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DATE: December 2, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Civil Service Appeals Transition Period

The State Civil Service Commission recently announced the planned retirements of its Appeals Division Referees, effective February 2026. As the Commission prepares to welcome newly appointed referees, a short transition period will be necessary to support a smooth and orderly transfer of responsibilities.

To ensure the continued protection of due process rights and the effective administration of Louisiana's merit-based civil service system, the Appeals Division will temporarily pause the scheduling of appeal hearings in January and February 2026. This pause will allow newly appointed referees to complete the required onboarding and training before assuming their adjudicative duties.

We recognize that this temporary pause may affect employees and agencies. However, this transition period is essential to preserving the quality, fairness, and integrity of the appeals process, ensuring that all parties receive the level of service and procedural protections guaranteed under the Civil Service Rules and the Louisiana Constitution.

The Commission extends its sincere appreciation to Chief Referee Martha Mansfield and Referee Brent Frederick for their dedicated service to the Commission and the Department, and offers its warmest congratulations on their upcoming retirements.

Please contact the [Appeals Division](#) with any questions regarding pending or future matters.

Sincerely,

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