



## State Civil Service

This policy applies to classified employees only.

All classified employees are appointed in accordance with State Civil Service Rules. Each position has been analyzed to determine the proper classification or job title. Based on this classification, the Department of Civil Service sets the minimum qualification requirements and the pay range to which the position is assigned. Some positions may have special requirements such as a valid driver's license.

The Human Resources Director at Southeastern Louisiana University is responsible for representing the University in matters related to the Department of Civil Service. All official correspondence and contact with the Department of Civil Service shall be handled by the Human Resources Office. This policy is not intended to deprive any employee of the right to contact the Department of Civil Service concerning any problem affecting them individually, provided the employee does not indicate that he/she is representing Southeastern Louisiana University. The Department of Civil Service is located at 1201 N. Third Street, Suite 3-280, Baton Rouge, LA. The mailing address is: P.O. Box 94111, Capitol Station, Baton Rouge, LA 70804-9111.