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DATE: January 7, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Change to Civil Service Rule 3.1(r)

At its General Business meeting held on January 7, 2026, the State Civil Service Commission amended Civil Service Rule 3.1(r), effective today. In summary, the change to CSR 3.1(r) assures that the constitutional requirements of Article X and applicable federal laws regarding nondiscrimination are carried out and that equal employment opportunity is provided in State government. Additionally, this Rule will assure conformance to federal regulations for continued federal funding to the State of Louisiana.

The amended rule reads as follows:

Chapter 3: Duties of the Director of Civil Service

Rule 3.1 Duties of the Director

It shall be the duty of the Director

(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 state that employment decisions shall be based strictly on the basis of merit and without regard to religious or political beliefs, sex, race, or any other non-merit factors.

Please be advised that updates to the SCS HR Handbook regarding CSR 3.1(r) will be forthcoming. If you have any questions regarding the subject matter of this General Circular, please contact SCS by email at SCSInfo@civilservice.la.gov or by phone at (225) 342-8272.

Sincerely,

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