

# YOUTH SERVICES POLICY

<b>Title:</b> Verification of Credentials	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.41
	<b>Page 1 of 3</b>
<b>References:</b> 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)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 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.

**YS Policy No. A.2.41**  
**Page 3**

**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

## 6.5 Hiring Rate

### (g) Extraordinary Qualifications/Credentials

Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may, at his own discretion, pay the employee at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the third quartile of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department,
4. the appointment is probational, provisional or a job appointment.

The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service of at least 60 days.