



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

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## **GENERAL CIRCULAR NUMBER 2017-003**

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**DATE: February 1, 2017**

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

**SUBJECT: Required 6.16.2 Optional Pay Policy Update**

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Effective April 2, 2014, the State Civil Service Commission and the Governor adopted the proposed amendments to Civil Service Rule 6.16.2 Optional Pay Adjustments. These amendments included a 15% cap on base pay increases granted for optional pay for additional duties within three consecutive years.

At that time, the State Civil Service Commission approved an addendum to be included with the agency's existing policy for up to three years. Per the addendum, all existing Optional Pay policies must be updated to include this amendment and approved by the State Civil Service Commission no later than April 1, 2017.

All agencies still needing to update their policy will be contacted by the SCS Compensation Division. These policies will need to be presented at the March 1, 2017 and April 5, 2017 Commission meetings. The recommended approval date for policies submitted for the April 5, 2017 Commission meeting will be April 2, 2017.

Please contact Brandy Malatesta, Compensation Division Administrator, at (225) 342-8083 if you have any questions.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director