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## HR Handbook Update No. 2019-0003

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**DATE:** August 15, 2019

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

**SUBJECT:** Update to Chapter 3 – Affirmative Action Plan Submittal

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**REASON FOR UPDATE:** Change to Affirmative Action Plan Submittal Process.

**EFFECTIVE DATE:** August 15, 2019

Under the authority of Civil Service Rule 3.1(r), the Director requires each agency to submit a copy of its Affirmative Action Plan or Affirmative Action Policy annually to the Department of State Civil Service. This requirement has changed and agencies will no longer be required to send a copy of their Affirmative Action Plan or Affirmative Action Policy to the Department of State Civil Service.

Agencies are now required to provide their Affirmative Action Plan or Affirmative Action Policy to the SCS Compliance and Audit Division for review during the agency's Compliance Audit. The [Procedure: Affirmative Action Plan Preparation & Submittal](#) in Chapter 3 has been updated to reflect this information, as well as the [Job Aid: SCS Guidelines for Preparing Affirmative Action Plans](#).

If you have any questions, please contact Melinda Robert, Compliance and Audit Administrator, at 225.342.6502.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director