



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 2015-034

---

**DATE:** September 3, 2015

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

**SUBJECT:** Approved changes to Civil Service Rules; Repeal of Rule 22.10 and adoption of Chapter 25

---

At its General Business meeting held on September 2, 2015, the State Civil Service Commission repealed Civil Service Rule 22.10, and adopted Civil Service Rules 25.1 and 25.2.

These rules will be effective September 2, 2015 and will read as follows.

Sincerely,

s/Shannon S. Templet  
Director

## **CHAPTER 22 – REQUIRMENTS FOR FILLING A JOB**

### **Rule 22.10 Mandatory Training Requirements**

Repealed and re-enacted in Civil Service Rule 25.2, effective September 2, 2015.

## **CHAPTER 25 – TRAINING AND WORKFORCE DEVELOPMENT**

### **Rule 25.1 Provisions of Training**

The Department of State Civil Service shall institute, develop, conduct, maintain and otherwise provide for continuing programs of in-service training and education through the Comprehensive Public Training Program (CPTP). This training is designed to improve the supervisory, managerial, and other generally applicable skills and expertise of classified state employees.

(a) Training content shall be instituted, developed and provided through the use of statewide benchmarking tools including needs assessments, program evaluations, competency modeling, or other industry-acceptable methods.

(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.

(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.

(d) The establishment of training through these rules does not preclude an agency from developing or implementing agency specific training for its individual needs.

### **Rule 25.2 Mandatory Training**

(a) The Director shall establish mandatory training for employees who occupy or are appointed to designated supervisory, managerial, or administrative jobs.

(b) Each department shall advise employees who occupy these jobs of the training requirements.

(c) 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.