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LIEUTENANT GOVERNOR

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

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SECRETARY

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## HUMAN RESOURCES MEMORANDUM NO. 04-25

April 27, 2004

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

**FROM:** Mary Gloston  
Human Resources Director

**SUBJECT:** Job Offers to Permanent Employees

Attached is a copy of the Revised "Job Offers to Permanent Employees" policy which was approved effective April 1, 2004.

The only change in the policy is related to the new twelve-month probationary period for all new hires, which also went into affect April 1, 2004.

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

Attachment

**Please Post and Circulate**

