



Louisiana
SCS
State Civil Service

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DATE: August 29, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Procedures for Filling Positions Under Rule 22.2

This general circular serves as a reminder to Appointing Authorities and Human Resources Directors of [Civil Service Rule 22.2](#). According to provisions of this rule, an appointing authority shall obtain the Director's approval before making a permanent appointment to any job at or above MS-524, AS-623, SS-422, PS-120, WS-223, or TS-319 between the dates of any election for a statewide elected office through Inauguration Day.

The only methods by which vacancies in these jobs may be filled without prior approval of the Director are by Classified WAE Appointment, Job Appointment, or temporary Detail-to-Special Duty (does not include trial details prior to promotion). Temporary Detail-to-Special Duty appointments must comply with policy standards for details as established by the Director.

Unless the Director grants permission, vacancies covered under this rule cannot be filled on a permanent basis through a probationary or permanent appointment into a regular, ongoing position. This also applies to promotions (including promotions with a trial-detail period) and transfers into an agency while on permanent status.

State Civil Service would like to remind all agencies that you must get a Director's exemption for any position(s) that you intend to post on October 9, 2017, or after since there would not be enough time to effect an appointment before Election Day.

In addition, you are reminded that any eligible list that is currently active but has not been filled prior to Election Day will also need Director's approval prior to filling, including those instances where an offer is extended before October 14, 2017, but the effective date of the appointment will be on or after Election Day.

The process will be handled as follows:

- Vacancies affected by this rule shall not be announced without obtaining prior approval of the Director by means of a letter from an Appointing Authority which includes justification explaining why the vacancy needs to be filled.

- Agencies are to send letters requesting approval to fill to the Staffing Division. Letters should include the position number for which the request is made.
- Agencies will be notified via email of the Director's decision.
- Verification of approval must be attached to the exam plan in LA Careers for audit purposes.

If you have any questions, please contact Julie Chapman (Julie.Chapman@la.gov) or Aeli Poydras (Aeli.Poydras@la.gov) at (225) 342-8274, or fax (225) 219-1041.

Sincerely,

s/Byron P. Decoteau, Jr.
Director