



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@civilservice.la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2026-049

DATE: September 25, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendment to Civil Service Rule 6.10

At its General Business meeting held on September 2, 2026, the State Civil Service Commission amended Rule 6.10 of the Civil Service Rules. As necessary, the Governor has also granted approval. The effective date of the rule is September 24, 2026.

In summary, the change to Rule 6.10 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 amended rule reads as follows:

[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.

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