



Anne S. Soileau  
Acting Director

## Department of State Civil Service

### News Release

For immediate release:  
September 2, 2005

Contact: Erika Roberts at (225) 342-8292  
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### **Civil Service Releases Information for State Employees Impacted by Hurricane Katrina**

The Department of State Civil Service is releasing the following information for state employees impacted by hurricane Katrina.

#### Pay for State Employees

State employees who are paid by direct deposit should receive their payments as usual on their regular payday.

- State employees who are paid by mail should receive their payments as usual unless they receive mail in a zip code beginning with the following numbers: 369, 393, 394, 395, 396, 700, 701, or 704.
- State employees who do not receive their payments as usual, whether by direct deposit or mail, should call their agency payroll office or the appropriate office listed below.
  - LSU System: (UNO, LSU Health Sciences Center in New Orleans, etc.), if possible, visit: [www.lsusystem.lsu.edu/aboutlsusystem.html](http://www.lsusystem.lsu.edu/aboutlsusystem.html) or call 225-578-6953.
  - LSU Health Sciences Center Health Care Services Division (Medical Center of Louisiana in New Orleans, Lallie Kemp Regional Medical Center, etc.) 225-922-0753.
  - Department of Transportation and Development: 225-379-1675.
  - Louisiana Community and Technical Colleges: 225-922-2800.
  - Southern University in New Orleans: 1-866-334-7638 or 1-866-334-8294.
  - Southeastern Louisiana and Nicholls State universities: [www.ulsystem.net](http://www.ulsystem.net)
  - At this time, we have no contact information for the Port of New Orleans, the Orleans Levee Board, or the Housing Authority of New Orleans. When we have such information, we will post it to our website.
  - **All other state employees, please call 225-342-0713.**

#### Status of State Employees

- Persons who were classified state employees on August 26, 2005 will continue to be classified state employees until informed by their appointing authority that they are no longer employed—if and only if that should be necessary later.

(more)



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### Special Leave, Official Closure, and Work Location

- Civil Service Rules require granting of special leave during office closures and the payment of overtime to those who work during office closures. We recommend that all appointing authorities grant an initial period of special leave from August 27 through September 30, 2005 for an employee if the appointing authority determines that
  1. an act of God prevents the employee from performing their duty or
  2. because of local conditions it is impracticable for the employee in such locality to work.

State employees can be called back to work at a location different from their normal work location. Employees must report to work as directed, whatever the location. State travel regulations will apply. They can be read at [www.state.la.us/osp/travel](http://www.state.la.us/osp/travel).

### Toll-Free Phone Number

By Tuesday, September 6, the Department of State Civil Service expects to have a toll-free number in place to assist all employees. Please watch for the announcement of this number in the media and at our web site at [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov) or [www.dscs.state.la.us](http://www.dscs.state.la.us).

### HELP

"These are demanding times for us all. Life is not as it usually is within our state. Please exercise patience in all of your affairs. We will try our best to be of service and help to you in regard to your employment in state government. If you can help others, please do so. Thank you for your patience and thank you for your help," said Acting Civil Service Director Anne Smith Soileau.

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