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## GENERAL CIRCULAR NUMBER 2020-007

**DATE:** March 3, 2020

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

**SUBJECT:** Public Hearing to Amend Civil Service Rule 6.5(g)

This general circular serves as notice of proposed amendments to Civil Service Rule 6.5(g). The State Civil Service (SCS) Commission will hold a public hearing regarding these proposals on Wednesday, April 1, 2020, at 9 a.m. The current rule allows for probational and permanent employees to be adjusted when an employee is hired under 6.5(g). The proposed rule would allow employees on a job appointment also to be adjusted.

**This 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 these proposed rules 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 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.**

### Summary of Proposal

Please refer to the charts that follow for comparison between the current and proposed rule language.

Chapter 6: Pay Rules	
Current Rule	Proposed Rule
Rule 6.5 – Hiring Rate	Rule 6.5 – Hiring Rate
(g) Extraordinary Qualifications/Credentials  Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing	(g) Extraordinary Qualifications/Credentials  Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the

authority may pay the employee at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the midpoint of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department and approved by the Director,
4. the appointment is probational or a job appointment.

The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a job with a lower maximum at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in state service of at least 30 days. If an employee with permanent status resigns and is then rehired into a job with a lower maximum at any other agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least 30 days.

appointing authority may pay the employee at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the midpoint of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department and approved by the Director,
4. the appointment is probational or a job appointment.

The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational, **job appointment** and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.

If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a job with a lower maximum at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in state service of at least 30 days. If an employee with permanent status resigns and is then rehired into a job with a lower maximum at any other agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least 30 days.

Requests for exceptions to this rule must be approved by the State Civil Service Commission.	Requests for exceptions to this rule must be approved by the State Civil Service Commission.
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Please distribute this general circular to all classified employees in your agency.

Sincerely,

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