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