



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2023-005

DATE: February 1, 2023

TO: Heads of State Agencies, Human Resources Directors, and State Employees

SUBJECT: 2023 State Civil Service Commission Election – Employee Representative, Ballot Delivery

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

This General Circular serves as notification that ballots for the upcoming election of the employee member of the State Civil Service Commission will be transmitted on Friday, February 3, 2023. Ballots will either be emailed to eligible voters via their official state email address, or mailed via U.S. mail to eligible voters without access to an official work email address and those who chose to opt out of receiving their ballot by email.

To be eligible to vote, classified employees must have attained permanent status no later than December 3, 2022. For more information on voting, visit our election website at <https://www.civilservice.louisiana.gov/StateEmployees/2023Election.aspx>.

Eligible voters will be able to cast a vote using one of three available methods:

- By return paper ballot, for those who receive paper ballots, which includes a postage paid return envelope;
- By telephone using the toll-free number provided; or
- By internet using the link provided.

The company responsible for collecting and tallying employee votes, Election Services Corporation (ESC), will open Internet and telephone voting on Friday, February 3, 2023. There will also be a link to the ESC voting website on our election website for convenience. In order to vote, employees must be in possession of their ballot, as it will contain identification information which the employee will need in order to cast a vote.

Eligible voters whose official work email address we were unable to obtain should expect to receive a ballot by mail no later than February 10, 2023. **Employees who have not received a ballot by Friday, February 10, 2023, are encouraged to contact the [Election Coordinator](#).**

Sincerely,

s/Byron P. Decoteau
Director