



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

 @LA_SCS

This public document was published at a total cost of \$.58. Two copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2017-009

DATE: April 6, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Public Hearing to Adopt Proposed Civil Service Rule 22.4.1

The State Civil Service Commission will hold a public hearing at 9 a.m. on Wednesday, May 3, 2017, to consider adoption of proposed Civil Service Rule 22.4.1.

The hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on this proposal may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

The State Civil Service Commission proposes to adopt this new rule in keeping with legislation that was passed during the 2016 legislative session which removed questions related to felony convictions during the application process for unclassified jobs. Adoption of the proposed rule will provide the same consideration for the classified hiring process. This aligns our rules with the growing employment movement for Fair Chance for Workers with Records. This rule will formalize a policy that was added to the Civil Service Handbook effective January 1, 2017. Proposed rule 22.4.1 would read as follows:

22.4.1 Criminal History Inquiry

No state employer, when filling a position in the classified service, may inquire on an initial application form about a prospective employee's felony criminal history

unless it is for a position that has a legal restriction that prohibits employment due to a criminal conviction. However, during the candidate's interview or after the candidate has been given a conditional offer of employment, the appointing authority or his or her designee may inquire about the candidate's criminal history.

Sincerely,

s/Byron P. Decoteau, Jr
Director