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DATE: May 10, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Changes to Civil Service Rules 1.5.2, 1.5.3, 1.33, 3.1 (e), 3.1 (o), 4.1 (c), and 6.29; the repeal of Civil Service Rules 1.15.1.01, 1.15.2.1.01, 1.18.1.01, 1.20.001, and 16.18; And the adoption of Civil Service Rule 2.9(h)

At its General Business meeting held on May 8, 2013, the State Civil Service Commission adopted proposed amendments to Civil Service Rules 1.5.2, 1.5.3, 1.33, 3.1 (e), 3.1 (o), 4.1 (c), and 6.29. It repealed Civil Service Rules 1.15.1.01, 1.15.2.1.01, 1.18.1.01, 1.20.001, and 16.18 and adopted Civil Service Rules 2.9(h).

Effective July 1, 2013, these rules will read as attached.

Sincerely,

s/Shannon S. Templett
Director

Chapter One Changes

1.5.2 '**Career Field**' Means any one of a job series or group of positions considered to have a close occupational relationship and categorized as such by the Department of State Civil Service. A career field shall include a job series, or series of jobs that were created to provide a natural progression. The career field(s) used by an agency in a layoff shall be the career field(s) in the official career field listing before the layoff plan is received by the Department of State Civil Service.

1.5.3 '**Change in Position**' For the purpose of the performance evaluation system, means either a voluntary demotion or the assignment of an employee to another position in the same or a different job with significantly different duties from those of the position he previously held, or the movement of an employee to another position in another agency.

1.15.1.01 **Repealed effective July 1, 2013.**

1.15.2.1.01 **Repealed effective July 1, 2013.**

1.18.1.01 **Repealed effective July 1, 2013.**

1.20.0001 **Repealed effective July 1, 2013.**

1.33 '**Reassignment**' Means the change within the same department of a probationary or permanent employee from a position in one job to another position in a different job, both jobs of which have the same maximum rate of pay.

Chapter Two Changes

2.9 The Commission is empowered:

(h) To review and approve or disapprove proposed state contracts for personal services, prior to their effective date, between the State and any instrumentality thereof, or between the state and any person or entity in order to determine whether such contracts will result in the involuntary displacement of classified employees, and if so, to ensure that the appointing authority has demonstrated that such contract is being let for reasons of efficiency and economy and not as a pretext for the discriminatory dismissal of classified employees.

Chapter Three Changes

3.1 It shall be the duty of the Director of Personnel:

(e) To formulate and prescribe procedures, consistent with Civil Service Rules, and to publish them in the Human Resources Handbook; to conduct Civil Service examinations; to maintain list of eligible; and to certify qualified person for appointment to the departments.

(o) To review and approve or disapprove proposed state contracts for personal services, prior to their effective date, between the State and any instrumentality thereof, or between the state and any person in order to insure such contract is being let for reasons of efficiency and economy and not as a pretext for discriminatory practices against classified employees.

Chapter Four Changes

4.1 (c) Subject to the provisions of Sub-section (d) of this Rule, the following officers and employees of the State of Louisiana shall be in the Unclassified Service:

13. All employees of the Governor's Office of Homeland Security and Emergency Preparedness.

Chapter Six Changes

6.29 (a) The discretion granted by this Chapter to an appointing authority is subject to revocation by the Director when he determines that such discretion has been abused.

(b) An employee's pay is subject to reduction when it is determined that the employee has benefited from increased pay as a result of either a violation of these Rules, or an abuse of the discretion granted in these Rules.

Chapter Sixteen Changes

16.18 **Repealed effective July 1, 2013.**