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SCS
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DATE: **October 5, 2016**

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

SUBJECT: **Amendments to Civil Service Rules 17.6 and 22.2**

At its general business meeting held on Wednesday, October 5, 2016, the State Civil Service Commission amended Civil Service Rules 17.6 and 22.2.

The amendment to Civil Service Rule 17.6 is to provide that during an election year of 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.

The amendment to Civil Service Rule 22.2 is to adjust the pay levels included in the rule. State Civil Service determined that the previous pay levels were low for the general intent of the rule. The intent of the rule is to require approval for filling high level administrative positions during the period between a statewide primary election and inauguration day.

The amended rules shall read as follows:

Civil Service Rule 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 or reduce layoffs, his request is subject to the following:

(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.

(b) The duration of this measure shall not exceed one period of 12 consecutive months.

(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.”

(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.

Civil Service 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-524, AS-623, SS-422, PS-120, 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.

If you have any questions concerning these rule amendments, please do not hesitate to contact your Employee Relations Consultant.

Sincerely,

s/Byron P. Decoteau, Jr.
Director