS website.

[Handbook: Chapter 23 – Job Aids and Resources – Agency Request for Extension of Detail to Special Duty](#)

[Website: State Civil Service Forms – Agency Request for Extension of Detail to Special Duty](#)

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

Sincerely,

Shannon S. Templet  
Director