



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2017 – 0002

Issue Date: February 6, 2017

To: Head of State Agencies and Personnel Officers

Subject: Update to Chapter 23

REASON FOR UPDATE: To align policy standards with Civil Service Rules.

EFFECTIVE DATE: February 6, 2017

As mentioned in [General Circular #2017-004](#), this update is to align current Policy Standards used to process and approve Detail to Special Duty as directed in Chapter 23 with Civil Service Rules.

Procedures:

[Policy Standards for Details to Special Duty](#) – Revised to clarify and accompany Civil Service Rule 23.12(b).

Rule by Rule Summary:

SCS Rule 23.12 – Revised to clarify process and approvals of Details to Special Duty.

Job Aids and Resources/Forms:

[Agency Request for Extension of Detail to Special Duty](#) – Revised to reflect updated policy standards.

[Agency Request for Prior SCS Director Approval of Detail to Special Duty](#) – Created for situations when prior SCS Director approval is required per Civil Rule 1.13.1.

LaGov HCM Entry

[Quick Tip #83 Entry Updates for Details to Special Duty](#) – Revised to reflect updated policy standards as it relates to LaGov HCM entry requirements for details to special duty.

If you have any questions regarding these updates, please contact your Employee Relations Consultant at (225) 342-7284.

Sincerely,

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