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GENERAL CIRCULAR NUMBER 2023-061

DATE: November 8, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Amendments to Civil Service Rule 1.5.1 (Bona Fide Student)

The State Civil Service Commission will consider a proposed amendment to Rule 1.5.1 of the State Civil Service Rules at its regularly scheduled business meeting on Wednesday, December 6, 2023. 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, Capitol Station, Baton Rouge, Louisiana 70804-9111. Comments may also be directed to the attention of the civilservicecommission@la.gov.

The proposed amendments to Rule 1.5.1 expand the definition of “Bona Fide Student” to include a student enrolled in their last two semesters in an accredited educational institution in the courses and classes necessary and available to satisfy graduation requirements, even if that person will not be enrolled full-time under the institution’s criteria.

Please see the attachment for details of the amendment to Civil Service Rule 1.5.1.

Sincerely,

s/Byron P. Decoteau, Jr.
Director



STATECIVILSERVICE

Proposed Amendment to State Civil Service Rule 1.5.1 “Bona Fide Student”

The State Civil Service Commission will consider the proposed amendment of Rule 1.5.1 to Chapter 1 of the Civil Service Rules at its regularly scheduled business meeting on Wednesday, December 6, 2023. Please refer to [General Circular No. 2023-061](#) for more information.

Proposed Effective Date: December 6, 2023

Reason for Adoption:

Rule 1.5.1 requires that a student worker be a “Bona Fide Student” which, by definition, requires full-time enrollment in an accredited educational institution. Some agencies have suggested that the full-time enrollment requirement impairs their ability to recruit and hire student workers in their last two semesters preceding graduation because the student may not need to carry a full course load to graduate and/or courses needed for graduation may not be available. An agency can sometimes work around the “Bona Fide Student” requirement by hiring the student as a WAE employee rather than a student worker; however, in that case the student must meet the minimum qualifications for the position. The proposed revision to Rule 1.5.1 expands the definition of “Bona Fide Student” to include a student enrolled in their last two semesters in an accredited educational institution in the courses and classes necessary and available to satisfy graduation requirements, even if that person will not be enrolled full-time under the institution’s criteria.

Other proposed amendments to Rule 1.5.1 make terms gender neutral and reorganize and reformat the rule to make it easier to read, but do not make any substantive changes.

1 **Chapter 1: Definitions of terms used in the Rules**

2
3 1.5.1. 'Bona Fide Student' means:

4 (a) 1. a person enrolled in an accredited high school, college or university in the State, or a
5 person enrolled in a State-operated technical college, in a sufficient number of courses
6 and classes to be classified as a full-time regular student under the institution's criteria
7 ~~used by the institution in which he is enrolled; or~~

8
9 2. a person enrolled in their last two semesters in an accredited high school, college or
10 university in the State or in a State-operated technical college, in the courses and classes
11 necessary and available to satisfy graduation requirements, even if not classified as a full-
12 time student under the institution's criteria;

13
14 3. a person enrolled in an off-campus college work-study program in a proprietary institution
15 of higher education as defined in Section 102(b) of the Higher Education Act of 1965, as
16 amended;

17
18 4. a person employed by the college or university that they attend; or

19
20 5. ~~Less than full-time students may be considered for employment as bona fide student~~
21 ~~employees only for work performed~~ a person performing work under the Federal Work-
22 Study Program.

23
24 (b) A bona fide student shall retain ~~his~~ their status during breaks, which occur in the course of or
25 between sessions, including summer breaks. ~~In addition, colleges and universities may employ~~
26 ~~their own full-time and part-time students as bona fide students.~~