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GENERAL CIRCULAR NUMBER 2015-018

DATE: June 9, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Layoff Avoidance – Performance Adjustments

This General Circular serves as a reminder of the requirements of Chapter 17 of the Civil Service Rules regarding layoff avoidance measures, specifically those related to performance adjustments. In the event an appointing authority determines that it is necessary for his agency to withhold or reduce performance adjustments for Fiscal Year 2015-2016 in order to avoid or reduce layoffs, his request shall be made in accordance with Chapter 17.

In preparation for October 1, 2015, the performance adjustment disbursement date, State Civil Service advises that any request for layoff avoidance regarding performance adjustments must be received by SCS no later than September 30, 2015. Such requests should be provided via [Template 14: Performance Adjustments – Withholding or Reduction](#) form, which can be obtained in the HR Handbook.

Requests for layoff avoidances to withhold or reduce performance adjustments may be approved by the SCS Director until September 30, 2015. Any request made after such date shall be referred to the State Civil Service Commission for approval.

Appointing authorities who plan to grant performance adjustments, but intend to withhold performance adjustments for individual classified employees based on prior established guidelines, in accordance with SCS Rule 6.14(a), shall notify the employee prior to October 1, 2015.

Should you have additional questions regarding the information in this general circular, please contact Makayla Harris via email at Makayla.Harris@la.gov or by telephone at (225) 342-8274.

Sincerely,

s/Shannon S. Templet
Director