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## GENERAL CIRCULAR NUMBER 2020-030

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**DATE:** May 6, 2020

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

**SUBJECT:** Amendment to Civil Service Rule 6.5(g)

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At its General Business meeting held on May 6, 2020, the State Civil Service Commission adopted a proposed amendment to Civil Service Rules 6.5(g), effective May 6, 2020.

This amendment allows employees on a job appointment to be adjusted when an employee is hired under 6.5(g).

The amended rules read as follows:

### **Rule 6.5 – Hiring Rate**

(g) Extraordinary Qualifications/Credentials

Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may pay the employee at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the midpoint of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department and approved by the Director,
4. the appointment is probational or a job appointment.

The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational, **job appointment** and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a job with a lower maximum at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in state service of at least 30 days. If an employee with permanent status resigns and is then rehired into a job with a lower maximum at any other agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least 30 days.

Requests for exceptions to this rule must be approved by the State Civil Service Commission.

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Should you have any questions about these rules, please contact your Agency Relationship Manager or email [SCSInfo@la.gov](mailto:SCSInfo@la.gov).

Sincerely,

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