



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Sample Policy – Certification of Compliance of Personnel with Civil Service Rules

NOTE: This is an example of one way to delegate responsibility for certification of compliance of personnel actions with Civil Service Rules. It is by no means the only method of delegating and assigning such responsibility within an agency.

Effective _____

Revised _____

Sample Agency Policy for

CERTIFICATION OF COMPLIANCE OF PERSONNEL ACTIONS WITH CIVIL SERVICE RULES

POLICY

It shall be the policy of the Department of _____ that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana, the Civil Service Rules, the Uniform Classification and Pay Plans and the policies and procedures issued by the Director of Civil Service. I hereby delegate authority to the Human Resources Director to certify that each personnel transaction effected by this agency complies with such laws and procedures. I furthermore charge the Human Resources Director with the responsibility for establishing the necessary internal controls through his/her professional staff to make such a certification of compliance.

APPLICABILITY

This policy shall apply to all personnel transactions effected by this Department.

IMPLEMENTATION

This policy becomes effective upon the signature of the Secretary or Deputy Secretary. Subsequent revisions shall become effective on the date the revisions are approved and signed by the Secretary or Deputy Secretary.

DEFINITIONS N/A

PROVISIONS

1. The Human Resources Director shall determine the method by which the certification of compliance process is completed and documented. These procedures shall be established in writing and maintained in the Human Resources Department and are subject to the review of the Secretary, the Deputy Secretary, the Internal Audit Division, and any other official governmental auditing bodies.

2. The Human Resources Director is responsible for establishing the necessary internal controls to prevent fraud and to ensure personnel transactions comply with Civil Service Rules.
3. The Human Resources Director may delegate responsibility for specific areas of compliance to professional staff within his/her office. If he/she does so, he/she shall establish the type and scope of such delegation in writing.

PROCEDURES

(This part would be determined by the agency; procedures could be listed in the policy or separately in writing in Standard Operating Procedures, HR Division procedures, or the like.)

_____ Secretary or Deputy Secretary

Policy No.

Effective Date