

# Louisiana Department of Transportation and Development

## Human Resources Newsletter

### October 2009

**PPR Statistics for FY 08/09** The chart below reflects information submitted to the Department of Civil Service in DOTD's annual PPR report. Special appreciation goes to the Field/HQ HR Staff for their remarkable job in entering all ratings in a timely manner.

Rating Categories	Number of Ratings	Percentage of Ratings	Percentage Change from FY 07/08
Outstanding	66	1.47%	0.13%
Exceeds Requirements	2079	46.16%	0.53%
Meets Requirements	2313	51.34%	-0.16%
Needs Improvement	16	0.36%	-0.25%
Poor	0	0.00%	-0.02%
Unrated	31	0.69%	-0.23%
<b>Total Ratings</b>	<b>4505</b>	<b>100%</b>	

**DOTD 2009 Human Resources Workshop** We would like to express our appreciation to everyone for their support and participation in the 2009 Human Resources Workshop. Our theme was " 1 Extra Degree...Makes All the Difference...". Our guest speakers were Kirt Clement, Connie Standige and Eddie Samson (Motivational Speaker). We covered the following topics: Employee Relations, Compensation, Insurance, Retirement, Performance Planning and Review, La Careers, Customer Service and Stress Management. If you have any questions or comments, please contact Dortha George, Human Resources Specialist, at (225) 379-1669 or [dortha.george@la.gov](mailto:dortha.george@la.gov).

**Louisiana Personnel Council Conference** The Louisiana Personnel Council, in partnership with the Louisiana Association of Training and Organizational Development, has scheduled a 2009 education and training conference. This event will be held on October 14 - 15, 2009, at the Sheraton Baton Rouge Convention Center Hotel [Click here](#). If you have any questions regarding the conference, please contact Byron Decoteau, Jr., PHR, at (225) 342-6620 or [bdecoteau@corrections.state.la.us](mailto:bdecoteau@corrections.state.la.us). If you have questions regarding registration, please contact Misty McAfee at (225) 342-8272 or [Misty.McAfee@la.gov](mailto:Misty.McAfee@la.gov).

**Clerical Association of Louisiana (CAL) Conference** The Clerical Association of Louisiana is a professional organization for all Louisiana Civil Service clerical personnel. The 2009 CAL Educational Conference will be held on October 21 - 23, 2009, in the Houma/Thibodeaux area. If you have any questions, please contact Rebecca Kleinpeter, President, at (225) 342-6853 or [Rebecca.kleinpeter@la.gov](mailto:Rebecca.kleinpeter@la.gov).

**Time Administrator Basics** Over the next few months the Headquarters Payroll Unit will begin conducting Timekeeper Workshops for district timekeepers and their back-ups. Kay McRae, Employee Administration Unit Manager, will be coordinating these workshops with the Assistant District Administrator of Business for each district. This workshop will provide additional guidance to all district timekeepers and their backups, on time entry, substitutions, reporting, etc. For additional information, please contact Kay McRae, Employee Administration Unit Manager, at (225) 379-1288 or [kay.mcrae@la.gov](mailto:kay.mcrae@la.gov).

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**Revised PPM # 33 - Promotions, Reassignment, Position Changes and Demotions**  
(Effective October 1, 2009)

Summary of **PPM # 33**:

- Civil Service changed the name of its job posting system to LA CAREERS, and changed some of the procedures to post positions; therefore, the policy has been revised to reflect these changes.
- Office of Operations included information to clarify how Mobile Equipment Operators will be evaluated for promotional opportunities.
- The revised policy specifies that all interviews must be conducted by a panel of two or more.
- In accordance with recent revisions to Civil Service Rules, DOTD increased the percentage of Dual Career Ladder (DCL) positions for professional engineers from 15% to 20% of the total positions in the professional engineering job series.
- In accordance with recent revisions to Civil Service Rules, DOTD increased the percentage of Dual Career Ladder (DCL) positions for engineering technicians from 10% to 20% of the total positions in the engineering technician job series.
- In accordance with recent revisions to Civil Service Rules, DOTD increased the percentage of Dual Career Ladder (DCL) positions for information technology professionals from 15% to 20% of the total positions in the information technology job series.
- In accordance with recent revisions to Civil Service Rules, DOTD increased the percentage of Dual Career Ladder (DCL) positions for environmental professionals from 15% to 20% of the total positions in the environmental specialist job series.

If you have any questions regarding these revisions, please contact Mike Tucker, Human Resources Manager, at (225) 379-1219 or [Michael.tucker@la.gov](mailto:Michael.tucker@la.gov).

**STARS OF EXCELLENCE - Recognize Outstanding Performance!** The new "Stars of Excellence" recognition program has replaced the DOTD Employee, Manager, and Team of the Quarter/Year. To nominate an employee for a "Star of Excellence" award you may [Click Here](#). The nomination form will automatically be sent to the appropriate Award Committee Coordinator. The deadline for Headquarters nominations is the last day of each month. Please note that the deadline may vary among districts. Each award recipient will receive a monetary award of \$150, a Stars of Excellence certificate, and a choice of a DOTD T-Shirt or Polo Shirt. For additional information, refer to **PPM # 49**, contact Rebekah Henderson, Employee Relations Analyst, at (225) 379-1241 or [rebekah.henderson@la.gov](mailto:rebekah.henderson@la.gov), or contact your District Awards Committee Coordinator.

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**Helpful tips to protect you and your family during flu season** Please note that there are everyday actions employees can take to protect themselves and their families, while at the same time helping to prevent the spread of germs that cause respiratory illnesses like influenza. These precautionary actions include the following:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Try to avoid close contact with sick people. If you are sick, stay home. Limit contact with others.
- Avoid touching your eyes, nose, or mouth because germs can spread that way.
- If you or anyone in your family feels sick with flu-like symptoms, stay home and don't go to work. Limit contact with other people. Do not send your children to school if they display flu-like symptoms. Symptoms may include: high fever, body aches, headaches, coughing, sore throat, diarrhea, vomiting, fatigue and chills.
- If you become ill with influenza-like symptoms, you should contact your physician immediately. Your doctor will determine whether influenza testing or treatment is needed.

As you are probably aware, the Department of Health and Hospitals (DHH) has been conducting drills in all nine DHH regions. These exercises test hospital response and readiness to a surge in patients, Louisiana's disease surveillance, medical triage, communications and antiviral capabilities. DHH is also offering free, online pandemic flu training courses to health care professionals to better prepare them for a potential outbreak.

**2009 Tax Changes** According to the Internal Revenue Service (IRS.gov), 2009 personal exemptions and standard deductions will rise and tax brackets will widen because of inflationary adjustments. By law, the dollar amounts for a variety of tax provisions must be revised each year to keep pace with inflation. As a result, more than three dozen tax benefits, affecting virtually every taxpayer, will be adjusted for 2009. Key changes affecting 2009 returns include the following:

- The value of each personal and dependency exemption, available to most taxpayers, is \$3,650, up \$150 from 2008.
- The new standard deduction is \$11,400 for married couples filing a joint return (up \$500), \$5,700 for singles and married individuals filing separately (up \$250) and \$8,350 for heads of household (up \$350).
- Tax-bracket thresholds will increase for each filing status. For example, for a married couple filing a joint return, the taxable-income threshold separating the 15-percent bracket from the 25-percent bracket is \$67,900, up from \$65,100 in 2008.

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## October 2009 Events

October 7	Department of Civil Service Commission Meeting.
October 16	Violence In the Workplace Training-HQ Auditorium - 9:00 am & 1:30 pm
October 20	Standing Committee on Human Resources (SCHR) meeting
October 22	New Employee Orientation
October 28	Substance Abuse Training-HQ Auditorium - 9:00 am & 1:30 pm

**\*\*Famous Quote:** "Accept the challenges so that you may feel the exhilaration of victory."  
- - George S. Patton