



Louisiana  
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State Civil Service

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## GENERAL CIRCULAR NUMBER 2015-029

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**DATE:** August 3, 2015

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Public Hearing to Adopt Civil Service Rules 25.1 and 25.2; and the repeal of Civil Service Rule 22.10

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The State Civil Service Commission will hold a public meeting at 9 a.m. on Wednesday, September 2, 2015, to consider the adoption of Civil Service Rules 25.1 and 25.2, as well as the repeal of Civil Service Rule 22.10.

The hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on this proposal may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the State Civil Service Commission at [civilservicecommission@la.gov](mailto:civilservicecommission@la.gov). If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

### Chapter 22 Changes:

Currently, SCS Rule 22.10 addresses mandatory training requirements, but the adoption of the proposed Chapter 25 will replace this rule; as such the Department proposes to repeal Rule 22.10 in its entirety.

Current Rule	Proposed Rule
<b>22.10 – Mandatory Training Requirements</b>	
<p>The Commission shall establish mandatory training for employees who occupy or are appointed to designated supervisory, managerial, or administrative jobs. Each department shall advise employees who occupy these jobs of the training requirements. Employees who fail to meet the required training within the specified period of time may be disciplined or removed in accordance with Chapter 12 of the Civil Service Rules.</p>	<p><b>Repealed – Effective September 2, 2015.</b></p>

**Chapter 25 Proposal:**

The Department proposes to adopt Chapter 25 of the SCS Rules (Training and Workforce Development) to address mandatory training requirements for classified state employees which is currently addressed by Civil Service Rule 22.10.

Current Rule	Proposed Rule
	<b>Chapter 25 – Training and Workforce Development</b>
	<b>25.1 Provision of Training</b>
	<p>The Department of State Civil Service shall institute, develop, conduct, maintain and otherwise provide for continuing programs of in-service training and education designed to improve the supervisory, managerial, and other generally applicable skills and expertise of classified state employees.</p> <ul style="list-style-type: none"> <li>(a) This training shall be provided through the Comprehensive Public Training Program.</li> <li>(b) All training information, including course schedules, course material, performance support material and electronic training as well as individual training records will be maintained in accordance with the Director’s policies and procedures.</li> <li>(c) The in-service training and educational programs may be made available to other public officials and employees and to other participants, provided such participation does not have the effect of denying access to the program to any classified state employee.</li> </ul>
	<b>25.2 Mandatory Training</b>
	(a) The Director shall establish mandatory

	<p>training for employees who occupy or are appointed to designated supervisory, managerial, or administrative jobs.</p> <p>(b) Each department shall advise employees who occupy these jobs of the training requirements.</p> <p>(c) The Director may establish mandatory training for all classified employees in accordance with statewide performance benchmarks such as needs assessment results, competency modelling, etc.</p> <p>(d) Employees who fail to meet the required training within the specified period of time may be disciplined or removed in accordance with Chapter 12 of the Civil Service Rules.</p>
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Sincerely,

s/Shannon S. Templet  
Director