



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2016 – 0009

Issue Date: October 20, 2016

To: Head of State Agencies and Personnel Officers

Subject: Update to HR Handbook Chapter 17

REASON FOR UPDATE: The Commission has added a new subsection (d) to State Civil Service Rule 17.6 **Performance Adjustments**.

EFFECTIVE DATE: October 5, 2016

This update notification is to advise agencies that a change to State Civil Service Rule 17.6 has occurred. The amendment to CSR 17.6 is to provide that when an appointing authority files a layoff avoidance measure to withhold performance adjustments during an election year of statewide elected officials, the appointing authority of the agency which is in layoff avoidance for performance withholding may not grant performance adjustments between the primary election and inauguration day.

Rule-by-rule Review:

[Civil Service Rule 17.6 Performance Adjustments](#)

(d) If an appointing authority has filed a layoff avoidance measure in accordance with this rule in the year of a statewide election, no employee in the agency which is under layoff avoidance may be granted a performance adjustment between the date of the primary election and the date the statewide elected official takes office.

Employees who earned eligibility during the performance year do not lose the three year eligibility for the withheld merit increase. However, it will be at the discretion of the newly appointed or elected appointing authority to grant such increases should funds become available to do so.

Questions regarding this Handbook Notification may be directed to the Employee Relations Division at 225-342-8272.

Sincerely,

Byron P. Decoteau, Jr.
Director
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