



Louisiana
SCS
State Civil Service

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GENERAL CIRCULAR NUMBER 2016-030

DATE: September 19, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2017 Election: SCS Commissioner – Employee Representative

Employee Records Preparation

The purpose of this general circular is to provide the Human Resources community with information regarding preparation for the upcoming State Civil Service Commissioner Election.

In 2017, state employees will have an opportunity to elect from amongst its ranks the employee member who will serve on the Civil Service Commission. The official call for the election will be issued on January 2, 2017. Only classified state employees with Human Resources (HR) system records on file with State Civil Service which indicate permanent status gained on or before December 3, 2016, will be eligible to vote in the election.

For the election, all ballots and election brochures will be mailed directly to employees at the mailing address reported to State Civil Service by the appointing authority. Therefore, it is vital that LaGov-HR agencies make certain the mailing addresses, social security numbers, contract elements and other permanent status indicator information are up-to-date. Non-LaGov agencies should also make certain this information is up-to-date in their respective systems. By updating this information in the HR systems, Human Resources Directors can help to ensure that all eligible employees in their respective agencies have an opportunity to vote. Again, the official call for the election will be January 2, 2017.

Questions about the election should be directed to Makayla Weber-Harris at (225) 219-9449 or via email at Makayla.Harris@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Director

