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## GENERAL CIRCULAR NUMBER 2022-050

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**DATE:** November 9, 2022

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

**SUBJECT:** Proposed Changes to Civil Service Rule 6.32

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The State Civil Service Commission will consider proposed changes to Rule 6.32 of the State Civil Service Rules at its regularly scheduled business meeting on Wednesday, December 7, 2022. The meeting will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge Louisiana, at 9 a.m. Individuals who wish to comment should provide feedback prior to the meeting in writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments may also be directed to the attention of the [civilservicecommission@la.gov](mailto:civilservicecommission@la.gov).

As set forth in the 2022 Annual Uniform Pay Plan Review, the Market Adjustment rule that went into effect on July 1, 2018, is the primary means by which an employee's pay progresses through a pay range. Eligible classified employees currently receive a base pay increase in an amount ranging from 2% to 4% each year on July 15<sup>th</sup>. For retention purposes, the rule was designed to move an employee's pay to the midpoint of the pay range more quickly over time. The 2022 Annual Uniform Pay Plan Review showed that actual median salaries of classified employees in all pay schedules except for the Protective Services (PS) schedule lagged the market relative to both the public and private sectors in 2022.

The proposed amendment to Rule 6.32 reflects the recommendations made in the 2022 Annual Uniform Pay Plan Review Report as presented by the Director of State Civil Service to the Commission at the public meeting on October 2, 2022. The recommendation aims to improve the market competitiveness of actual employee salaries. The proposed amendment increases the amount of the base pay adjustment ("market adjustment") for employees whose hourly rate of pay is fixed at a point above the first quartile up to the midpoint of the pay range from three percent to four percent. Further, the proposed rule increases the market adjustment for employees whose hourly rate is fixed above the midpoint up to the maximum of the pay range from two percent to three percent. Simply put, market adjustments for employees whose hourly rate is below the midpoint will be four percent and market adjustments for employees whose hourly rate is above the midpoint will be three percent. Also, the language of the Rule has been changed to be gender neutral.

**THE PROPOSED CHANGES TO THE RULE REQUIRE APPROVAL FROM BOTH THE STATE CIVIL SERVICE COMMISSION AND GOVERNOR PRIOR TO IMPLEMENTATION. THESE CHANGES WILL NOT BECOME**

**EFFECTIVE UNLESS ADOPTED BY THE STATE CIVIL SERVICE COMMISSION AND APPROVED BY THE GOVERNOR.**

<b>CHAPTER 6: PAY RULES</b>	
<b>CURRENT</b>	<b>PROPOSED EFFECTIVE DATE: JULY 15, 2023</b>
<b>6.32 Market Adjustments</b>	<b>6.32 Market Adjustments</b>
<p>(a) To maintain market competitiveness, employees in active status six months prior to the disbursement date, except for those serving as classified When Actually Employed (WAE) employees, shall be granted a market adjustment.</p> <p>(b) The amount of base pay adjustment shall be as follows:</p> <ol style="list-style-type: none"> <li>1. If the employee’s hourly rate of pay is fixed at a point from the minimum up to the 1<sup>st</sup> quartile of his pay range, his pay shall be increased by 4%.</li> <li>2. If the employee’s hourly rate of pay is fixed at a point above the 1<sup>st</sup> quartile up to the midpoint of his pay range, his hourly rate of pay shall be increased by 3%.</li> <li>3. If the employee’s hourly rate of pay is fixed at a point above the midpoint up to the 3<sup>rd</sup> quartile of his pay range, his pay shall be increased by 2%.</li> <li>4. If the employee’s hourly rate of pay is fixed at a point above the 3<sup>rd</sup> quartile up to the maximum of his pay range, his pay shall be increased by 2%.</li> </ol>	<p>(a) ...</p> <p>(b) ...</p> <ol style="list-style-type: none"> <li>1. If the employee’s hourly rate of pay is fixed at a point from the minimum up to the 1<sup>st</sup> quartile of <b>the</b> pay range, <b>the employee’s</b> pay shall be increased by 4%.</li> <li>2. If the employee’s hourly rate of pay is fixed at a point above the 1<sup>st</sup> quartile up to the midpoint of <b>the</b> pay range, <b>the employee’s</b> pay shall be increased by <b>4%</b>.</li> <li>3. If the employee’s hourly rate of pay is fixed at a point above the midpoint up to the 3<sup>rd</sup> quartile of <b>the</b> pay range, <b>the employee’s</b> pay shall be increased by <b>3%</b>.</li> <li>4. If the employee’s hourly rate of pay is fixed at a point above the 3<sup>rd</sup> quartile up to the maximum of <b>the</b> pay range, <b>the employee’s</b> pay shall be increased by <b>3%</b>.</li> </ol>

Should you have any questions about the amendments, please contact your Agency Relationship Manager.

Sincerely,

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