
HUMAN RESOURCES CERTIFICATION OF COMPLIANCE

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

A. Through this policy and on behalf of DNR, the Secretary delegates authority to the Human Resources Director and the Human Resources Manager(s) (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 Human Resources Director or Manager positions, this responsibility shall be delegated downward by seniority, with the most senior member of the Human Resources staff being allowed to certify compliance. In the event of a vacancy or extended absence in both the Human Resources Director *and* Manager, the second most senior member of the HR staff shall be allowed to certify compliance.

B. To prevent fraud and to certify such compliance, the following internal controls are required:

1. 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 Human Resources 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.
2. After auditing the personnel record change reflected on the stamped ENF, the Delegee shall sign the stamped certification on the ENF form.
3. The Human Resources 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.

VI. QUESTIONS

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

VII. REVISION HISTORY

Date	Action
January 2004	Policy Established
July 2015	Policy Revised
April 2022	Policy Revised

AUTHORIZATION:

Thomas F. Harris, Secretary