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## HR Handbook Update No. 2018-0003

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**DATE:** September 25, 2018

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

**SUBJECT:** Update to 6.5(g) Guidelines

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**REASON FOR UPDATE:** In conjunction with the Accountability Division, the Compensation Division has provided clarification in the documentation required when verifying the justification for a payment made under Civil Service Rule 6.5(g).

**EFFECTIVE DATE:** September 25, 2018

SCS has released an update to provide clarification on the documentation required to verify a payment made under Civil Service Rule 6.5(g).

All experience listed in the employee memo used to justify the 6.5(g) payment must be verified.

When using education to justify the 6.5(g) payment, the official transcript must meet the criteria outlined in Chapter 22 under [Job Aids & Resources: Minimum Qualifications – Development and Evaluation: Interpreting Educational Requirements](#).

When using a license or certificate to justify the 6.5(g) payment, a copy of the active license or certificate must be on file.

If you have any questions regarding this HR Handbook update, please contact the Accountability Division at 225.219.9437.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director