

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.: 20

EFFECTIVE DATE: JUNE 22, 2021

SUBJECT: DIGITAL ID SIGNATURES – EXECUTION AND ROUTING

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

In accordance with Louisiana Revised Statutes (R.S.) 9:2601 et seq., the Department of Natural Resources (DNR) authorizes and requires the use of digital ID signatures in lieu of traditional, ink signatures for purposes of securing Departmental approvals for human resources-related matters.

II. PURPOSE

The purpose of this policy is to provide for the manner, format and security control procedures by which digital ID signatures are accepted.

III. APPLICABILITY

This policy applies to all human resources forms formatted for the use of digital ID signatures.

IV. PROCEDURES

The manner in which DNR accepts electronic signatures is by use of a digital ID signature through the Adobe software suite. Upon creation of a personalized digital ID signature, the individual assigns a password to ensure its security. The individual is subsequently required to enter the password each time their digital ID signature is applied to a human resources form. See the attached Quick Sheet for instructions regarding how to create and insert a digital ID signature into a form.

The routing process for digital ID forms is dependent upon whether the subject employee is required to sign as follows:

- For HR forms that require Employee signature (i.e., performance plans, performance evaluations, teleworking agreements, etc.): Route by email to secure digital ID signatures.
- For HR forms that do not require Employee signature (i.e., Recruitment and Selection for Vacancy forms, Personnel Request Forms, DNR Request for Payment Under Rule 6.5g, etc.): Route using the centralized,

supervisory-secure repository specific to the applicable Office/Division located within the <F:\OoS\HR\Restricted> drive. Once digitally signed, notify Human Resources so that a link to the form can be sent to the next person in the approval process until all digital ID signatures have been affixed to the form and saved in the restricted folder.

All human resources forms for which digital ID signatures are available must be executed and routed in the above manner. The printing and physical routing of forms for traditional, ink signatures using "signature" folders shall no longer be acceptable.

V. EXCEPTIONS

Exceptions to this policy require the approval of the Secretary and may only be approved on a case-by-case basis.

VI. QUESTIONS

Questions concerning this policy should be directed to the Human Resources Division.

THOMAS F. HARRIS, SECRETARY

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