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LIEUTENANT GOVERNOR

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

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-024

April 27, 2004

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

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: Probationary Period and Permanent Status

Attached is a copy of the "Probationary Period and Permanent Status" policy that was approved effective April 1, 2004. This policy applies to all classified employees of the department.

Employees who are hired on a Probational Appointment shall serve no less than twelve months or more than twenty-four months. This policy applies to all classified employees of the department.

The "Permanent Status Consideration Form" will continue to be sent to your office for approval.

If you have any questions or need further information, please call the Human Resources Office at (225) 342-0880.

Attachment

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