

YOUTH SERVICES POLICY

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| Title: Verification of Credentials Next Annual Review Date: 03/01/2018 | Type: A. Administrative Sub Type: 2. Personnel Number: A.2.41 |
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| References: YS Policy Nos. A.2.1 "Employee Manual" and A.2.2 "Pay Administration and Management"; ACA Standards 4-JCF-5C-01, and 4-JCF-6C-03 (Performance-Based Standards for Juvenile Correctional Facilities); the Civil Service Human Resources Handbook; and Certificate of Release or Discharge from Active Duty (DD-214) | |
| STATUS: Approved | |
| Approved By: <i>Mary L. Livers, Deputy Secretary</i> | Date of Approval: 03/01/2013 |

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To describe the documentation required to verify qualifications for a position or to perform certain services.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, personnel liaisons at the Unit level, and all other classified employees of YS.

IV. DEFINITIONS:

Certificate of Release or Discharge from Active Duty (DD-214) - A document of the United States Department of Defense, issued upon a military service member's retirement, separation or discharge from active-duty military.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that official verification of college course work, baccalaureate or other degrees, business or trade school course work and/or training, military service for which veterans' preference points are claimed, and/or professional licenses or certificates be furnished to the appointing authority of the employing agency by an employee when the following occurs:

- A. Such documentation is required by the Department of State Civil Service (DSCS) or other regulatory agency to verify qualifications for appointment to a specific position or to perform certain services.
- B. Credit for such has been claimed by the employee on the Civil Service application.
- C. Such credit is a determining factor in the following:
 - 1. Meeting the minimum qualifications; and
 - 2. Special pay requests.

VI. PROCEDURES:

A. Required Documents

- 1. College: official original transcript.

NOTE: E-transcripts e-mailed by the university directly to the Department of Public Safety Services (PSS) Human Resources (HR) Office may be accepted. (Refer to DSCS HR Handbook Update No. 2012 - 0008 for further information.)

- 2. Business or trade school: letter or other official document indicating completion of specific course work.
- 3. Military service: DD-214.
- 4. Professional licenses or certificates: certified copy of the license or certificate.

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B. License Renewals

Renewal of professional licenses must be furnished to the PSS HR Office at least 15 days prior to the expiration date of the license.

C. Failure to Provide Verification of Qualifications [Civil Service Rule 6.5(g)]

Newly hired employees must furnish the required verification documents within 30 calendar days of appointment unless they are employed in professional practice positions for which verifications are required prior to or at the time of their employment. If the required verification documents are not furnished within 30 days, the job appointment or probational appointment shall be changed to a restricted appointment retroactive to the original date of employment and terminate immediately.

D. Credential Verification of Permanent Employees

Additional credentials or certification required for qualification or special pay requirements for a permanent employee must be furnished to the PSS HR Office prior to the effective date of the personnel and/or pay action.

E. PSS HR Staff

The PSS HR Office shall inform affected employees of the type of verification required and of the consequences of their failure to provide such verification.

The PSS HR staff shall request the required verification documents from the affected employees within the applicable time frames and recommend appropriate courses of actions and/or solutions when the employees fail to provide such documentation.

Required documents shall be verified by the PSS HR staff prior to effective dates for employees transferring into YS.

VII. EXCEPTION:

Any exception to this policy must be requested in writing and approved by the Deputy Secretary.

Previous Regulation/Policy Number: A.2.41

Previous Effective Date: 09/10/2012



Attachments/References: CS Rule 6 5(g).doc