



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2022-052

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**DATE:** November 15, 2022

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

**SUBJECT:** 2023 State Civil Service Commission Election – Employee Representative,  
Receipt of Election Information and Ballot by Email

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**NOTE: PLEASE POST THIS GENERAL CIRCULAR IN A LOCATION GENERALLY  
ACCESSIBLE BY ALL EMPLOYEES.**

This general circular serves to provide additional information regarding the updated governing provisions of the LA Administrative Code 40:XXVII.101.

For this election, in accordance with LAC 40:XXVII.101, election information and ballots shall be transmitted to qualified classified employee voters via their official state 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.

State Civil Service has collected official work email addresses from the Division of Administration-Office of Technology Services (OTS) and the employing agencies for those employees without work email addresses within the OTS consolidated email system. Election information and ballots will be emailed directly to employees who are eligible to vote using these email addresses, unless the employee chooses to opt out of receiving this information by email.

This week, State Civil Service will send emails to these employees with instructions on opting out of receiving their election information and ballot by email. The deadline to opt out is December 9, 2022.

Only employees whose email address was reported to us and the employee's information was successfully validated against their record in our HR system will receive this email. If we were unable to successfully validate an employee's information, the employee will receive their election information and ballot by U.S. mail.

Sincerely,

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