



PROGRAM SUPPORT HR TIPS

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SEPARATION REASONS for UNCLASSIFIED EMPLOYEES IN ISIS

As a result of recent Legislative Audit report several new Separation reasons have been added in the ISIS HR system. All of these new separation reasons are available to use for classified employees when appropriate, however, not all of our reasons should be used on unclassified employees. The following reasons for separating employees are designated for **classified** state employees only and should not be selected when submitting the [Employee Separation form](#) on an unclassified employee.

Resign to Avoid Dismissal

Resign – Pending Disciplinary Action

Non Disciplinary Removal – Exhausted Sick Leave

Non Disciplinary Removal – Non Qualified

Non Disciplinary Removal – Unscheduled Absences

Dismissal

Transfer to Other State Agency

Lay-off

Separation from Probation

If you need additional information on submitting paperwork to Civil Service when separating unclassified employees, please contact your HR Analyst.

*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*