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
@LA_SCS

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GENERAL CIRCULAR NUMBER 2017-006

DATE: **February 21, 2017**

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

SUBJECT: **Voting Deadline for Election of Classified Employee Member of State Civil Service Commission**

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 Thursday, February 23, 2017, at 5 p.m. Central Standard Time.**

All paper ballots must be physically received by the vendor by 5 p.m. on February 23, 2017, to be included in the tabulation. Postmarks are not acceptable for receipt date verification.

Voting eligible employees who have not received a ballot are encouraged to contact the Election Coordinator for information on how to vote in the election.

For employees who are in possession of the ballot, there is still time 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.

We recommend, however, that employees who have not yet voted please do so by telephone or by internet to ensure that the vote is received before the voting period has expired.

For questions regarding this general circular or for information on how to vote in the election, please contact the Election Coordinator via email at Election.Coordinator@la.gov or via telephone at (225) 219-9449, and follow us on Twitter at @LA_SCS.

Sincerely,

s/Byron P. Decoteau, Jr.
Director