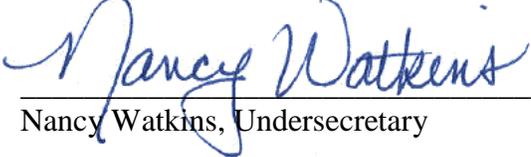


PPM #23

Policy Name: *Conditional Offer of Employment*
Effective Date: *April 2, 2007*
Revision Date: *December 1, 2011; December 9, 2014; January 8, 2016,
August 23, 2018; September 23, 2020; November 2, 2020; February
3, 2021*

Authorization:



Nancy Watkins, Undersecretary

POLICY

All job offers made by the Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation & Tourism (DCRT) shall be conditional on special requirements being met as listed on the Conditional Offer of Employment. To ensure that candidates clearly understand the nature of the conditional offer, supervisors and managers must provide the information to the candidate in advance of hiring. If the candidate cannot comply with any of the conditions set forth in the offer, the offer shall be rescinded. A conditional offer is not considered an unconditional offer until the pre-employment requirements have been met. If, after passing a drug screen, it is later discovered that any of the other conditions have not been met, the new employee's start date may be postponed or, if he/she has already begun working, the employee shall be separated from employment.

APPLICABILITY

This policy shall apply to all employees of OLG/DCRT, including classified, unclassified, full-time, part-time, and seasonal.

PROCEDURE

In order to extend a conditional offer of employment, hiring supervisors must adhere to the following procedures:

A. Conditional Offer of Employment Form

Human Resources shall generate all Conditional Offers of Employment.

The hiring supervisor shall submit the following information to the Human Resources Division:

- Applicant Name
- Job Title
- Position Number
- Department/Section

- Proposed Rate of Pay
- Appointment Status
 - Classified WAE, Job Appointment, Permanent, Probation, Student, Unclassified Appointee, Unclassified Regular, Unclassified Wage
- Proposed Effective Date (must be prospective)

Human Resources shall review the information and complete the Conditional Offer of Employment. Within three business days of receipt of request, Human Resources will send the completed Conditional Offer of Employment form to the hiring supervisor for review and to obtain supervisor and appointing authority signatures.

**** NOTE:** If the proposed rate of pay requires the employee to possess extraordinary qualifications/credentials (SCS Rule 6.5g), the three day turnaround may be extended until all required information is received by Human resources.

B. Verbal Job Offer

Once the Conditional Offer of Employment form is approved by the appointing authority and Human Resources Representative and returned to the hiring supervisor, he/she shall contact the selected candidate and verbally extend the job offer.

**** NOTE:** **Verbal offers may ONLY be extended Monday-Thursday**, so as to prevent inadvertently reducing the 48-hour window provided for drug screening purposes (see below).

C. 48-Hour Window for Drug Screen and Required Paperwork

As soon as the selected candidate verbally accepts the job offer, he/she only has a 48-hour window in which to:

1. Report to the work site in order to:
 - a. Review and sign the Conditional Offer of Employment form;
 - b. Complete his/her I-9 form for E-Verify purposes;
 - c. Pick-up the drug screen chain of custody form;
 - d. Complete Authorization for Criminal Background Check form (if applicable; see PPM #48, Criminal Background Checks policy for details).
 - e. Sign the Notification of Drug Testing Period form;
2. Report to a State-approved drug testing facility and submit to a drug screen.

It is the responsibility of the hiring supervisor to fully inform the selected candidate of these conditions and that failure to complete such requirements within the 48-hour window following verbal acceptance of the offer shall necessitate that the job offer be rescinded.

****NOTE:** Employees and appointees transferring from state agencies that required pre-employment drug testing will not have to drug test, if there has been no break in service.

D. Submission of Completed Paperwork to Human Resources Division

- a. The final step for extending a conditional offer is to submit the following completed paperwork to the Human Resources Division prior to the 1st day of employment:
 - i. Conditional Offer of Employment signed by all parties;
 - ii. Notification of Drug Testing Period form (if applicable);
 - iii. Authorization for Criminal Background Check form (if applicable);
 - iv. Completed I-9 form and supporting documents.

**** NOTE:** Failure to provide all of the required documentation listed above shall delay the release of drug screen results to the hiring supervisor, which may consequently postpone the new employee's start date.

- b. The new hire packet shall be completed by the new hire and submitted to the Human Resources Office within 72 hours of start date.

VIOLATIONS

Any supervisor found to be in violation of this policy may be subject to disciplinary action.

EXCEPTIONS

The Secretary or his designee may make exceptions to this policy as he deems necessary, provided such exceptions shall not be in conflict with Civil Service Rules or express law.

QUESTIONS

Questions or concerns regarding this policy should be addressed to the Human Resources Division.

Summary of Changes: Revised policy number, removed reference to Authorization to Hire/Employ policy that failed to be promulgated, and updated Channel Z web address (December 1, 2011); removed Philosophy section, updated web address for conditional offer form, expanded Procedure section by: (1.) incorporating HR Memo #2012-024 requiring approval of HR Director for classified job offers above range minimum, (2.) adding verbal job offer step, and specifically restricting that such job offers only be extended Monday-Thursday, (3.) specifying selected candidate's and hiring supervisor's responsibilities within the 48-hour window of verbal acceptance of offer per PPM #11 and HR Memo #2012-034, (4.) specifying submission of required paperwork to HR, and that failure to do so shall delay the release of drug screen results, revised section title from Consequences to Violations, added Exceptions section, added Questions section (December 9, 2014); Added reference to form completion and submission for criminal background checks in accordance with PPM #48 (January 8, 2016). Revised the Appointing Authority Authorization (August 23, 2018). Revised

State of Louisiana
Office of the Lieutenant Governor
Department of Culture, Recreation and Tourism

to add language that transferring state employees are not required to drug test (September 23, 2020). Revised to update Sections A & D to reflect HR now generating COEs, information required to generate COE, and new hire packet completion timeframe(November 2, 2020). HR approval for hires above minimum removed on COE (February 3, 2021).