



THE BRIDGE:

Connecting State Civil Service and You

October 2015
Volume 6 Issue 3

The SCS Mission:

To provide human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana.

We Want Your Feedback!

This publication is intended to provide for increased communication between the Department of State Civil Service and all stakeholders within our system. Email your questions, comments, or suggestions to us, and we'll do our best to respond promptly. Your feedback may even be chosen for publication as part of this feature! Participants will remain anonymous if requested. Please note that not all feedback will be published and that only fact-based questions will receive a response.

[Click HERE to submit your feedback!](#)

STAYING CONNECTED:

*From the Desk of Byron P. Decoteau Jr.
SCS Interim Director*

As Interim Director, I look forward to serving the citizens of the state, and working closely with state agencies to provide a fast, effective, low-cost human resources system that ensures quality results and accountability to the public interest.

In this issue of The Bridge, we say goodbye to long-time SCS Director Shannon Templet. I know I speak of on behalf of all state employees when I say that her service to Louisiana is truly appreciated.

Please take a moment to read the alert on Page 3 about Prohibited Political Activity. With a busy election season upon us, it is a great time for state employees to brush up on the "Do's and Don'ts" of prohibited political activity. Also featured on Page 3 is an article on the balanced scorecard approach. This tool is useful in helping agencies achieve organizational goals.

Congratulations to the Monte M. Lemann Award winners. This award is given to individuals for their contributions to the advancement of Louisiana's unique and superior Merit System of Public Employment.

Congratulations to the Monte M. Lemann Award Winners

The Louisiana Civil Service League is proud to honor the following distinguished leaders outside of the state classified service who have made great contributions to the advancement of Louisiana's merit system of public employment.

- Brian J. Burke – City of Mandeville Municipal Police Employees' Civil Service Board and Municipal Employee's Civil Service Board.
- Robert "Bob" Dublan – St. Charles Parish Public Works Department.
- Richard M. Hollier Jr. – Opelousas Municipal Civil Service Commission.
- James H. Napper II – Louisiana Department of the Treasury.
- Dr. Michael Strain – Louisiana Department of Agriculture and Forestry.
- Daniel E. Sullivan – Louisiana Civil Service League.

Thanks for Your Service Director Templet

By **Melinda Robert**
Accountability Division Administrator

The month of September brought a change in leadership to the department of State Civil Service. The staff at State Civil Service bid farewell to their Director, Shannon Templet, as she began a new career with the House of Representatives. Templet has served as the State Civil Service Director since 2009.

Her time as Director brought many challenges, but she remained committed to state agencies to help attract and retain the best and brightest for the taxpayers in Louisiana. In 2011, she was focused on employee performance and aimed at improving the state's performance evaluation system. The State Civil Service Commission adopted new rules governing the state's performance evaluation system under her leadership. The new system concentrated on employees' overall performance based on work tasks and behavior standards. This system change also brought mandatory second level supervisory reviews and single evaluation and performance adjustment pay dates for all employees.

Templet also focused on training, helping redesign the Comprehensive Public Training Program to reach more participants. She advanced the registration process from paper to online and was personally involved in the development of program courses. She led the program to its first E-learning platform, providing state supervisors timely and relevant training at their fingertips.

In 2015, Director Templet re-centralized agency work processes and State Civil Service assumed the responsibility of allocating all classified positions and



posting and qualifying all classified job applications. Functioning as the core regulatory agency for all state personnel activities, State Civil Service is committed to providing prompt and efficient turnaround in these work processes, thanks to Templet's dedication to state

agencies.

Director Templet currently serves on the Louisiana State Employees Retirement System Board of Trustees, previously serving as board chair. She is an active member and past president of the National Association of State Personnel Executives. In 2012, she was honored with the Eugene H. Rooney Leadership Award, NASPE's most prestigious award. In 2015 Templet received the Charles E. Dunbar, Jr. Career Service Award. The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. Templet has actively participated in organizations such as the Louisiana Personnel Council Inc., Louisiana State Human Resources Manager's Association, and Women in Management, just to name a few.

State Civil Service will miss Director Templet and her leadership to the State of Louisiana. We wish her well in her new endeavor!

REMINDER: 2016 Annual Open Enrollment: October 1 - November 15

The Office of Group Benefits (OGB) annual enrollment period begins October 1 and lasts through November 15. There are no changes to premiums, co-pays, co-insurance, deductibles, and out-of-pocket maximums for any of the Magnolia or Pelican plans. If you do not want to make any changes to your current benefits, you do not have to do anything. You will automatically continue with the same coverage as you have now. You can get details about all plan options in the decision guide available [here](#).

If you are enrolled in the Health Savings Account (HSA) or Flexible Spending Account (FSA), you must select a new contribution amount for 2016. This can be done through the OGB Annual Enrollment Portal or through the Human Resources Office at your agency.

You can access even more information about OGB's plans, including frequently asked questions, an out-of-pocket cost calculator, and the Ask OGB blog at annualenrollment.groubenefits.org or by contacting the OGB Call Center at 1.800.272.8451.

Political Activity Alert!

With the election season now in full swing, all state classified employees should keep in mind the restrictions on political activity applicable to them under the state constitution and the Civil Service Rules. These restrictions apply to all elections: local, state and federal.

In a nutshell, state classified employees must avoid both the ACTUAL public support of or opposition to a candidate, party, or faction, and the APPEARANCE of such support or opposition. For example, a state classified employee may not make political contributions; display bumper stickers, yard signs, or campaign paraphernalia; attend political fundraisers (even with free tickets); be actively involved in a campaign or political party; solicit votes; or run for office. As to social media, state classified employees may not “like” a candidate or party on Facebook or “follow” a candidate or party on Twitter.

Of course, state classified employees may vote, serve as poll commissioners, publicly support or oppose issues of public debate or election (such as tax referendums or constitutional amendments), and attend free functions open to the public where any or all of the candidates present their views.

A more complete listing of the “do’s and don’ts” regarding political activity for state classified employees is set forth in [General Circular 2014-027](#). An SCS-produced video entitled “Prohibited Political Activities” can be viewed on the [State Civil Service YouTube channel](#). For additional information, please contact SCS at (225) 342-8274 or SCSInfo@la.gov.

These restrictions on political activity are essential to ensure the public interest is served by a state classified workforce free from the political discrimination endemic to the spoils system of the past. Violations of the restrictions are thus extremely serious and can result in significant penalties up to and including dismissal from the state service.

The Role of Civil Service in the Balanced Scorecard

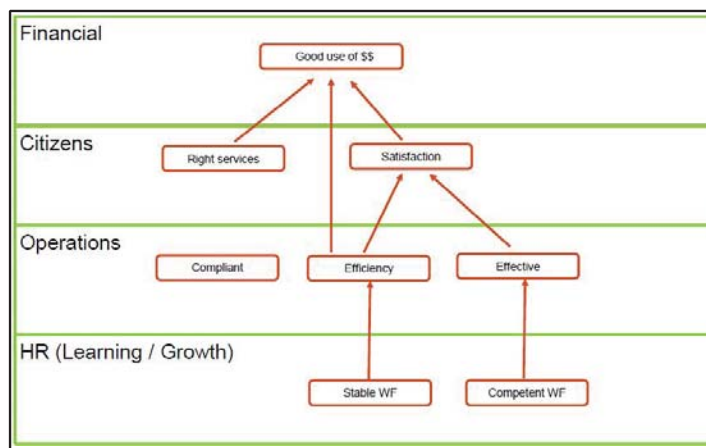
by *Janelle Haynsworth*
SCS Compensation Division Supervisor

Since the beginning of organized employment, managers have attempted to measure the efficiency and effectiveness of their organizations in a variety of ways. The balanced scorecard approach is no exception. Comprised of financial and non-financial measures, balanced scorecards are custom designed by managers and used as a tool to measure whether the activities of the organization align with its overall mission and vision.

Personnel management practices are often a part of balanced scorecards. Mr. Rusty Frioux of Sparkhound demonstrated what a balanced scorecard might look like for government at a recent presentation to the Louisiana State Human Resources Management Association. He explained that the role of human resources in business operations provides the means for a stable and competent workforce. This workforce, in turn, creates efficiency and effectiveness for the organization. Louisiana’s citizens are viewed as the customers in this balanced scorecard model. According to Mr. Frioux, customer satisfaction and an overall financial savings results from providing the right mix of services with efficiency and effectiveness.

State Civil Service was established under the Louisiana state constitution and founded on merit

system principles to provide for the administration and regulation of the classified service. The mission of State Civil Service is, “To provide human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana.” Whether managers are using the balanced scorecard approach or another method, SCS is committed to helping state agencies achieve their organizational goals.



Example of a balanced scorecard for Government. Graphic courtesy of Rusty Frioux, Analytics Strategist, Sparkhound.