



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

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## GENERAL CIRCULAR NUMBER 2023-015

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**DATE:** March 21, 2023

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

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

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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 runoff election for the employee member of the State Civil Service Commission were transmitted today, Tuesday, March 21, 2023. Ballots were 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, whose email address we were unable to obtain or validate, and those who chose to opt out of receiving their ballot by email in the primary election.

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), opened Internet and telephone voting today, Tuesday, March 21, 2023. There is also a link to the ESC voting website on our election website for convenience. In order to vote, employees must be in possession of their runoff election ballot, as it will contain updated 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 March 28, 2023. **Employees who have not received a ballot**

**by Tuesday, March 28, 2023 are encouraged to contact the Election Coordinator at [Election.Coordinator@la.gov](mailto:Election.Coordinator@la.gov).**

Runoff voting closes on Wednesday, April 5 at 5:00 pm Central Time.

Sincerely,

s/Byron P. Decoteau  
Director