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GENERAL CIRCULAR NUMBER 2015-002

DATE: February 27, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Reminder of Civil Service Rule 14.1(p)

State Civil Service is issuing this general circular to remind human resources directors and statutory appointing authorities in the unclassified service of Civil Service Rule 14.1(p).

State Civil Service Rule 14.1(p) provides:

(p) Except with the prior approval of the Commission, no person shall be placed in any classified position in a department in which he/she is, or within the past two years was, a statutory appointing authority.

As such, any statutory appointing authority that is not on an approved leave of absence from a classified position to serve in an unclassified position will need the State Civil Service Commission's permission to be appointed in a classified position within the Department for which they are a statutory appointing authority.

A statutory appointing authority is a person holding a position for which a statute grants the right to employ, appoint, remove, assign, and promote such personnel as is necessary for the efficient administration of his office and its programs and the performance of its powers, duties, functions, and responsibilities, in accordance with applicable civil service laws, rules, and regulations, and with policies and rules of the department.

Please be advised that the State Civil Service Commission usually meets the first Wednesday of every month if a request to the Commission needs to be made.

Questions concerning this general circular can be address to Adrienne Bordelon, General Counsel, at Adrienne.bordelon@la.gov or (225) 342-8272.

Sincerely,

s/Shannon S. Templet
Director