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GENERAL CIRCULAR NUMBER 2024-047

DATE: October 2, 2024

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendments to Civil Service Rules affected by the Approved Amendments to Chapter 10

At its General Business meeting held on October 2, 2024, the State Civil Service Commission approved the proposed changes to the following chapters of the Civil Service Rules:

- Chapter 1: Definitions of terms used in the Rules
- Chapter 5: Classification Plan
- Chapter 6: Pay Rules
- Chapter 9: Probationary Period
- Chapter 17: Layoff Avoidance Measures, Layoffs and Post Layoff
- Chapter 23: Appointments
- Chapter 24: Transfer of Governmental Functions and Acquisitions

The approved changes are effective January 1, 2025. The amendments to the chapters referenced above are as a result of the approved changes to Chapter 10 ([General Circular No. 2024-046](#)) of the Civil Service Rules. The changes to these chapters ensure a smooth implementation of Continuous Performance Management as the method to evaluate classified state employees.

The amended Chapters reads as follows:

[Chapter 1: Definitions of terms used in the rules](#)

1.5.3 Repealed effective October 2, 2024.

1.24.01 'Performance Evaluation' means the overall rating of an employee, made in accordance with Continuous Performance Management established by these Rules.

1.24.02 Repealed effective October 2, 2024.

1.26.1 Repealed effective October 2, 2024.

1.39 Repealed effective October 2, 2024.

[Chapter 5: Classification Plan](#)

5.6.1 Effect of Business Reorganization on Encumbered Positions.

(g) Employees whose positions are moved into a lower job classification as a result of the business reorganization shall be eligible to be placed on a Department Preferred Reemployment List (DPRL). Employees on such a list shall be given preferential hiring rights for their department or agency for the job which they occupied prior to the implementation of the business reorganization. Employees shall be ranked in order of length of state service. The employee with the most state service for a given job and parish shall be given the first offer.

1. Eligibility shall be limited to:
 - a. the agency or department where the reorganization occurred;
 - b. the employee's parish of domicile at the time of reorganization and any other parishes he may list for availability;
 - c. the same job title the employee held prior to the implementation of the reorganization;
 - d. employees whose most recent overall performance evaluation rating at the time of the reorganization was "Exceptional", "Exceeds Expectations", "Successful" or their equivalents;
 - e. permanent employees.

[Chapter 6: Pay Rules](#)

6.14.2 Repealed effective October 2, 2024

6.14.3 Repealed effective October 2, 2024

6.16.1 Rewards and Recognition

Subject to the provisions of Rule 6.29, an appointing authority may, at his discretion, implement a program of rewards and recognition for individual employees or for employee groups for significant achievement or employees whose overall performance evaluation rating is “Exceptional”. Such rewards may be either monetary or non-monetary. If monetary, such rewards shall be a lump sum not to exceed a total of 10% of the employee’s base salary within a fiscal year. However, rewards for employees whose overall performance evaluation rating is “Exceptional” shall be limited to a lump sum of up to 3% of the employee’s base pay, not to exceed \$2,500. Such reward and recognition programs shall be implemented in accordance with written policies and procedures established by each department. Such policies must receive advance approval from the Civil Service Commission and shall be posted in a manner that assures their availability to all employees. Such policies shall also include the public posting of all reward recipients.

6.32 Market Adjustments

(e) An employee who has an overall performance evaluation rating of “Unsuccessful” shall not be granted any increase under the provisions of this rule.

[Chapter 9: Probationary Period](#)

9.2 Permanent Appointment Action Following Probationary Period

(d) No employee who has a current, overall performance evaluation rating of “Needs Improvement” or “Unsuccessful” shall attain permanent status.

[Chapter 17: Layoff Avoidance Measures, Layoffs and Post Layoff](#)

17.15 Determining the Employees Who Will Be Laid Off or Relocated

(b) Employees with an overall performance evaluation rating of “Unsuccessful” shall be laid off first, followed by employees with an overall performance evaluation rating of “Needs Improvement”. For purposes of layoff determination, the overall performance evaluation rating shall refer to the overall performance evaluation rating received no fewer than 60 days prior to the effective date of the layoff.

(c) – (e)

(f) Employees with veteran’s preference as referred to in Rule 22.7 and whose performance evaluation rating and length of service are at least equal to those of other affected employees shall be given preference.

17.18 Relocation Provisions

(a) Rights to relocate to a vacant position created as the result of a layoff shall be granted only to permanent employees whose overall performance evaluation rating is “Successful” or higher. For purposes of relocation offers, the overall performance evaluation rating shall refer to the overall performance evaluation rating received no fewer than 60 days prior to the effective date of the layoff.

(b)

(c) For purposes of this rule, an employee with an overall performance evaluation rating of “Unrated” or “Not Evaluated” shall be considered as having an overall performance evaluation rating of “Successful”.

17.23 Department Preferred Reemployment List

(c) Employees not eligible for this list include:

1. those who moved to a lateral position;
2. employees who declined a movement offer within their organizational unit, commuting area and career field;
3. those with an overall performance evaluation rating of “Needs Improvement” or “Unsuccessful”. For purposes of eligibility, the overall performance evaluation rating shall refer to the overall performance evaluation rating received no fewer than 60 days prior to the effective date of the layoff.
4. non-permanent employees; and/or
5. those who have retired from state service.

[Chapter 23: Appointments](#)

23.4 Promotion

(c) No employee who has a current overall performance evaluation rating of "Needs Improvement" or "Unsuccessful" shall be promoted.

23.12 Detail to Special Duty

(f) No employee who has a current overall performance evaluation rating of "Needs Improvement" or "Unsuccessful" shall be detailed to a higher-level position.

[Chapter 24: Transfer of Governmental Functions and Acquisitions](#)

24.2 Status of Non-classified Employees Whose Positions are Declared to be in the State Classified Service or are Acquired by a State Agency

(g) An employee who enters the State classified service in accordance with this Rule shall have his/her eligibility for market adjustments under Rule 6.32 and leave earning determined based on the original date of appointment with his/her current or former employer and, upon appointment in the State classified service. However, the Director may approve existing annual eligibility dates for all employees of an entity acquired under this rule, that already had a well established merit pay policy.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service by emailing SCSInfo@la.gov or by calling (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.
SCS Director