



LOUISIANA DEPARTMENT OF STATE
CIVIL SERVICE

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GENERAL CIRCULAR NUMBER 2012-008

DATE: April 17, 2012

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: DCL Program Eligibility Requirements

On December 14, 2011, the State Civil Service Commission and the Governor adopted proposed amendments to Chapter 10 of the Civil Service Rules. These amendments included the creation of a new Performance Evaluation System. Under the new system, effective July 1, 2012, the Dual Career Ladder (DCL) program Eligibility Requirements will be as follows:

- Effective July 1, 2012 thru June 30, 2013, employees must have received an evaluation of satisfactory on June 30, 2012.
- Effective July 1, 2013 and after, employees must have received an evaluation of successful or above for the previous evaluation period.

In accordance with recent changes to Chapter 10 of the Civil Service Rules, agencies shall amend dual career ladder policies to reflect adoption of the Performance Evaluation System. Policies shall be amended to reflect the performance standards stated above. DCL policies must be updated to reflect the new eligibility requirements prior to adding any new employees to the DCL program. Employees who gained eligibility under the old requirements will remain eligible under these new requirements.

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If you have questions or would like more information about the DCL eligibility requirements, please contact Byron Decoteau at (225) 342-8252 or Chris Deer at (225) 342-8266.

Sincerely,

s/Shannon S. Temple
Director