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HR Handbook Update No. 2025-0007

DATE: October 1, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to the Compensation Administration Guide

REASON FOR UPDATE: The Compensation Administration Guide has been updated as part of ongoing efforts to modernize resources and ensure clarity. This revision enhances accessibility, provides clarifying language, and introduces an improved format that is more user-friendly.

EFFECTIVE DATE: October 1, 2025

This notice is to inform agencies of the following updates:

Chapter 6: Pay Rules

The [Compensation Administration Guide](#) is now offered as an interactive digital flipbook, providing improved accessibility, easier navigation, and a more user-friendly experience across devices. To align with this new format, resources within the Compensation Administration Guide have been reorganized.

Content previously found in appendices is now available as direct links within the guide, ensuring quicker access to supporting materials. In addition, some sections have been streamlined or shifted to better incorporate updated forms and resources.

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

Sincerely,

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