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## HR Handbook Update No. 2018-0005

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**DATE:** December 4, 2018

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

**SUBJECT:** Update to Chapter 6

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**REASON FOR UPDATE:** The HR Handbook is being updated to reflect authority delegated to the Civil Service Director for exceptions to Civil Service Rules 6.5(c) and 6.5(g). The HR Handbook is also being updated to provide clarification on the definition of demotion, and how employees shall be paid in accordance with Civil Service Rule 6.10.

**EFFECTIVE DATE:** December 4, 2018

SCS has released an update to notify agencies of authority delegated to the Civil Service Director for exceptions to Civil Service Rules 6.5(c) and 6.5(g) at the November 7, 2018, Commission meeting. For a period of one year, an appointing authority may request an exception to Civil Service Rule 6.5(c) from the Civil Service Director. Additionally, appointing authorities may now request an exception to Civil Service Rule 6.5(g) to pay above the midpoint from the Director.

This update also provides clarification on the definition of demotion and guidance on paying employees upon demotion under Civil Service Rule 6.10. A demotion is defined by Rule 1.11 as “a change of an employee from a position in one job title to a different position allocated to a job with a lower maximum.” This means that if an employee moves from one position to a position with a lower maximum, regardless of status or a change in status, this is considered a demotion. A demotion may occur internally, across agency offices or across agencies. An infographic has also been provided for quick reference.

If you have any questions regarding this HR Handbook update, please contact the Compensation Division at (225) 342-8083.

Sincerely,

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