



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

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## GENERAL CIRCULAR NUMBER 2022-029

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**DATE:** July 21, 2022

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

**SUBJECT:** Notice of Intent

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As discussed in the State Civil Service Commission meetings in June and July, a Notice of Intent was published in the [Louisiana Register](#) (page 1933) on July 20, 2022, announcing the Commission's intent to amend the governing provisions of the Administrative Code to allow ballots and information related to the election of the classified employee member of the State Civil Service Commission to be transmitted to qualified classified employee voters via their official state email address rather than via U.S. Mail.

If the proposed rule change is approved, receiving election information via email will not be a requirement; rather, it will be a new option for voting that we hope will increase participation and decrease election-related costs. Three categories of employees will not be included in this option:

1. Those who do not have assigned state email addresses, as identified by OTS;
2. Employees who do not have access to state email, as identified by state agencies and/or affected employees; and
3. Employees who notify State Civil Service of their desire to opt-out of this option.

Information will be provided after the proposed rule change is approved regarding how to notify SCS of employees in categories 2 and 3.

The purpose of this General Circular is to advise the human resources community and classified employees of this proposed rule change and of the opportunity to provide public comment, all as set forth in the attached [Notice](#). Please share this General Circular with your classified employees and post it with other important notifications for employees without email access.

Sincerely,

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