



Louisiana  
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State Civil Service

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## GENERAL CIRCULAR NUMBER 2017-024

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**DATE:** June 30, 2017  
**TO:** ALL CLASSIFIED EMPLOYEES  
**SUBJECT:** Compensation Changes for Classified Employees

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### **NOTE: PLEASE POST THIS GENERAL CIRCULAR IN A LOCATION ACCESSIBLE TO ALL CLASSIFIED EMPLOYEES**

This general circular serves as notification of upcoming changes to the compensation practices for classified employees in state government. On June 7, 2017, the State Civil Service Commission adopted a "Compensation Redesign" package that included a number of amendments to the Civil Service Rules regarding pay. In addition, all classified pay schedules have been revised. On June 26, 2017, the Governor provided final approval of these changes.

Below is a broad overview of significant changes that will affect classified employees. Formal educational outreach will be forthcoming from State Civil Service on all aspects of these changes.

The approved rules and pay plans can be reviewed in their entirety at [www.civilservice.la.gov](http://www.civilservice.la.gov) or by clicking here: [http://www.civilservice.louisiana.gov/files/general\\_circulars/2017/GC2017-022%20Complete.pdf](http://www.civilservice.louisiana.gov/files/general_circulars/2017/GC2017-022%20Complete.pdf)

### **FISCAL YEAR 2017-2018**

July 1, 2017 – June 30, 2018

As a classified employee, here is how you **may** be affected by these changes in Fiscal Year 2017-2018:

#### **October 1, 2017: NO PAY INCREASE**

No classified employee will be eligible for a performance adjustment on October 1<sup>st</sup> based on their overall performance evaluation from July 1, 2017.

**January 1, 2018: 2% PAY INCREASE FOR ELIGIBLE EMPLOYEES**

Classified employees will receive a 2% base pay increase on January 1, 2018. Classified employees earning an hourly rate of pay equal to or above the maximum of their pay range will **not** be eligible for this increase. *Approximately 38,000 classified employees will receive this pay increase.*

**January 2, 2018: PAY INCREASE FOR EMPLOYEES BELOW NEW MINIMUM**

All classified pay schedules will change effective January 2, 2018. To view the new pay schedules click [here](#).

Classified employees earning less than the **new minimum** hourly rate of pay established for their pay range on January 2, 2018, shall have their pay adjusted upward equal to the new hourly rate minimum. *Approximately 6,200 employees will receive this pay increase.*

**FISCAL YEAR 2018-2019**

July 1, 2018 – June 30, 2019

As a classified employee, below is how you **will** be affected by these changes in Fiscal Year 2018-2019 (with the exception of When Actually Employed employees).

Please note, this is just an overview of the most significant compensation plan components. Please refer to Chapter 6 of the Civil Service Rules effective July 1, 2018 for more information.

**PERFORMANCE ADJUSTMENTS (MERIT INCREASES) ABOLISHED**

Annual Performance Adjustment/Merit Increases will be abolished July 1, 2018. All eligible classified employees will receive an annual increase in accordance with the new Market Adjustment Rule (CSR 6.32).

**MARKET ADJUSTMENTS**

Effective July 15, 2018, eligible classified employees will receive a market adjustment. A market adjustment is an adjustment to an employee's base pay based upon the employee's position into his pay range.

In order to be eligible for a market adjustment, a classified employee must have been continuously employed for the six months preceding the disbursement date of July 15<sup>th</sup> of each year.

The following employees shall not be eligible for market adjustments:

- Any classified employee who received an overall performance evaluation of Needs Improvement/Unsuccessful on his last official performance evaluation. For the first market adjustment, this will be the rating effective July 1, 2017.
- When Actually Employed (WAE) employees.

Eligible classified employees will receive a base pay increase through a market adjustment annually on July 15<sup>th</sup>. The percentage amount granted to an employee will be determined by

identifying where his current hourly rate of pay falls within his pay range. Eligibility percentages are below:

Hourly Rate at Minimum up to 1 <sup>st</sup> Quartile	Hourly Rate above 1 <sup>st</sup> Quartile up to the Midpoint	Hourly Rate above Midpoint up to the 3 <sup>rd</sup> Quartile	Hourly Rate above 3 <sup>rd</sup> Quartile up to the Maximum
4%	3%	2%	2%

**PERFORMANCE PAY**

Under the new compensation plan, state agencies **may** elect to reward employees who receive an overall performance rating of “exceptional” through agency reward and recognition policies beginning with Performance Year 2017-2018 with a rating date of July 1, 2018. Should a state agency choose to implement a policy, it will have to be approved by the State Civil Service Commission prior to implementation. Through an approved policy the agency may award up to a 3% lump sum payment not to exceed \$2500 for an employee with an overall “exceptional” on the July 1, 2018 rating. The disbursement date will be determined by individual agency policies; however, the lump sum based on the July 1, 2018 rating must be paid between September 1, 2018 and June 30, 2019. Employees with exceptional ratings may be eligible for these payments each year.

State Civil Service has created a webpage to educate classified employees on the upcoming compensation changes. You can find FAQ’s about market adjustments; pay schedules to be effective January 2, 2018, and revised Civil Service Rules to be effective January 1, 2018 and July 1, 2018 here:

<http://www.civilservice.louisiana.gov/Divisions/Compensation/CompensationRedesign.aspx>

Any questions concerning the compensation changes may be addressed by email to [SCSInfo@la.gov](mailto:SCSInfo@la.gov) or by telephone at (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director