

CORE CONNECTION

A MONTHLY NEWSLETTER
FOR LOUISIANA DEPARTMENT OF EDUCATION EMPLOYEES



September 9, 2020

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Teleworking Logs

Due Weekly

As a reminder, each employee working remotely should continue to download and complete the weekly [teleworking log](#), or a

As a reminder, each employee working remotely should continue to download and complete the weekly [teleworking log](#), or a similar log, and submit to their supervisor for approval at the beginning of each week (outlining tasks) and at the end of each week (outline notes relative to each task).

Employees continuing to work remotely every day each week (Monday - Friday) should continue to download and complete the weekly [teleworking log](#), or a similar log, and submit to their supervisor for approval each week.

Update Your Contact Information

Complete by September 30th

As many office moves take place, we are asking that each employee take a moment to ensure their contact information in Outlook is up to date. Specifically office location and office phone number.

Please [click here](#) for instructions on updating your Outlook information.

COVID-19 Return to Work Guidance for LDOE Employees

Phase Two Extended

On Wednesday, August 26th, [Gov. John Bel Edwards extended the Phase Two](#) order until Friday, September 11th, including the statewide mask mandate.

In alignment with guidance issued from the Governor's Office and LDH, the Department has provided the [COVID-19 Return to Work Guidance for LDOE Employees](#).

Families First Coronavirus Response Act (FFCRA or Act)

We would like to remind all employees of the FFCR Act which requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020, through December 31, 2020. For more information, click [here](#).

Facial Coverings Required

A mask, scarf, bandanna or other such facial covering **must be worn** upon entering and leaving the office building. A mask **must be worn** anytime you step away from your desk and enter into a common space such as hallways, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms, and restrooms.

Employees assigned to private offices or individual cubicles may remove the facial covering **only while working alone within their designated work space. The facial covering must fully cover the mouth and nose area and may not contain images or text that is inappropriate or may be offensive to others.

Please note that **not all staff are expected to report to the Claiborne building** at this time. If you are expected to return to the building, your Assistant Superintendent will notify you.

The health and wellness of our employees is of the utmost importance. As such, remote work authorization will continue for employees with high-risk medical conditions and childcare needs. If you have any questions or concerns, please reach out to your manager.

As always, thank you for your incredible dedication during these uncertain times and for your continued commitment to providing the necessary supports for all Louisiana students.

FY19-20 PES Final Evaluations

Due September 11th

The FY19-20 PES evaluation period has ended and all final evaluations should have been conducted by Friday, September 4, 2020. **Completed final evaluations are due to Human Resources by Friday, September 11, 2020**. If you have questions or concerns regarding PES, please email Staci.Johnson2@la.gov.

IMPORTANT PES DATES	
July 1 - August 31	FY19-20 PES Final Evaluation Period
September 11	FY19-20 PES Final Evaluation Forms DUE to HR
July 1 - September 30	FY20-21 PES Planning Period
October 5	FY20-21 PES Planning Forms (copies) DUE to HR

FY20-21 PES Planning Period

FY20-21 PES Planning Period July 1st - September 30th

We are in the final month of the FY20-21 PES planning period, which ends on **Wednesday, September 30, 2020**. Supervisors need to conduct a PES planning session with each of their employees to review the goals and expectations set for the FY20-21 performance year and have the employee sign their PES planning by this deadline. **Copies of completed FY20-21 PES plannings conducted by September 30th are due to Human Resources by Monday, October 5, 2020.**

Each PES should include at least one Work Expectation and one Behavior Expectation. Civil Service has compiled a [Web-based Bank of Expectations](#) to provide supervisors with sample expectations relevant to the performance evaluation system. These sample expectations may be used as listed or modified to more accurately reflect the duties of the employee. Supervisors are not required to use expectations from this site; however, they provide an example of acceptable expectations for employee evaluations. Additionally, employee goals should be SMART: Specific, Measurable, Attainable, Relevant and Timely; and support the overall goal or mission of your office.

****As a reminder, all classified fulltime employees should have a PES Planning conducted and submitted to HR within 90 days of their hire date.**

Before submitting the FY20-21 PES Planning to HR, please ensure that each PES document submitted accurately contains the following information:

- Employee Name
- Employee Personnel Number
- Civil Service Job Title (i.e., EPC 2)
- Performance Year (2019-2020)
- Evaluating Supervisor signature and personnel number
- Second Level Evaluator signature and personnel number
- Dates are on or before September 30th and in order of evaluating supervisor, then second level evaluator, and then employee

The [PES Planning & Evaluation Form](#) can be found on the Google Team Drive (LDOE Documents and Training>Human Resources>Performance Evaluation System). **Keep the original PES document and submit a copy to Human Resources by Monday, October 5, 2020.**

If you have questions or concerns regarding PES, please email Staci.Johnson2@la.gov.

Prohibited Political Activity for Classified Employees

In preparation of the upcoming election season, the Department of State Civil Service would like to remind classified state employees of the "do's and don'ts" of political activity. It is important that classified employees are aware of the restrictions that apply to you, and your spouse, in regards to ALL local, state, and federal elections.

Article 10, Section 9 of the State Constitution and Civil Service Rules 14.1(e), (f), and (g) govern the political activities of classified state employees. The United States Supreme Court has recognized that a state has the right to limit the political activity of its workers in order to ensure the enforcement and application of laws for the common good and not for the good of one candidate or political party. The Supreme Court has also recognized the right of a state to restrict such activity in order to avoid the appearance of such support. **This means that classified state employees must avoid the ACTUAL support of a candidate, party, or faction and avoid the APPEARANCE of giving such support.**

You may click [here](#) to view General Circular Number 2020-048 for specific details related to prohibited political activity.

The prohibited political activity training can be found in [LEO](#) under the **My Training** tab. Simply search **CPTP Prohibited Political Activities WBT** on the left hand side of the screen under **Find**.

If you have questions about what political activities you may or may not be involved in as a classified state employee, please contact the LDOE Human Resources team, or the Department of State Civil Service at P.O. Box 94111, Baton Rouge, LA 70804-9111, by phone at (225) 342-8274, or email scsinfo@la.gov.

State Combined Charitable Campaign

October 1st - December 1st

The 2020 [State Combined Charitable Campaign](#) (SCCC) will be held from **October 1, 2020 through December 1, 2020**. The SCCC is the only state approved charitable activity that enables payroll deducted contributions from LaGov HCM paid state employees. Employees have the option to donate through the convenience of payroll deduction or make a one-time gift via cash, check, credit card, or through payroll deduction.

Online Enrollment through LEO!

Although the SCCC does not officially launch until October 1, 2020, employees can begin designating their payroll deductions for

the SCCC through LEO. Click [here](#) for instructions on how to contribute to SCCC using LEO. **Only one enrollment method is necessary, online through LEO or by paper pledge form, not both.**

Pledge forms will be distributed to each LDOE office over the next few weeks. **All pledge forms, online donations and special event/fundraiser revenue are due to Human Resources by December 1, 2020.** If you do not receive a pledge form by September 30th or have any questions about the SCCC, please contact Staci.Johnson2@la.gov.

Visit <http://www.lasccc.org> for more information about the SCCC, fundraising ideas, and to view a list of participating charities.

Live Better Louisiana

September Newsletter

September is National Childhood Obesity Month

About 1 in 5 (19%) children in the United States has obesity issues. While there is no simple solution, there are many ways you can support children with their journey to good health.

Childhood obesity is influenced by many factors, including eating and physical activity behaviors, genetics, metabolism, family and home environment, and community and social factors. For some children, obesity may be influenced by the following:

- Too much time spent being inactive
- Lack of sleep
- Easy access to inexpensive, high calorie foods and sugary beverages
- Lack of access to affordable, healthier foods

Please click [here](#) to view the September Live Better Louisiana Newsletter for more information from OGB.

Access2day Health

Access2day Health is here with answers - **a booth will be set up in the Claiborne Building on Thursday, October 1st from 8:00 AM - 2:00 PM.** They'll follow all CDC guidelines for sanitation, cleanliness, and distancing during their visit. Thousands of Louisiana state employees are currently enjoying this benefit! Stop by the booth and learn more about your VIP Membership and pick up your free gift bag.

Your VIP Membership includes :

- No Appointment needed
- No Co-pay or deductible
- Short Wait Time

Deferred Compensation Education Webinars

September 15th-18th

Louisiana Public Employees Deferred Compensation Plan is rolling out the virtual red carpet for you and your coworkers! Your Retirement Plan Advisors will be conducting a series of online education meetings focused on a variety of topics. The hope is to help prepare everyone for retirement while also helping them focus on key fundamentals such as budgeting, investment management and overall retirement planning.

Each session is scheduled for an hour and includes a 30-40 minute presentation with time for questions and answers at the end. All attendees should register prior to the call so that login information may be made available in advance. Participants are not limited to one topic and are encouraged to register for multiple events covering the different topics.

Date	Topic	Registration Link
9/15/20 - 11:00 AM	Women and Investing	Register Here
9/15/20 - 3:00 PM	Budgeting	Register Here
9/16/20- 11:00 AM	Budgeting	Register Here
9/16/20 - 3:00 PM	Financial Setbacks	Register Here
9/17/20 - 11:00 AM	Investment Basics	Register Here
9/17/20 - 3:00 PM	Women and Investing	Register Here
9/18/20 - 11:00 AM	Financial Setbacks	Register Here

For more information, you can contact the service center at **800-937-7604** or email contact.louisianaplans@empower-retirement.com. To schedule an appointment with an advisor [click here](#).

2021 Insurance Premium Credit

Live Better Louisiana - Deadline Extended

Due to the closure of many clinics because of COVID-19, the Office of Group Benefits is **extending the Live Better Louisiana deadline to Friday, October 30, 2020**. You have extra time to complete a checkup at a Catapult Health Clinic or your doctor's office. Completing the checkup before the deadline will earn you a \$120 premium credit on your 2021 health insurance premium with Blue Cross.

You will have until **Friday, October 30, 2020**, **attend any remaining Catapult Health clinics**. You can also visit your primary care doctor and have him or her fill out and fax in the [Primary Care Provider form](#) by **Friday, October 30, 2020 at 5 p.m. CDT** in place of going to a Catapult Health clinic.

What do you do?

Schedule your appointment online at www.TimeConfirm.com/OGB or call **1-877-841-3058**. Complete your clinic to get the credit. If you are not able to go to a clinic, have your doctor fax a completed [Primary Care Provider Form](#) to Catapult Health.

Upcoming Clinics

Below is a list of clinics scheduled throughout the state. Due to clinics being canceled in response to the COVID-19 stay at home order, OGB has extended the deadline to complete your wellness visit until **October 30, 2020!**

Live Better Louisiana Clinics	
Date (Week)	Location
09/07 - 11/2020	Central Louisiana State Hospital (Pineville) University of Louisiana Lafayette (Lafayette) Central Office - Jefferson Parish School Board (Harvey) Louisiana Tech University (Ruston, LA) Criminal District Court (New Orleans) Eastern Louisiana Mental Health System (Jackson) Office of Public Health (New Orleans)
09/14 - 18/2020	Avoyelles PSB - Avoyelles HS (Moreauville) Louisiana Dept of Environmental Quality - Galvez Building (Baton Rouge) University of Louisiana Lafayette (Lafayette) LA Delta Community College (Monroe) Jefferson Parish School Board Emenes Building (Harahan) DEQ - Southeast Regional Office (New Orleans) Pinecrest Supports and Services Center (Pineville) LA Delta Community College (Ruston) Supreme Court of LA (New Orleans) LA Delta Community College (Winnsboro) LA Delta Community College (Winnsboro) Probation and Parole New Orleans District LA Delta Community College (West Monroe) Lallie Kemp Charity Hospital (Independence)
09/21 - 25/2020	Avoyelles PSB - Avoyelles HS (Moreauville) LA Retirement Systems Building TRSL (Baton Rouge) Baton Rouge Marriott (Baton Rouge) Southeastern Louisiana University (Hammond) Pennington Center Jefferson Parish School Board Emenes Building (Harahan) LA Workforce Commission (Baton Rouge) Northshore TCC Florida Parishes Campus (Greensburg) Dixon Correctional Institute (Jackson) ULL New Iberia Research Center (New Iberia) DOTD District 08 (Alexandria) State Archives Building (Baton Rouge) SOWELA Tech Community College - Regional Training Center (Lake Charles) Northwestern State University (Natchitoches)
09/28 - 30/2020	Holiday Inn Downtown Alexandria (Alexandria, LA) DOTD District 03 (Lafayette) Central Office - Jefferson Parish School Board (Harvey) Delgado CC West Bank Campus (New Orleans) State Treasurer's Office (Baton Rouge) DOC Headquarters (Baton Rouge)

1st Quarter Safety

Review by September 30th

Staying Cool in the Heat

Although the warm weather is welcomed by most, it can be deadly if treatment for the adverse effects of heat is not understood or utilized.

HEAT CRAMPS: Move the person to a cooler place and have him or her rest in a comfortable position. Stretch the affected muscle lightly and administer a half glass of cool water every 15 minutes. Do not give the person liquids containing alcohol or caffeine. These types of liquids dehydrate the body further, thus making the condition worse.

HEAT EXHAUSTION: Move the person out of the heat and into a cooler place. Remove or loosen any tight clothing and apply cool, wet cloths, such as towels or sheets. If the person is conscious, administer cool water to drink. Be sure the person drinks the water slowly. A half glass of cool water should be given to the person every 15 minutes. Once again, do not give the person liquids containing alcohol or caffeine. As the person rests comfortably, watch for any sudden changes in his/her condition

HEATSTROKE: If the person is suffering from heatstroke, get emergency help immediately by calling 911 or your local emergency number. Heatstroke is a potentially deadly situation. Move the person to a cooler place and quickly begin cooling the body by immersing the person in a cool bath, or wrap wet sheets around the body and fan it. Keep the person lying down and continue cooling the body. Monitor the person's breathing and watch for any signs of problems. If the person refuses water, is vomiting, or experiences changes in the level of consciousness, do not give anything to eat.

Click [here](#) for more information on heat safety.

Defensive Driving

In 2019, there were more than 38,000 deaths in auto accidents. Each year over 2.5 million of people are involved in automobile accidents each year for a variety of reasons:

- Cell phone usage - 1.6 million
- Distracted drivers - 421,000
- Texting - 330,000 (1 in 4 accidents)

Defensive driving is the mechanism needed to mitigate these fatality statistics. The rules of thumb for defensive driving include:

- Visually scan the area both ahead and around you
- Check mirrors every 3-5 seconds
- Always stay alert - do not drive if you are impaired in any way (i.e. sleepy, medicated, etc.)
- Think of "What if" strategies for different scenarios to help keep alert
- Many collisions are preventable, have you done everything possible to avoid the accident? In some instances defensive driving could have prevented the accident.

Click [here](#) for more information on defensive driving.

LDOE Employee Support Website

The [LDOE Employee Support Google Site](#) is a newly designed, dedicated space for the most up-to-date information for LDOE staff. By now, all LDOE employees should have received an email granting access to the site, which includes information about COVID-19, tools and resources for managing and working remotely, HR resources, as well as guidance from the Office of Technology Services (OTS).

In addition to reviewing content found on the [LDOE Employee Support Google Site](#), employees are strongly encouraged to continue reading Core Connection, which includes pertinent information for all state employees.

We hope this new intranet will be a helpful resource for all LDOE employees. For questions regarding the site, please contact ldoecommunications@la.gov.

LDOE Brand and Communications Style Guides



Both guides can be found in your Google Team Drive under LDOE Documents and Training > Public Affairs > Branded Documents, and will be updated as new templates and tools are created. You can provide feedback to the Office of Public Affairs by emailing _DOE-PublicAffairs@la.gov.

Employee Birthdays - September



1st Tella Henderson	2nd Monita Reed Kimberly Williams Jenna Chiasson	3rd	4th Lillie Franklin	5th
6th Krystle Johnson Rene Steele Staci Johnson	7th	8th	9th Erich Schultz	10th Patricia Newman Brandi Veals
11th Marian Johnson De'Angela Cagnolatti	12th Candace Brown Renee Wood Devon Camarota	13th Jameka Henderson Whitney Lafrance	14th Cydney Plaisance Jamaya Johnson	15th
16th Carol Jones Theresa Simoneaux Elise Alexander	17th Celeste Neal Whitney Lee	18th Anna Novogratz	19th Alicia Jeanpierre	20th Kishia Grayson
21st Julie Cutrer Lauren Perkins Kimberly Eckert	22nd Lenzie Zito	23rd Ivy Starns	24th Emily Bradley	25th Jan Sibley Frances Hall Jodi Loar
26th Maya McLaughlin Shameka Clayton	27th Joshua Ross Hengbei Zhao	28th Janice Wilcox Tikera Chisley Stephanie Loup	29th Hagga Johnson	30th Ida Washington Rachel Bunch

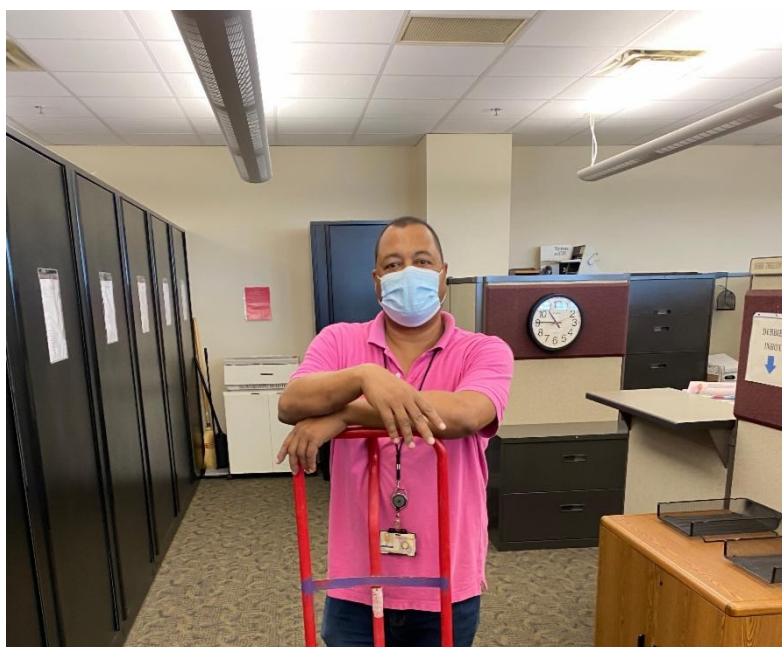
Team Member Spotlight

Do you want to brag on a team or team member? Have great news to share? Please email Maranda.Risponse@la.gov to be featured in the edition of the Core Connection.

On Saturday August 29, 2020 both **Tiffany Thomas** and **Ken Bradford** from the **Office of Career and College Readiness** ran the "virtual" **Get Your Rear In Gear 5k** to support colon cancer awareness. The chance of surviving colon cancer goes up with early detection and treatment-but only 40% of colon cancers are found in the early stages. Early screening rates save lives.



Troy Humphrey in **Legal** graciously helped many team members move heavy items during the office moves. Thank you, Troy!





The **Division of Academic Content** wishes to extend its sincere appreciation to **Maranda Rispone** in **Human Resources** and **Lauren Cuevas** in the **Office of Teaching and Learning** for going above and beyond to ensure our new employees had what they needed to start as scheduled despite the challenges of both a global pandemic and two approaching hurricanes! Ladies, your dedication and service are inspiring! Sincerely, Holli Jessee, Breigh Rhodes, Chanda Johnson, and Marcie Buckle.

**Submissions for the October 14th Core Connection must be received by Wednesday, October 7th.*

Welcome Our Newest Employees

LDOE is pleased to welcome our newest employees to our team!

Ashley Jones - Licensing Consultant - Early Childhood (Licensing)

Tisha McKinney - WAE Administrative Program Specialist A - Grants Management

Sabrah Kingham - Executive Director of Portfolio Opportunities - Equity, Inclusion & Opportunities

Hyacinth McKee - Education Program Consultant - Equity, Inclusion & Opportunities

Amy Lambert - Administrative Program Specialist A - Executive Office

Kiersten Peltier - Education Program Consultant - Teaching & Learning (Academic Content)

Alissa Kilpatrick - Director of Assessment Content - Teaching & Learning (Assessment)

Courtney Johnson - WAE Social Services Analyst - Early Childhood (CCAP)

Jamie Hebert - Education Program Consultant - Teaching & Learning (Academic Content)

Phaedra Early - Education Program Consultant - Teaching & Learning (Early Childhood)

Linda Vessel - Social Services Analyst - Early Childhood (CCAP)

LDOE Contacts

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LDOE Links

[LDOE Website](#)
[Contact Us](#)