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GENERAL CIRCULAR NUMBER 2023-009

DATE: February 23, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2023 State Civil Service Commission Election – Employee Representative, Voting Deadline

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

The purpose of this General Circular is to remind employees that voting for the classified employee member of the State Civil Service Commission **ends on this Friday, February 24, 2023, at 5 p.m. Central Standard Time.**

Employees who believe they are eligible to vote but have not received a ballot are encouraged to contact the Election Coordinator at Election.Coordinator@la.gov or 225-342-8297.

For eligible voters who are in possession of a ballot, there is still time to cast a vote before the deadline using one of the following methods:

- By telephone, using the toll-free number on your ballot; or
- By internet, using the link on your ballot or on our website at <https://www.civilservice.louisiana.gov/StateEmployees/2023Election.aspx>.

We do not recommend returning ballots by U. S. mail at this point, as all paper ballots must be physically received by the vendor by 5 p.m. on February 24, 2023, to be included in the tabulation. Postmarks are not acceptable for receipt date verification.

Sincerely,

s/Byron P. Decoteau
Director