



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

 @LA_SCS

This public document was published at a total cost of \$.58. Two copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2017-006

DATE: February 21, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Voting Deadline for Election of Classified Employee Member of State Civil Service Commission

NOTE: PLEASE POST THIS GENERAL CIRCULAR IN A LOCATION ACCESSIBLE TO ALL EMPLOYEES.

The purpose of this general circular is to remind employees that voting for the classified employee member of the State Civil Service Commission **ends on this Thursday, February 23, 2017, at 5 p.m. Central Standard Time.**

All paper ballots must be physically received by the vendor by 5 p.m. on February 23, 2017, to be included in the tabulation. Postmarks are not acceptable for receipt date verification.

Voting eligible employees who have not received a ballot are encouraged to contact the Election Coordinator for information on how to vote in the election.

For employees who are in possession of the ballot, there is still time to cast a vote using one of three available methods:

- By paper ballot, which includes a postage paid return envelope;
- By telephone voting using a toll free number; or
- By internet ballot by logging on using the link provided on the written ballot.

We recommend, however, that employees who have not yet voted please do so by telephone or by internet to ensure that the vote is received before the voting period has expired.

For questions regarding this general circular or for information on how to vote in the election, please contact the Election Coordinator via email at Election.Coordinator@la.gov or via telephone at (225) 219-9449, and follow us on Twitter at [@LA_SCS](https://twitter.com/LA_SCS).

Sincerely,

s/Byron P. Decoteau, Jr.
Director