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HR Handbook Update No. 2016 – 0003

Issue Date: **March 16, 2016**

To: **HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

Subject: **Update to HR Handbook Chapter 3**

REASON FOR THE UPDATE: To update information regarding the process for submitting personal service contracts to State Civil Service for approval as well as to communicate changes to the Contract Review Form.

EFFECTIVE DATE: March 16, 2016

Many agencies are now required by the Office of State Procurement to use the PROACT system to submit contracts for approval. In order to clarify the process, as it pertains to the SCS Director or the SCS Commission's responsibility to review contracts in accordance with SCS Rules 3.1(o) and 2.9(h), respectively, the Agency instructions have been updated to reflect the use of the PROACT system as a method of submitting contracts to State Civil Service during the approval process.

Additionally, minor changes are being made to the Contract Review – Agency Request Form. This form continues to be required before agencies enter into a personal services contract whether or not the contract requires approval by the SCS Commission or the SCS Director. ***Please share this update and the revised documents with the contract personnel at your agency.***

Job Aids and Resources:
Contract Review – Agency Request Form: This form has been revised to include a date line for signatures of both the Appointing Authority and his designee.

Contract Review – Agency Request Form Instructions: This job aid has been updated to reflect the workflow process for submitting contracts for personal services that require approval by the SCS Director directly to SCS or to SCS via the PROACT System.

If you have any questions regarding these updates, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

Byron P. Decoteau, Jr.
Director
State Civil Service