

# Louisiana Department of Transportation and Development

## Human Resources Newsletter

### August 2008

**The HR Employee Relations Unit** welcomes Cary Caro to the Human Resources Section. Cary was recently selected as the Training and Development Program Manager. He holds a Masters degree in Human Resource Education from LSU and is continuing his studies by pursuing a PhD in the human resources field. Cary will assume the following roles and responsibilities: Statewide HR Trainer, Succession Planning Consultant, 360-Degree Feedback Program Coordinator, and HR website administrator. Please join us in welcoming Cary to DOTD!

**New Management Intern** - HR is pleased to announce the appointment of Gail Williams to the position of Management Intern in HR's Compensation Unit. Gail holds an MBA from Southeastern Louisiana University and brings with her a wealth of professional level experience from Albemarle/Ethyl Corporation and Cargill, Inc. She will provide compensation support to the following areas: Public Works and Intermodal, Maintenance Management, Bridge Maintenance, Loss Prevention, Project Management, Construction, Traffic Engineering, Project Development, and LTRC. Please do not hesitate to contact Gail should you need her assistance (225-379-1903 or [gailwilliams@dotd.la.gov](mailto:gailwilliams@dotd.la.gov)).

**DOTD Ethics Training** - Courtney Jackson, Staff Attorney for the Louisiana Board of Ethics, will present Ethics Training to the Executive Leadership Team on Monday, August 11, 2008. Subsequent Ethics Training will be presented to all DOTD employees during the fall. The training schedule will be published by the end of August, 2008.

**DOTD Ethics Contact** - David Tippett, Employment Attorney, has been named DOTD's Ethics Advisor. David is responsible for providing employees and managers with information and guidance relative to the Louisiana Code of Governmental Ethics. If you have any questions regarding potential ethics violations, please contact David at (225) 379-1026 or [davidthippett@dotd.la.gov](mailto:davidthippett@dotd.la.gov).

## August 2008 Events

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|------------------|---|
| <b>August 5</b>  | Summer Engineering Student Luncheon                       |
| <b>August 11</b> | Louisiana Board of Ethics Training for the Executive Team |
| <b>August 19</b> | Standing Committee on Human Resources (SCHR) Meeting      |
| <b>August 20</b> | Department of Civil Service Commission Meeting            |
| <b>August 28</b> | New Employee Orientation, HQ 3rd floor classroom          |

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## **Employee Administration Unit Update**

**Dependent Verification:** The Office of Group Benefits (OGB) has implemented a new policy effective July 1, 2008 that requires all active and retired employees to provide written proof that each dependent is an actual legal dependent. Baton Rouge Section employees will receive a schedule by Friday, August 8, 2008 indicating their assigned date, time and location to provide verification documents. Districts outside of Baton Rouge have established specific procedures for their employees. Please contact Kay McRae at (225) 379-1288 or Cecelia Donald at (225) 379-1675 for additional information.

## **Personnel Management Unit Update**

**PPR Alternative Form:** As result of Team 20 recommendations, DOTD was granted permission to pilot an Alternative PPR Form for Fiscal Year 07-08. Effective 7/1/08, Civil Service has adopted the Alternative PPR Form and has allowed DOTD to expand its use of the form. Any supervisors who wish to use the Alternative PPR Form must contact Sarah Ragona at (225)379-1258 or [sarahragona@dotd.la.gov](mailto:sarahragona@dotd.la.gov) so that she may inform the Department of Civil Service accordingly.

**Engineering Student Luncheon:** The HR Section will host its annual end-of-summer luncheon on Tuesday, August 5 for engineering students who've been a part of DOTD's summer engineering and co-op programs. This luncheon will provide an opportunity to recognize these students for their service, get feedback on their work experiences, and inform them of employment opportunities within DOTD.

## **Employee Relations Unit Update**

**Charles E. Dunbar, Jr. Career Service Award Nominations Announced:** The Louisiana Civil Service League is accepting nominations for the 50th Annual Charles E. Dunbar, Jr. Career Service Awards. The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. Nominees are judged on commitment to classified service, contributions toward work or workplace improvement, personal initiative, and volunteer community service. Nomination forms may be obtained from Candy Cardwell in Human Resources (225-379-1241); completed forms must be submitted to Candy no later than Friday, August 8, 2008.

**Educational Leave / Tuition Reimbursement for Fall 2008 Semester:** PPM 17 provides that full-time employees with one year of DOTD service may request educational leave and reimbursement of tuition cost for college courses directly related to their job duties. The Application and Contract Form should be submitted in advance to the appointing authority so that final approval will be received by the semester start date. This form is available on the HR Intranet website. For more information about DOTD's educational leave/tuition reimbursement program, please contact Candy Cardwell at (225) 379-1241.

**Sign Language Interpreter Services:** To schedule interpreter services, please contact Candy Cardwell at (225) 379-1241 or [candycardwell@dotd.la.gov](mailto:candycardwell@dotd.la.gov) at least one week prior to the need for services. Please be prepared to provide the following information regarding the event: date, time, location, type of event (meeting, training, etc), and employee(s) to receive services.