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GENERAL CIRCULAR NUMBER 2026-046

DATE: September 10, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Amendments to Civil Service Rules 12.8 and 12.8.1

The State Civil Service Commission will consider proposed amendments to Civil Service Rules 12.8 and 12.8.1 at its regularly scheduled business meeting on Monday, October 5, 2026. The meeting will be held at 9 a.m. in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment should provide feedback prior to the meeting in writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments may also be directed to the attention of the civilservicecommission@civildservice.la.gov.

Please see the attachment for details of the amendments to Civil Service Rule 12.8 and 12.8.1.

Sincerely,

s/Chris Deer
State Civil Service Deputy Director



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Proposed Amendments to State Civil Service Rules

Chapter 12: Discipline; Corrective Actions; Separations

At the regularly scheduled business meeting on Monday, October 5, 2026, the State Civil Service Commission will consider amendments to Civil Service Rule 12.8 and 12.8.1. Please refer to [General Circular No. 2026-046](#) for more information.

Proposed Effective Date: October 5, 2026

Reason for the Changes:

The proposed changes to Rule 12.8 would address instances where an appointing authority fails to include the time the disciplinary action will become effective in the disciplinary letter. As drafted, if the disciplinary letter does not include the effective time of the disciplinary action, the action will be effective at 11:59 p.m. on the stated date. In almost all cases, the 11:59 p.m. time will ensure satisfaction of Rule 12.8, both as to stating the time and giving prospective notice.

The proposed changes to Rule 12.8 also address verbiage to be used to advise an employee of their right of appeal following receipt of a disciplinary notice.

For Rule 12.8.1, the proposed changes are intended to give appointing authorities flexibility in giving written notice of disciplinary actions to employees.

Attached, you will find a “marked-up” version of the rule proposal showing the edits as well as a “clean” copy for review.

Chapter 12: Discipline; Corrective Actions; Separations

12.8 Written Notice to Employee of Discipline or Removal

- (a) When an appointing authority decides to discipline or remove a permanent employee, the employee must be given written notice of the action being taken before the time the action becomes effective. The written notice ~~must~~ shall:
1. ~~s~~State what action is being taken and ~~the date and time~~ when the action ~~will~~ shall become effective; If no time is given in the notice, the action shall become effective at 11:59 p.m. on the stated effective date.
 2. ~~d~~Describe in detail the conduct for which the action is being taken including, where pertinent, dates, times, places, and names of persons directly involved in or affected by such conduct (unless their identities are protected by law, in which case, identification may be made as permitted by law);
 3. ~~e~~Contain the a notice substantially in accordance with the following ~~notice~~: "You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resources office."

12.8.1 Giving Written Notice

- (a) Written notice ~~is considered given~~ must be given in a manner reasonably calculated to reach the employee, with delivery to the employee in person at the workplace being the preferred method.
- (b) Written notice is accomplished upon the earliest occurrence of any of the following:
1. ~~w~~When it is hand delivered to the employee in person; or
 2. ~~w~~When it is hand delivered to a person of suitable age and discretion who accepts delivery at the employee's home address who resides with the employee; or
 3. ~~e~~On the 7th calendar day after it was mailed with correct postage to the employee's most recent address furnished in writing or electronically to the agency's Human Resources office; or
 4. When it is delivered to the employee's home address by commercial courier, private process server, or U.S. Mail with a delivery tracking option; or

- 42 5. When transmitted to the employee via email to the employee's most
43 recent personal email address furnished to the agency's human resources
44 office; or
45 6. When transmitted to the employee via text message to the employee's
46 most recent personal cell phone number furnished to the agency's human
47 resources office; or
48 7. When transmitted to the employee's legal representative, provided that
49 the legal representative has provided documentation to the agency of
50 their representative status for purposes of the employment matter for
51 which the notice is being sent.
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Chapter 12: Discipline; Corrective Actions; Separations

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 2. When it is delivered to a person of suitable age and discretion who accepts delivery at the employee's home address; or
 3. On the 7th calendar day after it was mailed with correct postage to the employee's most recent address furnished to the agency's Human Resources office; or
 4. When it is delivered to the employee's home address by commercial courier, private process server, or U.S. Mail with a delivery tracking option; or
 5. When transmitted to the employee via email to the employee's most recent personal email address furnished to the agency's human resources office; or

- 40 6. When transmitted to the employee via text message to the employee's most
41 recent personal cell phone number furnished to the agency's human resources
42 office; or
43 7. When transmitted to the employee's legal representative, provided that the legal
44 representative has provided documentation to the agency of their representative
45 status for purposes of the employment matter for which the notice is being sent.
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