


# Certification of Compliance of Personnel Actions

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	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	31.1
	<b>Content</b>	LDH Policy on Certification of Compliance of Personnel Actions with Civil Service Law
	<b>Effective Date</b>	October 31, 2003
	<b>Inquiries to</b>	Office of Management and Finance Division of Human Resources, Training & Staff Development P. O. Box 4818 Baton Rouge, LA 70821-4818 (225)342-6477 FAX (225)342-6892

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

## I. POLICY STATEMENT

It shall be the policy of the Louisiana Department of Health that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana, the Civil Service Rules, the Uniform Classification and Pay Plans and the policies and procedures issued by the Director of Civil Service. Authority is delegated to each Human Resources Director to certify that each personnel transaction effected by the agency complies with such laws and procedures. Furthermore, Human Resources Directors are charged with the responsibility for establishing the necessary internal controls through their professional staffs to make such a certification of compliance.

## II. APPLICABILITY

This policy applies to all personnel transactions effected by all agencies of the Louisiana Department of Health.

## III. EFFECTIVE DATE

The effective date of this policy is October 31, 2003. Subsequent revisions shall become effective on the date the revisions are approved and signed by the Secretary.

## IV. PROVISIONS

- A. Each Human Resources Director shall determine the method by which the certification of compliance process is completed and documented.
- B. Each Human Resources Director is responsible for establishing the necessary internal controls to prevent fraud and to ensure personnel transactions comply with Civil Service law.
- C. Each Human Resources Director may delegate responsibility for specific areas of compliance to professional staff within his/her office.

## V. PROCEDURES

All personnel actions will be certified by the HR Director or designee by way of signature on the Personnel Action Requests (HR-1 or EPAR).

## VI. REVISION HISTORY

Date	Revision
October 31, 2003	Policy created
May 8, 2019	Housekeeping Change
September 15, 2020	Housekeeping Change (Section V, page 2)