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HR Handbook Update No. 2015 – 0003

Issue Date: June 26, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapters 5 & 6

REASON FOR THE UPDATE: To clarify the timeline for providing employees notice during a business re-organization, as well as to provide updated policy standards on a number of pay rules.

EFFECTIVE DATE: June 24, 2015

This update is to provide information to agencies in order to clarify the timelines for providing notice to employees affected by a business re-organization (Chapter 5). Additionally, a number of policy standards have been revised and/or created in order to better organize information in Chapter 6, as well as various other clarifications in Chapter 6.

Procedures:

Chapter 5 Business Re-Organization Policy Standards – Revised to clarify the impact on the timeline when an agency chooses to mail a notice to an employee affected by a business re-organization. Additionally, to clarify that agencies must receive notification from SCS of tentative approval before proceeding with handing out employee notices.

Chapter 5 Business Re-Organization Employee Notice Template – Revised to clarify that the only methods of delivery to be used are either hand delivery or mailing. Fax or e-mail is not an acceptable method of delivery.

Chapter 6 Policy Standard Revisions – The following policy standards are being revised and/or created to better organize information in Chapter 6:

- **6.5(b) Special Entrance Rate (SER) Policy Standard** – Merged multiple documents into the policy and clarified the process for requesting a SER
- **6.5(g) Extraordinary Qualifications Policy Standard** – Clarified the use of 6.5(g) rates within the initial 12-month period
- **6.8.1 Market Grade Adjustment Policy Standard** – Created policy in lieu of job aid
- **6.16(f) Base Supplement Policy Standard** – Created policy in lieu of job aid
- **6.16.3 Exceptional Performance & Gainsharing Policy Standard** – Created policy in lieu of job aid

- **6.16.2 Optional Pay Policy Standard** – Revised policy to clarify the annual limit for optional pay adjustments per employee for either a single instance or a combination of instances
- **6.31 Pay for Employees Appointed at Range Minimum** – Created policy in lieu of sample policies only

Job Aids:

Chapter 6 FAQ's – Optional Pay Adjustments – Revised to clarify the annual limit for optional pay adjustments per employee for either a single instance or a combination of instances.

Rule by Rule Summary:

SCS Rule 6.5(c) – Updated to clarify the highest rate to which an employee maintains eligibility.

SCS Rule 6.7(e) – Corrected an error in the calculation of the percent difference example.

SCS Rule 6.15 – Updated to note that red circle rates do not apply to voluntary demotions.

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

Sincerely,

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Director