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HR Handbook Update No. 2018-0004

DATE: November 14, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to Chapters 22 and 23

REASON FOR UPDATE: The HR Handbook is being updated to reflect changes to Civil Service Rules 22.3(a), 22.8(a), 23.3(a), 23.4(a) and 23.5(b). The rule-by-rule review for these rules has been updated to reflect not only language changes but also a procedural change in how applicants claiming a testing exemption for being eligible for services from Louisiana Rehabilitation Services will be handled.

EFFECTIVE DATE: November 14, 2018

SCS has released an update to notify of changes made to the rule by rule review concerning the changes to CS Rules 22.3(a), 22.8(a), 23.3(a), 23.4(a) and 23.5(b). These rules now refer to “individuals deemed eligible for services with Louisiana Rehabilitation Services”.

Under the rule-by-rule review for CS Rules 22.8(a), it is noted that Staffing will now place individuals answering the appropriate agency-wide question for testing exemptions on the employment application in LA Careers in the affirmative that they are eligible for services with Louisiana Rehabilitation Services on the eligible list. These applicants will still have to attach the appropriate documentation letter that they are indeed eligible for services with LRS.

If you have any questions regarding this HR Handbook update, please contact the Staffing Division at (225) 342-8274.

Sincerely,

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