



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@civilservice.la.gov
civilservice.la.gov

HR Handbook Update No. 2026-0009

DATE: October 15, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 6 – Compensation Administration Guide

REASON FOR UPDATE: To update guidance in the Compensation Administration Guide to coincide with amendments to Civil Service Rule 6.10(d).

EFFECTIVE DATE: September 24, 2026

This notice is to inform agencies of the following update:

[Chapter 6: Pay Rules](#)

- **[Compensation Administration Guide:](#)**
 - The Rule-by-Rule explanation was updated to reflect the changes to Civil Service Rule 6.10(d): Voluntary Demotion.
 - The Pay Upon Demotion Examples have been updated to account for the new two-year limit where appropriate, and a new scenario has been added to address those who voluntarily demote after September 24, 2026.

If you have any questions, please contact [Heather Hebron](#), Compensation Division Administrator, or [Kevin Carter](#), Compensation Assistant Division Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director