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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

EFFECTIVE DATE: January 01, 2001

SUBJECT: **Inter-Agency Promotion Policy**
Civil Service Rule 6.5(h)

PURPOSE: The purpose of this policy is to allow the Department of Culture, Recreation and Tourism to grant promotional pay to an employee recruited from another state agency who is required to resign a permanent position to accept a probational appointment without a break in service. In order to apply this policy, the appointment has to be considered a promotion in accordance with Civil Service Rule 6.7.

POLICY: Under the provisions of Civil Service Rule 6.5(h), the Department of Culture Recreation and Tourism **may** grant promotional pay to an employee when the appointing authority requires the employee to resign a permanent position in order to accept a probational appointment without a break in service. The employee shall be eligible for the promotional increase either at the time of hire or for a period not to exceed one year from the date of appointment.

All requests for application of this rule must be submitted to the Human Resources Office with a memorandum of approval from the appointing authority, which includes a proposed effective date.

This policy shall be posted in the Human Resources Office as well as on the bulletin boards of all offices of the Department of Culture, Recreation and Tourism.

APPROVED:

PHILLIP J. JONES, Secretary
Department of Culture, Recreation and Tourism