



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## **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**

