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HR Handbook Update No. 2026-0003

DATE: March 17, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 3

REASON FOR UPDATE: To update the requirements of the EEO policy, ensuring equal employment opportunities for all employees and prospective employees.

EFFECTIVE DATE: January 7, 2026 (to coincide with the rule effective date)

This notice is to inform agencies of the following update:

[Chapter 3: Duties of the Director of State Civil Service](#)

- **Rule-by-Rule: 3.1(r) Duties of the Director**
 - Revised to reflect the amended rule (effective date January 7, 2026)
 - Example language that satisfies the standard set forth in the rule.
 - *[Department or Agency]* seeks to recruit a highly productive and diverse workforce and will provide equal employment opportunities to all employees and prospective employees. Employment decisions shall be based strictly on merit and without regard to religious or political beliefs, sex, race, or any other non-merit factor.
- **Job Aids and Resources: EEO Sample Policy**
 - [Sample Policy – State Civil Service Equal Employment Opportunity Internal Policy](#)
 - [General Circular 2026-011: Updated EEO Requirements as a Result of Amendments to CSR 3.1\(r\)](#)
 - Please note that policies **with itemized factors** should note that veteran status is considered a merit factor for purposes of Article X and the Civil Service Rules.

If you have any questions, please contact [Melinda Robert](#), Compliance and Audit Division Administrator.

Sincerely,

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