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GENERAL CIRCULAR NUMBER 2024-040

DATE: September 6, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Amendments to Civil Service Rules affected by Proposed Amendments to Chapter 10
Supersedes General Circular No. 2024-038

At the regularly scheduled business meeting on Wednesday, October 2, 2024, the State Civil Service Commission will consider proposed changes to the following chapters of the Civil Service Rules:

- Chapter 1: Definitions of terms used in the Rules
- Chapter 5: Classification Plan
- Chapter 6: Pay Rules
- Chapter 9: Probationary Period
- Chapter 17: Layoff Avoidance Measures, Layoffs and Post Layoff
- Chapter 23: Appointments
- Chapter 24: Transfer of Governmental Functions and Acquisitions

The meeting will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge Louisiana, at 9 a.m. Individuals who wish to comment should provide feedback prior to the meeting in writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments may also be directed to the attention of the civildservicecommission@la.gov.

Please Note: At the Commission meeting on September 4, 2024, the original proposals outlined in General Circular No. 2024-038 were deferred at the Director's request in response to stakeholder feedback received during the promulgation period. The proposed rules have since been thoroughly revised and are now included in this General Circular.

Please see the attachment for details of the changes to the chapters referenced above.

For more information on Continuous Performance Management, please visit our [Resource Page](#).

Sincerely,

s/Chris Deer
SCS Deputy Director



STATECIVILSERVICE

Proposed Changes to State Civil Service Rules

Civil Service Rules

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- Chapter 23: Appointments
- Chapter 24: Transfer of Governmental Functions and Acquisitions

Please refer to [General Circular No. 2024-040](#) for more information.

Proposed Effective Date: January 1, 2025

Reason for the Changes:

The proposed amendments to the chapters referenced above are as a result of the amendments to Chapter 10 ([General Circular No. 2024-039](#)) of the Civil Service Rules. The amendments to these chapters ensure a smooth implementation of Continuous Performance Management as the proposed method to evaluate classified state employees.

1 **Chapter 1: Definitions of terms used in the rules**

2
3 1.5.3 ~~Repealed~~ 'Change in Position' for the purpose of the performance evaluation system,
4 means either a voluntary demotion or the assignment of an employee to another position in the
5 same or a different job with significantly different duties from those of the position he previously
6 held, or the movement of an employee to another position in another agency.

7
8 1.24.01 'Performance Evaluation' means the overall rating of an employee, made in accordance
9 with ~~the performance evaluation system~~ **Continuous Performance Management** established by
10 these Rules.

11
12 1.24.02 ~~Repealed~~ 'Performance Standard' means a statement or description of observable
13 conditions that define the levels of performance for each major task or duty area.

14
15 1.26.1 ~~Repealed~~ 'Progress Review' means a scheduled meeting between an employee and his
16 supervisor in which they discuss the employee's accomplishments and possible problems in the
17 area of performance (e.g., performance standards), and in which performance criteria is
18 reviewed and revised if necessary.

19
20 1.39 ~~Repealed~~ 'Service Rating' means the individual rating of an employee, made in accordance
21 with the service rating system established by these Rules.

23 **Chapter 5: Classification Plan**

24

25 **5.6.1 Effect of Business Reorganization on Encumbered Positions.**

26

27 (a) – (f)

28

29 (g) Employees whose positions are moved into a lower job classification as a result of the business
30 reorganization shall be eligible to be placed on a Department Preferred Reemployment List
31 (DPRL). Employees on such a list shall be given preferential hiring rights for their department or
32 agency for the job which they occupied prior to the implementation of the business
33 reorganization. Employees shall be ranked in order of length of state service. The employee with
34 the most state service for a given job and parish shall be given the first offer.

35

36 1. Eligibility shall be limited to:

37

38

39

40

41

42

43

44

45

46

47 (h) – (i)

48

49 **Chapter 6: Pay Rules**

50

51 6.14.2 Repealed Suspension of Performance Adjustments

52

53 All provisions of the Performance Adjustment Rule shall be suspended for the period of June
54 29, 2016 through June 29, 2017. During this period of suspension, no appointing authority may
55 grant a performance adjustment to any employee nor may any employee gain eligibility for a
56 performance adjustment.

57

58 6.14.3 Repealed Suspension of Performance Adjustments

59

60 All provisions of the Performance Adjustment Rule shall be suspended for the period of June
61 29, 2017 through June 30, 2018. During this period of suspension, no employee may gain
62 eligibility for a performance adjustment.

63

64 **6.16.1 Rewards and Recognition**

65

66 Subject to the provisions of Rule 6.29, an appointing authority may, at his discretion, implement
67 a program of rewards and recognition for individual employees or for employee groups for
68 significant achievement or employees whose overall performance evaluation rating is
69 “Exceptional” ~~receive exceptional performance evaluations~~. Such rewards may be either
70 monetary or non-monetary. If monetary, such rewards shall be a lump sum not to exceed a total
71 of 10% of the employee’s base salary within a fiscal year. However, rewards for employees whose
72 overall performance evaluation rating is “Exceptional” ~~receive exceptional performance~~
73 ~~evaluations~~ shall be limited to a lump sum of up to 3% of the employee’s base pay, not to exceed
74 \$2,500. Such reward and recognition programs shall be implemented in accordance with written
75 policies and procedures established by each department. Such policies must receive advance
76 approval from the Civil Service Commission and shall be posted in a manner that assures their
77 availability to all employees. Such policies shall also include the public posting of all reward
78 recipients.

79

80 **6.32 Market Adjustments**

81

82 (a) – (d)

83

84 (e) An employee who has an n ~~current official~~ overall Pperformance Eevaluation rrating of “Needs
85 Improvement/ “Unsuccessful” ~~or equivalent~~ shall not be granted any increase under the
86 provisions of this rule.

87

88 (f)

89

90 **Chapter 9: Probationary Period**

91

92 **9.2 Permanent Appointment Action Following Probationary Period**

93

94 (a) – (c)

95

96 **(d) No employee who has a current, overall performance evaluation rating of “Needs**

97 **Improvement” or “Unsuccessful” shall attain permanent status.**

98

99 **Chapter 17: Layoff Avoidance Measures, Layoffs and Post Layoff**

100
101 **17.15 Determining the Employees Who Will Be Laid Off or Relocated**

102
103 (a)

104
105 (b) Employees ~~who received~~ with an overall performance evaluation rating of “needs
106 improvement/unsucessful” “Unsuccessful” ~~on their last official Performance Evaluation System~~
107 ~~evaluation~~ shall be laid off first, followed by employees with an overall performance evaluation
108 rating of “Needs Improvement”. For purposes of layoff determination, the ~~last official~~ overall
109 performance evaluation rating shall refer to ~~an~~ the overall performance evaluation rating
110 received no fewer than 60 days prior to the effective date of the layoff.

111
112 (c) – (e)

113
114 (f) Employees with veteran’s preference as referred to in Rule 22.7 and whose performance
115 evaluation rating and length of service are at least equal to those of other affected employees
116 shall be given preference.

117
118 **17.18 Relocation Provisions**

119
120 (a) Rights to relocate to a vacant position created as the result of a layoff shall be granted only to
121 permanent employees whose overall ~~most recent official~~ performance evaluation rating is
122 “Successful” or higher. For purposes of relocation offers, the overall performance evaluation
123 rating shall refer to the overall performance evaluation rating received no fewer than 60 days
124 prior to the effective date of the layoff.

125
126 (b)

127
128 (c) For purposes of this rule, an employee with an overall performance evaluation rating of
129 “Unrated” or “Not eEvaluated” shall be considered as having an overall performance
130 evaluation rating of “Successful” ~~for that evaluation period.~~

131
132 (d) - (l)

133
134 **17.23 Department Preferred Reemployment List**

135
136 (a) – (b)

137
138 (c) Employees not eligible for this list include:

- 139 1. those who moved to a lateral position;
140 2. employees who declined a movement offer within their organizational unit, commuting
141 area and career field;

- 142 3. those with an overall ~~whose most recent official~~ performance evaluation rating of
143 “Needs Improvement” or “Unsuccessful”. ~~the time of layoff was “needs~~
144 ~~improvement/unsuccessful”~~ For purposes of eligibility, the overall performance
145 evaluation rating shall refer to the overall performance evaluation rating received no
146 fewer than 60 days prior to the effective date of the layoff.
147 4. non-permanent employees; and/or
148 5. those who have retired from state service.
149
150 (d) – (f)
151

152 **Chapter 23: Appointments**

153

154 **23.4 Promotion**

155

156 (a) – (b)

157

158 (c) No employee who has a current overall ~~performance~~ performance evaluation rating of “Needs
159 ~~Improvement/unsuccesful~~ “Needs Improvement” or “Unsuccessful” shall be promoted.

160

161 **23.12 Detail to Special Duty**

162

163 (a) - (e)

164

165 (f) No employee who has a current overall performance evaluation rating of "Needs
166 Improvement" or "Unsuccessful" shall be detailed to a higher-level position.

167

168 **Chapter 24: Transfer of Governmental Functions and Acquisitions**
169
170 **24.2 Status of Non-classified Employees Whose Positions are Declared to be in the State**
171 **Classified Service or are Acquired by a State Agency**
172
173 (a) – (f)
174
175 (g) An employee who enters the State classified service in accordance with this Rule shall have
176 his/her eligibility for ~~performance~~ market adjustments under Rule 6.1432 and leave earning
177 determined based on the original date of appointment with his/her current or former employer
178 and, upon appointment in the State classified service. However, the Director may approve
179 existing annual eligibility dates for all employees of an entity acquired under this rule, that
180 already had a well established merit pay policy.
181
182 (h) – (j)
183