STATE OF LOUISIANA

LOUISIANA DEPARTMENT OF HEALTH



DIVISION OF HUMAN RESOURCES TRAINING AND STAFF DEVELOPMENT

TRANSACTION DIRECTORY

INTRODUCTION

The Transaction Directory provides instructions for the completion and submittal of Form HR1 and required documentation for all personnel transactions.

Each transaction in the Directory is composed of three parts:

I. Sample HR 1

All necessary items are completed.

- A. The Effective Date refers to the beginning of business on that day except on actions where the employee is leaving the agency. In these cases, the "Effective Date" refers to the close of business on that day, unless otherwise noted.
- II. Required Documentation
 - A. "Type Action" under Hints
 - 1. Name of Transaction goes under Action Requested on Form HR1
 - 2. Explanation Box: Please review Hints for any notes that must be entered for further explanation or clarification.
 - 3. If employee is leaving the agency, make sure the employee or time administrator have entered all time into CATS.
 - 4. If employee is Transferring Out to another Department/Agency please indicated on the HR 1 in the Explanation where they are going (this makes a difference as how they are process in ISIS). Which in turns helps with overpayments and stop payments (Off-cycle checks should be prevented at all costs not good for Agency)

Note: If process incorrectly we must get OSUP involved.

TRANSACTION DIRECTORY

TABLE OF CONTENTS

SECTION

Introduction		***************************************
	ents)	
Attainment of Pe	rmanent Status	3-4
Demotion		
Involuntar	ry	5-6
Voluntary		7-8
Detail to Special (Duty	
With Pay		9-10
End Detail	l	11-12
Job Appointment.		13-14
Position Change		15-16
Probational Appo	intment	17-18
Promotion		19-21
Reallocation (CPG	i)	22-23
Reassignment		24-25
Unclassified Appo	intment	26-27
Classified WAF		20.20

		APAADI LOKI DI	COCHINED WOL	1011		
Effective Date:	01/01/9999		End Date (if applicable):			
Name of Employee:	JOHN W. SMITH	, , , , , , , , , , , , , , , , , , ,	Personnel Number:	11111 82		—
Office/	ОРН			CLERICAL SERV	VICES	
Facility: Employee	☑Classified ☐Uncl	ossified DWAF	Section/Unit:			
Status: Time Admin		assified WAE	Time Status: Time Admin	☑Full-Time	Part-Time	
Vame:	SEE DOE		Code:	000		
Work Schedule:						
Action Reques	sted (required documents attac		itus	74		
Explanation	Actions contin	ued: www.				
	TIFY THAT THIS EMPLOYEE	HAS MET THE REQ	UIRED STANDA	ARD TO WORK DUF	RING THIS PROBATIO	NARY
ls the position	being filled by WAE appt., job	appt., or detail to spec	cial duty?		h an HR3, Justification	ı for
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PH		OFFICE/FA		OPH		
LERICAL SE	RVICES	SECTION/		CLERICAL SERV	ICES	
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BR		WORK PA		0326 / 1212	·····	
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References che	cked:	□Yes	□No	Von	ified By:	
	nsidered in recommending this a	action: XYes	□No		ified By:	
rug Testing R	lequirement: Has Been M	Met NOT R	equired		fied By:	
CERTIFY TH	IAT THIS ACTION COMPLI	ES WITH CIVIL SEI	RVICE RULES.			
pproved by S	ignature (HR Director or Desig	nee);			Date	e ili in i
HEREBY AU	THORIZE THIS ACTION.				Folks in the second	
	A Company of the Stationary and					
	thority Signature: THORIZE THIS ACTION.	ing Kalangan Lagaran			Date:	
ludget Staff S	ignature:				Date:	, A W 0
	·				vate.	

TYPE ACTION: Attainment of Permanent Status

C.S. RULE: 9.2 Permanent Appointment Action Following Probationary Period

- (a) Permanent appointment of a probationary employee shall begin upon certification by the appointing authority that the employee has met the required standard of work during the probationary period.
- (b) A permanent appointment must be reported to the Director in the manner he prescribes.
- (c) The appointing authority shall separate employees who have not been certified as permanent at the end of the twenty-four month probationary period in accordance with the provisions of Rule 9.1(e).9.2

EXPLANATION BOX MUST STATE:

I certify that this employee has met the required standard of work during this probationary period

TIMEFRAME: 2 weeks prior to effective date (Report should go out 3 months in advance to each Section).

The probationary period shall be an essential part of the examination process and shall be used for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work.

ACTION/ACTION DETAIL:

- This action is mandatory for all probational employees for periods of no less than six months or more than twenty-four months per Civil Service
- Every person hired on probational appointment must serve a probationary period of at least 12 months (LDH requirement), but not more than 24 months, before becoming eligible for permanent status.
- The appointing authority shall separate employees who have not been certified as permanent at the end of the twenty-four month probationary period in accordance with the provisions of Rule 9.1(e).

See Civil Service: Chapter 9: Probationary Period for more specific information.

Effective Date:	01/01/9999		End Date (if applicable):		
Name of Employee:	JOHN W. SMITH	3	Personnel Number:	11111	
Office/				CLERICAL SERVIC	'FS
Facility: Employee			Section/Unit:	- CEERICI LE GERVIC	
Status:	⊠Classified □Uncl	assified	Time Status:	⊠Full-Time	Part-Time
Time Admin Name:	OKAY DOE		Time Admin Code:	000	
Work Schedule:		10			0
	sted (required documents attac	had): Demotion (In	voluntary)		
necton recipion	Actions conti				
Explanation					,
Discp	linary Letter Attached.				
Is the position	being filled by WAE appt., job	appt., or detail to spe	cial duty?		an HR3, Justification for ppointment form.
FROM:	PRESENT POSITION			TO:	POSITION TO BE FILLED
ADMIN COOF	RD 3	CIVIL SERVICE	LIOR TITLE	ADMIN COORD 1	
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Position No.	Title			GFS Org #	
Remarks:					
	7				
References che	cked: nsidered in recommending this	Yes	No	Verific	
Drug Testing F			⊠No	Verific	
				Verifi	ed By:
ICERTIFY 11	HAT THIS ACTION COMPLI	ES WITH CIVIL SE	RVICE RULES.		
Approved by S	ignature (HR Director or Desig	nee):	in Market Services		Date
I HEREBY AU	THORIZE THIS ACTION.		ONE STREET		
Appointing Au	thority Signature:				D.
	THORIZE THIS ACTION.		raya saero e sa	The state of the s	Date:
Budget Staff S	ignature:				Date:
				The second secon	TOTAL STREET,

TYPE ACTION: Demotion (Involuntary)

C.S. RULE:

- 12.3 Discipline; Restrictions
- (a) Discipline includes <u>only</u>: suspension without pay, reduction in pay, involuntary demotion and dismissal.
- (c) A reduction in pay cannot reduce an employee's pay below minimum wage or below the pay range minimum.
- 6.10 Rate of Pay Upon Demotion

Subject to the provisions of Civil Service Rule 6.15 when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:

(a) If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.

TIMEFRAME:

2 weeks prior to effective date

Remember that this action is to be effected only after disciplinary process has been completed.

- Verify qualification requirements (employee must qualify for demoted position)
- Employee's salary must be reduced by at least 7% per Civil Service Rule (current salary divided by 1.07 = new salary), and per the decision of those delegated by the Appointing Authority, may be reduced further. Salary may not be above maximum for the lower classification.
- Required Forms:

HR1 (Request for Personnel Action Form) Copy signed documentation (Letter for Cause)

Date	01/01/9999	

Ties		REQUEST FOR PE		HON			
Effective Date:	01/01/9999		End Date (if applicable):				
Name of Employee:	JOHN W. SMITH		Personnel Number:	11111			
Office/ Facility:	ОРН		Section/Unit:	CLERICAL SERV	/ICES		
Employee Status:	☑Classified ☐Uno	lassified WAE	Time Status:	⊠Full-Time	□Part-Ti	me	
Time Admin Name:	OKAY DOE		Time Admin Code:	000			
Work Schedule:				×			
Action Request	ed (required documents atta		notion				
Explanation:	Actions cont	nued: Other:					
Explanation:							
	10		10				
Is the position be	eing filled by WAE appt., job	appt., or detail to spec	ial duty?			3, Justification f	for
FROM:	PRESENT POSITION			TO:		ION TO BE FIL	(J.ED
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168060 / 111244		JOB CODE & PO		ADMIN COORD 1 168040 / 111222			
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OPH	 	OFFICE/FAC		LDH OPH	·		
CLERICAL SER	VICES	SECTION/I		CLERICAL SERVI	CES		
0326 / 1212		PER AREA/COST		0326 / 1212			
EBR	······································	WORK PA		EBR			
		REPORTING CA					
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Position No.	Title			CES Ora	ш		
Remarks:				GFS Org	#		
References check		□Yes	⊠No	Veri	fied By:	sag	
	dered in recommending this	action: Yes	⊠No		fied By:	sag	
Drug Testing Rec		T			fied By:	sag	
I CERTIFY THA	T THIS ACTION COMPLI	ES WITH CIVIL SER	VICE RULES.				络新花
Approved by Sign	nature (HR Director or Desig	nee):				Date	
I HEREBY AUT	HORIZE THIS ACTION.						
Appointing Author HEREBY AUT	prity Signature: HORIZE THIS ACTION.			The state of the s	Sales and	Date:	
		A MANAGEMENT OF THE PROPERTY O	中国中国中国共和国共和国共和国				所が影響
Budget Staff Sign	nature:				E-1 9 1 40-4	Date	

TYPE ACTION: Demotion (Voluntary)

C.S. RULE: 6.10 Rate of Pay Upon Demotion

Subject to the provisions of Civil Service Rule 6.15 when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:

- (a) If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.
- 12.3 (c) A reduction in pay cannot reduce an employee's pay below minimum wage or below the pay range minimum.
- (d) Subject to the provisions of Rule 6.29, an appointing authority may grant exceptions to this rule for voluntary demotions. An appointing authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay until such time the employee surpasses the pay level from which he demoted.

The provisions of this subparagraph shall not apply to any employee who voluntarily demoted on or before June 30, 2018.

TIMEFRAME: 2 weeks prior to effective date

- Verify qualification requirements (employee must qualify for demoted position)
- Employee's salary may be reduced by at least 7% per Civil Service Rule (current salary divided by 1.07 = new salary), and per the decision of those delegated by the Appointing Authority, may be reduced further. Salary may not be above maximum for the lower classification.
- Required Forms:

HR1 (Request Form Personnel Action Form), If Deduction HR-21 (Waiver of Pay Reduction Upon Voluntary Demotion Request), If Deduction waived HR67 (Voluntary Demotion Letter from Employee), If Deduction waived Coded Referral List Signed by Appointing Authority, if applicable

Date	01/01/9999
~~~	- 411-0-117-7-7-7

		REQUEST FOR PE	RSONNEL ACI	TION	
Effective Date:	01/01/9999	,	End Date (if applicable):		V -
Name of Employee:	JOHN W. SMITH		Personnel Number:	11111	¥7
Office/ Facility:	ОРН		Section/Unit:	CLERICAL SERVICES	2
Employee Status:	☐ Classified ☐ Uncl	assified WAE	Time Status:	⊠Full-Time □Part-Ti	me
Time Admin Name:	OKAY DOE		Time Admin Code:	000	
Work Schedule:		<u></u>			6
Action Request	ed ( required documents attac		ial Duty		
Explanation:	Actions conti	nued: Other;			
Detail t	o Special Duty With Pay				
Is the position b	eing filled by WAE appt., job	appt., or detail to spec	cial duty?	X If yes, attach an HR Temporary Appoint	
FROM:	PRESENT POSITION			TO: POSIT	ION TO BE FILLED
ADMIN COORI 168050 / 111244		CIVIL SERVICE JOB CODE & PO		ADMIN ASST 6 171200 / 161616	
\$1309.00 / AS 60	)7	<ul><li>SALARY &amp; PA</li></ul>	Y LEVEL	\$1492.80 / AS 614	
		☐ Premiu	m Pay \$   Pav \$		
		☐ Shift Di	fferential		
LDH OPH	<del></del>	DEPARTM		LDH OPH	
CLERICAL SER	VICES	OFFICE/FAC SECTION/		CLERICAL SERVICES	
0326 / 1212		PER AREA/COST		0326 / 1212	
EBR		WORK PA	•	EBR	
		REPORTING CA ISIS ORG L			
If the position bei	ng filled is currently shown as			your Personnel Status Report,	what funded vacancy is
being swapped for Position No.	r it: Title			GFS Org #	
Remarks:			7	Gr5 Oig#	
7.1					
References chec	ked:	□Yes	⊠No	Verified By:	sag
	idered in recommending this	action: Yes	□No	Verified By:	sag
Drug Testing Re				Verified By:	sag
I CERTIFY TH	AT THIS ACTION COMPLI	ES WITH CIVIL SER	EVICE RULES.		
Approved by Sig	nature (HR Director or Desig	nee):			Date
I HEREBY AUT	THORIZE THIS ACTION.		NAME OF THE PARTY OF		
Appointing Auti	ority Signature: HORIZE THIS ACTION.		ants (2006 115.2)		Date:
Budget Staff Sig	nature:				Date:

TYPE ACTION: Detail to Special Duty

### C.S. RULE: 6.11 Rate of Pay on Detail to Special Duty

When an employee is detailed to special duty, his pay shall not be reduced; if the position is allocated to a job which is assigned to a higher grade, his pay, subject to the provisions of subsection (c), shall be increased to the rate he could receive upon promotion to such position, provided:

- (a) Any such temporary increase granted him shall not affect his eligibility for pay increases which he would have acquired in his regular position had he not been detailed.
- (b) At the conclusion of the detail, his pay shall revert to his authorized rate of pay in his regular position.

#### 23.12 Detail to Special Duty

- (a) An appointing authority may assign an employee to a different position in the same department for up to one month without changing the employee's classification or pay. After one month, the appointing authority shall detail or otherwise place the employee in the position in accordance with Civil Service Rules or return the employee to his or her regular position. Upon detail, pay shall be fixed in accordance with Civil Service Rule 6.11.
- (b) No detail shall exceed one year without the Director's prior approval. Written justification for all details for more than one month shall be kept by the agency. Justification shall be submitted with all details requiring the Director's approval. This rule is subject to Rules 17.20(b) 4 and 17.25 concerning layoff related details.
- (c) The Director may issue policy standards for use of details to special duty.
- (d) An appointing authority may end a detail at any time.
- (e) The Director may, at any time, cancel a detail to special duty and/or withdraw an agency's authority to detail employees for longer than one month.

#### 22.1 Methods of Filling Vacancies

Vacancies in the classified service may be filled by probational appointment, job appointment, classified WAE appointment, promotion, demotion, reassignment, position change, transfer, noncompetitive reemployment of a former employee, appointment from a Department Preferred Reemployment list, temporary inter-departmental assignment, or **detail** to special duty.

#### TIMEFRAME: 2 weeks prior to effective date

- Application (Verify qualification requirements) If requested by Human Resources
- Required Forms:

HR1 Request for Personnel Action Form

HR3 Completed Justification for Temporary Appointments Form

LDH Temporary Agreement Form

Necessary Civil Service Approval (if applicable – when Probational or Do Not Qualify) Executive Approval for appointments to position at or above A-623, TS-318, TS-318, SS-422, MS-525

Date	11/20/9999	

	· · · · · · · · · · · · · · · · · · ·	REQUEST FORTE		HON	
Effective Date:	12/01/9999		End Date (if applicable):		
Name of Employee:	JOHN W. SMITH		Personnel Number:	11111	
Office/ Facility:	ОРН		Section/Unit:		
Employee Status:	☑Classified ☐Unc	lassified	Time Status:	⊠Full-Time  □Part-T	ime
Time Admin Name:	OKAY DOE		Time Admin	000	
Work Schedule:		· · · · · · · · · · · · · · · · · · ·			
	ed ( required documents atta				
Explanation:	Actions conti	nued:	· · · · · · · · · · · · · · · · · · ·	<del></del>	
	from Detail to Special Duty				
<u> </u>				<del></del>	
Is the position b	eing filled by WAE appt., job	appt., or detail to spec	cial duty?	If yes, attach an HF Temporary Appoin	3, Justification for tment form.
FROM:	PRESENT POSITION				TION TO BE FILLED
ADMIN ASST 6		CIVIL SERVICE	JOB TITLE	ADMIN COORD 2	
171200 / 161616		JOB CODE & P	OSITION #.	168050 / 111244	
\$1492.80 / AS 61	14	SALARY & PA	Y LEVEL m Pay \$	\$1309.00 / AS 607	
· · · · · · · · · · · · · · · · · · ·		On Call			
LDH			ifferential		
OPH		DEPARTN OFFICE/FAC		LDH OPH	
CLERICAL SER	VICES	SECTION/	•	CLERICAL SERVICES	<del></del>
0326 / 1212 EBR		PER AREA/COST		0326 / 1212	5 8
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f the position bei	ng filled is currently shown as r it?	vacant in the unbudg	geted portion of y	your Personnel Status Report,	what funded vacancy is
Position No.	Title			GFS Org #	
Remarks:					
References check	vad.	□Yes		11 10 10	,
	idered in recommending this	action: Yes	□No □No	Verified By: Verified By:	
Drug Testing Re				Verified By:	
I CERTIFY TH	AT THIS ACTION COMPLI		,		
Approved by Sig	nature (HR Director or Desig	nee):			Date
I HEREBY AUT	HORIZE THIS ACTION.	是可以是 <b>使</b> 的基本的。			
Annointing Ac-41	Siles Circulate Services 124003-00	energia de la companya de la company	·	No. Con. No. 2 was provided that the	
Appointing Auth I HEREBY AUT	HORIZE THIS ACTION.			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Date:
Budget Staff Sig					
Parker Stall 218	marul C. Carlos Marie Constitution	Contractive W. Co.	四位5年7月日建立宣		Date:

TYPE ACTION: Return from Detail to Special Duty

TIMEFRAME: 2 weeks prior to effective date

Required Forms: HR1 (Request for Personnel Action)

Civil Service must approve extension prior to 1 year end date. If no approval the Employee will be returned to their home position.

	REQUEST F	OR PERSONNEL ACT	rion	
Effective Date:	02/01/1999	End Date (if applicable):	01/31/2000	# H
Name of Employee:	THANKS DOE	Personnel Number:	999990	
Office/ Facility:	OS	Section/Unit:	ADMINISTRATION	
Employee Status:	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	WAE Time Status:	☑Full-Time ☐Part-Ti	me
Time Admin Name:	DOE SMITH	Time Admin Code:	001	×
Work Schedule:	M-F 8:00-4:30			
Action Request	ed ( required documents attached): _ Job Ap	pointment		III A
<b>7</b> 7	Actions continued:			
Explanation:		la 00/20/1001	0 441!	
not to e	b Appt is necessary as the incumbent has been oxceed 1 year.	on leave since 09/20/1990	and their return is not yet know	n. This Job Appt is
Is the position b	eing filled by WAE appt., job appt., or detail	to special duty?	X If yes, attach an HR. Temporary Appoint	
			remporary Appoint	ment torm.
FROM:	PRESENT POSITION		TO: POSIT	ION TO BE FILLED
		RVICE JOB TITLE	Program Monitor - DHH	
		E & POSITION #. Y & PAY LEVEL	169330 / 50111994 \$1866.40 / AS 618	
		Premium Pay \$	31800.40 / A3 018	
		On Call Pay \$		
		Shift Differential		
		PARTMENT	LDH	
<del> </del>		CE/FACILITY TION/UNIT	OS / HEADQUARTERS ADMINISTRATION	<del></del>
	· · · · · · · · · · · · · · · · · · ·	COST CENTER #	0307 / 8888	
		RK PARISH	EBR	
		NG CATEGORY #		
If the position bei	ng filled is currently shown as vacant in the	ORG UNIT # unbudgeted portion of y	your Personnel Status Report,	what funded vacancy is
being swapped for	r it?			·
Position No.  Remarks:	Title	· · · · · · · · · · · · · · · · · · ·	GFS Org #	=
References check	ked:	Yes 🖾 No	Verified By:	0.00
	sidered in recommending this action:		Verified By:	ags ags
Drug Testing Re		NOT Required	Verified By:	ags
ICERTIFY TH	AT-THIS ACTION COMPLIES WITH CIV			
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Approved by Sig	mature (HR Director or Designee):			Date
IHEREBY AUT	THORIZE THIS ACTION,			
Appointing Auth	nority Signature: THORIZE THIS ACTION.			Date:
Budget Staff Sig	nature:			Date:

**TYPE ACTION:** Job Appointment

C.S. RULE:

23.5 Job Appointment

- (a) A job appointment is a temporary appointment of an employee to fill a position in the classified service for a limited period of time. An appointing authority may use a job appointment to fill a position for a period not to exceed four years. For rational business reasons, an appointing authority may request a longer term job appointment. The Commission may approve such requests or delegate approval authority to the Director. An appointing authority may terminate a job appointment at any time. This rule is subject to Rules 17.20(b)4 and 17.25 concerning layoff related actions.
- (b) Job appointments may be made without the use of a certificate:
- 1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).
- 2. For out-of-state vacancies under Rule 22.8(b).
- 3. Repealed Effective December 11, 2013.
- 4. By reemploying a former employee under Rule 23.13.
- 5. Of applicants who have attained a 3.5 GPA or higher for a baccalaureate degree and meet all other requirements of Rule 22.8(c) for exemption from testing.
- (c) The Director may issue policy standards for the use of job appointments.
- (d) The Commission or Director may, at any time, cancel a job appointment and/or withdraw an agency's authority to make such appointments.

#### TIMEFRAME: 2

2 weeks prior to effective date

- ❖ HR 20 Approved 6.5g Request Form, if applicable
- Certified Copy of College Transcript, if applicable
- ❖ Valid Professional License Verification, if applicable
- Drug Test Conducted, if applicable
- * HR-5 (Conditional Offer of Employment Form (must be certified/valid job offer by HR)
- ❖ HR-3 Completed Justification for Temporary Appointments Form
- ❖ Civil Service Statement of Agreement and Understanding Form (Job & WAE)
- Coded Referral List Signed by Appointing Authority, if applicable
- Executive Approval for appointments to positon at or Above AS-623, TS-318, SS-422, MS-525
- Indicate on HR1 the appointment end date.

T-00	7,	REQUESTFORFE	KSUNNEL AC	TION			
Effective Date:	01/01/9999		End Date (if applicable):				_
Name of Employee:	SMITH Q. DOE		Personnel Number:	161616	<del></del>		_
Office/ Facility:	ОРН		Section/Unit:	HUMAN RESOUR	CES		_
Employee Status:	⊠Classified □Uno	lassified DWAE	Time Status:	⊠Full-Time	☐Part-Time	<del></del>	
Time Admin Name:	DOE KAY		Time Admin	999		<del>~</del>	_
Work Schedule:		, , , , , , , , , , , , , , , , , , , ,	1 0000.		3 0	-	-
	ed ( required documents atta	ched): Position Chan	ve.				
Explanation:	Actions conti						_
Explanation:			,				_
Is the position be	eing filled by WAE appt., job	appt., or detail to spec	ial duty?	If yes, attac	ch an HR3,	Justification for	_
				Temporary	Appointme	ent form.	
FROM:	PRESENT POSITION			TO:	POSITIO	N TO BE FILLED	)
ADMIN COORD 168040 / 111222	01	CIVIL SERVICE		ADMIN COORD 1			
		JOB CODE & PO	OSITION #.	168040 / 222222			_
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TYPE ACTION: Position Change

C.S. RULE: 23.10

TIMEFRAME: 2 weeks prior to effective date

**<u>DEFINITION:</u>** 1.25.01 Position Change for the purposes of types of appointment means the movement of a classified employee from one position number to another position number with the same job title.

An appointing authority may position change any probationary or permanent employee to a different position number with the same job title.

Position Change is movement to a job v position number.	vith the same title but with a different
<ul> <li>Probational – Same Parish</li> <li>Job Appointment – Same Parish</li> </ul>	No posting required for either situation.
Probational or Job     Appointment – Different     parish	<ul> <li>Vacancy must be posted – in most cases the employee should already have a test score from the prior appointment or was exempted under provision of Rule 22.8 (a)(b)(c)(d):     Exemptions from testing Requirements Based on Prior State Service.</li> </ul>
<ul> <li>Permanent – Same parish or Different Parish</li> </ul>	<ul> <li>A position change of a permanent classified employee may be made without posting.</li> </ul>

	,	REQUEST FOR FE	RSONIEL AC	HON	
Effective Date:	02/01/9999	<b>V W</b>	End Date (if applicable):		
Name of Employee:	THANKS DOE		Personnel Number:	999990	
Office/ Facility:	os		Section/Unit:	ADMINISTRATION	
Employee Status:	⊠Classified □Uncla	assified   WAE	Time Status:	☑Full-Time ☐Part-T	ime -
Time Admin Name:	DOE SMITH		Time Admin Code:	001	
Work Schedule:	M-F 8:00-4:30	<i>x</i>			
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		CIVIL SERVICE	JOB TITLE	Program Monitor - DHH	
		JOB CODE & PO		169330 / 50111994	
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#### <u>HINTS</u>

TYPE ACTION: Probational Appointment

C.S. RULE:

- 9.1 Probationary Period
- (a) Probationary periods of no less than six months or more than twenty-four months shall be served by employees following appointments to:
- 1. Permanent positions following certification from an open competitive eligible list except as provided in Rule 9.1(h).
- 2. Original appointments to permanent positions under the provisions of Rule 23.3(a).
- 3. Non-competitive re-employments based on prior service, except as provided in Rules 17.23(a) and 9.3.

The probationary period shall be an essential part of the examination process and shall be used for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work.

- (b) A permanent employee who is promoted, transferred, reassigned or demoted to another position shall not be required to serve a probationary period in the new position.
- (c) A permanent or probationary employee who is appointed to another position following certification from an open competitive eligible list is considered a new employee in the new position and shall serve a probationary period no less than six months or more than twenty-four months in such new position.
- (d) A probationary employee who is permanently transferred, reassigned, or demoted to another position shall be eligible for permanent status in the new position between the sixth and twenty-fourth month of the probationary period which began prior to the change in position(s).
- (e) A probationary employee may be separated by the appointing authority at any time.
- (f) A former employee who is appointed from a department preferred reemployment list is not required to serve a probationary period in the new position.
- (g) The probationary period of a part-time employee shall be computed on the same calendar basis as though he were employed full time.
- (h) An employee who has served at least 24 months in a job appointment with no break in service may be appointed to the same position, or a position in the same job title, in the same agency without serving a probationary period.

#### TIMEFRAME: 2 weeks prior to effective date

- ❖ HR 20 Approved 6.5g Request Form, if applicable
- Certified Copy of College Transcript, if applicable
- ❖ Valid Professional License Verification, if applicable
- Drug Test Conducted, if applicable
- HR-5 (Conditional Offer of Employment Form (must be certified/valid job offer by HR)
- Coded Referral List Signed by Appointing Authority, if applicable
- Employee has to complete the Pre-hire documents email (email will be given once drug screen has cleared, HR receives the ID, Driver's License, SS Card, Signed COE and official Transcript is received (if applicable)
- ❖ Executive Approval for appointments to positon at or Above AS-623, TS-318, SS-422, MS-525

		REQUEST FOR PE	RSONNEL ACT	TION		
Effective Date:	02/01/9999		End Date (if		<del>. , .</del>	<del>*</del>
Name of Employee:	THANKS DOE		applicable): Personnel Number:	889966	·	
Office/ Facility:	os	20	Section/Unit:	ADMINISTRAT	ION	
Employee Status:	⊠Classified □Uncla	assified WAE	Time Status:	⊠Full-Time	□Part-Ti	ime
Time Admin Name:	DOE SMITH		Time Admin Code:	001		
Work Schedule:	M-F 8:00-4:30					<del></del>
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TYPE ACTION: Promotional Appointment

C.S. RULE: 23.4 Promotion

- (a) Promotions may be made without the use of a certificate:
- 1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).
  - (a) An appointing authority may fill a vacancy by probational appointment, job appointment or promotion of an individual deemed eligible for services by the Louisiana Rehabilitation Services Program without the appointee's attainment of any test scores normally required, provided the appointee meets the Minimum Qualifications of the job, and that the appointing authority has documented the individual has been determined by the Louisiana Rehabilitation Services Program as disabled to such an extent as to prohibit participation in the required test.
- 2. For out-of-state vacancies under Rule 22.8 (b).
  - (b) The Director may exempt from testing requirements applicants for out-of-state vacancies filled by probational appointment, job appointment or promotion.
- 3. Of permanent classified employees to positions to which they would have reemployment eligibility under Rule 23.13 if they were to resign.
- (b) Promotions shall only be made of employees serving with permanent status in the classified service.
- (c) No employee who has a current official overall Performance evaluation of "Needs Improvement/unsuccessful" shall be promoted.
- 23.13 Noncompetitive Reemployment Based on Prior State Service
- (a) A former permanent employee may, within ten years from separation, be reemployed in any job for which he or she meets the Minimum Qualifications and which has the same or lower maximum salary as the current maximum for the job in which he had permanent status. Further, if the job in which an employee or former employee held permanent status undergoes a change in title, other than an upward reallocation of the position after the employee separated from it, or undergoes a change in Minimum Qualification provided there are no legal barriers, he shall not lose his reemployment eligibility for such position or lower position in the same job series. In this case eligibility remains, even if the maximum pay has moved upward. Further, he shall be eligible to be reemployed in any other job at the same or lower current maximum pay as the job to which his position changed in title, provided he meets the minimum qualification requirements.
- (b) No former employee shall acquire eligibility for noncompetitive reemployment through service in a position from which he was dismissed or resigned to avoid dismissal or demoted for cause.
- (c) No former employee shall possess eligibility for noncompetitive reemployment in the position of Director of the State Department of Civil Service.
- (d) The former employee may be required to provide proof or evidence of his or her prior employment before being eligible for reemployment under this rule.
- 6.7 Rate of Pay Upon Promotion
- (a) Subject to the provisions of subsections (e) and (g) of this rule, when an employee is promoted to a position in a higher grade, his pay shall increase by at least 7 percent.
- (b) Subject to the provisions of subsections (e) and (g) of this rule, when an employee is given a one grade promotion his pay shall increase by 7 percent. When an employee is given a two grade promotion his pay may be increased in an amount not to exceed 10.5 percent. When an employee is given a three or more grade 20

#### TYPE ACTION: Promotional Appointment (cont)

promotion his pay may be increased in an amount not to exceed 14 percent. An employee shall not be paid below the minimum of the higher range.

- (c) Eligibilities gained but not received at the time of promotion may be given prospectively at any time within three years from the effective date of the promotion.
- (d) When an employee has been detailed with pay to a higher job and is promoted to that same job or a job at the same pay level or a higher pay level directly from the detail, his pay eligibility on promotion shall not be less than he received on detail.
- (e) Subject to the provisions of subsection (g) of this rule, when an employee is promoted from a job assigned to one pay schedule to a job with a higher range maximum in another pay schedule, his pay shall be adjusted as follows:
- 1. If the maximum of the job to which he is being promoted is less than 14% above his current maximum, his pay shall be increased by 7%.
- 2. If the maximum of the job to which he is being promoted is at least 14% but less than 21% above his current maximum, his pay shall be increased at least by 7% but not to exceed 10.5%.
- 3. If the maximum of the job to which he is being promoted is equal to or greater than 21% above his current maximum, his pay shall be increased by at least 7% but not to exceed 14%.
- (g) When an employee has taken a voluntary demotion without a reduction in pay, promotional pay shall be in accordance with 6.10(d).

#### TIMEFRAME: 2 weeks prior to effective date

- Application (Verify qualification requirements)
- Certified Copy of College Transcript, if applicable
- Valid Professional License Verification, if applicable
- HR-5 (Conditional Offer of Employment Form (must be certified/valid job offer by HR)
- Coded Referral List Signed by Appointing Authority, if applicable
- Executive Approval for appointments to positon at or Above AS-623, TS-318, SS-422, MS-525

		REQUEST FOR PER	SUNNEL ACT	ION		
Effective Date:	02/01/9999	. ,	End Date (if			
Name of Employee:	THANKS DOE	γ	applicable): Personnel Number:	889966		
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Employee Status:	⊠Classified □Uncla	assified WAE	Time Status:	⊠Full-Time □Pa	rt-Time	
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Appointing Aut	thority Signature:				Date:	
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Budget Staff Si	gnature:				Date:	

TYPE ACTION: Reallocation (CPG) Career Progression Group

C.S. RULE:

6.8 Pay Upon Reallocation

When the Director changes the allocation of a position from one job to another by reallocation,

- (a) Subject to Rule 6.10(d), if the job to which the position is allocated is in a higher grade in the same schedule or is in a grade with a higher maximum in another schedule, the affected employee's pay shall be set in accordance with Rule 6.7.
- (b) If the job to which the position is allocated is in a lower grade in the same schedule or is in a grade with a lower maximum in another schedule, the affected employee's pay will not change, but shall be subject to provisions of Rule 6.15.
- (c) If the job to which the position is allocated is in the same grade in the same schedule or is in a grade with the same maximum in another schedule, the employee's pay shall not change.
- (d) Repealed effective July 1, 2018.

#### Note: This action is used when position is in a Career Progression Group (CPG).

If reallocation adjustment of 7% brings salary to below minimum of the higher level, then the employee must be paid at the minimum level.

If 7% adjustment brings salary above maximum, then employee can be paid only at maximum.

#### TIMEFRAME: 2 weeks prior to effective date

- Application (may need updated from employee) If requested by Human Resources
- Certified Copy of College Transcript, if applicable
- Professional License Verification Form, if applicable
- Forms needed:

HR1 Request for Personnel Action Form

		REQUEST FOR PE	RSONNEL AC	rion		
Effective Date:	01/01/9999		End Date (if applicable):			147
Name of Employee:	JOHN W. SMITH		Personnel Number:	11111	<del></del>	
Office/ Facility:	ОРН	W	Section/Unit:	CLERICAL SERVIC	CES	-
Employee Status:	⊠Classified	assified WAE	Time Status:	⊠Full-Time	Part-Time	- 187
Time Admin Name:	OKAY DOE		Time Admin Code:	000		
Work Schedule:						
Action Request	ed ( required documents attac Actions contin					
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Is the position b	eing filled by WAE appt., job	appt., or detail to spec	ial duty?	If yes, attach	an HR3, Justification for Appointment form.	
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TYPE ACTION: Reassignment

C.S. RULE: 23.10

TIMEFRAME: 2 weeks prior to effective date

**<u>DEFINITION:</u>** 1.33 Reassignment means the change within the same department of a probationary or permanent employee from a position in one job to another position in a different job, both jobs of which have the same maximum rate of pay.

An appointing authority may reassign any probationary or permanent employee to a position with a different job title that has the same maximum rate of pay, provided the employee meets the minimum qualifications of the job to which he is being assigned and has met Civil Service requirements for testing and competition.

Reassignment is movement of an employee to a position with a different title with the same maximum rate of pay.						
<ul> <li>Probational – Same Parish</li> <li>Probational – Different         <ul> <li>Parish</li> </ul> </li> <li>Job Appointment – Same         <ul> <li>Parish</li> </ul> </li> <li>Job Appointment – Different         <ul> <li>Parish</li> </ul> </li> </ul>	<ul> <li>Vacancy must be posted, employee must apply, qualify and have any required test score unless exempted under provision of Rule 22.8(a)(b)(c)(d): Exemptions from Testing Requirements or rules 23.13: Noncompetitive Reemployment Based on Prior State Service.</li> </ul>					
Permanent – Same Parish or Different Parish	<ul> <li>No need to post since the job will have the same pay grade and the employee should have re-employment eligibility.</li> <li>Employee must qualify.</li> <li>No testing is required unless employee holds a non-professional level job and is being placed into a professional level job.</li> </ul>					

Date	01/01/9999	
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Name of Employee:	THANKS DOE		applicable): Personnel Number:	999990			61
Office/ Facility:	os		Section/Unit:	ADMINISTRAT	ION	4:	<del></del> j
Employee Status:	Classified Unc	assified \( \bigcup WAE	Time Status:	⊠Full-Time	□Part-Ti	me	12
Time Admin Name:	DOE SMITH		Time Admin Code:	001			193
Work Schedule:	M-F 8:00-4:30	1 .					
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TYPE ACTION: Unclassified Appointment(s): Regular, Student, Temporary/Seasonal

C.S. RULE: 4.1 Unclassified Positions.

- (d) 1. The Director, upon submission by an employing agency of written justification deemed adequate by him, may add to the unclassified service positions involving duty assignments which are of a temporary nature.
- 2. The Commission, upon submission of adequate justification by the employing agencies and upon considering the recommendations of the Director, may add positions to the unclassified service and may, revoke any position added to the unclassified service under the provision of this Sub-section.
- 3. The Director may not revoke any position added to the unclassified service by the Commission, but may revoke those positions added by him.
- 4. Repealed, effective April 5, 1978.
- (e) The Commission adds to the unclassified service the positions of all persons rendering personal service to the State, or any agency thereof, pursuant to a contract for such services after review by the Director in accordance with Rule 3.1(o).

STUDENT APPOINTMENTS: Shall be made in accordance with above Civil Service Rule and LDH Student Policy # 8121-78 Under Procedures (B) Eligibility and Certification.

RATE OF PAY: Unclassified appointee's salary may be fixed at any rate deemed necessary; however, it must be at least the current Federal Minimum Wage.

Exception: Student(s) pay must be in accordance with the LDH Student Pay Schedule located in the LDH Student Policy #8121-78.

#### TIMEFRAME: 2 weeks prior to effective date

- Student Application (Verify qualification requirements)
  - A letter from the educational institution certifying the items listed will be accepted in the place of the certification on the student application. The application must still be completed by the student.
  - a. Student is classified as a full-time regular student;
  - b. Current grade/classification of the student;
  - c. The school is accredited; and
  - d. The school is approved by the state it is located.
- Drug Test Conducted
- * HR-5 (Conditional Offer of Employment Form (must be certified/valid job offer by HR)
- HR-3 Completed Justification for Temporary Appointments Form, if applicable
- LDH Detail/LOA Agreement & Understanding, if applicable
- ❖ Civil Service Statement of Agreement and Understanding Form (Job & WAE), if applicable
- ❖ Civil Service Approved Authority Form (Unclass & WAE), if applicable
- ❖ WAE can only work 1245 hours

Date	01/01/9999
Date	01/01/9999

		REQUEST FOR PE	RSUNNEL AC	ITON	
Effective Date:	02/01/9999		End Date (if applicable):		
Name of Employee:	THANKS DOE	· · · · · · · · · · · · · · · · · · ·	Personnel Number:	999990	19
Office/ Facility:	os	i i	Section/Unit:	ADMINISTRATIO	N
Employee Status:	Classified Unc	assified WAE	Time Status:	□Full-Time	☑Part-Time
Time Admin Name:	DOE SMITH	, , , , , , , , , , , , , , , , , , , ,	Time Admin Code:	001	
Work Schedule:	M-F 8:00-4:30				
Action Request	ed ( required documents attac		Ė		
Explanation:	Actions contin	nued:			
Explanation:	<del></del>				
1.5					1
Is the position b	eing filled by WAE appt., job	appt., or detail to spec	ial duty?	X If yes, attac	h an HR3, Justification for
				1 emporary	Appointment form.
FROM:	PRESENT POSITION			TO:	POSITION TO BE FILLED
		CIVIL SERVICE		Human Resources A	nalyst C
*		JOB CODE & PO SALARY & PA		178020 / 50122994	(16
		_	n Pay \$	\$25.00 Hourly / AS-6	)15
		On Call			
· · · · · · · · · · · · · · · · · · ·			fferential		
		DEPARTM		LDH	
<del></del>		OFFICE/FAC	•	OS	
<del></del>		SECTION/S PER AREA/COST		Human Resoruces 307/0020	
		WORK PA		EBR	· · · · · · · · · · · · · · · · · · ·
		REPORTING CA		3070102	
f the position hair	ng Gliad is summed to the	ISIS ORG U		50061119	
peing swapped for	it?	vacant in the unbudg	eted portion of y	our Personnel Status	Report, what funded vacancy
Position No.	Title	····		GFS Org #	<u> </u>
Remarks:					
				<u></u>	
References check	red:	[ ]	67.		
	idered in recommending this	Yes Yes	⊠No ⊠No	.,/	ed By: ags
Drug Testing Re					ed By: ags
	AT THIS ACTION COMPUT	· · · · · · · · · · · · · · · · · · ·		veriii	ed By:   ags
	II THE ACTION COMPAN	S WITH CIVIL SER	VIÇE RULES.		
Approved by Sig	nature (HR Director or Desig	nee);			Date
I HEREBY AUT	HORIZE THIS ACTION,				
Appointing Auth	ority Signature:				Date:
I HEREBY AUT	HORIZE THIS ACTION.				SHEELS HARRESTER WHO
Budget Staff Sig	nature:				Date:

TYPE ACTION: WAE Appointment

C.S. RULE: 23.6 Classified WAE Appointment

- (a) A classified WAE appointment is a temporary appointment of an employee to fill a position in the classified service for a limited period of time and hours in order to address filling the position in a regular manner, or to address an emergency or work overload situation. An appointing authority may use a classified WAE appointment to fill a position when the hours worked do not exceed 1245 hours during a twelve (12) month period. For rational business reasons, an appointing authority may request to exceed 1245 hours during the twelve month period. The Commission may approve such requests or delegate approval authority to the Director. The appointing authority may terminate the classified WAE appointment at any time.
- (b) The Director may issue policy standards for the use of classified WAE appointments.
- (c) The Commission or Director may, at any time, cancel a classified WAE appointment and/or withdraw an agency's authority to make such appointments.
- (d) Classified WAE appointees must meet the minimum qualifications for the job.
- (e) This rule is subject to Rules 17.20(b)4 and 17.25 concerning layoff related actions.

#### TIMEFRAME: 2 weeks prior to effective date

- Application (Send to Human Resources)
- Certified Copy of College Transcript, if applicable
- Valid Professional License Verification, if applicable
- Drug Test Conducted
- HR-5 (Conditional Offer of Employment Form (must be certified/valid job offer by HR)
- HR-3 Completed Justification for Temporary Appointments Form
- Civil Service Statement of Agreement and Understanding Form (Job & WAE)
- Civil Service Approved Authority (WAE & Unclass)
- Executive Approval for appointments to positon at or Above AS-623, TS-318, SS-422, MS-525