



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@civilservice.la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2025-056

DATE: December 3, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Changes to Civil Service Rule Chapters 1, 2, 11, 13, 16, and 26

At its General Business meeting held on December 3, 2025, the State Civil Service Commission amended Chapters 1, 2, 11, 13, 16, and 26, effective today unless otherwise specified.

In summary, the changes to Chapter 1 of the Civil Service Rules set definitions to clarify that the National Guard includes both the Army and Air National Guard, and to distinguish between National Guard and State Guard.

The changes to Chapter 2 of the Civil Service Rules allow members of the State Civil Service Commission to use electronic signatures to sign orders, opinions, resolutions, and other documents reduced to writing from decisions made when the Commission was lawfully assembled.

The changes to Chapter 11 of the Civil Service Rules add members of the “State Guard” to the provision allowing the National Guard time off without loss of pay, annual leave, or sick leave when called to state active duty by the Governor in response to a declared emergency.

The changes to Chapters 13, 16, and 26 of the Civil Service Rules increase maximum attorney fees that can be awarded to prevailing appellants/respondents from \$1,500 to \$5000. The changes to Chapters 13, 16, and 26 will be effective July 1, 2026.

The amended rules read as follows:

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

1.20.06 ‘National Guard’ refers to the Louisiana Army National Guard and the Louisiana Air National Guard.

1.39.102 'State Guard' refers to the Louisiana State Guard.

[Chapter 2: Civil Service Commission — powers, public meetings, procedures for adopting and amending the rules, etc.](#)

Rule 2.9 Powers of the Commission

The Commission is empowered:

(m) To use electronic signatures to sign orders, opinions, resolutions and other documents reduced to writing from decisions made when the Commission was lawfully assembled.

[Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave](#)

11.23 Civil, Emergency, and Special Leave

An employee serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave, or sick leave when:

(i) The employee is a member of the National Guard or State Guard and is called to state active duty by the Governor in response to a declared emergency.

The changes below to Chapters 13, 16, and 26 will be effective July 1, 2026.

[Chapter 13: Civil Service Appeals](#)

Rule 13.35 Attorney Fees

(a) When the Commission or a referee approves a settlement, rescission, or modification of an action that has been appealed or renders a decision, including a decision on application for review, which reverses or modifies an action that has been appealed, the appellee may be ordered to pay attorney's fees in an amount not to exceed \$5,000.

[Chapter 16: Investigations](#)

16.15.1 Attorney Fees

When a complainant does not bear the burden of proving the charge(s) and the Commission finds there is no reasonable basis for the complaint, the Commission may order the complainant to pay reasonable attorney's fees in an amount not to exceed \$5,000 per respondent.

[Chapter 26: Special Hearing](#)

Rule 26.19 Attorney Fees

When the Complainant, other than the Director when acting at the behest of the Commission, does not bear the burden of proving the charge(s) and the Commission finds there is no reasonable basis for the charges, the Commission may order the Complainant to pay reasonable attorney's fees in an amount not to exceed \$5,000.

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

Sincerely,

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