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| dscs-logo-letterhead | Post Office Box 94111Baton Rouge, LA 70804-9111www.civilservice.la.gov | **Shannon S. Templet, Director**Phone: 225-342-8274Fax: 225-342-8058TDD: 800-846-5277Toll Free: 866-783-5462 |

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**GENERAL CIRCULAR NUMBER 2014-028**

**DATE: October 2, 2014**

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

**SUBJECT: State Civil Service Commission Meeting Dates for Calendar Year 2015**

The following dates and locations have been scheduled for the **2015** 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/Shannon S. Templet

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 7, 2015 | December 15, 2014 | January 6, 2015 |
| **February** | February 4, 2015 | January 12, 2015 | February 3, 2015 |
| **March** | March 4, 2015***\*Quarterly HR Director’s meeting at 1:30pm on March 3, 2015.*** | February 9, 2015 | March 3, 2015 |
| **April** | April 1, 2015 | March 9, 2015 | March 31, 2015 |
| **May** | May 6, 2015 | April 13, 2015 | May 5, 2015 |
| **June** | June 3, 2015***\*Quarterly HR Director’s meeting at 1:30pm on June 2, 2015.*** | May 11, 2015 | June 2, 2015 |
| **July** | July 15, 2015 | June 22, 2015 | July 14, 2015 |
| **August** | No Meeting | No Meeting | No Meeting |
| **September** | September 2, 2015***\*Quarterly HR Director’s meeting at 1:30pm on September 1, 2015.*** | August 10, 2015 | September 1, 2015 |
| **October** | October 7, 2015 | September 14, 2015 | October 6, 2015 |
| **November** | November 4, 2015 | October 12, 2015 | November 3, 2015 |
| **December** | December 9, 2015***\*Quarterly HR Director’s meeting at 1:30pm on December 8, 2015.*** | November 16, 2015 | December 8, 2015 |