



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

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 1st 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 2016-028

DATE: September 8, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Public Hearing to Amend Civil Service Rules 17.6 and 22.2

The State Civil Service Commission will hold a public meeting at 9 a.m. on Wednesday, October 5, 2016, to consider amending Civil Service Rules 17.6 and 22.2.

The hearing will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on this proposal may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the State Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Chapter 17 Proposal:

The Department proposes to amend Civil Service Rule 17.6 to provide that during an election year of a statewide elected official that if an appointing authority files a layoff avoidance measure to withhold performance adjustments, then the appointing authority may not grant the performance adjustment between the primary election and inauguration day.

Current Rule	Proposed Rule
Chapter 17 - Layoff and Layoff Avoidance	Chapter 17 - Layoff and Layoff Avoidance
17.6 Performance Adjustments	17.6 Performance Adjustments
When an appointing authority determines that it is necessary not to grant or to reduce performance adjustments in order to avoid	When an appointing authority determines that it is necessary not to grant or to reduce performance adjustments in order to avoid

<p>or reduce layoffs, his request is subject to the following:</p> <p>(a) The request shall include the reasons for this action, the names and jobs of those employees to be excluded, if any, and reasons for their exclusion, the proposed effective dates and periods of time involved, the organizational unit, and the geographic area(s) affected.</p> <p>(b) The duration of this measure shall not exceed one period of 12 consecutive months.</p> <p>(c) Employees whose performance adjustments are affected by this measure shall retain their eligibility for such increases for a three-year period. Such eligibility shall be lost if during that period the employee receives an official evaluation of “needs improvement/unsuccessful.”</p>	<p>or reduce layoffs, his request is subject to the following:</p> <p>(a) The request shall include the reasons for this action, the names and jobs of those employees to be excluded, if any, and reasons for their exclusion, the proposed effective dates and periods of time involved, the organizational unit, and the geographic area(s) affected.</p> <p>(b) The duration of this measure shall not exceed one period of 12 consecutive months.</p> <p>(c) Employees whose performance adjustments are affected by this measure shall retain their eligibility for such increases for a three-year period. Such eligibility shall be lost if during that period the employee receives an official evaluation of “needs improvement/unsuccessful.”</p> <p><u>(d) If an appointing authority has filed a layoff avoidance measure in accordance with this rule in the year of a statewide election, no appointing authority may grant a performance adjustment to any eligible employee between the date of the primary election and the date the statewide elected official takes office.</u></p>
--	--

Chapter 22 Changes:

The Department proposes to amend Civil Service Rule 22.2 in order to adjust the pay levels included in the rule. The levels that are currently reflected are low for the general intent of the rule. The rules are intended to require approval for high level administrators and manager level jobs.

Current Rule	Proposed Rule
Chapter 22 – Requirements for Filing Job Vacancies	Chapter 22 – Requirements for Filing Job Vacancies
Rule 22.2 Filing Vacancies Prior to the Election for a Statewide Elected Office	Rule 22.2 Filing Vacancies Prior to the Election for a Statewide Elected Office
An appointing authority shall obtain the Director’s approval before making a permanent appointment to any job at or above MS-520, AS-620, SS-419, PS-115, WS-	An appointing authority shall obtain the Director’s approval before making a permanent appointment to any job at or above <u>MS-524, AS-623, SS-422, PS-120,</u>

GENERAL CIRCULAR #2016-028

Page 3 of 3

218, or TS-315 between the date of any election for a statewide elected office and the date the elected official takes office. The Director may exempt jobs from this requirement.

WS-223, or TS-319 between the date of any election for a statewide elected office and the date the elected official takes office. The Director may exempt jobs from this requirement.

Sincerely,

s/Byron P. Decoteau, Jr.
Director