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GENERAL CIRCULAR NUMBER 2022-046

DATE: October 19, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2023 State Civil Service Commission Election – Employee Representative
Employee Records Preparation and Email Address Collection

****THIS IS AN UPDATE OF GENERAL CIRCULAR 2022-036 RELEASED ON SEPTEMBER 19, 2022.**

This general circular serves as a reminder to the Human Resources community of the upcoming election for the classified state employee member of the State Civil Service Commission. The call for the election will be issued on January 2, 2023. Only classified state employees with human resources system records that indicate permanent status, gained on or before December 3, 2022, will be eligible to vote in this election.

For this election, in accordance with the updated governing provisions of the LA Administrative Code 40:XXVII.101, election information and ballots shall be transmitted to qualified classified employee voters via their official state work email address as maintained by their employing agency. Only employees without a work email address and those who express a preference to opt out of receiving information via email will receive election information and ballots via the U.S. mail.

Election information and ballots will be emailed directly to employees at the work email address reported by the Division of Administration – Office of Technology Services (OTS) or by the employing agencies for those employees without work email addresses within the OTS consolidated email system.

For employees who will be receiving election information and ballots by U.S. mail, the mailing address reported by the employing agency to State Civil Service will be used.

It is vital that LaGov-HR agencies make certain that the work email and 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.

Actions Required by Appointing Authorities

Agencies that utilize the OTS consolidated email system:

State Civil Service has requested from OTS an extract of all employee work email addresses issued by OTS. These email addresses will be used to communicate all election information and ballots to your agency's qualified voters who do not choose to opt out of receiving an email ballot.

If your agency has any employees with a work email address issued by OTS, and you are aware that the employees do not have access to their email accounts on a regular basis, we request that you let us know so that they are marked to receive their election information and ballot by U.S. Mail. Please contact Election.Coordinator@la.gov before October 26, 2022, with this information.

Agencies that do not utilize the OTS consolidated email system:

In order to comply with the new Administrative Code provisions regarding use of email to transmit election materials, it is necessary that your agency provide to State Civil Service an extract of all employee work email addresses issued by your agency. These email addresses will be used to communicate all election information and ballots to your agency's qualified voters who do not choose to opt out of receiving an email ballot. Please have a designated contact person email Election.Coordinator@la.gov for instructions regarding the email extract by October 26, 2022. Extracts must be received by November 1, 2022.

In addition, if your agency has any employees with a work email address issued by your agency and you are aware that the employees do not have access to their email accounts on a regular basis, please let us know so that they are marked to receive their election information and ballot by U.S. Mail. Please contact Election.Coordinator@la.gov before October 26, 2022, with this information.

Information regarding the ability to opt out of receiving election information and ballots via email will be forthcoming.

Agency Heads and HR Directors will be receiving direct communication from State Civil Service regarding the request for information contained in this general circular.

Questions about the election should be directed to the Election Coordinator at 225-342-8297 or via e-mail at Election.Coordinator@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director