



**Byron P. Decoteau, Jr., Director**

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## HR Handbook Update No. 2021-0002

---

**DATE:** January 14, 2021

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

**SUBJECT:** Updates to Compensation Administration Guide (SCS Rule 6.5(c))

---

**REASON FOR UPDATE:** To provide additional clarification on the application of the 30-day break in service requirement for SCS Rule 6.5(c).

**EFFECTIVE DATE:** January 14, 2021

This notice is to inform agencies of additional clarification added to the Compensation Administration Guide in the HR Handbook.

### [Compensation Administration Guide](#)

- New set of examples/scenarios added to clarify the applicability of the 30-day break in service.

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

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