



Louisiana  
**SCS**  
State Civil Service

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## GENERAL CIRCULAR NUMBER 2016-004

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**DATE:** April 8, 2016

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

**SUBJECT:** Proposal to Suspend Performance Adjustment Authority for FY 16-17

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**THIS GENERAL CIRCULAR SERVES AS THE OFFICIAL PROMULGATION OF THE PROPOSED ADOPTION OF A STATE CIVIL SERVICE RULE REGARDING CLASSIFIED EMPLOYEE PERFORMANCE ADJUSTMENTS.**

The State Civil Service Commission and the state classified service were established in the Louisiana constitution to ensure our citizens receive efficient and effective services from their state government. One of the goals of the classified system is to ensure sound and prudent use of tax dollars paid to state employees to deliver those services.

The State of Louisiana is facing a significant budget deficit for fiscal year 2016-2017 which may result in the reduction of critical services to the citizens. At this time, the Department of State Civil Service believes it is appropriate to remove performance adjustments from consideration in light of this economic crisis facing our state.

Therefore, the Department of State Civil Service is recommending the State Civil Service Commission suspend the authority to grant performance adjustments for one year, beginning June 29, 2016. By recommending this action, the Department seeks to ensure the sacrifices necessitated by our state's current financial crisis are borne equally by all classified employees.

The State Civil Service Commission will hold a public hearing at 9 a.m. on Wednesday, May 4, 2016 to consider the adoption of Civil Service Rule 6.14.2. The hearing will be held in the

Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on this proposal may do so at the public hearing, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the State Civil Service Commission at [civilservicecommission@la.gov](mailto:civilservicecommission@la.gov). If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Proposed Rule Suspending Performance Adjustment Authority

**6.14.2 Suspension of Performance Adjustment Authority**

All provisions of the Performance Adjustment Rule shall be suspended for the period from June 29, 2016 through June 29, 2017. During this period of suspension, no appointing authority may grant a performance adjustment to any classified employee nor may any classified employee gain eligibility for a performance adjustment.

Explanation

Should the Rule be adopted, the State Civil Service Commission will remove the authority it has previously granted to appointing authorities to award performance adjustments to classified employees for a period of one year. During this period of suspension, no classified employee will be eligible for a performance adjustment. This means no classified employee may receive a performance adjustment from June 29, 2016 to June 29, 2017. Furthermore, after June 29, 2016, no employee will retain eligibility for a performance adjustment based on any performance evaluation he or she received from June 29, 2016 to June 29, 2017.

**NOTE:** Performance Evaluation System requirements remain unchanged by this action. Appointing Authorities must continue to comply with Civil Service Rules regarding performance evaluation system of classified employees.

**AGENCIES SHOULD ENSURE THAT THIS GENERAL CIRCULAR IS DISTRIBUTED OR POSTED IN A MANNER FOR ACCESS BY ALL CLASSIFIED STATE EMPLOYEES.**

Sincerely,

s/Byron P. Decoteau, Jr.  
Director