

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.: 27

EFFECTIVE DATE: FEBRUARY __, 2016

SUBJECT: HUMAN RESOURCES CERTIFICATION COMPLIANCE

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

All personnel transactions for employees of the Department of Natural Resources (DNR) shall comply with Article X of the Louisiana Constitution, the Civil Service Rules, the Uniform Classification and Pay Plans, the guidelines/directives issued by the Civil Service Director and the department's internal policies.

II. PURPOSE

To authorize pay to an employee, Civil Service Rule 15.3 requires that the appointing authority (or designee) certify that each personnel action complies with the foregoing provisions. Civil Service Rule 15.1(c) further requires that internal controls be implemented to prevent fraud and ensure compliance with Rule 15.3. This policy serves to implement the requirements of these Civil Service Rules.

III. APPLICABILITY

This policy applies to DNR's appointing authorities and all persons delegated appointing authority status for handling personnel transactions.

IV. PROCEDURE

- 1) Through this policy and on behalf of DNR, the Secretary delegates authority to the Director and the Human Resources Managers (hereafter "Delegee") within the Office of the Secretary to certify that all personnel transactions comply with Civil Service Rule 15.3 and all internal departmental policies and procedures.

Retroactive to December 15, 2015, in the event of an extended vacancy or absence within the HR Director or Manager position, this responsibility shall be delegated downward by seniority, with the most senior member of the HR staff being allowed to certify compliance. In the event of a vacancy or extended absence in both the HR Director and Manager

positions, the second most senior member of the HR staff shall be allowed to certify compliance.

- 2) To prevent fraud and to certify such compliance, the following internal controls are required:
 - a) After changing an employee's record with respect to any personnel action or change of pay, contract element, service date, name/address or qualification determination, the HR staff member entering the change shall stamp the ENF with a stamp reading: "I certify that this personnel action is made in compliance with all Federal laws, Civil Service Rules and Departmental Policies." Each stamp shall contain a place for Delegee's signature.
 - b) After auditing the personnel record change reflected on the stamped ENF, the Delegee shall sign the stamped certification on the ENF form.
 - c) The HR staff member who entered the change in the employee's personnel record is prohibited from also performing this audit process.

V. EXCEPTIONS

There will be no exceptions to this policy.

VII. QUESTIONS

Questions or concerns regarding this policy should be addressed to the Human Resources Division.



THOMAS F. HARRIS, SECRETARY

2/26/2014

DATE

INITIAL ISSUE DATE: 01/04

REVISION DATES: 07/15