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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 02-084

September 19, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Revised New Hire Checklist and Employee Policy Acknowledgment Form

The New Hire Checklist and Employee Policy Acknowledgment Form have been revised and are enclosed. Please destroy any copies you may have of these forms and begin immediately to use the updated versions.

Also enclosed is a copy of the Early Return to Work policy (issued in 1999) for inclusion in the Policies and Acknowledgments section of your orientation packages. Whereas this policy has been listed in the Supervisor's Orientation Checklist under safety items for supervisors to discuss with employees, the Office of Risk Management has suggested during a recent audit that we also include this policy and employees' acknowledgment in the initial orientation program.

Changes to New Hire Orientation Checklist:

Page 1: A Drug Testing Results Obtained ___Yes ___No@ has been added to the first line under Employment Forms.

Page 2: A Early Return to Work@ (8/16/99) and A Workplace Harassment/Discrimination@ (Rev. 9/01/02) have been added under Policies and Acknowledgments.

Changes to Supervisor's Orientation Checklist:

Page 5: A typing duplication of an option under A General Office Policies@ was removed. Please call Kathleen Miller or Dave Besse in the Human Resources Office, (225) 342-0880, if you have any questions.

Attachments

Please Post and Circulate