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. 2026-0001

DATE:	**January 21, 2026**
TO:	**Heads of State Agencies and Human Resources Directors**
SUBJECT:	**Updates to HR Handbook Chapters 15 and 23**

REASON FOR UPDATE: This update is to inform agencies of a new form, the Modification of Personnel Actions Request Form. Additionally, changes have been made to the following forms: Request for Extension of Job Appointment, Classified and Unclassified WAE Request to Exceed 1245 Hours and Reappointment, and the Request for SCS Director Approval of Detail to Special Duty.

EFFECTIVE DATE: January 21, 2026

This notice is to inform agencies of the following updates:

Chapter 15: Effecting and Reporting Actions

- **NEW FORM – Modification of Personnel Actions Request Form** *(Civil Service Rule 15.10 Modification of Personnel Actions)*
  - SCS Rule 15.10(b) states that, after the effective date of a personnel action, an appointing authority may only rescind or modify the action with the approval of the Director.
  - Created to request information needed for SCS to process requests from agencies for modification of personnel actions after the effective date. Additionally, this form will provide the approval of such a request once reviewed and approved by the SCS Director or his designee. Agencies will no longer need to submit an official request letter, and SCS will no longer submit an official approval letter back to the agency. This form will serve as both a request and approval form for all modification of personnel action requests.

Chapter 23: Appointments

- **Updates to Request for Extension of Job Appointment** (*Civil Service Rule 23.5 Job Appointments*)

  - Revised to include a new section, "J.A. Request (Lack of T.O. or Grant Funded)." This information is used to provide details of the position.

- **NEW FORM – Classified and Unclassified WAE Request to Exceed 1245 Hours and Reappointment** *(Civil Service 23.6 Classified WAE Appointment)*
  - Created to reduce redundancy and provide greater efficiency in the processing of requests for agencies. The new **Classified and Unclassified WAE Request to Exceed 1245 Hours and Reappointment Request** form has been created to merge the following into one form:
    - Exemption from the Classified Service Request to Exceed 1245 Hours form
    - Classified WAE Request to Exceed 1245 Hours form
    - Classified WAE Request to Reappoint Incumbent when 1245 Hours was Exceeded form.
  - Since the new form pertains to both classified and unclassified WAE positions, this form will also be housed in Chapter 4 of the HR Handbook.

- **Updates to Request for SCS Director Approval of Detail to Special Duty form** *(Civil Service Rule 23.12 Detail to Special Duty)*
  - Revised to include additional fillable fields under Section #1, indicating the reason for the detail, and Section #4, when providing related details that impact this detail request.

State Civil Service will continue to accept the previous version of the official forms listed above until March 31, 2026. Beginning April 1, 2026, the State Civil Service will no longer accept the old forms, and agencies will be required to complete requests on the new forms.

If you have any questions, please contact Elizabeth Montalbano, HR Program Support Division Administrator.

Sincerely,

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