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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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HUMAN RESOURCES MEMORANDUM NO. 04-039-02

July 12, 2004

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

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: POST Certified Law Enforcement and/or Basic Firearms Training Contract

Attached is the new contract requiring any employee receiving POST certified law enforcement and/or basic firearms training from the department to stay employed after training is successfully completed for two calendar years. If the employee resigns before the two-year period, they will be responsible for repaying the actual expenses paid by the department for such training. Training expenses to be repaid include tuition, registration, meals, lodging and transportation.

The procedures for employee's reimbursement of training expenses are provided in the contract. The procedures for managers and administrative staff are explained on a supplemental document also attached.

This contract is now included on the Conditional Offer of Employment. When hiring a new employee going into a position that requires POST certified law enforcement and/or basic firearms training, they must sign this contract. The signed contract should be sent to Human Resources along with the conditional offer. The updated Conditional Offer of Employment is included with this memo.

Please contact the Human Resources Office at (225) 342-0880 if you have any questions.

Attachments

Please Post and Circulate