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DATE: April 4, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved changes to Civil Service Rules 6.14, 6.15(f), 6.16.2, 17.14 and 17.16 and adoption of Civil Service Rule 6.8.2

At its General Business meeting held on Wednesday, December 11, 2013, the State Civil Service Commission adopted proposed amendments to Civil Service Rules 6.14, 6.16.2, 17.14, repeal of Civil Service Rules 6.15(f) and 17.16, and adopted Civil Service Rule 6.8.2. The Commission made all of these rules effective upon signature of the Governor.

The Governor approved the amendments to Civil Service Rules 6.14 and 6.16.2, and the adoption of Civil Service Rule 6.8.2 on April 2, 2014. As such, amendments to Civil Service Rules 6.14, 6.16.2, 17.14, repeal of 17.16 and 6.15(f), and the adoption of Civil Service Rule 6.8.2 are effective April 2, 2014.

The rules adopted at the December 11, 2013, Commission meeting and effective April 2, 2014 are attached. The rules have been updated on the State Civil Service website.

The SCS Human Resources Handbook will be updated to reflect these changes. An HR Handbook Update will be sent when the updates are effective.

Sincerely,

s/Shannon S. Templett
Director

Chapter Six Changes

6.8.2 Pay upon Relocation

Pay may be reduced upon movement to lower jobs as a result of a layoff. Pay reductions shall be uniform in their percentage for all affected employees. If the uniform pay reduction results in an employee's rate of pay falling above the maximum of the pay range, the appointing authority may choose one of the following options for all employees similarly situated:

1. The pay of affected employees may be reduced to the range maximum; or
2. The pay of affected employees may be set at the red-circle rate.

6.14 Performance Adjustments

(a) An employee who is in active status as of June 30 of the performance evaluation year, except for those serving as classified When Actually Employed (WAE) employees, becomes eligible for and may be granted a performance adjustment, provided that the appointing authority has determined his performance merits such an adjustment.

6.15 (f) Repealed effective April 2, 2014

6.16.2 Optional Pay Adjustments

Subject to provisions of Rule 6.29, an appointing authority may, at his own discretion, grant individual pay adjustments to permanent employees for the following reasons:

- (a) **Matching a Job Offer**
To provide for the retention of an employee whose loss would be detrimental to the State service, an appointing authority may grant an employee up to a 10% base pay or lump sum to match a verified, non-State job offer or unclassified job offer in a different state department. An appointing authority may ask the Commission to authorize an increase greater than 10%.
- (b) **Compression Pay**
An appointing authority may grant an employee a pay increase of up to 10% of the employee's base pay to reduce compression, realign pay between comparable employees, or alleviate supervisor/subordinate pay inversions caused by job and pay plan changes.

- (c) **Additional Duties**
To compensate employees for performing additional duties, an appointing authority may grant an employee a base pay increase or lump sum payment of up to 10%. Employees at the maximum of the pay range may only receive a lump sum adjustment. An employee may not receive more than 15% base pay increases within three consecutive years.
- (d) **Recruitment**
May grant an employee a pay increase of up to 10% of the employee's base pay to recruit employees into positions for which recruiting is difficult.

Such optional pay adjustments shall be implemented in accordance with written policies and procedures established by each department. Such increases shall not exceed 10% in a fiscal year for an individual employee and shall not duplicate a payment received pursuant to any other Rule. Such policies must be received in advance approval from the Civil Service Commission and shall be posted in a manner that assures their availability to all employees. Such policies shall also include a public posting of all recipients.

Chapter Seventeen Changes

17.14 Requirements for the Written Layoff Plan

The layoff plan shall include, but not necessarily be limited to, the following items:

1. Affected organizational unit
2. Reasons why the layoff is being proposed
3. Any budgetary measures which may have been taken to avoid a layoff
4. Proposed effective date of the layoff
5. Definition of commuting area used for this layoff (refer to Rule 1.9.01)
6. How pay upon relocation to lower jobs will be set, if applicable (refer to Rule 6.8.2)
7. For the abolished positions, list:
 - a. parishes where the positions are domiciled;
 - b. affected job titles;
 - c. career field for each affected job title; and
 - d. number of positions for each affected job title.
8. If any affected employees are in Career Field 9999, propose an appropriate expansion of the career field, with justification. If no expansion is proposed, explain why.
9. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who are expected to be laid off.
10. List the Parish, Career Field, Name, Job Title, and Adjusted Service Date for employees who will be moved to vacancies created as a result of the layoff, and the job title planned to be offered to each employee.

11. Exemptions made, if any, under Rule 17.15(e) and reasons for these exemptions.
12. Exceptions requested, if any, under Rule 17.3 and reasons for these exceptions.
13. Name, job title, beginning and end date of appointment, authorizing rule number and pay of all unclassified and classified temporary, non-permanent appointees in the affected organizational unit, and how these positions will be affected by the layoff.
14. Contracts either currently in effect or anticipated that may be causative of or related to the layoff.

17.16 Pay upon Relocation

Repealed effective April 2, 2014 and replaced with Civil Service Rule 6.8.2