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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-032

TO: Secretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: Civil Service General Circular No. 001620 – KATRINA – Assigning Employees Where Most Needed

DATE: September 14, 2005

Civil Service has issued General Circular 001620 dated September 13, 2005, related to the above referenced subject. As stated in the General Circular, ***"Pursuant to statutory authority, the Governor declared a state of emergency on August 26, 2005. This state of emergency will run for thirty (30) days and can be renewed."*** Further, state law authorizes the Governor to "transfer the direction, personnel or functions of state departments and agencies" to meet the needs of the declared emergency.

As a result of this state of emergency, the following applies:

Assigning Employees to Work Outside of Their Agencies

State employees may be assigned to help another agency, a private entity, or an entity of the federal or of a local government. Appointing Authorities may direct employees to perform services outside of their department or agency. The employee remains on the payroll of the "home" department and is considered to be on duty for the state. State employees assigned as such will be eligible for overtime compensation **only if they work overtime.** An example of this situation would be an employee loaned to FEMA for a temporary period of time.

Assignment of Employees Within Their Agencies

An appointing authority may temporarily assign an employee to perform any duty within his or her agency. This can be done even if there is no declared state of emergency. Civil Service Rules allow the following:

- 8.16(a), (b), (c), and (d) govern an appointing authority's ability to change an employee's assignment.
- Rule 8.16(a) allows an appointing authority to reassign an employee from one position to a different position of equivalent pay range;

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- Rule 8.16(b) allows an appointing authority to change an employee's hours of work;
- Rule 8.16(c) allows the appointing authority to change an employee's geographic location of work;
- Rule 8.16(d) allows an appointing authority to detail an employee to another position for up to one year. If the detailed position is higher than the employee's regular position, promotional pay is **required** after 30 days.

Note: Employees temporarily assigned to work at a location other than the official domicile may be eligible for travel reimbursements.

Referral of Displaced Employees

State agencies are encouraged to assist one another in any way possible. Agencies with displaced employees who have not been called back to work are encouraged to assign those employees to work at other agencies where possible. To facilitate the deployment of these employees, Civil Service will establish a referral list and submit to Human Resource offices. Information will be distributed to you once this referral list of displaced employees is established. I anticipate this list in about a week.

Special Note on Hiring Displaced Employees

We've already received calls from agencies where our employees are seeking work with them. Some of you may have received calls from other agency employees who are seeking jobs with CRT. The State is one employer and employees can only get **ONE** check. Due to the uncertainty of what agencies are able to process at this time, the employee may still be on a previous agency's payroll file. Please be sure that employees understand they are entitled to only one check, and they should consult with their current employer to report transfer to our agency. Also, agencies should determine if the employment of the displaced employee is on a permanent or temporary basis as different rules and eligibilities apply.

It is of utmost importance at this time that Human Resources is contacted prior to hiring decisions on displaced employees. General Circular 001620 is attached for your information or can be found at www.dscs.state.la.us, but many questions ensued at the HR Director's meeting relevant to these instructions. Please consult with Human Resources on any questions you may have or just for clarification. You may contact me at 342-0880.

c: Secretary Angèle Davis
Chief of Staff Scott Shalett
Undersecretary Julie Samson