



Louisiana  
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## GENERAL CIRCULAR NUMBER 2017-004

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**DATE: February 6, 2017**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: Policy Standard Update: Chapter 23.12 Detail to Special Duty**

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This general circular serves as a notice to Appointing Authorities and Human Resources Directors that effective February 6, 2017, State Civil Service has updated the policy standards in accordance to Chapter 23.12(c).

Chapter 23.12(c) gives the Director the authority to issue Policy Standards for use of Details to Special Duty.

### SUMMARY OF MAJOR CHANGES

- A permanent classified employee who meets the SCS minimum qualifications and testing requirements for the job title of the detail position may be placed on detail without prior SCS Director approval for a period not to exceed 12 months.
- SCS Director approval is required **prior** to the detail of any probational employee or a permanent classified employee who does not meet the State Civil Service minimum qualifications and testing requirements for the job title of the detail position.
- "Agency Request for Prior SCS Director Approval of Detail to Special Duty" Form is to be used when requesting to detail an employee who is probational or a permanent classified employee who does not meet the State Civil Service minimum qualifications and testing requirements for the job title
- New LaGov HCM entry requirements to coincide with the new Policy Standards. New action reason codes SCS Director Approved Detail & SCS Detail Extension were created.

**HR HANDBOOK**

The HR Handbook has been updated to reflect policy and procedure revisions resulting from these changes.

Please contact your Employee Relations Consultant if you have any questions.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director