



THE BRIDGE:

Connecting State Civil Service and You

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The SCS Mission:

To provide human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana.

We Want Your Feedback!

This publication is intended to provide for increased communication between the Department of State Civil Service and all stakeholders within our system. Email your questions, comments, or suggestions to us, and we'll do our best to respond promptly. Your feedback may even be chosen for publication as part of this feature! Participants will remain anonymous if requested. Please note that not all feedback will be published and that only fact-based questions will receive a response.

[Click HERE to submit your feedback!](#)

STAYING CONNECTED:

From the Desk of Shannon S. Templet, SCS Director



In this issue of *The Bridge*, we highlight the new Mandatory Training Requirements, which will go into effect on January 1, 2015. The new requirements have been in the works for the past few years, and will be a great value to state employees by focusing on critical skills and competencies early on in their careers. You can find more information on the new requirements on Page 3. We also feature tips to help you prepare for the upcoming hurricane season on Page 2.

In honor of State Employee Recognition Day, proclaimed by Gov. Bobby Jindal as Wednesday, May 7, 2014, I would like to thank all Louisiana state employees for their hard work and dedicated service. I also encourage you to use this opportunity to recognize your employees and educate the public about the work state employees are doing to keep our citizens safe, protect our drinking water, provide medical care to the indigent, help abused children, maintain our roads and bridges, and so much more. Thank you!

Charles E. Dunbar Jr.

Career Civil Service Award Nominations

Beginning in June, the Louisiana Civil Service League will begin accepting nominations for the 2014 Charles E. Dunbar Jr. Career Civil Service Awards. In the 56th year of the annual program, more than 800 classified public employees have received the award.

Submission forms, deadlines, Frequently Asked Questions and other information on nominating a fellow employee can be found [here](#).

The award is named in honor of Charles E. Dunbar Jr., who was responsible for spearheading the effort to establish a classified workforce that would be governed through merit system principles and founding the Louisiana Civil Service League.

Be Prepared for the 2014 Hurricane Season

By Lindsay Ruiz de Chavez
Public Information Director

Hurricanes and flooding are some of Louisiana's most frequent and potentially devastating natural disasters. Although the National Oceanic and Atmospheric Administration (NOAA) is predicting a near normal 2014 Atlantic hurricane season, it is imperative that Louisiana citizens take precautions and are prepared for the worst.

NOAA forecasters predict that eight to 13 named storms will form during this hurricane season. Of those storms, between three and six are expected to grow into hurricanes, and between one and three will likely become an intense hurricane or Category 3. A Category 3 hurricane is one with sustained winds greater than 111 mph, like Hurricanes Katrina and Rita. The Atlantic hurricane season runs June 1 through November 30.

Although storm surge caused by hurricanes and tropical storms can wreak havoc on coastal areas, some of the most damaging floods occur hundreds of miles from the shoreline, days after the storm's initial landfall. As hurricanes and tropical storms move inland, torrential rains and high winds intensify the risks of flooding by rivers and streams.

Learn more about how to prepare for hurricanes at www.getagameplan.org. You can also visit www.FloodSmart.gov or call 1-800-427-2419 for more information about flood risk and the benefits of purchasing a flood insurance policy.

BE FLOODSMART – REDUCE YOUR RISK

Know your flood risk. Visit www.FloodSmart.gov to rate your risk and estimate your premiums by entering your address at the "One Step Flood Risk Profile."

- Plan for an evacuation. Plan a flood evacuation route, ask someone out of state to be your "family contact" in an emergency, and ensure everyone knows the contact's address and phone number.
- Move important objects and papers to a safe place. Store your valuables where they will not get damaged in a flood or take them with you when evacuating.
- Conduct a thorough home inventory. Thorough documentation of your belongings will help in the event you must file an insurance claim. For more information, visit www.knowyourstuff.org.
- Build an emergency supply kit. Food, bottled water, first aid supplies, medicines, and a battery-operated radio should be ready to go when you are. Visit www.getagameplan.org for a disaster supply checklist.
- Don't forget to purchase a flood insurance policy. Most homeowners insurance does not cover floods and there may be a 30-day wait before a flood policy becomes effective. If you already have a flood policy, remember that your policy needs to be renewed each year.

Louisiana State Employees' Retirement System Update

When Should LASERS be Notified?

Agencies must notify LASERS if an employee is a participant in the Deferred Retirement Option Plan (DROP) and terminates employment before their DROP end date. Employees cannot exit DROP prior to their chosen ending date unless their employment is terminated.

Once LASERS is notified by the employing agency, LASERS will send a letter to the employee regarding their monthly retirement benefit as a result of their termination.

To report the termination of a DROP participant, complete Form 09-02, Certification at the End of Employment, and submit it to LASERS. This form is located on the LASERS website under Employer Forms.

More information can be found in the [LASERS Membership Handbook](#) and by viewing the [LASERS Deferred Retirement Option Plan video](#). Both the handbook and video are on the LASERS website, www.lasersonline.org.

New 2015 Mandatory Training Requirements Announced

By John DiCarlo
 Training/CPTP Program Manager – Business Development

Louisiana State Civil Service has announced that new Mandatory Supervisory Training Requirements will go into effect on January 1, 2015. These changes are as a result of a Needs Assessment Survey and a new Competency Model that has been introduced, which consists of five competencies. The new competencies are Transforming the Organization, Developing High-Performance Teams, Building Trust and Accountability, Leading Self and Others, and Promoting Efficiency. For a listing of the required courses and completion timeframes for each supervisory group, click [here](#).

By implementing this new training policy, the requirements on critical skills and competencies reach supervisors earlier in their careers, reducing potentially costly mistakes. The changes incorporate a blended-learning approach by combining online classes with instructor-led training. The use of a blended leaning approach of web-based courses and instructor-led courses will result in less time away from the workplace.

All employees who become supervisors on or after January 1, 2015 will be subject to the provisions of the new Mandatory Supervisory Training Requirements. Supervisors who are already in their positions prior to January 1, 2015 will have until July 1, 2015 to complete their required training under the 2012 Minimum Supervisory Training Requirements. Supervisors who have not fully completed their required training under the 2012 training requirements by July 1, 2015 will be subject to the provisions of the new 2015 training requirements.



The new Competency Model is found above.

There is also a continuing education requirement under the new policy for Supervisory Groups 1 and 2, which will require one additional non-mandatory course to be completed per year. The course chosen must be a CPTP course on the LEO System for compliance tracking reasons.

The Louisiana State Civil Service Accountability Division will begin auditing agencies for compliance in 2016. Program subscriptions are now required for all employees who in a Supervisory Group.

If you have any questions or concerns regarding the new Mandatory Supervisory Training Requirements, please contact the CPTP office, at (225) 342-8539 or by email at CPTPLSO.Coordinator@la.gov.

	Competency Clusters				
	C1	C2	C3	C4	C5
	Transforming the Organization	Developing High-Performance Teams	Building Trust and Accountability	Leading Self and Others	Promoting Efficiency
Competencies	Ability to Deal with Change	Motivating Others	Acting Ethically	Fairness	Time Management
	Problem Solving	Building Effective Teams	Having Ethical Values	Composure	Prioritizing
	Decision Making	Communication/Listening Skills	Developing Integrity	Approachability	Organizing
		Conflict Management	Increasing Trust	Patience	
		Confronting Direct Reports		Professionalism	
		Directing Others			

A complete breakdown of the Competency Clusters can be found at left.