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DATE: March 6, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendment to Civil Service Rule 6.5(g)

At its General Business meeting held on March 4, 2026, the State Civil Service Commission amended Civil Service Rule 6.5(g). This action was approved by the Governor on March 5, 2026. The effective date of the amended rule is March 6, 2026.

In summary, the amendment to CSR 6.5(g) provides appointing authorities with increased flexibility in pay administration by expanding their discretion to set pay for employees with extraordinary qualifications or credentials. Specifically, the amendment raises the maximum rate an appointing authority may authorize from the midpoint of the pay range to the third quartile.

The amended rule reads as follows:

[Chapter 6: Pay Rules](#)

Rule 6.5 Hiring Rate

Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated except:

(g) Extraordinary Qualifications/Credentials

Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may pay the employee at a rate above the minimum, provided that:

1. such superior qualifications/credentials are verified and documented as job related,

2. the rate does not exceed the third quartile of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department and approved by the Director,
4. the appointment is probational or a job appointment.

This rule change reflects the continued commitment of State Civil Service to our [SHIFT Initiative](#) (Shaping How We Invest in Future Talent) and to modernizing our practices to better support state agencies in meeting today's workforce demands. By providing additional flexibility in hiring, the change will help agencies compete more effectively for qualified candidates while maintaining merit system principles.

If you have any questions regarding this general circular, please contact [Heather Hebron](#), Compensation Division Administrator, at (225) 342-8268.

Sincerely,

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