



Louisiana  
**SCS**  
State Civil Service

**BYRON P. DECOTEAU, JR., DIRECTOR**

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## GENERAL CIRCULAR NUMBER 2017-027

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**DATE:** July 17, 2017

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Compensation Redesign Plan - Employee Educational Outreach

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As outlined in General Circular 2017-022, the State's Classified Compensation Redesign Plan was approved by both the State Civil Service Commission and the Governor. State Civil Service (SCS) will continue to provide educational outreach efforts to ensure the classified workforce has the opportunity to learn more about these fundamental changes. While SCS is committed to providing educational outreach, agency human resources offices remain responsible for advising their management and classified employees on the implementation of these changes. Resources for educating employees can be found on our website under Compensation Redesign. SCS encourages agency human resources personnel to discuss these changes with employees on their own and take steps to continue to educate their agency personnel on the upcoming changes, as well as communicate official SCS educational activities with their employees.

In order to assist human resources offices, we will first schedule a series of on-site visits at state agencies located within the Baton Rouge Area Capitol Complex. SCS staff will be available in the lobby of the downtown state buildings to assist employee walk-ups. These onsite visits will begin at the beginning of August 2017. A schedule of these visits is included at the end of this general circular. During these on-site visits, we will seek support from the agencies to allow their employees to visit with SCS staff throughout the day. Our staff will be able to access employment data on classified employees and will be able to provide specific answers to the January 1<sup>st</sup> general increase, the January 2<sup>nd</sup> structure adjustment and July 15<sup>th</sup> market adjustments. Employees will be required to provide proof of identification in order to discuss their specific salary information. If any other state agency not included in the Capitol Complex would like for our staff to visit on-site, please contact Jennifer Roche, Assistant to the SCS Director, at (225) 342-8272 or [Jennifer.Roche@la.gov](mailto:Jennifer.Roche@la.gov) to set an appointment. On-site visits will be made available depending on the agency's location and the number of classified employees involved. If

we are unable to travel to your agency, we will consider alternative methods of communication.

Lastly, members of the SCS Executive Staff will be available to meet personally with the Leadership Teams of State agencies. For example, if your agency holds regular Leadership or Department/Agency Meetings and would like for a SCS Executive Staff member to provide a presentation, we will be happy to assist upon our availability. Request for these meetings should also be made through the Assistant to the SCS Director.

SCS would like to thank all State agency heads and the human resources community for their continued support and feedback during this process. Communication among all stakeholders throughout this implementation is necessary to ensure any potential problems are addressed accordingly. SCS is committed to providing and clarifying information during the process and answering any questions from employees or agency personnel.

**Baton Rouge Area Capital Complex – Agency Meeting Schedule**

<b>Building</b>	<b>Date</b>	<b>Time</b>
Claiborne	August 2, 2017	7:00 am to 5:00 pm
LaSalle	August 3, 2017	7:00 am to 1:00 pm
Galvez	August 4, 2017	12:00 pm to 6:00 pm
Iberville	August 7, 2017	7:00 am to 1:00 pm
Bienville	August 8, 2017	12:00 pm to 6:00 pm
Poydras	August 9, 2017	7:00 am to 1:00 pm
State Capitol Annex	August 10, 2017	12:00 pm to 6:00 pm
State Library	August 11, 2017	12:00 pm to 6:00 pm
State Museum	August 15, 2017	12:00 pm to 6:00 pm

Sincerely,

s/Byron P. Decoteau, Jr.  
Director