



Louisiana  
**SCS**  
State Civil Service

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## GENERAL CIRCULAR NUMBER 2017-038

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**DATE:** September 27, 2017

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Public Hearing to Amend Civil Service Rule 6.10(d) effective July 1, 2018

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The State Civil Service Commission will hold a public meeting at 9 a.m. on Wednesday, November 1, 2017, to consider the amendment of Civil Service Rule 6.10(d) as it relates to employees who take a voluntary demotion on or before June 30, 2018.

**The hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on this proposal may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the State Civil Service Commission at [civilservicecommission@la.gov](mailto:civilservicecommission@la.gov). If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.**

The Department proposes to amend adopted Civil Service Rule 6.10(d), effective July 1, 2018, to provide that its provisions will not apply to an employee who demotes on or before June 30, 2018. This proposed amendment is to address concerns raised after the adoption of the Compensation Redesign for employees who took a voluntary demotion without a reduction in pay under the provisions of the current rule.

<b>Chapter 6: Pay Rules</b>	
<b>Adopted Rule - effective July 1, 2018</b>	<b>Proposed Rule</b>
<b>6.10(d) Rate of Pay Upon Demotion</b>	<b>6.10(d) Rate of Pay Upon Demotion</b>
Subject to the provisions of Civil Service Rule 6.15, when an employee is demoted	Subject to the provisions of Civil Service Rule 6.15, when an employee is demoted

<p>for any reason under any circumstances, his pay shall be reduced as follows:</p> <p style="text-align: center;">***</p> <p>(d) Subject to the provisions of Rule 6.29, an appointing authority may grant exceptions to this rule for voluntary demotions. An appointing authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay until such time the employee surpasses the pay level from which he demoted.</p>	<p>for any reason under any circumstances, his pay shall be reduced as follows:</p> <p style="text-align: center;">***</p> <p>(d) Subject to the provisions of Rule 6.29, an appointing authority may grant exceptions to this rule for voluntary demotions. An appointing authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay until such time the employee surpasses the pay level from which he demoted.</p> <p style="text-align: center;"><b><u>1. The provisions of this subparagraph shall not apply to any employee who voluntarily demoted on or before June 30, 2018.</u></b></p>
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Sincerely,

s/Byron P. Decoteau, Jr.  
Director