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HR Handbook Update No. 2019-0002

DATE: March 28, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to Chapter 6 – Employment Verification for 6.5(g) Hire Rates

REASON FOR UPDATE: Clarification of Requirements for 6.5(g) Hire Rates and Employment Verification.

EFFECTIVE DATE: March 27, 2019

While Civil Service Rule 6.5(g) requires that appointing authorities ensure that the superior qualifications/credentials that are being used to justify this special hire rate are verified and documented as job related, there are times in which the verification of an applicant's past employment is difficult, cost prohibitive, or not possible. In these situations in which verification of past employment is not possible, agencies may use the experience included in the employment application to satisfy the verification requirement in the rule.

Agencies may choose to document this information via a personnel action form, hiring memo, or other documentation that must be maintained in the employee file. The [Compensation Administration Guide](#) has been updated to reflect this information, as well as the [Job Aids in Chapter 15](#) regarding required documentation in employee files.

If you have any questions, please contact Melinda Robert, Accountability Division Administrator, at 225.342.6502.

Sincerely,

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