



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

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DATE: April 12, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: ACT 377 Educational Program for Unclassified Officials and Certain Unclassified Employees

Act 377 of the 2009 Louisiana Legislative Session requires certain unclassified officials and employees to attend an educational program within one year of their employment or appointment. This educational program addresses performance management and hiring and termination considerations of state classified employees. The full list of unclassified officials and employees who are required to complete the training may be located by clicking [here](#).

The Department of State Civil Service has developed an online training to assist unclassified officials and employees in completing this program. The e-learning course CPTP Performance Management for Executives is available on demand on the Louisiana Employees Online (LEO) system. To find the course:

1. Sign into LEO
2. Click the My Training tab
3. In the Find Box in the left column, type: Exec
4. Click CPTP Performance Mgmt for Exec WBT to book the course
5. Click Start Course

The Department of State Civil Service can also, upon request, deliver this program through live instruction. Please direct your request to the State Civil Service Director.

If you have any questions about the course, please contact CPTPLSO.Coordinator@la.gov.

AGENCIES SHOULD ENSURE THAT THIS GENERAL CIRCULAR IS DISTRIBUTED OR POSTED IN A MANNER FOR ACCESS BY ALL CLASSIFIED STATE EMPLOYEES.

Sincerely,

s/Byron P. Decoteau, Jr.

Director