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GENERAL CIRCULAR NUMBER 2026-042

DATE: August 7, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Changes to Civil Service Rule Chapters 3, 6, and 10

At the regularly scheduled business meeting on Wednesday, September 2, 2026, the State Civil Service Commission will consider proposed changes to the following chapters of the Civil Service Rules:

- Chapter 3: Duties of the Director of Civil Service
- Chapter 6: Pay Rules
- Chapter 10: Continuous Performance Management

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 3, 6, and 10.

Sincerely,

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



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Proposed Changes to State Civil Service Rules

Civil Service Rules

At the regularly scheduled business meeting on Wednesday, September 2, 2026, the State Civil Service Commission will consider proposed changes to the following chapters of the Civil Service Rules:

- Chapter 3: Duties of the Director of Civil Service
- Chapter 6: Pay Rules
- Chapter 10: Continuous Performance Management

Please refer to [General Circular No. 2026-042](#) for more information.

Proposed Effective Date: September 2, 2026 unless otherwise specified

Reason for the Changes:

The proposed amendment to Chapter 3 of the Civil Service Rules allows for the continuous review and non-substantive revision of the Civil Service Rules, subject to these revisions being reported to and ratified by the State Civil Service Commission.

The proposed amendment to Chapter 6 of the Civil Service Rules allows an employee who has voluntarily demoted without a reduction in pay to receive pay increases on promotion, reallocation, or detail to special duty under specified circumstances.

The proposed amendments to Chapter 10 of the Civil Service Rules revise the required number of goals in an employee's performance plan and establish how to evaluate an employee who has worked fewer than 90 days in the classified position being evaluated during the performance year.

Attached, you will find a “marked-up” version of the rule proposal showing the edits as well as a “clean” copy for review.

Chapter 3: Duties of the Director of State Civil Service

3.1 Duties of the Director

It shall be the duty of the Director

- (t) To periodically review the Civil Service Rules and make grammatical or spelling corrections; re-number rules as advisable; make gender references more inclusive; move references to repealed rules to a separate chapter or appendix; and update terminology between rules to maintain consistency; and make non-substantive changes deemed appropriate for modernization or ease of use. When the Director exercises this authority, a report detailing such changes shall be provided to the Commission for ratification at its next regularly scheduled meeting.

Chapter 6: Pay Rules

6.10 Rate of Pay Upon Demotion

Subject to the provisions ~~Civil Service Rule 6.15~~ of paragraph (d), when an employee is demoted for any reason under any circumstances, ~~his~~ their pay shall be fixed as follows:

(d) Voluntary demotion

1. Subject to the provisions of Rule 6.29, an appointing authority may authorize a voluntary demotion without waive the reduction in pay required under this rule for an employee who voluntarily demotes. for voluntary demotions. An appointing authority In such a case, the employee shall not be eligible for waive a pay increase upon promotion, reallocation, or detail to special duty for a two-year period, commencing on the effective date of the demotion. an employee who has been demoted without a reduction in pay of at least 7% until such time as he employee surpasses the pay level from which they demoted. Within the two-year period, eligibility for a pay increase upon promotion, reallocation, or detail to special duty is restored when the employee surpasses the pay level from which they demoted.
1. ~~The provisions of this subparagraph shall not apply to any employee who voluntarily demoted on or before June 30, 2018.~~
2. For employees who voluntarily demoted prior to the effective date of this rule, eligibility for a pay increase on a future promotion, reallocation, or detail to

special duty is restored when the employee surpasses the pay level from which they were demoted or two years have elapsed since the effective date of the voluntary demotion, whichever occurs first.

3. For rational business reasons, an Appointing Authority may request exceptions to paragraph (d) of this rule from the Commission.

Chapter 10: Continuous Performance Management

Rule 10.2 Continuous Performance Management Required Components

- (a) Continuous Performance Management shall consist of a minimum of the following components:
1. A performance planning form approved by the Director which is comprised of a minimum of ~~two~~ three performance-based goals and ~~one~~ behavior-based goal;

Rule 10.6 Performance Evaluation Ratings

- (b) "Not Evaluated" Rating
1. An employee who is appointed on or after October 1 of the performance evaluation year shall be assigned a "Not Evaluated" rating.
 2. When an employee transfers between January 1 and March 1, the gaining agency shall be responsible for assigning a rating of "Not Evaluated" to an employee who has not been rated by the losing agency as of the effective date of the transfer.
 3. ~~A "Not Evaluated" rating shall have the same effect as a "Successful" rating. An employee who has actually worked less than 90 days during the performance year in the classified position for which they are being rated shall be assigned a "Not Evaluated" rating.~~
 4. A "Not Evaluated" rating shall have the same effect as a "Successful" rating.

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Chapter 3: Duties of the Director

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Chapter 6: Pay Rules

Rule 6.10 Rate of Pay Upon Demotion

Subject to the provisions of paragraph (d), when an employee is demoted for any reason under any circumstance, their pay shall be fixed as follows:

(d) Voluntary demotion

1. Subject to the provisions of Rule 6.29, an appointing authority may authorize a voluntary demotion without the reduction in pay required under this rule for an employee who voluntarily demotes. In such a case, the employee shall not be eligible for a pay increase upon promotion, reallocation, or detail to special duty for a two-year period, commencing on the effective date of the demotion.

Within the two-year period, eligibility for a pay increase upon promotion, reallocation, or detail to special duty is restored when the employee surpasses the pay level from which they demoted.

2. For employees who voluntarily demoted prior to the effective date of this rule, eligibility for a pay increase on a future promotion, reallocation, or detail to special duty is restored when the employee surpasses the pay level from which they were demoted or two years have elapsed since the effective date of the voluntary demotion, whichever occurs first.
3. For rational business reasons, an Appointing Authority may request exceptions to paragraph (d) of this rule from the Commission.

Chapter 10: Continuous Performance Management

10.2 Continuous Performance Management Required Components

(a) Continuous Performance Management shall consist of a minimum of the following components:

1. A performance planning form approved by the Director which is comprised of a minimum of three goals;

10.6 Performance Evaluation Ratings

(b) "Not Evaluated" Rating

1. An employee who is appointed on or after October 1 of the performance evaluation year shall be assigned a "Not Evaluated" rating.
2. When an employee transfers between January 1 and March 1, the gaining agency shall be responsible for assigning a rating of "Not Evaluated" to an employee who has not been rated by the losing agency as of the effective date of the transfer.
3. An employee who has actually worked less than 90 days during the performance year in the classified position for which they are being rated shall be assigned a "Not Evaluated" rating.
4. A "Not Evaluated" rating shall have the same effect as a "Successful" rating.
