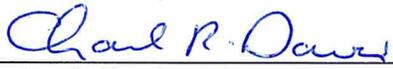


PPM #25

Policy Name: *Certification of Compliance of Personnel Actions*
Effective Date: *June 22, 2005*
Revision Date: *December 1, 2011*

Authorization:



Charles R. Davis, Deputy Secretary

PHILOSOPHY

This policy is promulgated in order to ensure certification of compliance of personnel transactions that are effected in the Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation and Tourism (DCRT) in accordance with audit guidelines and Civil Service Rules.

POLICY

It shall be the policy of the OLG/DCRT that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana; Civil Service Rules; the Uniform Classification and Pay Plans; the policies and procedures issued by the Director of Civil Service; and the policies and procedures established by the OLG/DCRT. I hereby delegate authority to the Human Resources Director to certify that each personnel transaction effected by this agency complies with such laws and procedures. I furthermore charge the Human Resources Director with the responsibility for establishing the necessary internal controls through his/her professional staff to make such a certification of compliance.

APPLICABILITY

This policy shall apply to personnel transactions effected by OLG/DCRT.

PROCEDURES

1. The Human Resources Director shall determine the method by which the certification of compliance process is completed and documented. These procedures shall be established in writing and maintained in the Human Resources Division and are subject to the review of the Secretary, Deputy Secretary, Undersecretary, Internal Auditor, and any other official governmental auditing bodies.
2. The Human Resources Director is responsible for establishing necessary internal controls to prevent fraud and to ensure personnel transactions comply with Civil Service Rules.

3. The Human Resources Director may delegate responsibility for specific areas of compliance to professional staff within his/her Division. If he/she does so, he/she shall establish the type and scope of such delegation in writing.
4. The written procedures maintained within the Human Resources Division will include, but will not be limited to, the following certifications: (1.) Compliance within applicable laws and rules; (2.) Qualification requirements; (3.) Pay in accordance with the rules; and (4.) Any other policies and procedures that may be appropriate.

REFERENCE

Civil Service Rule 15.1(c) and 15.3(b)

Summary of Changes: Revised policy number, removed Implementation section that referenced effective date of policy/revisions (December 1, 2011).