



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2019-003

DATE: January 15, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Amendments Civil Service Rules 13.11(a) and 13.36(b)1, and Adoption of Civil Service Rule 13.39

At its General Business meeting held on January 9, 2019, the State Civil Service Commission adopted proposed amendments to Civil Service Rules 13.11(a) and 13.26(b)1, and adopted Civil Service Rule 13.39, effective January 9, 2019.

The amendments to Civil Service Rules 13.11 and 13.36 clarify the definition of “in writing.” Civil Service Rule 13.39 codifies the ability to “opt in” to electronic filing and details the procedures and responsibilities for electronic noticing participants, while clarifying that signed settlement documents are excluded from electronic filing.

The amended rules read as follows:

Rule 13.11(a) – Request for Appeal

A notice of appeal must

(a) Be in writing. For purposes of this chapter, the terms “written” or “writing” shall include documents created and/or transmitted electronically, including but not limited to emailed or faxed documents; and

Rule 13.36(b) – Application for Review of a Referee’s Decision

(b) To be effective, an application for review of a referee's decision must:

1. Be in writing. For purposes of this chapter, the terms “written” or “writing” shall include documents created and/or transmitted electronically, including but not limited to emailed or faxed documents; and

Rule 13.39 Electronic Filings

(a) Any electronic document filed, shall be considered filed on the date and time such document is received by the Director.

(b) Any party may receive all notices, orders, and decisions electronically, except for settlement documents.

(c) Any party electing to receive electronic notices, orders, and decisions shall provide a valid email address and must notify the Director if the email address changes.

(d) A party may cancel electronic notifications at any time by written notice to the Director.

(e) The Director may adopt policy and procedures for use of this rule.

If there are any questions concerning the subject matter of this General Circular, please contact the State Civil Service Appeals Division at (225) 342-8070 or dscs.appeals@la.gov.

Sincerely,

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