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**GENERAL CIRCULAR NUMBER 2015-038**

**DATE: October 9, 2015**

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

**SUBJECT: State Civil Service Commission Meeting Dates for Calendar Year 2016**

The following dates and locations have been scheduled for the **2016** meetings of the State Civil Service Commission. Also listed are the deadline dates for agencies to submit items for consideration by the Commission and the dates the regular agenda will appear on the Department’s website.

If you have any questions you may contact Misty McAfee by calling (225) 342-8272 or by email at Misty.McAfee@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.

Interim Director

**State Civil Service Commission Meeting Schedule**

The State Civil Service Commission in the Louisiana Purchase Room of the Claiborne Building, 1201 North 3rd Street, Baton Rouge, LA.

Meeting location and time is subject to change – refer to the published [agenda](http://pubdocs.civilservice.louisiana.gov/Shared%20Documents/Civil%20Service%20Commission/Agenda/commagenda.pdf) to confirm.

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| **MONTH** | **DATE(S)** | **DEADLINE TO SUBMIT AGENDA ITEMS** | **DATE AGENDA POSTED TO WEBSITE** |
| **January** | January 6, 2016 | December 14, 2015 | January 5, 2016 |
| **February** | February 3, 2016 | January 11, 2016 | February 2, 2016 |
| **March** | March 2, 2016*Quarterly HR Director’s meeting following Commission meeting.* | February 8, 2016 | March 1, 2016 |
| **April** | April 6, 2016 | March 14, 2016 | April 5, 2016 |
| **May** | May 4, 2016 | April 11, 2016 | May 3, 2016 |
| **June** | June 1, 2016*Quarterly HR Director’s meeting following Commission meeting.* | May 9, 2016 | May 31, 2016 |
| **July** | July 13, 2016 | June 20, 2016 | July 12, 2016 |
| **August** | No Meeting | No Meeting | No Meeting |
| **September** | September 7, 2016*Quarterly HR Director’s meeting following Commission meeting.* | August 15, 2016 | September 6, 2016 |
| **October** | October 5, 2016 | September 12, 2016 | October 4, 2016 |
| **November** | November 2, 2016 | October 10, 2016 | November 1, 2016 |
| **December** | December 14, 2016*Quarterly HR Director’s meeting following Commission meeting.* | November 14, 2016 | December 13, 2016 |