



Louisiana  
**SCS**  
State Civil Service

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

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)

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This public document was published at a total cost of \$.58. Two copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

## GENERAL CIRCULAR NUMBER 2017-002

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**DATE: January 31, 2017**

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

**SUBJECT: Ballot Delivery for the State Civil Service Commissioner Election**

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**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 representative for the State Civil Service Commission (SCSC) will be mailed on Tuesday, January 31, 2017. The mailing of ballots on this date is to ensure that the delivery of the ballots to voting eligible employees is in accordance with the La. R.S. 42:1354(C).

To be eligible to vote, classified employees must have attained permanent status no later than December 3, 2016. For more information on voting, please see the link [Voting Information for State Employees](#) on the State Civil Service (SCS) website.

Voting employees will be able to cast a vote using one of three available methods:

- By paper ballot, which includes a postage paid return envelope;
- By telephone voting using a toll free number; or
- By internet ballot by logging on using the link provided on the written ballot.

The company responsible for collecting and tallying employee votes, Election Services Corporation (ESC), will open Internet and telephone voting on Tuesday, January 31, 2017. SCS has included a link to the ESC voting website on the [SCS Election webpage](#) for convenience. In order to vote, however, employees must be in possession of the paper ballot, as the paper ballot will contain identification information which the employee will need in order to cast a vote.

Voting eligible employees should expect to receive a ballot by mail no later than February 10, 2017. **Employees who have not received a ballot by Friday, February 10, 2017, are encouraged to contact the Election Coordinator to ensure that a ballot is re-sent to the correct address.**

For questions regarding this general circular, please contact the Election Coordinator via email at [Election.Coordinator@la.gov](mailto:Election.Coordinator@la.gov) or via telephone at 225-219-9449, and follow us on Twitter at [@LA SCS](https://twitter.com/LA_SCS).

Sincerely,

s/Byron P. Decoteau, Jr.  
Director