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HR Handbook Update No. 2025-0002

DATE: February 28, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapters 5, 6, 9, 12, 17, 23, and 24

REASON FOR UPDATE: To update the HR Handbook chapters affected by the changes to Chapter 10 of the Civil Service Rules related to Continuous Performance Management.

EFFECTIVE DATE: January 1, 2025

With the introduction of Continuous Performance Management, the following sections of the SCS HR Handbook have been updated.

[Chapter 5: Classification Plan](#)

- Rule-by-Rule
- Job Aids and Resources: Dual Career Ladder Sample Policy

[Chapter 6: Pay Rules](#)

- Rule-by-Rule

[Chapter 9: Probationary Period](#)

- HR Impact – The Importance of Permanent Status
- Rule-by-Rule

[Chapter 12: Discipline; Corrective Actions; Separations](#)

- Job Aids and Resources: CSR 12.2: FAQs – Separation of Non-Permanent Employees
- Job Aids and Resources: CSR 12.3: FAQs – Discipline

[Chapter 17: Layoff Avoidance Measures, Layoffs and Post Layoff](#)

- Rule-by-Rule
- Procedures: Layoff Guidelines – Implementation for Permanent Employees
- Procedures: Post Layoff Guidelines

- Procedures: Using the DPRL
- Job Aids and Resources: Layoff Checklist
- Job Aids and Resources: General Notice of Impending Layoff – Template #2
- Job Aids and Resources: DPRL Form –Template #9
- Job Aids and Resources: Final Report of Actions Taken for a Layoff or Business Reorganization – Template #10
- Job Aids and Resources: DPRL Contact Form – Template #15

[Chapter 23: Appointments](#)

- Rule-by-Rule
- Procedures: Policy Standards for Detail to Special Duty
- Job Aids and Resources: Request for SCS Director Approval of Detail to Special Duty

[Chapter 24: Transfer of Governmental Functions and Acquisitions](#)

- Rule-by-Rule

If there are any questions concerning the subject matter of this HR Handbook Update, please contact State Civil Service by emailing SCSInfo@la.gov or by calling (225) 342-8272.

Sincerely,

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