



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@civilservice.la.gov
civilservice.la.gov

HR Handbook Update No. 2025-0006

DATE: September 16, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapters 5, 6, 11, and 15

REASON FOR UPDATE: With the completion of Compliance Audit Cycle 9, a few errors and points of confusion were identified across multiple chapters of the State Civil Service Rules. To promote consistency and address these findings, the HR Handbook has been updated with additional clarifications.

EFFECTIVE DATE: September 16, 2025

This notice is to inform agencies of the following updates:

Chapter 5: Classification Plan

- **Rule-by-Rule: 5.6 – Status of Incumbent When Position is Reallocated**
 - Added a note box to clarify the effective date of all regular reallocations.

Chapter 6: Pay Rules

- **Rule-by-Rule: 6.5(g) – Extraordinary Qualifications/Credentials**
 - Clarified that an employee must still be on probation if a 6.5(g) adjustment is paid after the hiring date.

Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave

- **Rule-by-Rule: 11.23(d) – Civil, Emergency and Special Leave**
 - Updated the note box language to state that documentation shall be required.

Chapter 15: Effecting and Reporting Actions

- **Rule-by-Rule: 15.5 – Leave Records**
 - Updated language in the note box to require that written authorization from an Appointing Authority be maintained.

If you have any questions, please contact [Melinda Robert](#), Compliance and Audit Division Administrator.

Sincerely,

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