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GENERAL CIRCULAR NUMBER 2025-050

DATE: November 6, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Changes to Civil Service Rule Chapters 1, 2, 3, 11, 13, 16, and 26

At the regularly scheduled business meeting on Wednesday, December 3, 2025, 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 2: Civil Service Commission — powers, public meetings, procedures for adopting and amending the rules, etc.
- Chapter 3: Duties of the Director of Civil Service
- Chapter 11: Hours of work and types of leave such as annual, sick, compensatory, special, etc.
- Chapter 13: Civil Service Appeals
- Chapter 16: Investigations
- Chapter 26: Special Hearings

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 civilservicecommission@civilservice.la.gov.

Please see the attachment for details of the amendments to Chapters 1, 2, 3, 11, 13, 16, and 26.

Sincerely,

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



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Proposed Changes to State Civil Service Rules

Civil Service Rules

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- Chapter 2: Civil Service Commission — powers, public meetings, procedures for adopting and amending the rules, etc.
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- Chapter 11: Hours of work and types of leave such as annual, sick, compensatory, special, etc.
- Chapter 13: Civil Service Appeals
- Chapter 16: Investigations
- Chapter 26: Special Hearings

Please refer to [General Circular No. 2025-050](#) for more information.

Proposed Effective Date: December 3, 2025 unless otherwise specified

Reason for the Changes:

The proposed amendments to Chapter 1 of the Civil Service Rules sets definitions to clarify that the National Guard includes both the Army and Air National Guard, and to distinguish between National Guard and State Guard.

The proposed amendments to Chapter 2 of the Civil Service Rules allows members of the State Civil Service Commission to use electronic signatures to sign orders, opinions, resolutions and other documents reduced to writing from decisions made when the Commission was lawfully assembled.

The proposed amendments to Chapter 3 of the Civil Service Rules remove the requirement that agencies have affirmative action plans and to instead require that agencies have equal

employment opportunity policies requiring that employment decisions be based on merit and without regard to religious or political beliefs, race, sex or any other non-merit factor.

The proposed amendments to Chapter 11 of the Civil Service Rules adds members of the “State Guard” to the provision allowing the National Guard time off without loss of pay, annual leave, or sick leave when called to state active duty by the Governor in response to a declared emergency.

The proposed amendments to Chapters 13, 16, and 26 of the Civil Service Rules increase maximum attorney fees that can be awarded to prevailing appellants/respondents from \$1,500 to \$5000.

Chapter 1: Definitions of terms used in the rules

1.20.06 'National Guard' refers to the Louisiana Army National Guard and the Louisiana Air National Guard.

1.39.102 'State Guard' refers to the Louisiana State Guard.

Chapter 2: Civil Service Commission — powers, public meetings, procedures for adopting and amending the rules, etc.

Rule 2.9 Powers of the Commission

The Commission is empowered:

(m) To use electronic signatures to sign orders, opinions, resolutions and other documents reduced to writing from decisions made when the Commission was lawfully assembled.

Chapter 3: Duties of the Director of State Civil Service

3.1 Duties of the Director

It shall be the duty of the Director

(r) ~~To require departments and agencies to establish and implement, in accordance with established policy, an affirmative action program to assure equal employment opportunity in the Classified Service of State government.~~

(r) To require departments and agencies to establish and implement a policy ensuring equal employment opportunities for all employees and prospective employees. Such policies shall affirmatively state that employment decisions shall be based upon merit and without regard to religious or political beliefs, sex, race, or any other non-merit factors.

Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave

11.23 Civil, Emergency, and Special Leave

An employee serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave, or sick leave when:

32 (i) The employee is a member of the National Guard or State Guard and is called to state active duty
33 by the Governor in response to a declared emergency.

Chapter 13: Civil Service Appeals

34 Rule 13.35 Attorneys' Fees¹

35
36 (a) When the Commission or a referee approves a settlement, ~~recession~~ rescission, or modification of an
37 action that has been appealed or renders a decision, including a decision on application for review, which
38 reverses or modifies an action that has been appealed, the appellee may be ordered to pay attorney's
39 fees in an amount not to exceed ~~\$1,500.00~~ \$5,000.

Chapter 16: Investigations

40 16.15.1 Attorney's Fees²

41
42 When a complainant does not bear ~~his~~ the burden of proving the charge(s) and the Commission finds
43 there is no reasonable basis for the complaint, the Commission may order ~~him~~ the complainant to pay
44 reasonable attorney's fees in an amount not to exceed ~~\$1,500~~ \$5,000 per respondent.

Chapter 26: Special Hearing

45 Rule 26.19 Attorney Fees³

46
47 When the Complainant, other than the Director when acting at the behest of the Commission, does not
48 bear the burden of proving the charge(s) and the Commission finds there is no reasonable basis for the
49 charges, the Commission may order the Complainant to pay reasonable attorney's fees in an amount not
50 to exceed ~~\$1,500~~ \$5,000.

¹ Proposed effective date July 1, 2026.

² Proposed effective date July 1, 2026.

³ Proposed effective date July 1, 2026.