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HR Handbook Update No. 2020-0002

DATE: January 16, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapters 22 and 23

REASON FOR UPDATE: The HR Handbook is being updated to reflect changes to Civil Service Rules 22.3(b)13, 22.8(c), 23.3(a)5, and 23.5(b)5.

EFFECTIVE DATE: January 8, 2020

State Civil Service has updated Chapters 22 and 23 of the HR Handbook to reflect rule changes adopted at the General Business meeting of the Civil Service Commission on January 8, 2020. The changes allow applicants who have attained a 3.5 GPA or higher for a baccalaureate or graduate degree from an accredited university to be hired into a probational appointment or job appointment without public announcement or use of a certificate, and they may be exempted from testing requirements in certain circumstances, as explained by Rule 22.8(c).

The Rule-by-Rule portions of Chapter 22 and 23 have been updated to reflect these changes, along with the following:

- [Chapter 22 Procedure: Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment and Testing Exemptions](#)
- [Chapter 23 Procedure: Vacancy Announcement, Continuous Recruitment and Testing Exemptions](#)

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

Sincerely,

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