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

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HUMAN RESOURCES MEMORANDUM NO. 03-041

March 31, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Drug Testing Update

With the upcoming peak hiring season, please remember that any unclassified wage employee that has a break of service longer than two weeks should take a pre-employment/ return to duty drug test. Wage employees that have at least two weeks off but not removed from the payroll should also follow this rule. These employees should not begin working until a negative result has been confirmed by our office.

Attached is an updated collection site list. Immediately replace the old list with this updated list. Be sure that you use these sites only. For testing outside of Louisiana, please contact our office for assistance.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Attachment

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