



BILLY NUNGESSER
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF STATE PARKS

BRANDON BURRIS
ASSISTANT SECRETARY

FIELD MEMORANDUM #2024-01
POLICY AND PROCEDURE MEMORANDUM DELETIONS

TO: Office of State Parks' Employees

FROM: Brandon Burris, Assistant Secretary

RE: Policy and Procedure Memorandum Deletions

DATE: September 4, 2024

OSP legal and executive staff has recently reviewed all OSP Policy and Procedure Memorandums ("PPMs") to determine if any PPMs should be amended and/or deleted. From this internal review, the following PPMs have been determined to be outdated and inapplicable to present day OSP operations.

PPM #15 Force Account Projects
PPM #16 Rule Changes
PPM #18 Family and Medical Leave Policy
PPM #20 Notice of Termination or
Disciplinary Action of Employees
PPM #23 Camping Fee Reduction
PPM #25 Rule Making Procedures
PPM #26 Use of Accrued Annual Leave as
Relates to Personal Retirement Plans
PPM #32 Telephone Usage Record Keeping
PPM #35 Unclassified Appointments
(Wages)
PPM #36 Wages
PPM #38 Overtime
PPM #40 Driver Safety Program

PPM #41 Removal of Southern Pine Beetle
Infested Timber
PPM #42 Campground Reservation System
PPM #46 Telecommunications Problem
Reporting
PPM #49 Fishing Guide Service
PPM #53 Payroll - Fixed Time Entry Sheets
PPM #54 Budget Preparation and Control
PPM #56 Personnel Procedures-Policies
PPM #57 Americans with Disabilities Act
(ADA)
PPM #60 Employee Recognition and
Awards Program
PPM #63 Mobile Phones and Pagers
PPM #69 Off Highway Vehicle Trail Use

Please consider the above-mentioned PPMs out of circulation effective September 4, 2024. Furthermore, please visit P:\Operations\PPMs and DCRT's Channel Z > Employee Information > Human Resources > Policies to find all current and active policies.

Brandon Burris
Assistant Secretary
Louisiana Office of State Parks