

Louisiana Department of Transportation and Development

Human Resources Newsletter

March 2007

High Honors Achieved Congratulations to Ms. Sue Glass, Administrative Assistant in the DOTD Legal Section, for being selected as a recipient of the prestigious Charles E. Dunbar, Jr. Career Service Award. The Dunbar Award is the highest honor a classified state employee can receive for his/her service to the citizens of Louisiana. Nominees are judged on their commitment to the classified service, contributions toward workplace improvement, personal initiative, and volunteer community service. Ms. Glass will be recognized by the Louisiana Civil Service League at the awards luncheon on Friday, March 2, 2007.

Engineering Student Shadowing Program HR facilitated this special event last month at the 2007 Transportation Engineering Conference during which engineering students from around the state were matched up with DOTD professional engineers according to their area of interest. Participating students accompanied their "mentors" to informational sessions at the conference, were introduced to DOTD administrators and other engineers and learned about the positive aspects of DOTD as a place of employment. Based on feedback from both students and mentors, HR plans to further enhance the program and facilitate student shadowing activities at other events.

Employee Health Screening Event The DOTD Employee Wellness Committee is sponsoring a health screening event on Tuesday, March 20 at 8:00 a.m. to 12:00 p.m. in the DOTD Headquarters Auditorium. This event is open and free of charge to all DOTD employees in the Baton Rouge area. Screenings will include blood pressure, cholesterol, glucose, bone density and body mass index checks. A pharmacy benefits manager representing OGB, PPO, EPO and MCO will also be present to provide information on "Maximizing Your Pharmacy Benefits". Employees may sign up by accessing the Health Fair link on the DOTD Intranet home page or by clicking on the following address: <http://ladotnet/bbrd/announcements.asp>

Special Events

- March 5** Recruiting: Sowela Technical College
- March 7** Civil Service Commission Meeting (Claiborne Building)
- March 9** Employment Law Training (HQ Annex)
- March 21** Standing Committee on Human Resources (SCHR) Meeting (HQ)
- March 25** Training: New Employee Orientation (HQ Annex)

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Employee Relations Unit Update

Nominate Someone for Special Recognition Reward outstanding performance of a DOTD employee, manager or team by making a nomination for formal award in DOTD's internal recognition program. The nomination deadline for the first quarter (January 1 - March 31) is April 9, 2007. Monetary awards of \$500 will be given to recipients of Employee and Manager of the Quarter, and \$1,000 to recipients of the Best Team Effort. Please forward 8 copies of your nomination or submit via email to Beth Segura at bethsegura@dotd.la.gov. For further information, you may refer to PPM #49, contact Beth at Headquarters HR (225-379-1241) or contact your District Awards Committee chairperson.

Personnel Management Unit Update

Reminder To Supervisors About Performance Planning and Review (PPR) Supervisors need to be aware of important dates for 2006/07 PPR ratings and 2007/08 planning sessions. [Click here](#) to access the timeline which reflects "what to do when". Questions about the PPR process may be directed to Stephanie Ortis, HR Manager, at (225) 379-1289 or stephanieortis@dotd.la.gov.

Compensation Unit Update

Position Description Form (SF-3) Civil Service recently revised the position description form (SF-3). All SF-3s should now be submitted on the new form which can be found on this website under Downloadables. Instructions which accompany the new form can be found there also. Please note that SF-3's already submitted to HR on the previous form will not require resubmission on the new form.