



Louisiana  
**SCS**  
State Civil Service

**BYRON P. DECOTEAU JR.**

**INTERIM DIRECTOR**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

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

This public document was published at a total cost of \$.29. Two copies of this public document were published in this 1<sup>st</sup> printing at a cost of \$.58 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

## **GENERAL CIRCULAR NUMBER 2015-037**

---

**DATE:** September 15, 2015

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Layoff Avoidance Measures – Performance Adjustments

---

Please be reminded that in accordance with SCS Rule 15.2.1(c), issuance of performance adjustments granted to any employee whom the appointing authority has deemed eligible must be disbursed effective October 1, 2015. If an appointing authority determines that he must reduce performance adjustments or that he will be unable to grant performance adjustments at all, he must do so as part of a layoff avoidance plan as provided for in Chapter 17 of the SCS Rules.

Layoff avoidance plans must be submitted to the Interim Director of Civil Service no later than September 30, 2015. Any request made after such date shall be referred to the State Civil Service Commission for approval. Please refer to the HR Handbook under Job Aids and Resources – Layoff Avoidance for a copy of [Template #14, Performance Adjustments – Withholding or Reduction](#).

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 any questions regarding the Performance Evaluation System, feel free to contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.  
Interim Director