

Louisiana Department of Transportation and Development

Human Resources Newsletter

December 2008

New Employee Relations Manager: HR is pleased to announce the appointment of Ms. Linda Peloquin to the HR Employee Relations Manager position. Ms. Peloquin brings with her a wealth of experience in the field of human resources, especially in managing employee relations programs. Please join us in welcoming Linda to DOTD. Don't hesitate to call upon her as employee relations issues arise. You may reach Linda at (225) 379-1239 or lindapeloquin@dotd.la.gov.

Pick A Star! It is nomination time again... Please remember to nominate that special person, manager or team for the 4th quarter and yearly awards. We always have special team projects or that special employee who goes above and beyond the call of duty. Don't let time pass; start writing your nominations now!

- Employee of the Quarter/Year = Certificate and \$500/\$1,000
- Manager of the Quarter/Year = Certificate and \$500/\$1,000
- Best Team Effort of the Quarter = Certificate and share \$1,000.

Please submit 4th quarter and yearly nominations to [Linda Peloquin](#), Human Resources, 300-W by close of business on Monday, January 5, 2009. If you have questions, please feel free to contact Linda by email or phone (225-379-1239).

W-2 Reminder All employees are reminded to check their address in LEO to ensure its accuracy. This is especially important if an employee changed his/her address during the year. For employees who have a "permanent" and a "mailing" address on file, the mailing address will be used for W-2 distribution.

All W-2's will be mailed by January 31, 2009, from the Office of Uniform Payroll. Please direct all questions concerning duplicate W-2's to the HQ Payroll Unit - [Kay McRae](#) (225) 379-1288, [Cecelia Donald](#) (225) 379-1675, or [Janice Bernard](#) (225) 379-1576.

Educational Leave/Tuition Reimbursement for Spring 2009 Semester PPM 17 provides that full-time employees with one year of DOTD service may request educational leave and reimbursement of tuition costs for college courses directly related to their job duties. Requests should be submitted 30 days in advance of the course start date. Please refer to [PPM 17](#) for eligibility and procedural information; applications are also available on the Intranet HR website. HR Contact: [Linda Peloquin](#), (225) 379-1239.

Position Description Updates In accordance with Civil Service requirements and DOTD Policy, all job descriptions older than one year must be updated prior to filling a vacant position. This applies to both non-supervisory and supervisory positions. This policy is designed to ensure that positions are properly allocated and reflect the most current job duties and responsibilities. Please send updated SF-3s to your assigned Compensation Representative. If you have any questions, please contact [Toby Comeaux](#) at (225) 379-1291.

PPR Reminder To Supervisors PPR mid-year reviews are now to be conducted in December rather than January. Although continuous feedback should be provided throughout the year, mid-year reviews allow supervisors to sit down with employees and candidly discuss performance. Mid-year reviews are unofficial and assigning a rating score is unnecessary. Documentation that the meeting was conducted is required, however. New mid-year review forms are now available on the PPR intranet site. The new form has an area for the employee to sign as required by [PPM 55](#). [Click here](#) for more information.

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Coping With The Holidays The holiday season is intended to be a time full of joy, parties and gatherings with friends and family. But the holidays can be difficult for many who are dealing with personal grief, loneliness, illnesses, economic concerns, separation from family members, and relationship issues like separation or divorce.

Sometimes during the holidays, we experience temporary periods of depression like the "holiday blues" or Seasonal Affective Disorder (SAD). The holidays are especially difficult when our own feelings of sadness, loneliness, depression and anxiety are the opposite of the "Hallmark" images we see all around us. [Click here](#) for helpful Self-Care Tips.

If you or someone in your family experiences difficulty in coping with the holidays and can use the confidential assistance of our Employee Assistance Program (EAP), please call [Linda Peloquin](#), EAP Manager, at (225) 379-1239.

Job Shadow Day Human Resources will host its annual Job Shadow Day Event at Headquarters on Monday, February 2, 2009. Career mentors are needed for students to "shadow" in the workplace (one to two hours of the day) as they go through a normal day on the job. Job shadowing enables students to get a practical perspective of different careers and opportunities that may be available to them when they enter the workforce. Students also learn how classroom skills can be applied to the real world. If you would like to be career mentor, download, complete and EMail the [registration form](#) no later than Monday, January 26, 2009 to [Janice Drake](#). For details concerning this event, contact Janice Drake at 225 379-1222 or jdrake@dotd.la.gov for details.

Hello From LASERS! As part of the on-going SOLARIS pension administration system, LASERS brings you [Active Member Self-Service](#). With this new tool, you can conveniently view your account summary, change your telephone number or e-mail address, and access forms.

To access this service for active members, go to the home page of the LASERS website, www.lasersonline.org, and click on the "new" sign, or click here, [Active Member Self-Service](#) and you are there.

- If you are an active employee, you will Log- in as a "Member" to view active member information. Create a password you can remember for yourself and use the navigation bar on the left to move through the site.
- If you are a retired employee, you will Log- in as a "Retiree" to view retirement information including your DROP/IBO account. Create a password you can remember for yourself and use the navigation bar on the left to move through the site.
- Active DROP members and Rehired Retirees (Option 3) will have access to both Member and Retiree accounts.

If you have any questions regarding Active (or Retired) Member Self-Service functions, please call the LASERS Member Services - Customer Service section at (225) 922-0600 (Baton Rouge area), or toll- free (800) 256-3000 (outside the Baton Rouge area). LASERS Public Information Division

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Special Events

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| December 3 | Workplace Harassment Training - District 61 |
| December 8 | Violence In The Workplace Training - LTRC Auditorium |
| December 9 | New Employee Orientation - HQ |
| December 10 | "How To Select ..." Training - District 62 |
| December 16 | Standing Committee on Human Resources (SCHR) Meeting |
| December 24-25 | Christmas Holiday |