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HR Handbook Update No. 2023-0002

DATE: June 13, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 6 – Compensation Administration Guide

REASON FOR UPDATE: To establish new processes and procedures for 6.5(g) and 6.5(c) exception requests.

EFFECTIVE DATE: June 13, 2023

This notice is to inform agencies of updated information added to the Compensation Administration Guide in the HR Handbook.

[Chapter 6: Compensation Administration Guide](#)

- **SCS Rule 6.5(c)**
 - Note box has been updated to reflect new process and procedure for agencies to submit 6.5(c) exception requests.
- **NEW Form – [Appendix I: Exception to 6.5\(c\) Request Form](#)**
 - This new form requests information needed for SCS to process requests from agencies for exceptions to SCS Rule 6.5(c). Additionally, this form will provide the approval of such request once reviewed and approved by the SCS Director. Agencies will no longer need to submit an official request letter and SCS will no longer submit an official approval letter back to the agency. This form will serve as both a request and approval form for all 6.5(c) exception requests.
- **SCS Rule 6.5(g)**
 - Note box has been updated to reflect new process and procedure for agencies to submit 6.5(g) exception requests.

- **NEW Form – [Appendix J: Exception to 6.5\(g\) Request Form](#)**
 - This new form requests information needed for SCS to process requests from agencies for exceptions to SCS Rule 6.5(g). Additionally, this form will provide the approval of such request once reviewed and approved by the SCS Director. Agencies will no longer need to submit an official request letter and SCS will no longer submit an official approval letter back to the agency. This form will serve as both a request and approval form for all 6.5(g) exception requests.

If you have any questions, please contact [Heather Hebron](#), Compensation Division Administrator.

Sincerely,

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