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HR Handbook Update No. 2016 – 0004

Issue Date: **May 9, 2016**

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

Subject: **Update to HR Handbook Chapter 5**

REASON FOR THE UPDATE: To update information on the recentralization changes in the Compensation Division.

EFFECTIVE DATE: May 9, 2016

This update is to reflect the PDS Timeframe Processing Changes as well as the Position Allocation Appeal Changes.

PDS Timeframe Processing Changes

There will now be a reduced timeframe from when a position description is received by SCS and then assigned to the SCS Consultant.

- All position descriptions received by SCS before 12:00 pm (noon) will be logged as received and assigned to the Consultant that business day. All position descriptions received by SCS after 12:00 pm (noon) will be logged as received and assigned to the Consultant the next business day. The effective date will be the date assigned to the consultant.

Position Allocation Appeal Changes

- Employee Appeal will no longer be utilized.
- The definition for "Update" is the allocation review requested by either the agency or the employee, when the duties have or have not changed or a reallocation is being requested. When the update is requested by the employee the employee, supervisor and Appointing Authority signature will be required prior to processing.

Procedures:
Completing the Position Description Form – Updated to reflect the position allocation appeal changes.

Allocation Appeals – Policy Standards – Updated to reflect the position allocation appeal changes.

Forms:
Position Description Form – Updated to reflect the removal of the Employee Appeal box.

If you have any questions regarding these updates, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Byron P. Decoteau, Jr.
Director
State Civil Service