



Post Office Box 94111  
Baton Rouge, LA 70804-9111

[www.civilservice.la.gov](http://www.civilservice.la.gov)

SHANNON S. TEMPLET, DIRECTOR  
Phone: 225-342-8274  
Fax: 225-342-8058  
TDD: 800-846-5277  
Toll Free: 866-783-5462

## ***HR Handbook Update No. 2014 – 0005***

**Issue Date:** April 23, 2014

**To:** HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject:** HR Handbook Updates as a result of the Recent Rule Changes

This is to advise agencies that the following sections of the HR Handbook have been updated in accordance with the Governor approved amendments to Civil Service Rules 6.14, 6.16.2 and the adoption of Civil Service Rule 6.8.2, **effective April 2, 2014**.

### **Civil Service Rule 6.14(a) Performance Adjustments**

- Rule-By-Rule Review information has been updated to clarify that employees in classified WAE positions are not eligible for performance adjustments.

### **Civil Service Rule 6.16.2 Optional Pay Adjustments**

- Job Aids and Resources – Implementation Guidelines have been updated to include a 15% maximum on **base pay** adjustments for Optional Pay-Additional Duties within three consecutive years.
- Job Aids and Resources – Optional Pay Adjustment Questionnaire for Additional Duties form has been revised. This form will continue to be a requirement for Optional Pay-Additional Duty requests submitted for Civil Service Commission approval.

### **Civil Service Rule 6.8.2 Pay Upon Relocation**

- Following the Governor's signature, CSR 17.16—**Pay Upon Relocation** has been repealed and reenacted in Chapter 6 under CSR 6.8.2. As a result of this change in the rule, the following portions of the HR Handbook have been changed:
  - Chapter 17 – Job Aids and Resources > Layoff Template and Forms > Sample Plan > Template #3
  - Chapter 17 – Rule-by-Rule Review – CSR 17.14.6
  - Chapter 17 – Rule-by-Rule Review – CSR 17.16 (repealed)

**REASON FOR THE CHANGE:** These revisions help clarify and align the SCS HR Handbook information with the recent amendments made to Chapter 6 pay rules. Also, the revisions

were necessary so that the template and rule both reference the correct rule number for Pay Upon Relocation in a layoff scenario.

**EFFECTIVE DATE:** April 2, 2014

If you have any questions, please contact your Compensation Consultant at (225) 342-8083, or your Employee Relations Consultant at (225) 342-8274.

Sincerely,

Shannon S. Templet  
Director