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HR Handbook Update No. 2015 – 0006

Issue Date: July 23, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapters 14 and 22

REASON FOR THE UPDATE: To explain recent changes to the policy on crediting military experience as well as to clarify the process for considering an applicant who is running for an elective public office.

EFFECTIVE DATE: July 23, 2015

This update is to explain recent changes to the policy on crediting military experience that agencies should review, as well as to clarify the process for considering an applicant to a classified position who is also running for an elective public office at the same time.

Job Aids & Resources:

[Minimum Qualifications – Development and Evaluation](#) – This job aid is being revised to include the new threshold for considering military experience as professional level. SCS will now consider any experience gained in Non-Commissioned Officer (NCO) and enlisted ranks E-5 through E-9 as professional level experience.

Rule by Rule Summary:

SCS Rule 14.1 – Note added to explain current SCS practice of considering applicants to classified positions who are also running for an elective public office. While applicants may be considered, it is the responsibility of the hiring agency to ensure that once offered, the applicant resigns from the elective office or campaign prior to the effective date of the appointment; Chapter 14 covers prohibited activities, and agencies should review this change in accordance with any current processes for ensuring compliance with this Chapter.

SCS Rule 22.9 – Note added with the same information as the Rule 14.1 update. This rule addresses eligible lists, specifically, and indicates the current SCS practice once completing eligible lists.

If you have any questions, please contact your Staffing Consultant at (225) 219-9390.

Sincerely,

Shannon S. Templett
Director