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GENERAL CIRCULAR NUMBER 2024-018

DATE: May 9, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Change to Civil Service Rule Chapter 18 – Transition Rules

The State Civil Service Commission will consider a proposed change to Chapter 18 of the State Civil Service Rules at its regularly scheduled business meeting on Wednesday, June 5, 2024. 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.

Please see the attachment for details of the amendments to Chapter 18.

Sincerely,

s/Byron P. Decoteau, Jr.
SCS Director



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Proposed Amendment to State Civil Service Rules

Chapter 18: Transition Rules

The State Civil Service Commission will consider the following amendment to Chapter 18 of the Civil Service Rules at its regularly scheduled business meeting on June 5, 2024. Please refer to [General Circular No. 2024-018](#) for more information.

Proposed Effective Date: July 1, 2024

Reason for the Amendment:

At its May 1, 2024, Commission meeting, Chapter 18 was amended to include transition rules to be in effect during a transition period from July 1, 2024, through December 31, 2024, as the Department of State Civil Service transitions from the current paper-based Performance Evaluation System (PES) to Continuous Performance Management (CPM) effective January 1, 2025. The May 1, 2024, amendment to the rules did not include a provision for the Director of the Department of State Civil Service to make exceptions to the transition rules for rational business reasons.

1 **Chapter 18: Transition Rules**

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3 **18.16 Exceptions**

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5 The Director may make exceptions to these rules for rational business reasons.

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