



LOUISIANA DEPARTMENT OF STATE
CIVIL SERVICE

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GENERAL CIRCULAR NUMBER 2011-005

DATE: **March 3, 2011**

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

SUBJECT: **Proposal to Suspend Merit Increase Authority for FY 11/12**

The State Civil Service Commission and the state classified service were established in the Louisiana constitution to ensure that our citizens receive efficient and effective services from their state government. One of the goals of the classified system is to ensure sound and prudent use of tax dollars paid to state employees to deliver those services.

The State of Louisiana is facing a \$1.6 billion dollar deficit for fiscal year 2011/2012 which may result in reduction of services to the citizens. The funding of merit increases for classified employees should not be an issue for our state legislature when they must make the hard decision of which services to fund and which services to cut. These difficult and challenging times call for fiscal prudence and continued shared sacrifice among all of us who serve our fellow citizen. At this time, we believe it is appropriate to continue to remove the issue of merit increase from the table in this unprecedented economic crisis for our state.

Therefore, the State Civil Service Commission proposes to suspend the authority to award merit increases for an additional year, beginning July 1, 2011. By taking this action, the Commission seeks to ensure that the sacrifices necessitated by our state's current financial crisis are borne equally by all classified employees.

The Commission urges all appointed and elected state officials to join them in their continued effort to preserve state services to our citizens by exercising their authority to suspend the awarding of annual salary increases to unclassified employees during the 2011/2012 fiscal year.

The State Civil Service Commission will hold a public hearing at 9:00 a.m. on Wednesday, April 6, 2011 to consider adoption of the below amendment to rule 6.14.1. The 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 this proposal 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 e-mailing the Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Proposed Amended Rule Suspending Merit Increase Authority

Suspension of Merit Increase Authority

All provisions of the Merit Increase Rule shall be suspended for the period from July 1, 2011 through June 30, 2012. During this period of suspension, no appointing authority may grant a merit increase to any employee nor may any employee gain eligibility for a merit increase.

Explanation

Due to the financial crisis currently facing our state, the State Civil Service Commission has determined that the authority it has previously granted to appointing authorities to award merit increases to classified employees shall be suspend for a period of one year. During this period of suspension, no classified employee will be eligible for a merit increase. This means that no classified employee may receive a merit increase from July 1, 2011 to June 30, 2012. Furthermore, after June 30, 2012, no employee will be eligible for a merit increase based on any performance evaluation he or she received from July 1, 2011 to June 30, 2012.

NOTE: Performance Planning and Review requirements remain unchanged by this action. Appointing Authorities must continue to comply with Civil Service Rules regarding performance planning and review of classified employees.

s/Shannon S. Templet, Director

Department of State of Civil Service