



**S O W E L A**  
**TECHNICAL COMMUNITY COLLEGE**  
[www.sowela.edu](http://www.sowela.edu)

**CERTIFIATION OF COMPLIANCE OF**  
**TITLE: PERSONNEL ACTIONS WITH CIVIL SERVICE**  
**LAW**

**EFFECTIVE DATE:** July 1, 2008

**LAST REVISION:** July 1, 2008

Policy No. 6.043.1

It shall be the policy of Sowela Technical Community College that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana, the Civil Service Rules, the Uniform Classification and Pay Plans and the policies and procedures issued by the Director of Civil Service. 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 all personnel transactions of the college.

### **IMPLEMENTATION**

This policy becomes effective upon the signature of the Chancellor. Subsequent revisions shall become effective on the date the revisions are approved and signed by the Chancellor.

### **PROVISIONS**

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 Department and are subject to the review of the Secretary, the Deputy Secretary, the Internal Audit Division, and any other official governmental auditing bodies.

2. The Human Resources Director is responsible for establishing the necessary internal controls to prevent fraud and to ensure personnel transactions comply with Civil Service law.
3. The Human Resources Director may delegate responsibility for specific areas of compliance to professional staff within his/her office. If he/she does so, he/she shall establish the type and scope of such delegation in writing.

Source of Policy: HR  
Related Policy: LCTCS

Approved by: \_\_\_\_\_  
Chancellor

Responsible Administrator: Human Resources  
LCTCS Policy Reference: NA  
LCTCS Guideline Reference: NA  
Date: \_\_\_\_\_