



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

Post Office Box 94111  
 Baton Rouge, LA 70804-9111  
 225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
[civilservice.la.gov](http://civilservice.la.gov)

## GENERAL CIRCULAR NUMBER 2021-048

**DATE:** November 23, 2021

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

**SUBJECT:** Amendments to Proposed Rules outlined in General Circular No. 2021-043

The general circular provides amendments to Chapter 6 of the proposed rules outlined in [General Circular No. 2021-043](#), which is scheduled to be heard by the State Civil Service Commission at its upcoming meeting on December 1, 2021.

The proposed amendments to Chapters 2 and 3 of the Civil Service Rules remain unchanged. Please refer to [General Circular No 2021-043](#) for the remaining proposals.

After receiving public comments from state agencies and the human resources community, the Director will request the following amendments to be considered to Chapter 6 of the proposed rules:

CHAPTER 6: PAY RULES		
CURRENT	PROPOSED	AMENDMENT TO PROPOSAL
<p><b>6.5 Hiring Rate</b></p> <p>Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated except:</p> <p>(g) Extraordinary Qualifications/Credentials</p> <p>Subject to provisions of Rule 6.29....</p> <p>The employee may be paid upon hiring....</p> <p>If an employee with permanent status resigns and is then rehired into either the same position or into the</p>	<p><b>6.5 Hiring Rate</b></p> <p>Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated except:</p> <p>(g) Extraordinary Qualifications/Credentials</p> <p>Subject to provisions of Rule 6.29 ....</p> <p>The employee may be paid upon hiring ....</p> <p>If an employee <del>with permanent</del> status resigns and is then rehired into either the same position or into the</p>	<p><b>6.5 Hiring Rate</b></p> <p>Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated except:</p> <p>(g) Extraordinary Qualifications/Credentials</p> <p>Subject to provisions of Rule 6.29 ....</p> <p>The employee may be paid upon hiring ....</p> <p>If an <b>probational, permanent, or job appointee</b> employee <del>with permanent</del> status resigns and is then rehired into</p>

<p>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.</p>	<p>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 <del>with permanent status</del> 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</p>	<p>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 <b>probational, permanent, or job appointee</b> employee <del>with permanent status</del> 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.</p> <p>Requests for exceptions to this rule must be approved by the State Civil Service Commission.</p>
<p><b>6.10 Rate of Pay Upon Demotion</b></p> <p>Subject to the provisions of Civil Service Rule 6.15 when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:</p> <p>(a) If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.</p> <p>....</p>	<p><b>6.10 Rate of Pay Upon Demotion</b></p> <p>Subject to the provisions of Civil Service Rule 6.15 when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:</p> <p>(a) If the demotion is to a job within the same schedule or to a job in another schedule with a <del>lower</del> maximum <b>that is more than 14% below his current maximum</b>, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.</p> <p>....</p>	<p><b>6.10 Rate of Pay Upon Demotion</b></p> <p>Subject to the provisions of Civil Service Rule 6.15 when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:</p> <p>(a) If the demotion is to a job within the same schedule <del>or to a job in another schedule with a lower maximum</del>, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.</p> <p><b>If the demotion is to a job in another schedule with a maximum that is more than 14% below his current maximum, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.</b></p> <p>....</p>

Should you have any questions about the proposed amendments, please contact your agency's Human Resources Office or your Agency Relationship Manager.

Sincerely,

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