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GENERAL CIRCULAR NUMBER 2025-013

DATE: February 12, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approval of Amendment to Civil Service Rule 18.15 and the Adoption of Civil Service Rule 18.17

At its General Business meeting held on February 5, 2025, the State Civil Service Commission amended Civil Service Rule 18.15 and adopted Civil Service Rule 18.17, effective January 8, 2025.

In summary, the changes to Civil Service Rules 18.15 and 18.17 extend the effects of the July 1, 2024, performance evaluation 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 and 18.17 are the only rules from Transition Chapter in effect as of January 1, 2025. The rest of the authority for Chapter 18 expired on December 31, 2024.

The amended rules read as follows:

[Chapter 18: Transition Rules](#)

18.15 Effects of Transition Period Performance Ratings

An employee who receives a transition period performance rating of "Needs Improvement/Unsuccessful" shall be ineligible for attainment of permanent status. The Evaluating Supervisor shall provide documentation to support a transition period performance rating of "Needs Improvement/Unsuccessful."

Transition period performance ratings shall not be used for:

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

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

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

18.17 Extension of Effects of Performance Ratings effective July 1, 2024

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

- layoff and relocation purposes/inclusion on a DPRL
- determining eligibility for detail to a higher-level position
- determining eligibility for promotion
- market adjustment eligibility

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.
State Civil Service Director