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HR Handbook Update No. 2026-0002

DATE: March 9, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 6

REASON FOR UPDATE: This update revises the Compensation Administration Guide to reflect the recent change to Civil Service Rule 6.5(g).

EFFECTIVE DATE: March 6, 2026

This notice is to inform agencies of the following updates:

[Chapter 6: Pay Rules](#)

- **Rule-by-Rule: 6.5(g) – Hiring Rate**
 - Revised to reflect the recent change to Civil Service Rule 6.5(g), raising the maximum rate an appointing authority may authorize from the midpoint of the pay range to the third quartile.
- **Job Aids and Resources:**
 - [Exception to 6.5\(g\) Form – Extraordinary Qualifications/Credentials](#)
 - Revised to reflect the change to the third quartile.
 - [6.5\(g\) Sample Policy](#)
 - Revised to reflect the change to the third quartile.
 - [6.5\(g\) Policy Addendum – Effective March 6, 2026](#)
 - New standardized addendum that agencies may attach to existing 6.5(g) policies previously approved by State Civil Service. The purpose of the addendum is to align existing policies with the current language contained in the rule without requiring agencies to revise and resubmit their existing 6.5(g) policies.

If you have any questions, please contact [Heather Hebron](#), Compensation Division Administrator.

Sincerely,

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