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DATE: December 9, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Amendments to Civil Service Rule 6.10

In its General Business meeting held on December 7, 2022, the State Civil Service Commission amended Civil Service Rule 6.10, effective December 7, 2022.

In summary, the amendments to Rule 6.10(d) clarify that an appointing authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has voluntarily demoted without a reduction in pay of at least 7% until such time as the employee surpasses the pay level from which he demoted.

The amended rule reads as follows:

[Chapter 6: Pay Rules](#)

6.10 Rate of Pay Upon Demotion

Subject to the provisions of Civil Service Rule 6.15, when an employee is demoted for any reason under any circumstances, his pay shall be fixed as follows:

- a. If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.
- b. Repealed, effective September 9, 2003.
- c. Repealed, effective September 9, 2003.
- d. Subject to the provisions of Rule 6.29, an appointing authority may waive the reduction in pay for voluntary demotions. An appointing authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay of at least 7% until such time as the employee surpasses the pay level from which they demoted.

1. The provisions of this subparagraph shall not apply to any employee who voluntarily demoted on or before June 30, 2018.

Should you have any questions about the amendments, please contact your agency's Human Resources Office or your Agency Relationship Manager.

Sincerely,

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