



PROGRAM SUPPORT HR TIPS

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REQUEST FOR UNCLASSIFIED AUTHORITY

How do I submit a request for unclassified authority?

Civil Service has recently adopted a new request form for agencies to use when requesting unclassified authorities ([General Circular 1804](#)). The new [Request for Unclassified Authority](#) will be used by agencies seeking approval for new Director Approved [4.1.(d)1] and/or Commission Approved [4.1.(d)2] positions. In addition to initial requests, the Request for Unclassified Authority form will also be used when agencies are requesting extensions for previously approved unclassified positions.

The new Request for Unclassified Authority form can be found by clicking the [Request for Authority for Unclassified Positions](#) link located under the Program Support Resources section of the Civil Service website. The link will take the user to the HR Handbook section titled Classified and Unclassified Employees. The form is provided in both Microsoft Word 2003 and Microsoft Word 2007 formats. Additional resources regarding unclassified appointments can be found in [Distinctions between Classified and Unclassified Employees](#) and [Review of Unclassified Authorities](#).

We hope this HR Tip has been helpful to you. If you have any questions, please contact Betty Davis at (225) 219-9534 or betty.l.davis@la.gov.