

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

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Date 01/01/9999HR1
Revised 12/19/2018LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	01/01/9999	End Date (if applicable):	
Name of Employee:	JOHN W. SMITH	Personnel Number:	11111
Office/Facility:	OPH	Section/Unit:	CLERICAL SERVICES
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	SEE DOE	Time Admin Code:	000
Work Schedule:			

Action Requested (required documents attached): Permanent Status

Actions continued: _____

Explanation:

I CERTIFY THAT THIS EMPLOYEE HAS MET THE REQUIRED STANDARD TO WORK DURING THIS PROBATIONARY PERIOD.

Is the position being filled by WAE appt., job appt., or detail to special duty? _____

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

ADMIN COORD 1
168040 / 111222
\$664.00 / AS 605

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

ADMIN COORD 1
168040 / 111222
\$664.00 / AS 605

LDH
OPH
CLERICAL SERVICES
0326 / 1212
0326 / 1212

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input type="checkbox"/> No		
PES Rating considered in recommending this action: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Drug Testing Requirement: <input type="checkbox"/> Has Been Met <input type="checkbox"/> NOT Required		
Verified By:		
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		
Date:		

HINTS

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.

Date 01/01/9999HR1
Revised 12/19/2018LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	01/01/9999	End Date (if applicable):	
Name of Employee:	JOHN W. SMITH	Personnel Number:	11111
Office/Facility:		Section/Unit:	CLERICAL SERVICES
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	OKAY DOE	Time Admin Code:	000
Work Schedule:			

Action Requested (required documents attached): Demotion (Involuntary)

Actions continued: _____

Explanation:

Disciplinary Letter Attached.

Is the position being filled by WAE appt., job appt., or detail to special duty? _____

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

ADMIN COORD 3
168060 / 111244
\$1289.60 / AS 609

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

ADMIN COORD 1
168040 / 111222
\$1204.80 / AS 605

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No. Title GFS Org #

Remarks:

References checked:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By:	
PES Rating considered in recommending this action:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By:	
Drug Testing Requirement:	<input type="checkbox"/> Has Been Met <input checked="" type="checkbox"/> NOT Required	Verified By:	

I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.

Approved by Signature (HR Director or Designee):

Date

I HEREBY AUTHORIZE THIS ACTION.

Appointing Authority Signature:

Date:

I HEREBY AUTHORIZE THIS ACTION.

Budget Staff Signature:

Date:

HINTS

TYPE ACTION: Demotion (Involuntary)

C.S. RULE: 12.3 Discipline; Restrictions

(a) Discipline includes only: 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 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	01/01/9999	End Date (if applicable):	
Name of Employee:	JOHN W. SMITH	Personnel Number:	11111
Office/Facility:	OPH	Section/Unit:	CLERICAL SERVICES
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	OKAY DOE	Time Admin Code:	000
Work Schedule:			

Action Requested (required documents attached): Voluntary DemotionActions continued: Other:

Explanation:

--

Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

ADMIN COORD 3
168060 / 111244
\$1289.60 / AS 609

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

ADMIN COORD 1
168040 / 111222
\$1289.60 / AS 605

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By: sag
PES Rating considered in recommending this action:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By: sag
Drug Testing Requirement:	<input type="checkbox"/> Has Been Met <input checked="" type="checkbox"/> NOT Required	Verified By: sag

I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.

Approved by Signature (HR Director or Designee):

Date

I HEREBY AUTHORIZE THIS ACTION.

Appointing Authority Signature:

Date:

I HEREBY AUTHORIZE THIS ACTION.

Budget Staff Signature:

Date:

HINTS

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 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	01/01/9999	End Date (if applicable):	
Name of Employee:	JOHN W. SMITH	Personnel Number:	11111
Office/Facility:	OPH	Section/Unit:	CLERICAL SERVICES
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	OKAY DOE	Time Admin Code:	000
Work Schedule:			

Action Requested (required documents attached): Detail to Special DutyActions continued: Other:

Explanation:

Detail to Special Duty With Pay

Is the position being filled by WAE appt., job appt., or detail to special duty?

X

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

ADMIN COORD 2
168050 / 111244
\$1309.00 / AS 607

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

ADMIN ASST 6
171200 / 161616
\$1492.80 / AS 614

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PES Rating considered in recommending this action: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Drug Testing Requirement: <input type="checkbox"/> Has Been Met <input checked="" type="checkbox"/> NOT Required		
Verified By: sag		
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		
Date:		

HINTS

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

HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	12/01/9999	End Date (if applicable):	
Name of Employee:	JOHN W. SMITH	Personnel Number:	11111
Office/Facility:	OPH	Section/Unit:	
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	OKAY DOE	Time Admin Code:	000
Work Schedule:			

Action Requested (required documents attached): End Detail

Actions continued:

Explanation:

Return from Detail to Special Duty

Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

ADMIN ASST 6
171200 / 161616
\$1492.80 / AS 614

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

ADMIN COORD 2
168050 / 111244
\$1309.00 / AS 607

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input type="checkbox"/> No		
PES Rating considered in recommending this action: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Drug Testing Requirement: <input type="checkbox"/> Has Been Met <input type="checkbox"/> NOT Required		
Verified By:		
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		
Date:		

HINTS

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.**

Date 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	02/01/1999	End Date (if applicable):	01/31/2000
Name of Employee:	THANKS DOE	Personnel Number:	999990
Office/Facility:	OS	Section/Unit:	ADMINISTRATION
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	DOE SMITH	Time Admin Code:	001
Work Schedule:	M-F 8:00-4:30		

Action Requested (required documents attached): Job Appointment

Actions continued: _____

Explanation:

This Job Appt is necessary as the incumbent has been on leave since 09/20/1998 and their return is not yet known. This Job Appt is not to exceed 1 year.

Is the position being filled by WAE appt., job appt., or detail to special duty?

X

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

CIVIL SERVICE JOB TITLE	Program Monitor - DHH
JOB CODE & POSITION #.	169330 / 50111994
SALARY & PAY LEVEL	\$1866.40 / AS 618
<input type="checkbox"/> Premium Pay \$	
<input type="checkbox"/> On Call Pay \$	
<input type="checkbox"/> Shift Differential	
DEPARTMENT	LDH
OFFICE/FACILITY	OS / HEADQUARTERS
SECTION/UNIT	ADMINISTRATION
PER AREA/COST CENTER #	0307 / 8888
WORK PARISH	EBR
REPORTING CATEGORY #	
ISIS ORG UNIT #	

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By: ags
PES Rating considered in recommending this action:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Verified By: ags
Drug Testing Requirement:	<input checked="" type="checkbox"/> Has Been Met <input type="checkbox"/> NOT Required	Verified By: ags

I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.

Approved by Signature (HR Director or Designee):

Date

I HEREBY AUTHORIZE THIS ACTION.

Appointing Authority Signature:

Date:

I HEREBY AUTHORIZE THIS ACTION.

Budget Staff Signature:

Date:

HINTS

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 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 position at or Above AS-623, TS-318, SS-422, MS-525
- ❖ Indicate on HR1 the appointment end date.

Date 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	01/01/9999	End Date (if applicable):	
Name of Employee:	SMITH Q. DOE	Personnel Number:	161616
Office/Facility:	OPH	Section/Unit:	HUMAN RESOURCES
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	DOE KAY	Time Admin Code:	999
Work Schedule:			

Action Requested (required documents attached): Position ChangeActions continued: Other:

Explanation:

--

Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

ADMIN COORD 1
168040 / 111222
\$664.00 / AS 605

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

ADMIN COORD 1
168040 / 222222
\$664.00 / AS 605

LDH
OPH
CLERICAL SERVICES
0326/1212
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PES Rating considered in recommending this action: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Drug Testing Requirement: <input type="checkbox"/> Has Been Met <input checked="" type="checkbox"/> NOT Required		
Verified By: sag		
Verified By: sag		
Verified By: sag		
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		
Date:		

HINTS

TYPE ACTION: Position Change

C.S. RULE: 23.10

TIMEFRAME: 2 weeks prior to effective date

DEFINITION: 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 with the same title but with a different position number.	
<ul style="list-style-type: none">• Probational – Same Parish• Job Appointment – Same Parish	<ul style="list-style-type: none">• No posting required for either situation.
<ul style="list-style-type: none">• Probational or Job Appointment – Different parish	<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Permanent – Same parish or Different Parish	<ul style="list-style-type: none">• A position change of a permanent classified employee may be made without posting.

Date 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	02/01/9999	End Date (if applicable):	
Name of Employee:	THANKS DOE	Personnel Number:	999990
Office/Facility:	OS	Section/Unit:	ADMINISTRATION
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	DOE SMITH	Time Admin Code:	001
Work Schedule:	M-F 8:00-4:30		

Action Requested (required documents attached): Probational AppointmentActions continued:

Explanation:

--

Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

	CIVIL SERVICE JOB TITLE	Program Monitor - DHH
	JOB CODE & POSITION #.	169330 / 50111994
	SALARY & PAY LEVEL	\$1866.40 / AS 618
	<input type="checkbox"/> Premium Pay \$	
	<input type="checkbox"/> On Call Pay \$	
	<input type="checkbox"/> Shift Differential	
	DEPARTMENT	LDH
	OFFICE/FACILITY	OS / HEADQUARTERS
	SECTION/UNIT	ADMINISTRATION
	PER AREA/COST CENTER #	0307/8888
	WORK PARISH	EBR
	REPORTING CATEGORY #	
	ISIS ORG UNIT #	

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input type="checkbox"/> No		
PES Rating considered in recommending this action: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Drug Testing Requirement: <input checked="" type="checkbox"/> Has Been Met <input type="checkbox"/> NOT Required		
Verified By: ags		
Verified By: ags		
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		
Date:		

HINTS

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 position at or Above AS-623, TS-318, SS-422, MS-525

Date 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	02/01/9999	End Date (if applicable):	
Name of Employee:	THANKS DOE	Personnel Number:	889966
Office/Facility:	OS	Section/Unit:	ADMINISTRATION
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	DOE SMITH	Time Admin Code:	001
Work Schedule:	M-F 8:00-4:30		

Action Requested (required documents attached): PromotionActions continued:

Explanation:

--

Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

Program Monitor - DHH
169330 / 50111994
\$1866.40 / AS 618

LDH
OPH / HEADQUARTERS
ADMINISTRATION
0326 / 8888
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

Program Monitor Supervisor - DHH
169320 / 50022878
\$1996.80 / AS 619

LDH
OPH / HEADQUARTERS
ADMINISTRATION
0326 / 9292
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PES Rating considered in recommending this action: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Drug Testing Requirement: <input checked="" type="checkbox"/> Has Been Met <input type="checkbox"/> NOT Required		
Verified By: ags		
Verified By: ags		
Verified By: ags		
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		
Date:		

HINTS

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

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 position at or Above AS-623, TS-318, SS-422, MS-525

Date 01/01/9999HR1
Revised 12/19/2018LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	02/01/9999	End Date (if applicable):	
Name of Employee:	THANKS DOE	Personnel Number:	889966
Office/Facility:	MEDICAID OFFICE	Section/Unit:	ELIGIBILITY
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:		Time Admin Code:	
Work Schedule:			

Action Requested (required documents attached): Reallocation (CPG)Actions continued:

Explanation:

--

Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

Medicaid Analyst 1
165770 / 50111994
\$1065.60 / SS 410

LDH
MVA / MEDICAID OFFICE
ELIGIBILITY
0305 / 8888
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

Medicaid Analyst 2
165780 / 50022878
\$1140.00 / SS 411

LDH
MVA / MEDICAID OFFICE
ELIGIBILITY
0305 / 8888
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By: ags
PES Rating considered in recommending this action:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Verified By: ags
Drug Testing Requirement:	<input type="checkbox"/> Has Been Met <input checked="" type="checkbox"/> NOT Required	Verified By: ags

I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.

Approved by Signature (HR Director or Designee):

Date

I HEREBY AUTHORIZE THIS ACTION.

Appointing Authority Signature:

Date:

I HEREBY AUTHORIZE THIS ACTION.

Budget Staff Signature:

Date:

HINTS

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

Date 01/01/9999

HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	01/01/9999	End Date (if applicable):	
Name of Employee:	JOHN W. SMITH	Personnel Number:	11111
Office/Facility:	OPH	Section/Unit:	CLERICAL SERVICES
Employee Status:	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	OKAY DOE	Time Admin Code:	000
Work Schedule:			

Action Requested (required documents attached): Reassignment

Actions continued: Other:

Explanation:

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Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

ADMIN COORD I
168040 / 111222
\$664.00 / AS 605

LDH
OPH
CLERICAL SERVICES
0326 / 1212
EBR

CIVIL SERVICE JOB TITLE
JOB CODE & POSITION #.
SALARY & PAY LEVEL
☐ Premium Pay \$
☐ On Call Pay \$
☐ Shift Differential
DEPARTMENT
OFFICE/FACILITY
SECTION/UNIT
PER AREA/COST CENTER #
WORK PARISH
REPORTING CATEGORY #
ISIS ORG UNIT #

ADMIN ASSISTANT I
168000 / 222222
\$664.00 / AS 605

LDH
OPH
ADMINISTRATION
0305 / 2222
EBR

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PES Rating considered in recommending this action: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Drug Testing Requirement: <input type="checkbox"/> Has Been Met <input checked="" type="checkbox"/> NOT Required		
Verified By: sag		
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		
Date:		
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		
Date:		

HINTS

TYPE ACTION: Reassignment

C.S. RULE: 23.10

TIMEFRAME: 2 weeks prior to effective date

DEFINITION: 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 style="list-style-type: none">• Probational – Same Parish• Probational – Different Parish• Job Appointment – Same Parish• Job Appointment – Different Parish	<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Permanent – Same Parish or Different Parish	<ul style="list-style-type: none">• No need to post since the job will have the same pay grade and the employee should have re-employment eligibility.• Employee must qualify.• No testing is required unless employee holds a non-professional level job and is being placed into a professional level job.

Date 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	02/01/9999	End Date (if applicable):	
Name of Employee:	THANKS DOE	Personnel Number:	999990
Office/Facility:	OS	Section/Unit:	ADMINISTRATION
Employee Status:	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> WAE	Time Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Time Admin Name:	DOE SMITH	Time Admin Code:	001
Work Schedule:	M-F 8:00-4:30		

Action Requested (required documents attached): UnclassifiedActions continued:

Explanation:

--

Is the position being filled by WAE appt., job appt., or detail to special duty?

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

	CIVIL SERVICE JOB TITLE	Executive Assistant
	JOB CODE & POSITION #.	507690 / 50111994
	SALARY & PAY LEVEL	\$3800.00 biweekly
	<input type="checkbox"/> Premium Pay \$	
	<input type="checkbox"/> On Call Pay \$	
	<input type="checkbox"/> Shift Differential	
	DEPARTMENT	LDH
	OFFICE/FACILITY	OS
	SECTION/UNIT	Executive
	PER AREA/COST CENTER #	307/0020
	WORK PARISH	EBR
	REPORTING CATEGORY #	3070202
	ISIS ORG UNIT #	50417344

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PES Rating considered in recommending this action: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Drug Testing Requirement:	<input checked="" type="checkbox"/> Has Been Met <input type="checkbox"/> NOT Required	Verified By: ags
I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.		
Approved by Signature (HR Director or Designee):		Date:
I HEREBY AUTHORIZE THIS ACTION.		
Appointing Authority Signature:		Date:
I HEREBY AUTHORIZE THIS ACTION.		
Budget Staff Signature:		Date:

HINTS

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 01/01/9999HR1
Revised 06/16/2016LOUISIANA DEPARTMENT OF HEALTH
REQUEST FOR PERSONNEL ACTION

Effective Date:	02/01/9999	End Date (if applicable):	
Name of Employee:	THANKS DOE	Personnel Number:	999990
Office/Facility:	OS	Section/Unit:	ADMINISTRATION
Employee Status:	<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> WAE	Time Status:	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time
Time Admin Name:	DOE SMITH	Time Admin Code:	001
Work Schedule:	M-F 8:00-4:30		

Action Requested (required documents attached): Classified WAEActions continued:

Explanation:

--

Is the position being filled by WAE appt., job appt., or detail to special duty?

X

If yes, attach an HR3, Justification for Temporary Appointment form.

FROM: PRESENT POSITION

TO: POSITION TO BE FILLED

CIVIL SERVICE JOB TITLE	Human Resources Analyst C
JOB CODE & POSITION #.	178020 / 50122994
SALARY & PAY LEVEL	\$25.00 Hourly / AS-615
<input type="checkbox"/> Premium Pay \$	
<input type="checkbox"/> On Call Pay \$	
<input type="checkbox"/> Shift Differential	
DEPARTMENT	LDH
OFFICE/FACILITY	OS
SECTION/UNIT	Human Resoruces
PER AREA/COST CENTER #	307/0020
WORK PARISH	EBR
REPORTING CATEGORY #	3070102
ISIS ORG UNIT #	50061119

If the position being filled is currently shown as vacant in the unbudgeted portion of your Personnel Status Report, what funded vacancy is being swapped for it?

Position No.	Title	GFS Org #
Remarks:		
References checked:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By: ags
PES Rating considered in recommending this action:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Verified By: ags
Drug Testing Requirement:	<input checked="" type="checkbox"/> Has Been Met <input type="checkbox"/> NOT Required	Verified By: ags

I CERTIFY THAT THIS ACTION COMPLIES WITH CIVIL SERVICE RULES.	
Approved by Signature (HR Director or Designee):	Date
I HEREBY AUTHORIZE THIS ACTION.	
Appointing Authority Signature:	Date:
I HEREBY AUTHORIZE THIS ACTION.	
Budget Staff Signature:	Date:

HINTS

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 position at or Above AS-623, TS-318, SS-422, MS-525