



**ISIS HR**  
**Quick Tips**

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## **Act 377: Educational Program for Unclassified Officials and Employees**

*How do I ensure Unclassified Executives and Employees are in compliance with Act 377?*

As outlined in [General Circular 1806](#), at the conclusion of the 2009 Legislative Session [Act 377](#) was adopted. Act 377 requires certain unclassified officials and appointees attend an educational program that is focused on performance management and hiring and termination practices within one year of their employment or appointment. In an effort to assist agencies in meeting compliance, the Department of Civil Service has developed several online training modules entitled “Employee Selection and Corrective Actions for Executives” (50407610), “Performance Management for Executives” (50407158), and “Performance Management for Supervisors” (50407164). These training modules are currently available and cover merit system principles, actions required to perform hiring and disciplining classified state employees, and appropriate agency personnel for carrying out specific hiring and disciplinary actions.

Those Unclassified Executives and Appointees of ISIS agencies (**both ISIS paid and ISIS non-paid agencies**) can access these courses through [Louisiana Employees Online \(LEO\)](#) by following the steps listed below or utilize the [LEO My Training Quick Reference Card](#) for more information on training modules in LEO.

- Log into LEO, click the “My Training” tab,
- Click “Statewide Courses” under the “Course Catalog” heading,
- Click on “Civil Service Courses”
- Click on the applicable training module link

Non-ISIS agencies (that don't maintain any employee data in ISIS HR) can contact Darrel Lewis ([Darrel.Lewis@la.gov](mailto:Darrel.Lewis@la.gov)) or Lakeisha Robichaux ([Lakeisha.Robichaux@la.gov](mailto:Lakeisha.Robichaux@la.gov)) in the Accountability and Workforce Development Division at (225) 219-9437 to request a CD version of the training modules that can be uploaded to your agency's in-house learning management system.

Once the module is completed, agency HR staff can execute the [ZP174 Employee Qualifications Report](#) to verify the course has been passed and completed successfully. The report is run using the date of execution, agency personnel area, and the appropriate module qualification ID.

Questions? Call the HRIS Program Consultant at (225)342-8282