



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2018-005

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**DATE:** April 19, 2018

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

**SUBJECT:** Compensation Redesign Plan – Policy Updates

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In accordance with Chapter 6 rule changes effective July 1, 2018, the following agency policies must be updated prior to July 1, 2018:

- Civil Service Rule 6.5(g)
- Civil Service Rule 6.16.2 Optional Pay Adjustments

Agency 6.5(g) policies must be submitted to the State Civil Service Compensation Division for review and approval prior to July 1, 2018. Agency Optional Pay Adjustments policies must be submitted to the SCS Compensation Division for review prior to May 16, 2018, in order to be placed on the June 6, 2018, Commission meeting agenda. If an agency does not have an updated policy effective July 1, 2018, they will be unable to utilize Civil Service Rules 6.5(g) and 6.16.2.

Agencies are also encouraged to update their Rewards and Recognition policies in order to be able to make payments for exceptional performance. The first eligible pay date for these payments is September 1, 2018, for the PES Rating effective July 1, 2018.

Civil Service Rule explanations and sample policies can be found in the [Compensation Administration Guide](#) released April 9, 2018. Please contact your compensation consultant if you have any questions.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director