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DATE: December 29, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendments to Civil Service Rule 6.32

At its General Business meeting held on December 7, 2022, the State Civil Service Commission amended Civil Service Rule 6.32, effective July 15, 2023. As necessary, the Governor has also granted approval.

In summary, the amendments will allow eligible employees to receive a larger percentage for the Market Adjustment on July 15th depending on where their current rate of pay falls within their respective pay ranges. Specifically, eligible employees above the first quartile up to the midpoint of the pay range will now receive 4% instead of 3%, while eligible employees above the midpoint up to the maximum of the pay range will now receive 3% instead of 2%.

The amended rule reads as follows:

Chapter 6: Pay Rules

6.32 Market Adjustments

- 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.
- b) The amount of base pay adjustment shall be as follows:
 1. If the employee's hourly rate of pay is fixed at a point from the minimum up to the 1st quartile of the pay range, the employee's pay shall be increased by 4%.
 2. If the employee's hourly rate of pay is fixed at a point above the 1st quartile up to the midpoint of the pay range, the employee's pay shall be increased by 4%.
 3. If the employee's hourly rate of pay is fixed at a point above the midpoint up to the 3rd quartile of the pay range, the employee's pay shall be increased by 3%.

4. If the employee's hourly rate of pay is fixed at a point above the 3rd quartile up to the maximum of the pay range, the employee's pay shall be increased by 3%.
- c) All increases herein authorized are subject to the requirement that no employee's pay shall exceed the maximum rate of pay established for the job.
 - d) Any adjustment or increase which an employee receives under the provisions of other rules, unless otherwise indicated, shall not affect such employee's ability to receive increases authorized under this rule.
 - e) An employee who has a current official overall Performance Evaluation of "Needs Improvement/Unsuccessful" or equivalent shall not be granted any increase under the provisions of this rule.
 - f) For all employees on detail to special duty, the market adjustment shall be calculated based upon the authorized rate of pay in his regular position. The employee's rate of pay while on detail shall be recalculated based on his new rate of pay in his regular position.

An appointing authority may, for rational business reasons, request an exception to this rule from the Commission.

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

Sincerely,

s/Byron P. Decoteau
State Civil Service Director