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## GENERAL CIRCULAR NUMBER 2024-061

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**DATE:** December 13, 2024

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

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

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The State Civil Service Commission will consider proposed changes to Chapter 18 of the State Civil Service Rules at its regularly scheduled business meeting on Wednesday, January 8, 2025. 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).

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

Sincerely,

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



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## Proposed Changes to State Civil Service Rules

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### Chapter 18: Transition Rules

The State Civil Service Commission will consider the following changes to Chapter 18 of the Civil Service Rules at its regularly scheduled business meeting on January 8, 2025. Please refer to [General Circular No. 2024-061](#) for more information.

**Proposed Effective Date:** January 1, 2025 – March 1, 2026

**Reason for the Changes:**

The changes to Civil Service Rules 18.15 and 18.17 will extend the effects of the July 1, 2024 and December 31, 2024 performance evaluations until March 1, 2026 or until an employee’s receipt of a performance evaluation rating under Continuous Performance Management, whichever is sooner. Civil Service Rules 18.15-18.17 are the only rules from Transition Chapter that will be in effect as of January 1, 2025. The rest of the authority for Chapter 18 expires on December 31, 2024.

The effects of a “Needs Improvement/Unsuccessful” rating either given to an employee for Fiscal Year 2023-2024 (rendered effective July 1, 2024) OR given to an employee for the transition period ending December 31, 2024, will continue until the employee receives a CPM rating between January 1 – March 1, 2026. Please see below for details of the effects based on personnel actions:

Personnel Action	Effects of a Needs Improvement/Unsuccessful Rating
Permanent Status	<p>The employee is not eligible to attain permanent status.</p> <p>The employee must receive a subsequent rating of “Successful” or better to attain permanent status. If the employee’s probationary period expires before the employee has an opportunity to be re-rated, the employee must be separated before the end of the probationary period. The Appointing Authority may re-appoint the employee, and the employee may begin a new probationary</p>

	period if such action is believed to be in the best interest of the agency.
Promotions/Details	The employee is ineligible for promotion and cannot be detailed to a higher-level position unless approved in advance by the Director.
Layoffs/Relocations	The employee shall be laid off first and is not eligible for a relocation offer.
Inclusion on DPRL	The employee is not eligible for inclusion on a DPRL.
Market Adjustment	The employee is not eligible for a market adjustment.

Please note that according to PES Rules, payments for exceptional performance during Fiscal Year 2023-2024 may be disbursed only between September 1, 2024 and June 30, 2025. Going forward under CPM Rules, payments for exceptional performance may be disbursed only between March 2 and December 31 of the calendar year in which the rating is issued. Therefore, during the transition from PES to CPM, no payments for exceptional performance shall be made between July 1, 2025 and March 2, 2026.

## Chapter 18: Transition Rules

### 1 **18.15 Effects of Transition Period Performance Ratings**

2 An employee who receives a transition period performance rating of “Needs  
3 Improvement/Unsuccessful” shall be ineligible for attainment of permanent status. The  
4 Evaluating Supervisor shall provide documentation to support a transition period performance  
5 rating of “Needs Improvement/Unsuccessful.”  
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7 Transition period performance ratings shall not be used for:

- 8 • layoff and relocation purposes/inclusion on a DPRL
- 9 • determining eligibility for detail to a higher-level position or promotion
- 10 • market adjustment ineligibility

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12 Performance ratings effective July 1, 2024 for performance year July 1, 2023 – June 30, 2024 shall  
13 be used for above purposes.

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15 Employees shall not have a right to request a review of the transition period performance rating.

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### 18 **18.16 Exceptions ....**

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### 21 **18.17 Extension of Effects of Performance Ratings effective July 1, 2024**

22 Performance evaluation ratings for performance year July 1, 2023 – June 30, 2024 shall be used  
23 for the following purposes until March 1, 2026 or until an employee’s receipt of a performance  
24 evaluation rating under Continuous Performance Management, whichever is sooner.

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