



Louisiana
SCS
State Civil Service

SHANNON S. TEMPLET, DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

HR Handbook Update No. 2015 – 0007

Issue Date: July 30, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 23

REASON FOR THE UPDATE: To update the policy standards for details to special duty to include information regarding an agency's ability to appoint an employee to a detail after the initial 12-month period.

EFFECTIVE DATE: July 30, 2015

This update is to provide agencies information related to their ability to appoint an employee to a detail to special duty after the initial 12-month period has expired.

Procedures:

[Policy Standards for Details to Special Duty](#) – Policy standard is being updated to specify that agencies must wait at least 12 months between details initiated under their own authority. No employee may stay on detail for more than 12 months without the SCS Director's approval.

If you have any questions about this appointment type, please contact your Staffing Consultant at (225) 219-9390. For questions about extending details past 12 months, please contact the Employee Relations Division at (225) 342-8274.

Sincerely,

Shannon S. Templett
Director