



HR DIRECTORS MEETING 12/10/2014

HR HANDBOOK UPDATE DISCUSSION

This document contains a quick review of important updates made to the HR Handbook since 10/01/2014. For a comprehensive review of policy updates please refer to the HR Handbook Updates link on the SCS Website: <http://www.civilservice.louisiana.gov/Publications/HRHandbookUpdates.aspx>

1. Handbook Update No. 2014-0014

Chapter 10: Update provided clarification on directives concerning violations of Rules 10.6 and/or 10.7, as well as information referencing General Circular 2014-026 regarding classified positions that report to an unclassified Executive Director or Agency Head.

PES Rule by Rule (10.3) New Note:

NOTE: Some agencies have difficulty in administering the PES due to structural challenges, specifically, the designation of a Second Level Evaluator due to a small number of employees and/or the reporting relationships with a Board or Commission. In order to assist agencies in successfully administering the PES, the Director of State Civil Service has approved a statewide exception to Rule 10.3 whereby classified positions that report to an unclassified Executive Director or Agency Head are not required to have a second level Evaluator approval on their official PES planning or evaluation.

PES Guidelines/PES Violations

Information has been provided to clarify that violations of Rule 10.6 and/or 10.7 will cause an overall evaluation to be Unrated, which has the same effect as Successful. The chart has been reformatted to show common rule violations. The absence of a performance plan will not cause the overall evaluation to be "Unrated," although it will impact the performance adjustment eligibility of the Evaluating Supervisor and possibly the Second Level Evaluator.

2. Handbook Update No. 2014-0015

Chapter 11: Update provided information to agencies concerning the Office of Risk Management (ORM) Workers Compensation Transitional Duty Plan requirements.

Workmen's Compensation Payment (11.21) Rule by Rule New Note:

NOTE: Agencies under the authority of the Division of Administration's Office of Risk Management (ORM) should be reminded of the ORM Workers Compensation Transition Duty Plan requirements. For more information, please refer to the following link: <http://www.doa.louisiana.gov/orm/pdf/IIN-2015-1-Transitional Return to Work Plan.pdf>.

Agencies that choose to return employees to work following a Workers Compensation claim are allowed to return the employee to his own job in light duty status for six (6) months provided the agency maintains in the employee's file a copy of the "Physician's Modified Work Information Sheet." This form is included in the [ORM Memorandum RE: Transitional Return to Work Program](#) for State Agencies, dated October 1, 2014. Requests for additional time beyond the initial six months may be made by the appointing authority to the Director of State Civil Service. Appointing authorities also have the option of using a Detail to Special Duty in which to return the employee to work. For additional information on Detail to Special Duty, please refer to Chapter 23 of the HR Handbook under [Procedures: Policy Standards for Detail to Special Duty](#).