



Louisiana  
**SCS**  
State Civil Service

**BYRON P. DECOTEAU, JR., DIRECTOR**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)

 @LA\_SCS

***HR Handbook Update No. 2017 - 0004***

**Issue Date:** March 3, 2017

**To:** Head of State Agencies and Personnel Officers

**Subject:** Update to Chapter 6

**REASON FOR UPDATE:** To provide agencies with a sample policy when drafting an Optional Pay Policy for their agency.

**EFFECTIVE DATE:** March 1, 2017

The purpose of this notification is to advise agencies that State Civil Service is adding a new Job Aid, [Sample Policy – Optional Pay](#), to Chapter 6. The sample policy contains those necessary elements that State Civil Service requires in Optional Pay policies prior to implementation.

If you have any questions regarding these updates, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

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