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HR Handbook Update No. 2014 – 0018

Issue Date: December 22, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapters 4, 5 and 6

REASON FOR THE UPDATE: In a continued effort to provide useful procedures and job aids to agencies several new and revised policy standards and forms have been added to Chapter 4, 5 and 6 of the HR Handbook.

EFFECTIVE DATE: December 18, 2014

This update is to advise that the following items in Chapters 4, 5 and 6 have been updated or added:

CHAPTER 4

[Job Aids and Resources: FAQs – Exemptions from the Classified Service](#)

This job aid replaces the current FAQs – Unclassified Authority by providing commonly asked questions concerning the use of 4.1(d)1 and 4.1(d)2 exemptions from the classified service.

CHAPTER 5

[Procedures: Classification Delegation Program Policies](#)

[Procedures: Allocation Guidelines – Non-Delegated SCS Process](#)

Both of the procedures mentioned above have been revised to reflect new contact information for agencies when submitting new position numbers for non-delegated authority.

CHAPTER 6

[Procedures: Premium Pay Policy Standards](#)

This policy standard replaces the current Premium Pay Policy Standard by providing the agency with information and implementation guidelines on establishing a Premium Pay Policy.

NOTE: The link for Premium Pay – Implementation Requirements has been deleted. Agencies should now follow the currently published Premium Pay Policy Standards.

[Procedures: Payment for Attainment of Advance Degree Policy Standards](#)

This is a new policy standard that provides agencies with information and the implementation guidelines for establishing a Payment for Attainment of Advanced Degree Policy.

NOTE: The link for Attainment of Advanced Degree – Implementation Requirements has been deleted. Agencies should now follow the currently published Payment for Attainment of Advanced Degree Policy Standards.

[Procedures: Rewards & Recognition Policy Standards](#)

This is a new policy standard that provides agencies with information and the implementation guidelines for establishing a Rewards and Recognition Policy.

NOTE: The link for Rewards and Recognition – Implementation Requirements has been deleted. Agencies should now follow the currently published Rewards and Recognition Policy Standards.

[Procedures: On-Call Duty/Shift Work Policy Standards](#)

This is a new policy standard that provides agencies with information and the implementation guidelines for establishing an On-Call Duty/Shift Work Policy.

NOTE: The link for On-Call Duty/Shift Work – Policy Guidelines has been deleted. Agencies should now follow the currently published Payment for Attainment of Advanced Degree Policy Standards.

[Job Aids and Resources: Premium Pay Request Questionnaire](#)

This job aid replaces the current Premium Pay Questionnaire. This form continues to be required when agencies are requesting Premium Pay rates for specific jobs, employees, etc.

[Job Aids and Resources: SER Questionnaire](#)

This job aid replaces the current SER Questionnaire. This form continues to be required each time agencies request a SER to be established or revised.

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Shannon S. Templet
Director