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HR Handbook Update No. 2020-0001

DATE: January 9, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to Certification of Supervisory Elements of Contract Personnel Form

REASON FOR UPDATE: To inform agencies of an updated Certification of Supervisory Elements of Contract Personnel form.

EFFECTIVE DATE: January 9, 2020

This notice is to inform agencies of an update to the [Certification of Supervisory Elements of Contract Personnel Form](#). This form is used when a supervisor/manager allocation does not meet the necessary criteria of direct supervision but the position exerts substantial ongoing regulatory authority over contracted personnel. This form provides information to SCS assess and determine whether or not the contracted personnel are adequate enough to equate salary amounts of the contracted personnel to pay levels within the classified pay schedules.

Please begin using the updated form when submitting position descriptions for those positions needing approval for contracted personnel effective today.

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

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