



Louisiana
SCS
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GENERAL CIRCULAR NUMBER 2016-033

DATE: October 24, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2017 Election: SCS Commissioner – Employee Representative
Employee Records Preparation

****THIS IS AN UPDATE OF THE GENERAL CIRCULAR 2016-30 RELEASED ON
SEPTEMBER 19, 2016.**

This general circular is to serve as a reminder to the Human Resources community of the upcoming State Civil Service Commissioner Election. The call for the election will be issued on January 2, 2017. Only classified state employees with Human Resources (HR) system records which indicate permanent status gained on or before December 3, 2016 will be eligible to vote in this election.

For this election, all ballots and election brochures will be mailed directly to employees at the mailing address reported by the appointing authority to Civil Service. Ballots will not be delivered to agencies for distribution. Therefore, it is vital that LAGov-HR agencies make certain that 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 your HR systems, Human Resources Directors can help to ensure that all eligible employees in their respective agencies have an opportunity to vote.

Also, please be aware that employee mailing lists may be requested by the candidates for campaigning purposes. Please ensure that a privacy indicator clearly identifies the records of those employees who do not wish to share their mailing addresses for this purpose.

Questions about the election should be directed to the Election Coordinator at 225-342-8272 or via e-mail at Election.Coordinator@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Director