



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

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## GENERAL CIRCULAR NUMBER 2025-044

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**DATE:** October 10, 2025

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

**SUBJECT:** Required 6.16.1 Rewards and Recognition Policy with Exceptional Performance Rating Payments Update

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Effective January 1, 2025, the State Civil Service (SCS) Commission amended Chapter 10 to reflect the implementation of Continuous Performance Management (CPM) as the method to evaluate classified state employees.

As part of these amendments, SCS Rule 10.7 Performance Evaluation Sessions states that performance evaluation sessions shall be conducted after the performance evaluation year has ended and rendered no later than March 1. This change impacts the earliest date that “Exceptional Payments” may be dispersed.

This general circular serves as a notice to all Appointing Authorities and Human Resources Directors that agencies with existing Rewards and Recognition Policies that include “Exceptional Payments” for performance evaluation must submit amended versions reflecting updated verbiage and effective dates for the SCS Commission’s approval. **The deadline to submit these amended policies is January 14, 2026**, for them to be considered at the SCS Commission held on February 4, 2026.

Items to be considered when updating Rewards in Recognition Policies:

- Update all verbiage to replace Performance Evaluation System with Continuous Performance Management if included in the policy.
- Update the earliest date payments may be dispersed from September 1 to March 2.

If there are any questions concerning the subject matter of this General Circular, you may contact SCS by emailing [scsinfo@civilservice.la.gov](mailto:scsinfo@civilservice.la.gov) or by calling (225) 342-8272.

Sincerely,

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