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GENERAL CIRCULAR NUMBER 2026-045

DATE: September 3, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendments to Civil Service Rules 3.1(t), 10.2, and 10.6(b)

At its General Business meeting held on September 2, 2026, the State Civil Service Commission amended Chapters 3 and 10 of the Civil Service Rules. The effective date of the changes is September 2, 2026.

In summary, the changes to Civil Service Rule 3.1(t) allow for the continuous review and non-substantive revisions to the Civil Service Rules, provided the revisions are reported to and ratified by the State Civil Service Commission.

The approved amendment to Civil Service Rule 10.2 revises the required number of goals in an employee's performance plan. The rule requires a minimum of three goals for each employee's performance plan.

The approved amendments to Civil Service Rule 10.6(b) establish how to evaluate an employee who has actually worked fewer than 90 workdays at the evaluating agency during the performance year. It now requires that an employee who actually worked fewer than 90 days shall receive a "Not Evaluated" rating.

The amended rules read 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

(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or spelling corrections; re-number rules as advisable; make gender references more inclusive; move references to repealed rules to a separate chapter or appendix; update terminology between rules to maintain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 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 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 workdays during the performance year at the evaluating agency shall be assigned a "Not Evaluated" rating.
4. A "Not Evaluated" rating shall have the same effect as a "Successful" rating.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service by emailing SCSInfo@civilservice.la.gov or by calling (225) 342-8272.

Sincerely,

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