



Louisiana  
**SCS**  
State Civil Service

**SHANNON S. TEMPLET, DIRECTOR**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)

This public document was published at a total cost of \$.29. Two copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.58 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

## GENERAL CIRCULAR NUMBER 2015-033

---

**DATE:** September 1, 2015

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

**SUBJECT:** Procedures for Filling Positions Under Rule 22.2

---

This general circular serves as a reminder to Appointing Authorities and Human Resources Directors of [Civil Service Rule 22.2](#). According to provisions of this rule, an appointing authority shall obtain the Director's approval before making a permanent appointment to any job at or above MS-520, AS-620, SS-419, PS-115, WS-218, or TS-315 between the date of any election for a statewide elected office (**October 24, 2015**) through Inauguration Day (**January 11, 2016**).

The only methods by which vacancies in these jobs may be filled without prior approval of the Director are by Classified WAE Appointment, Job Appointment, and Detail-to-Special Duty.

Unless the Director grants permission, vacancies covered under this rule cannot be filled on a permanent basis through a probationary or permanent appointment into a regular, ongoing position. This also applies to promotions and transfers into an agency while on permanent status.

The process will be handled as follows:

- Vacancies affected by this rule shall not be announced without obtaining prior approval of the Director by means of a letter which includes justification explaining why the vacancy needs to be filled.
- Agencies are to send letters requesting approval to fill to the Staffing Division.

- Agencies will be notified via email of the Director's decision.
- Verification of approval must be attached to the exam plan in LA Careers for audit purposes.

If you have any questions, please contact Joan Haase ([Joan.Haase@la.gov](mailto:Joan.Haase@la.gov)) at (225) 219-9390, or fax (225) 219-1041.

Sincerely,

s/Shannon S. Temple  
Director