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HR Handbook Update No. 2020-0006

DATE: July 13, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapters 2 and 21

REASON FOR UPDATE: To provide clarification in the rule-by-rule, procedures, and job aids due to amendments to Chapters 2 and 21 of the Civil Service Rules.

EFFECTIVE DATE: July 10, 2020

This notice is to inform agencies of updates to Chapters 2 and 21 of the HR Handbook.

[Chapter 2: Civil Service Commission – Powers, Public Meetings, Procedures for Adopting and Amending Rules, Etc.](#)

Rule-by-Rule: Updated to reflect the change in language from “executive meetings” to “executive sessions.”

[Chapter 21: Overtime and Overtime Compensation](#)

Rule-by-Rule: Updated to include situations of disaster, emergency, or health pandemic.

Procedures: [Methods of Compensation for Overtime Hours](#)

- Updated to include if an exempt or non-exempt employee has worked during a disaster, emergency, or health pandemic declared by the Governor.

Job Aids and Resources: [Statement of Agreement or Understanding: Compensation for Overtime Work](#)

- Includes revised statement of understanding for exempt employees.

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

Sincerely,

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