



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

HR Handbook Update No. 2022-0003

DATE: October 19, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 22

REASON FOR UPDATE: This notice is to inform agencies of updates to Chapter 22 as it relates to additional test exemptions provided in SCS policy and updates to the list of accepted accrediting associations.

EFFECTIVE DATE: October 1, 2022

The updates provide additional test exemptions for applicants who are currently serving in a job appointment and converting to a probational appointment in the same job title, applicants who previously attained permanent status and occupied a job in a test series that are now appointed to a probational appointment or job appointment in a job requiring the same test, and applicants who are employed at the State Civil Service Testing and Recruiting Center and/or who serve as State Civil Service test monitors. Applications in NEOGOV will now include additional options on the standard question regarding test exemptions for an applicant. Applicants are encouraged to update their master profile with this information if they are applicable to any of the new testing exemptions.

Additionally, SCS now evaluates the accreditation of post-secondary institutions based on the United States Department of Education and the Council for Higher Education Accreditation to determine if an institution is appropriately accredited.

This notice is to inform agencies of the following updates:

[Chapter 22](#)

- **Rule-by-Rule**
 - Edited SCS Rule 22.8 note box with additional testing exemptions.
- **Procedures:** [Additional Testing Exemptions](#)
 - This policy has been updated to include the additional test exemptions.

- **Job Aids & Resources: [Minimum Qualifications – Development and Evaluation: Interpreting Educational Requirements](#)**
 - Revised information on how to evaluate if an institution is appropriately accredited. SCS will rely on the U.S. Department of Education – Database of Postsecondary Institutions and Programs and the Council for Higher Education Accreditation to determine accreditation of schools.

Please contact your Agency Relationship Manager should you have any questions about the updates.

Sincerely,

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