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MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 03-014

January 23, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Consolidation of New Hire Orientation in Baton Rouge

In August of 2002, we began conducting formal orientation (see attached). Beginning in February of 2003, it will be *mandatory* for all new employees in the Baton Rouge area to attend orientation conducted by human resources (HR) staff in the Capitol Annex. Field offices outside of the Baton Rouge area may continue to conduct their own orientation programs; however, supervisors and managers are encouraged to consider the merits of scheduling their employees for orientation in Baton Rouge.

HR staff are responsible for the employment, payroll, and benefits programs of all employees. We also have a duty to insure that the information presented in orientation is thorough and consistent. By providing a centralized program, we feel we can better serve all employees and introduce them to the HR staff who will be providing assistance to them in the future.

Our goal is to conduct new hire orientation on Mondays and to provide an open invitation to other employees who may wish to refresh their knowledge on policies or benefits. Regular, full time employees are scheduled from 9:00 a.m. until 4:00 p.m. Part time and student employees begin at 9:00 a.m. but finish at approximately noon since the afternoon benefits session is not applicable to them.

Until we have a meeting room available for our use every Monday, it has been necessary to vary the weekday and location of our programs. Therefore, it is *essential* that supervisors call Kathleen Miller, (225) 219-9453, or Dave Besse, (225) 342-1675 in advance to schedule an orientation date.

Attachment

Please Post and Circulate