



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

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## GENERAL CIRCULAR NUMBER 2019-016

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**DATE:** May 20, 2019

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

**SUBJECT:** Annual Reporting of Payments Made Per Rules 6.16(h), 6.16.1, and 6.16.2

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State agencies that have promulgated any of the policies listed below and have made such payments to classified employees shall report all payments granted in the fiscal year ending June 30, 2019, to State Civil Service by July 31, 2019.

State Civil Service Rule 6.16(h), Payment for the Attainment of an Advanced Degree  
State Civil Service Rule 6.16.1, Rewards and Recognition  
State Civil Service Rule 6.16.2, Optional Pay Adjustments

The required Annual Pay Reporting workbook can be obtained by clicking [HERE](#). The reporting workbook contains the following separate worksheets:

- Rewards and Recognition (R & R)
- Optional Pay – Lump Sum Adjustments (OPA--Lump)
- Optional Pay – Base Pay Adjustments (OPA--Base)
- Advanced Degrees (Adv Deg)

A rational business reason, which justifies the payment and specifies the benefit the State received from the expenditure of these funds, must be included for each payment granted. Please do not include non-monetary awards or any payments made to unclassified employees.

Completed reports should be emailed to [compreports@la.gov](mailto:compreports@la.gov) in Excel format only. Reports submitted in .pdf format may accompany the Excel document, if desired. Agencies that had Optional Pay or Rewards and Recognition policies in FY 18-19, but did not grant any monetary awards, shall report such inactivity to State Civil Service through the above email address by the deadline.

If you have questions regarding annual pay reporting, you may contact Brandy Malatesta, SCS Chief Operating Officer, at (225) 342-8258 or [brandy.malatesta@la.gov](mailto:brandy.malatesta@la.gov).

Sincerely,

Byron P. Decoteau, Jr.  
State Civil Service Director